



**CITY OF KINGSLAND, GEORGIA**  
**CITY COUNCIL**  
**AGENDA • FEBRUARY 10, 2025**

**Regular Meeting**

**City Council Chamber**

**6:00 PM**

107 South Lee Street - City Hall, Kingsland, GA 31548

**I. PUBLIC HEARING - STARTS AT 6:00PM**

**1. Public Hearing - Intent to Opt Out of HB 581: Homestead Exemption**

The Kingsland City Council intends to opt out of the statewide adjusted base year ad valorem homestead exemption for the City of Kingsland, Georgia.

**2. Public Hearing for the Purpose of Considering an Alcohol License for Laura Ann Rabb with Daily Bread Food Marts, LLC**

Laura Ann Rabb with Daily Bread Food Marts, LLC is applying for an alcohol license for the sale of packaged beer/wine for the Exit 7 Travel Shop located at 1870 Harrietts Bluff Road

**3. Public Hearing for the Purposed of Considering an Alcohol License for Pat Haggerty with Ruby Tuesday Operations, LLC**

Pat Haggerty, Manager for Ruby Tuesday Operations, LLC has applied for an Alcohol License for the sale of beer/wine/liquor by the drink to be consumed on the premises. The business is located at 100 Crown Point Parkway.

**II. CALL TO ORDER AND WELCOME GUESTS**

**III. ROLL CALL**

Charles Grayson Day Jr., Mayor  
Paul Chamberlin, Councilman  
Farran Fullilove, Councilman  
Kristy Chance, Councilwoman  
Alex Blount, Mayor Pro Tem

**IV. INVOCATION AND PLEDGE TO THE FLAG**

**V. CONSENT DOCKET**

- 1. Approve the Council Minutes of the last regular Council Meeting**
- 2. Approve the Agenda as Presented**
- 3. Approve the Payments of Accounts Payable as Due and Funds Available**

**VI. GRANTING AUDIENCE TO THE PUBLIC**

**VII. OLD BUSINESS**

1. Council Appointments to the Kingsland Planning Commission  
Councilwoman Chance Appointment -  
Mayor and Council Collective Appointment

**VIII. PLANNING AND ZONING**

1. Approval of Home Occupation-120 Lake Ashley Drive-Map & Parcel 107J 035  
Scott Jackson has applied for a Home Occupation Permit for a junk removal business known as "Bold Faith Junk Removal". The applicant has been notified and agrees to the requirements of a Home Occupation as noted in KLADO. Zoning is PD/R-1.

**Planning Commission recommends approval.**

2. Approval of Final Plat-The Villas at Camden Woods Phase 2A  
Roger Bennett, acting agent for Sawyer and Associates has submitted a Final Plat for The Villas at Camden Woods Phase 2A consisting of 30 single family lots on approx. 9.19 acres. The City Council approved the preliminary plat for all of The Villas at Camden Woods Phase 2 on July 8, 2024. Zoning is PD/MU (Planned Development/Mixed Use).

**Planning Commission recommends approval.**

3. Approval of Special Use Permit for Proposed Indoor RV/Boat/Personal Storage Facility

Austin Sawyer has submitted an application for a Special Use Permit for a proposed Indoor RV/Boat/Personal Storage facility to be built on parcel 106 034A, located on the east side of Wildcat Drive and the south side of Laurel Island Parkway. A site plan has been submitted by the applicant and approved by the Planning Staff. Zoning is C-2 (General Commercial).

**Planning Commission recommends approval.**

4. Approval of Annexation Ordinance 2025-02 & Zoning Designation-Parcel 070 009  
Ron Sawyer with Sawyer & Associates, Inc. has applied for the Annexation of a 176.4-acre portion of parcel 070 009 located on the south side of Highway 40 West and on the north side of Vacuna Road in the unincorporated area of Camden County. The purpose of the annexation is to have water and sewer access to the parcel for a proposed residential development consisting of single family and duplex lots. There is existing water and sewer access in the area. The applicant is also requesting a zoning designation of PD/R-2 (Planned Development/Low Density Residential) for the parcel if the annexation is approved. Current zoning is A-F/Agricultural Forestry (County).

**Planning Commission recommends approval.**

5. Approval of PD Approval for Parcel 070 009  
Roger Bennett, acting agent for Sawyer & Associates, Inc. has submitted a PD (Planned Development) for Vacuna Estates subdivision to be located on parcel 070 009. The PD will allow for (62) - 60' duplex lots, (293) -50' single family lots, & (221) - 40' single family lots

for a total of 576 lots on 176 acres. The entrances to the subdivision will be off of Vacuna Road and Jimmy Foddrell Road. The development will have an established H. O. A. Zoning is PD/R-2. Staff recommends approval contingent on the annexation and zoning designation being approved.

**Planning Commission recommends approval.**

**IX. NEW BUSINESS**

1. Approval of: Intergovernmental Agreement with the Camden County Board of Education for TAD #1  
Approval of an Intergovernmental Agreement (IGA) between the City of Kingsland and the Camden County Board of Education regarding the Kingsland Tax Allocation District (TAD) #1.
2. Appointments to the KCVB Authority Board  
Councilman Chamberlin Appointment -  
Councilman Fullilove Appointment -
3. Approval of: Temporary Alcohol License for Alex Wong, Owner of Outerbanks Bar & Grill  
Alex Wong, owner of Outerbanks Bar and Grill, has applied for a temporary alcohol license for the sale of beer/wine/liquor by the drink at the 2025 Mardi Gras Festival to be held on February 28 - March 1, 2025 in downtown Kingsland.
4. Approval of: Survey Proposal for West Pump Station/Force Main Project  
Pricing provides for the full survey CADD file and an option for Private Utility Locating (PUL) services. Scheduled time frame reflects providing a finished product in March 2025.  
**City engineer recommends low bid, Blew & Associates, for the base price & the optional PUL services at a total cost of \$54,875.**
5. Approval of: Promissory Note Between the City and PSA  
The City is one of the funding sources for the PSA pursuant to an intergovernmental agreement. This promissory note establishes the repayment agreement between the City and PSA on the advancement of such funds in the amount of \$151,169.40.
6. Approval of: Alcohol License for Laura Ann Rabb with Daily Food Marts, LLC  
Laura Ann Rabb with Daily Food Marts, LLC has applied for an alcohol license for the sale of packaged beer/wine for the Exit 7 Travel Shop located at 1870 Harrietts Bluff Road.
7. Approval of: Alcohol License for Pat Haggerty, Manager for Ruby Tuesday Operations, LLC

Pat Haggery with Ruby Tuesday Operations, LLC has applied for an alcohol license for the sale of beer/wine/liquor by the drink to be consumed on the premises. The business is located at 100 Crown Point Parkway.

**8. Approval of: Ordinance 2025-04 to Amend Fees for Annexation/DeAnnexation**

This \$100 fee for all new annexation and/or deannexations is being proposed to help cover the rising cost of advertising and administrative costs associated with processing each application.

**9. Approval of: Watershed Protection Plan Annual Monitoring and Reporting Proposal**

GWES's Professional Services Proposal and Agreement to assist the City of Kingsland (City) with the Kingsland Watershed Protection Plan (WPP) as approved by the Georgia Environmental Protection Division (EPD). GWES has provided the City with annual services for this project since 2021, and their local project scientist team is uniquely familiar with the City's watershed. This includes an increase of \$230 from the 2024 proposal.

**10. Approval of: Service Agreement with Coastal Counseling Center**

An agreement with Coastal Counseling Center to provide counseling services to employees of the City as described in the Kingsland Employee Assistance Program Services (EAP).

**X. MAYOR AND COUNCIL ANNOUNCEMENT**

**XI. ADJOURNED**



The City of Kingsland, GA  
107 South Lee Street  
P.O. Box 250  
Kingsland, GA 31548  
Ph: 912-729-5613  
Fax: 912-729-7618

## **Planning and Community Development Staff Report**

**Planning Commission Meeting Date:** February 3, 2025

**City Council Meeting Date:** February 10, 2025

**Agenda Item:** Home Occupation- 120 lake Ashley Drive- Parcel #107J 035

**Summary:**

Scott Jackson has applied for a home occupation permit for a junk removal business known as “Bold faith junk Removal”. The applicant has been notified and agrees to the requirements of a Home Occupation as noted in KLADO.

**Zoning:** PD/R-1

**Is Proposal Consistent with the Comprehensive Plan?** Yes

**Staff Recommendation:** Staff recommends approval

Scott L. Kimball  
Planning & Zoning Director



Feb 25 240108

**CITY OF KINGSLAND**  
**APPLICATION FOR HOME OCCUPATION PERMIT**

*This application is based on the requirements of Section 110 of the KLADO and must be filed with the planning and Zoning Administrator at least 4 weeks before the Planning Commission meeting at which it will be heard. Your presence or that of your representative is encouraged at the Planning Commission public hearing.*

**APPLICANT:** Samuel Scott Jackson **PHONE:** +19044154978

**ADDRESS:** 120 Lake Ashley Dr.

**FAX:** \_\_\_\_\_ **E-MAIL:** boldfaithjunkremoval@gmail.com

Type of use you are requesting:

- ( ) **Home Office:** (requires planning director & city manager approval. Permit is valid for as long as the Home Office is located at the address stated herein.)
- (x) **Home Occupation:** (requires planning commission recommendation & city council approval. Renewal maybe required if complaints are filed.)
- ( ) **Residential Business:** (requires planning commission recommendation & city council approval. Renewal maybe required if complaints are filed.)

**GROUP/BUSINESS YOU REPRESENT:** Bold Faith Junk Removal

**STREET ADDRESS WHERE THIS USE IS TO BE LOCATED:** 120 Lake Ashley Dr. 31548

**TAX MAP & PARCEL NUMBER:** 107J035 **ZONING:** PD/R-1

**OWNER OF SITE, IF NOT APPLICANT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** MA **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PLEASE COMPLETE AND ATTACH THE REQUIRED AFFIDAVIT FOR THE PARTICULAR TYPE HOME OCCUPATION YOU ARE APPLYING FOR. (THIS WILL BE FURNISHED BY THE PLANNING & ZONING DEPARTMENT.)**

**ATTACH REQUIRED HOME OCCUPATION PERMIT FEE TO THIS APPLICATION:**

|                             |                |
|-----------------------------|----------------|
| <b>HOME OFFICE</b>          | <b>\$50.00</b> |
| <b>HOME OCCUPATION</b>      | <b>\$50.00</b> |
| <b>RESIDENTIAL BUSINESS</b> | <b>\$50.00</b> |

**I UNDERSTAND THAT I AND/OR THE GROUP I REPRESENT CARRY THE BURDEN OF PROVING THE NEED FOR THIS PERMIT. FURTHER, I/WE AM/ARE RESPONSIBLE FOR THE CONDITION OF THE SITE WHILE THE PERMIT IS IN EFFECT.**

**SIGNED:** \_\_\_\_\_ **DATE:** Jan 8, 2025



**CITY OF KINGSLAND**  
**APPLICATION FOR HOME OCCUPATION PERMIT**

**TO BE COMPLETED BY PLANNING & ZONING ADMINISTRATOR**

1. DATE COMPLETE APPLICATION FILED: 1/8/25
2. DATE APPLICANT NOTIFIED THAT COMPLETE APPLICATION HAD BEEN RECEIVED: 1/9/25
3. DATE PERMIT FEE PAID: 1/9/25 AMOUNT PAID: \$ 50.
4. PLANNING COMMISSION REVIEW:  
( ) APPROVAL RECOMMENDED ( ) DENIAL RECOMMENDED  
DATE THIS APPLICATION WAS REVIEWED BY THE PLANNING COMMISSION: 2/3/25  
CONDITIONS OF APPROVAL/REASONS FOR DENIAL: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. CITY COUNCIL ACTION:  
( ) APPROVED ( ) DENIED  
DATE THIS APPLICATION WAS REVIEWED BY CITY COUNCIL: 2/10/25  
CONDITIONS OF APPROVAL/REASONS FOR DENIAL: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. DATE APPLICANT NOTIFIED OF FINAL ACTION: 2/11/25

THIS APPLICATION FOR HOME OCCUPATION HAS BEEN APPROVED AND A BUSINESS LICENSE (WHEN COMPLETED APPLICATION HAS BEEN RECEIVED BY THE CITY) MAY BE ISSUED SHOWING A Home OCC. PERMIT HAS BEEN ISSUED.

  
PLANNING DIRECTOR  
CITY OF KINGSLAND

1/9/25  
DATE

\_\_\_\_\_  
CITY MANAGER  
CITY OF KINGSLAND

\_\_\_\_\_  
DATE



**CITY OF KINGSLAND**  
**AFFIDAVIT FOR A HOME OCCUPATION**

**APPLICANT:** Samuel Scott Jackson

**ADDRESS:** 120 Lake Ashley Dr.

**CITY:** Kingsland **STATE:** GA **ZIP:** 31548

**PHONE:**( ) +19044154978 **FAX:**( )  **E-MAIL:** boldfaithjunkremoval@gmail.com

**PROPOSED BUSINESS:** Bold Faith Junk Removal **LOCATION:**

**TAX PARCEL:** 107 J035 **ZONING:** PD/R-1

*A Home Occupation Business is a conditional use that can only be approved subject to the recommendation of the Planning Commission and approval by the City Council. The Planning Commission can recommend approval and the City Council can approve your application subject to it meeting the specific conditions listed below. Either, or both the Planning Commission and City Council may also add any reasonable conditions they deem necessary to insure the orderly operation of the proposed business and its compatibility with the surrounding properties.*

**HOME OCCUPATION:** *An occupation or profession conducted entirely within a dwelling and which is carried on by an occupant thereof and which is clearly incidental and secondary to the use of the dwelling for residential dwelling purposes. There is no access by the public. A Home Occupation is designed to be less restrictive than a Home Office but more than a Residential Business in regard to access by the public, size, visibility, number of employees and types of business.*

**HOME OCCUPATION SHALL MEET THE FOLLOWING CONDITIONS:**

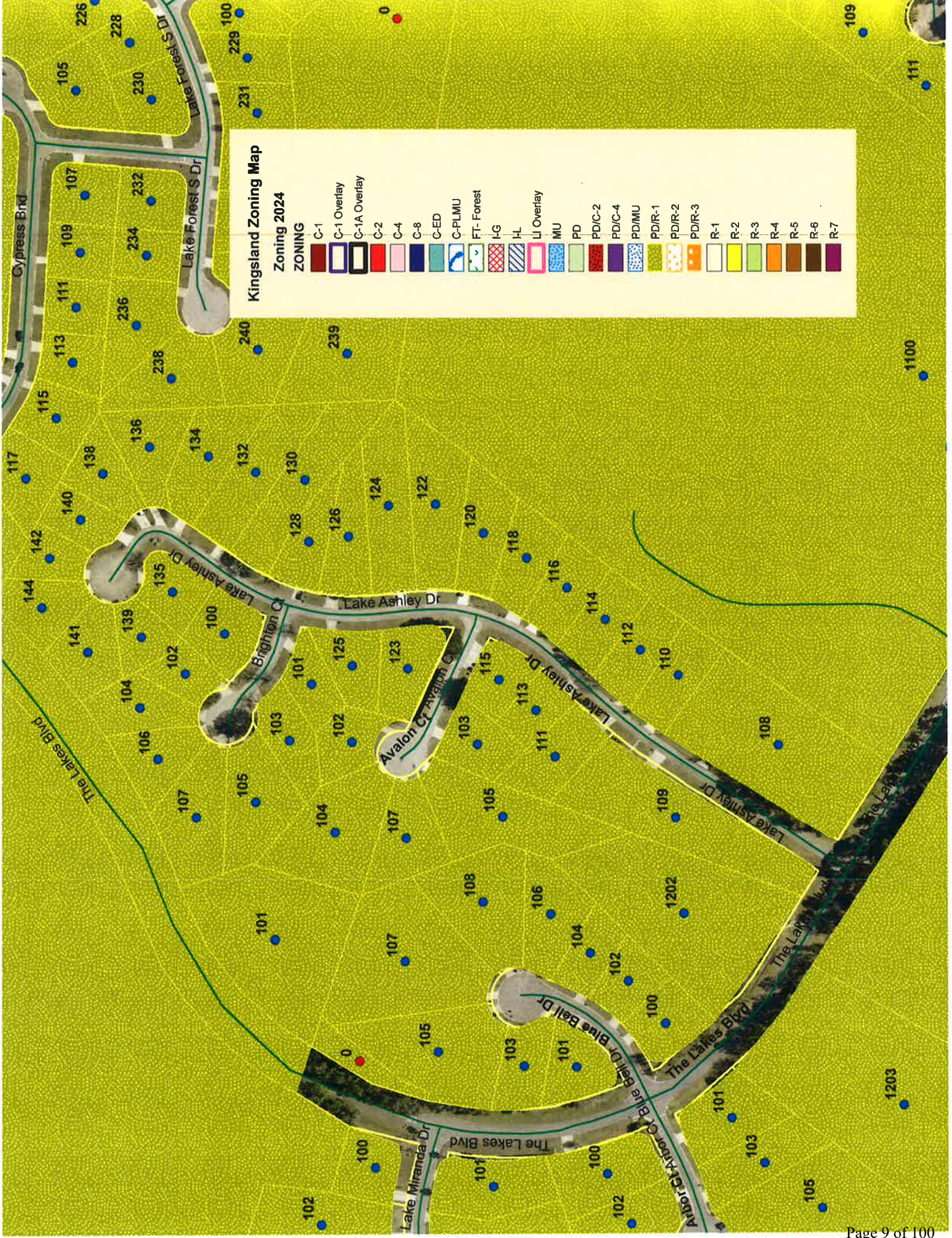
- If the applicant is not the owner of the property, a letter from the property owner must be attached to the application giving permission for the applicant to conduct a home occupation in the premises.
- Home occupations shall not include the repair and/or maintenance of motor vehicles or boats, nor shall it allow manufacturing or any other use which will create noise, noxious odors, or any other hazard that may endanger the health, safety, or welfare of the neighborhood.
- Home occupations shall not allow customers or the public to come to the premises.
- The occupation or profession must be conducted entirely within the dwelling.
- The dwelling must be the bona fide residence of the principal practitioner at the time of the application and the home occupation shall be valid only as long as the original principal practitioner resides in the dwelling, is conducting the business and has a current business license.
- Home occupations shall be limited to no more than twenty-five percent (25%) of the total heated floor area of the residence, or five hundred (500) square feet, whichever is less. The size of the home occupation shall be specified at the time of the application. **Please complete:** 150 **Business area sq. ft.** 2000 **Home heated floor area sq. ft.**
- The portion of the residence in which the business is conducted shall be completely enclosed in a manner that the business is not visible from the surrounding property.
- No other employees other than family members residing on the premises shall be permitted.
- There shall be no exterior evidence of a business being conducted on the premises. No outside storage or display shall be allowed.
- No more than one home occupation or residential business is allowed in a residence at one time.
- One business vehicle used exclusively by the resident is permitted. The vehicle shall be no larger in size than a pick-up truck, panel truck, or van and is limited in size to a one-ton carrying capacity. The vehicle may have reasonable business identification (signs) on it when it is parked at the premises and will not have any equipment used in the business left on the vehicle in a manner that can be seen from the surrounding property.
- Any pickups from and deliveries to the site in regard to the business shall be restricted to vehicles having no more than two axles and shall be restricted to no more than two pickups or deliveries per day. Such pickups and/or deliveries, if any, are to be during daylight hours.

**I HEREBY CERTIFY THAT I HAVE READ THE ABOVE CONDITIONS AND AGREE TO COMPLY WITH EACH REQUIREMENT AS LONG AS THE BUSINESS IS CONDUCTED AT THIS LOCATION.**

**SIGNATURE OF APPLICANT**

Jan 8, 2025

**DATE**





Overview



Legend

- Parcels
- Roads
- USA Major Highways
  - Limited Access
  - Highway
  - Major Road
  - Local Road
  - Minor Road
  - Other Road
  - Ramp
  - Ferry
  - Pedestrian Way
- City Labels

|                 |             |                  |                       |              |           |        |      |
|-----------------|-------------|------------------|-----------------------|--------------|-----------|--------|------|
| Parcel ID       | 107J 035    | Owner            | JACKSON SADIE GRAHAM  | Last 2 Sales |           |        |      |
| Class Code      | Residential |                  | 120 LAKE ASHLEY DRIVE | Date         | Net Price | Reason | Qual |
| Taxing District | KINGSLAND   |                  | KINGSLAND, GA 31548   | 3/19/2024    | \$297500  | FM     | Q    |
|                 | KINGSLAND   | Physical Address | 120 LAKE ASHLEY DR    | 5/23/2018    | \$172900  | FM     | Q    |
| Acres           | n/a         | Assessed Value   | Value \$262757        |              |           |        |      |

(Note: Not to be used on legal documents)

THE PARCEL LINES SHOWN ON THIS SITE ARE NOT LEGAL BOUNDRIES AND MUST NOT BE USED FOR LEGAL DOCUMENTS. THE PARCEL LINEWORK ARE FOR LOCATING PARCELS FOR TAX PURPOSES ONLY. THEY ARE NOT SURVEYS DUE TO THE NATURE OF HOW THE ARE PRODUCED. LEGAL BOUNDRIES SHOULD BE TAKEN FROM LEGALLY DOCUMENTED PLATS AND DEEDS.

Date created: 1/9/2025

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The City of Kingsland, GA  
107 South Lee Street  
P.O. Box 250  
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Fax: 912-729-7618

## **Planning and Community Development**

### **Staff Report**

**Planning Commission Meeting Date:** February 3, 2025

**City Council Meeting Date:** February 10, 2025

**Agenda Item:** Final Plat

**Summary:** Roger Bennett, acting agent for Sawyer and Associates has submitted a Final Plat for The Villas at Camden Woods Phase 2A consisting of 30 single family lots on approx. 9.19 acres. The City Council approved the preliminary plat for all of the Villas at Camden Woods Phase 2 on July 8, 2024

**Zoning:** PD/MU (Planned Development Mixed Use)

**Is Proposal Consistent with the Comprehensive Plan?** Yes

**Staff Recommendation:** Staff Recommends Approval

Scott L. Kimball

Planning & Zoning Director

Feb. 25 240106

# APPLICATION FOR FINAL SUBDIVISION PLAT—KINGSLAND, GA



APPLICANT: Read **Part A** completely, then answer each item in **Part B**. Please print or type. Do not write in **Part C**. The Planning Department will help you, if necessary. Failure to supply complete information will result in plat disapproval. You must file this application and all required materials with the Planning Department at least 26 days before the Planning Commission meeting at which it will be considered.

## Part A—General Information

You are encouraged to read articles XII through XIV of the Kingsland Zoning and Land Development Ordinance. These articles describe the standards each subdivision must meet and explain the procedures the City will follow to review your proposed plat. The sketch below shows these steps for a typical plat. See Section 122 for filing fees and Section 129 for exceptions.

Application, fee, and required materials filed with Planning Department

Planning Commission Reviews Preliminary Plat (recommends action)

City Council Reviews Preliminary Plat (approves/disapproves)

Planning Commission Reviews Final Plat (recommends action)

City Council Reviews Final Plat (approves/disapproves)

Mayor/Commission Chairman Sign Approved Final Plat

Superior Court Clerk Records Approved Final Plat

You should be aware of these important requirements:

- No work may begin on the proposed subdivision (with the exception of clearing underbrush for surveying or engineering purposes) until the preliminary plat has been approved and any required permits obtained.
- No lots shall be sold until the final plat has been approved.
- The final plat shall be approved only after all applicable requirements of the subdivision regulations and other regulations have been met.

## Part B — Applicant Only

1. Your Name: BENNETT SURVEYING, INC. Phone: 912-673-8940  
Address: 102 MARSH HARBOUR PKWY, UNIT 103 KINGSLAND GA 31548
2. Owner, if not same: GA 31548  
Name: SAWYER E. ASSOC.  
Address: 100 MARSH HARBOUR PKWY, KINGSLAND GA. 31548
3. What is your interest if you are not the owner?  
AGENT
4. Name of proposed subdivision: CAMDEN WOODS PHASE 2A
5. Location of subdivision: Neighborhood: CAMDEN WOODS  
Street: CAMDEN WOODS PARKWAY  
Parcel Number: 107 035 Lot Number: (PORTION OF) PD-MU
6. Present zoning: PD-MU
7. Number of proposed lots: 30 LOTS, 2 TRACTS
8. Area of proposed subdivision: 9.19 ACRES
9. Please attach the following items to this application. This application will NOT be considered complete and cannot be processed until you have done so.  
☒ Final Plat (Original and 9 copies)  
☒ Vicinity Map  
- Proof of ownership
10. Signed: [Signature] Date: 12-30-2024

## Part C - Planning Official Only

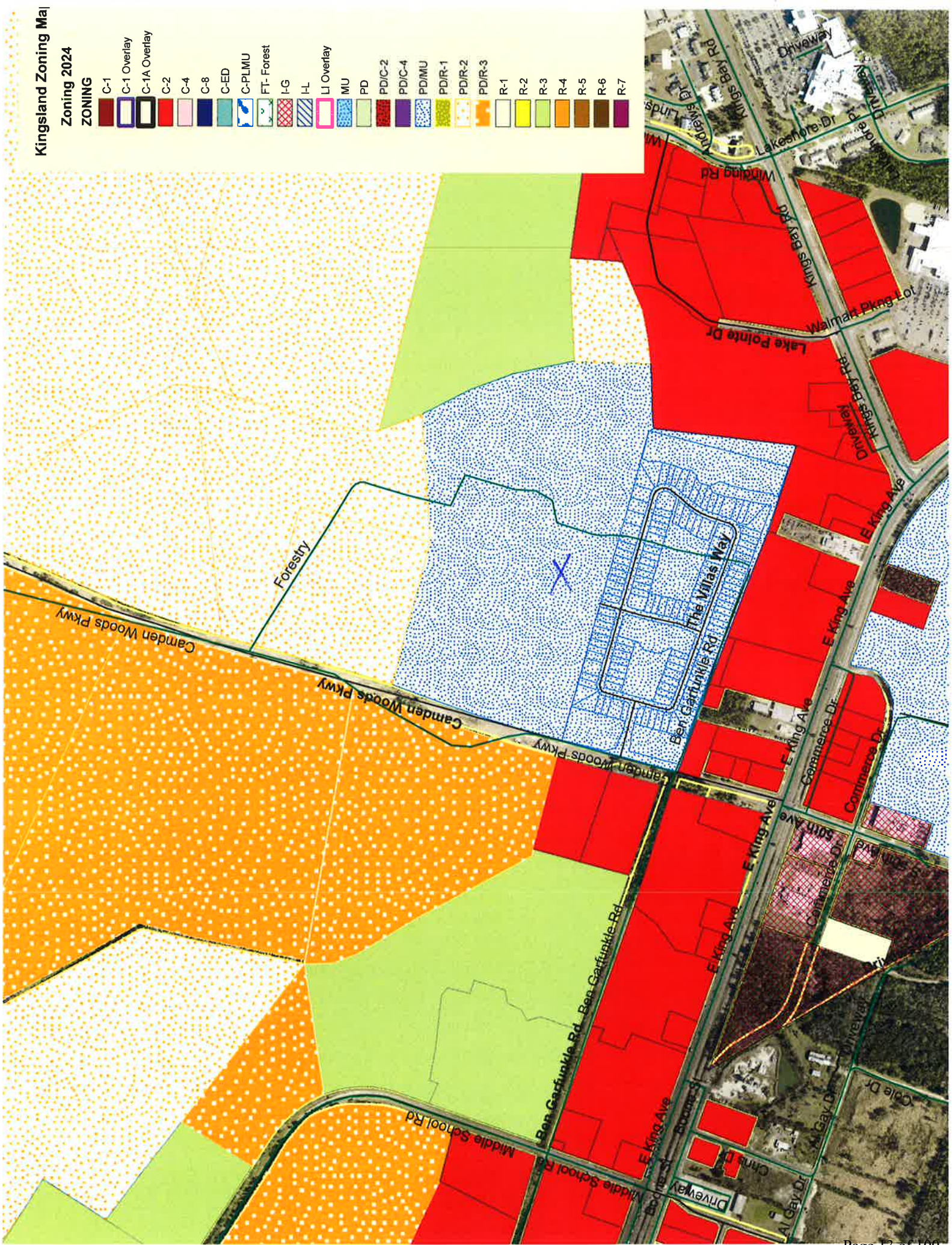
1. Date application was filed: 1/2/25
  2. Was this at least 26 days before the Planning Commission meeting at which it will be reviewed? ☒ Yes ( ) No
  3. Checked by: Scott & James
  4. Are Final Plat and application complete? ☒ Yes ( ) No
  5. Correct fee paid? ☒ Yes ( ) No ( ) Not applicable
  6. Date final plat reviewed by Planning Commission: 2/3/25  
( ) Approved ( ) Disapproved
- Conditions of approval or reasons for disapproval: \_\_\_\_\_

# Kingsland Zoning Map

Zoning 2024

ZONING

- C-1
- C-1 Overlay
- C-1A Overlay
- C-2
- C-4
- C-8
- C-ED
- C-PLMU
- FT- Forest
- I-G
- I-L
- LI Overlay
- MU
- PD
- PD/C-2
- PD/C-4
- PD/MU
- PD/R-1
- PD/R-2
- PD/R-3
- R-1
- R-2
- R-3
- R-4
- R-5
- R-6
- R-7







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## **Planning and Community Development**

### **Staff Report**

**Planning Commission Meeting Date:** February 3, 2025

**City Council Meeting Date:** February 10, 2025

**Agenda Item:** Special Use Permit

**Summary:** Austin sawyer has submitted an application for a Special Use Permit for a proposed Indoor RV/Boat/personal storage facility to be built on parcel 106 034A, located on the east side of Wildcat Drive and the south side of Laurel Island Pkwy. A site plan has been submitted by the applicant an approved by the Planning Staff.

**Zoning:** C-2 (General Commercial))

**Is Proposal Consistent with the Comprehensive Plan?** Yes

**Staff Recommendation:** Staff Recommends Approval

Scott L. Kimball

Planning & Zoning Director



Feb. Agenda 240108

## APPLICATION FOR SPECIAL USE PERMIT

Kingsland, Georgia

This Application must be filed with the Planning & Zoning Administrator at least 26 days before the Planning Commission meeting at which it will be heard. The Kingsland Planning Commission will hold at least one public hearing and make a recommendation about your request within 45 days of the date you file a complete application. The City Council will then issue or deny the permit.

### TO BE COMPLETED BY APPLICANT:

1. Your Name: Austin Saugh Phone: 919-616-4781  
Mailing Address: 213 Azalea Court Kingsland GA 31548
2. The Planning & Zoning Administrator informed me that a special use permit is required at the time I applied for (check one):  
( ) A Zoning Amendment (rezoning)  
( ) A home occupation  
(☒) Other sup
3. Location of property:  
Street Address Wildcat Drive  
Parcel No. 106034A Lot No. \_\_\_\_\_
4. Present Zoning C-2 Commercial General
5. Owner of property, if not you: (Name, Address & Phone Number, please)  
\_\_\_\_\_  
\_\_\_\_\_

6. Proposed use of property: Boat / RV Storage and mini storage.  
All to be enclosed with locked roll up doors.

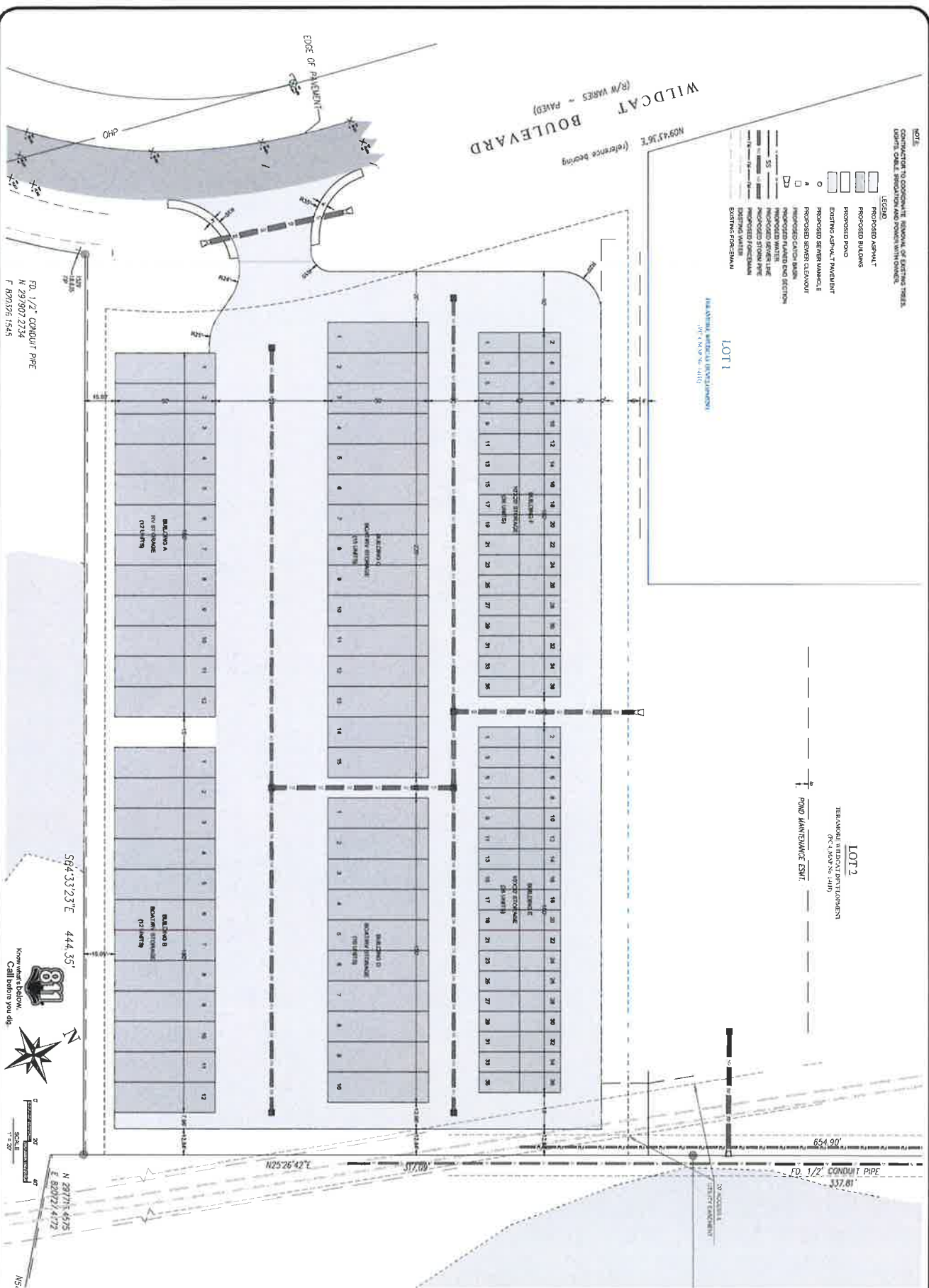
NOTE: PLEASE ATTACH A SITE PLAN OR SURVEY PLAT AND SPECIAL PERMIT FEE OF \$300. THESE ITEMS MUST BE SUBMITTED WITH THE COMPLETED APPLICATION. If your property is in any multi-family, mobile home, commercial or industrial zoning district, you are required to submit a site plan at the time you file this application. YOUR PRESENCE OR THAT OF YOUR REPRESENTATIVE IS ENCOURAGED AT THE PLANNING COMMISSION PUBLIC HEARING.

Signed: Austin Saugh

Date: 12/18/24

### TO BE COMPLETED BY PLANNING & ZONING ADMINISTRATOR:

1. Has the correct fee been paid?  
(☒) Yes ( ) No Amount \$ 300.
2. Date complete application filed: \_\_\_\_\_
3. List of attachments:  
(☒) Simple map with property owner's name  
(☒) Site Plan  
( ) Other
4. Public hearing:  
( ) Date applicant notified: 12/20/24  
( ) Date hearing advertised: 1/9/25  
( ) Date hearing held: 2/3/25
5. Planning Commission recommended:  
( ) Approval ( ) Denial Date: \_\_\_\_\_  
Conditions of approval or reasons for denial: \_\_\_\_\_
6. City Council: ( ) Approved ( ) Denied  
Conditions of approval or reasons for denial: \_\_\_\_\_
7. Date applicant notified of final action: 2/10/25



## GEOMETRIC CONTROL PLAN

KINGSLAND, GEORGIA

PREPARED FOR:  
SOUTHERN REALITY



109 Readdick Avenue  
Kingsland, GA 31548

[illegible]

PERMIT SET



DRAWN BY: JM  
CHECKED BY: JM  
DATE: 12/20/2024  
SCALE: 1" = 20'  
CONTENT: GEOMETRIC CONTROL PLAN

04

# WILDCAT STORAGE

# Kingsland Zoning Map

## Zoning 2024

### ZONING

|  |        |  |             |  |              |
|--|--------|--|-------------|--|--------------|
|  | C-1    |  | C-1 Overlay |  | C-1A Overlay |
|  | C-2    |  | C-4         |  | C-8          |
|  | C-ED   |  | C-PLMU      |  | FT- Forest   |
|  | I-G    |  | I-L         |  | LI Overlay   |
|  | MU     |  | PD          |  | PD/C-2       |
|  | PD/C-4 |  | PD/MU       |  | PD/R-1       |
|  | PD/R-2 |  | PD/R-3      |  | R-1          |
|  | R-2    |  | R-3         |  | R-4          |
|  | R-5    |  | R-6         |  | R-7          |





## Overview



## Legend

- Parcels
- USA Major Highways
  - Limited Access
  - Highway
  - Major Road
  - Local Road
  - Minor Road
  - Other Road
  - Ramp
  - Ferry
  - Pedestrian Way
- City Labels

|                 |            |                  |                                |              |           |        |      |
|-----------------|------------|------------------|--------------------------------|--------------|-----------|--------|------|
| Parcel ID       | 106 034A   | Owner            | SOUTHERN REALTY & CUSTOM HOMES | Last 2 Sales |           |        |      |
| Class Code      | Commercial |                  | LLC                            | Date         | Net Price | Reason | Qual |
| Taxing District | KINGSLAND  |                  | 112 AMANDA TRACE               | 10/13/2022   | 0         | NM     | U    |
|                 | KINGSLAND  |                  | KINGSLAND, GA 31548            | 3/29/2022    | 0         | NM     | U    |
| Acres           | 5.15       | Physical Address | n/a                            |              |           |        |      |
|                 |            | Assessed Value   | Value \$615000                 |              |           |        |      |

(Note: Not to be used on legal documents)

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Date created: 12/27/2024

Last Data Uploaded: 12/26/2024 7:18:00 PM

Developed by SCHNEIDER  
GEOSPATIAL

**ORDINANCE NO. 2025-02**

**AN ORDINANCE TO ANNEX AN 176.4 ACRE TRACT OF LAND, OWNER  
SAWYER AND ASSOCIATES, INC. BY THE CITY OF KINGSLAND**

**WHEREAS**, the City of Kingsland seeks to encourage planned growth and development that offers urban type services; and

**WHEREAS**, Sawyer and Associates, Inc. owns the tract of land located on the north side of Vacuna Road and the south side of Hwy. 40 West, otherwise described as map and parcel 007 009, consisting of a total of 382.3 acres, in which a 176.4-acre portion to be annexed into the City of Kingsland, which is currently undeveloped.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF KINGSLAND** that the City of Kingsland annex the stated property of Sawyer and Associates, Inc. and that it be zoned PD/R-2 (Low Density Residential District).

**Adopted and approved this 10<sup>th</sup> day of February, 2025.**

---

Dr. C. Grayson Day, Jr., Mayor

ATTEST:

---

Jean Seigler Horne, City Clerk



The City of Kingsland, GA  
107 South Lee Street  
P.O. Box 250  
Kingsland, GA 31548  
Ph: 912-729-5613  
Fax: 912-729-7618

## **Planning and Community Development**

### **Staff Report**

**Planning Commission Meeting Date:** February 3, 2025

**City Council Meeting Date:** February 10, 2025

**Agenda Item:** Annexation Request and Zoning Designation

#### **Summary:**

Ron Sawyer with Sawyer & Associates, Inc. has applied for the Annexation of 176.4-acre portion of parcel 070 009 located on the south side of Hwy. 40 W. and on the north side of Vacuna Road in the unincorporated area of Camden County. The purpose of the Annexation is to have water and sewer access to the parcel for a proposed residential development consisting of single family and duplex lots. The adjacent city parcels in the area are zoned R-1 single family residential and L-I, light industrial. There is existing water and sewer access in the area. The applicant is also requesting a zoning designation of PD/R-2 (Low Density Residential) for the parcel if the annexation is approved, which is consistent for this type of development.

**Current Zoning:** A-F/ Agricultural Forestry (County)

**Is Proposal Consistent with the Comprehensive Plan?** Yes

**Staff Recommendation:** Staff Recommends Approval

Scott L. Kimball  
Planning Director

Feb Agenda



**APPLICATION TO CITY OF KINGSLAND, GEORGIA  
TO ANNEX LANDS/DE-ANNEX**

240103

The undersigned desire to annex/de-annex certain land into/out of the City of Kingsland, Georgia, which land is shown on Tax Map \_\_\_\_\_, Block \_\_\_\_\_, Parcel 070 009, has a street address of VACUNA ROAD, and is more fully and completely described in *Exhibit "A" attached hereto and hereby made a part hereof*. Such land is currently located in the unincorporated area of Camden County, Georgia, and is currently zoned A-F by the City of Kingsland/Camden County. I/We, the undersigned, desire to have this property annexed/de-annexed into/from the City of Kingsland, Georgia. I/We further desire to have a zoning classification of PD R-2 at the time the subject property is annexed. If the requested zoning is different from the County's zoning, you must complete Number 4 on the following page.

Please give the square footage or acreage of the land to be annexed/de-annexed:

Square footage: \_\_\_\_\_ or Number of Acres: 176.4

This Application is being submitted by the undersigned pursuant to Official Code of Georgia Annotated 36-36-3, et. seq., and said owner(s) request the governing body of Kingsland to annex/de-annex said property to/from the existing corporate limit of Kingsland, Georgia.

In accordance with requirements of the Department of Justice Voting Section, please provide an estimate of the current population of the property being annexed/de-annexed and an estimate of the future population: Current population: 0 Future population: ± 600

The undersigned further state that the undersigned is/are *all* of the owner(s) of the subject property, and that all facts contained herein are true, to the best of the undersigned's belief.

12-18-24  
Date

Ronald H Sawyer Ronald H. Sawyer  
Signature (Signed and Printed) of Owner  
100 MARSH HARBOUR PKWY, KINGSLAND, GA  
Address of above Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Signed and Printed) of Owner  
\_\_\_\_\_  
Address of above Owner

**CONTINUED ON BACK**

Date

Signature (*Signed and Printed*) of Owner

Address of above Owner

Owner(s) signed the above in the presence of:

Witness Richard Rowell  
S. Pratt

NOTARY PUBLIC, State of GEORGIA  
My commission expires: 1/14/2025  
(NOTARY SEAL)



**ITEMS REQUIRED FOR SUBMISSION WITH THE ATTACHED  
APPLICATION TO CITY OF KINGSLAND, GEORGIA, TO ANNEX/DE-ANNEX LANDS**

1. COMPLETED APPLICATION FORM, PROPERLY EXECUTED, WITNESSED AND NOTARIZED
2. THREE (3) COPIES OF PLAT (SURVEY) OF THE SUBJECT PROPERTY AND ONE (1) COPY FOR DE-ANNEXATION.
3. THREE (3) COPIES OF CORRECT LEGAL DESCRIPTION OF THE PROPERTY AND ONE (1) COPY FOR DE-ANNEXATION)
4. IF THE CITY'S ZONING CLASSIFICATION REQUESTED BY APPLICANT IS DIFFERENT THAN THE COUNTY'S ZONING CLASSIFICATION, PLEASE STATE BELOW WHY YOU ARE REQUESTING DIFFERENT ZONING FOR THE SUBJECT PROPERTY:

PD/R-2 For a subdivision consisting of  
Single Family Homes & Town Houses - county zoning  
is A-F Agricultural Forestry



## CITY OF KINGSLAND ZONING APPLICATION

Please attach to this application a plot plan/survey showing the location and dimensions of the property to be rezoned. Also attach the appropriate fee for this request (fee schedule attached). If paid by check make payable to "City of Kingsland".

### REQUEST

EXISTING  
ZONING   A-F (county)  

EXISTING  
USE   undeveloped  

REQUESTED  
ZONING   PD R-2  

REQUESTED  
USE   residential & multi-family  

### PROPERTY OWNER(S)

Name(s)   Sawyer & Associates, Inc  

Address   100 Marsh Harbour Parkway, Kingsland GA. 31548  

Phone No.                      (Work and/or home); Fax No.                     

   Individual    Partnership    Sole Proprietor    Firm   x   Corporation  
   Association

Corporation: Submit list of officers, directors and major stockholders with name, address and title.

Partnership: Submit list of all partners with name, address and title.

### GENERAL INFORMATION

Location or Legal

Property Description:   Parcel "A" of the Survey for Newton, Brown & Casey  

Property

Address:   South of W. King Ave/Hwy 40  

Tax Map Reference Number:   070 009 (portion of)   Zoning Map:   (county) A-F  

Property Size:   176.4 acres   Property Frontage:   +/-3000   Feet

City of Kingsland Zoning Application  
Page Two

Check One:    ☒ Paved Road or                      ☐ Unpaved  
                 ☒ Public Water or                      ☐ Individual Well  
                 ☒ Public Sewer or                      ☐ Individual Septic Tank

**REASON FOR REQUEST**

Would be in harmony with the character of the neighborhood because \_\_\_\_\_  
\_\_\_\_\_ lot sizes will reflect current national builder specifications \_\_\_\_\_

Would not be detrimental to property or persons in the area because \_\_\_\_\_  
\_\_\_ The project will further enhance the City of Kingsland's surrounding developments \_\_\_\_\_

Other Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DISCLOSURE**

Identify all members of the City Council of the City of Kingsland, City of Kingsland Planning Commission and Employees of the City of Kingsland Community Development who

(1) Have a property interest in the real property affected by this request

\_\_\_\_\_ x \_\_\_\_\_

(2) Have a financial interest (direct ownership interest of the total assets or capital stock of a business entity where such ownership interest is more than 10% in any business entity which has a property interest in the real property affected by this request

\_\_\_\_\_ x \_\_\_\_\_

(3) Have a member of the family (spouse, mother, father, brother, sister, son or daughter) having a property financial interest as herein defined, in the real property affected by this request

\_\_\_\_\_

**BENNETT SURVEYING, INC.**  
Surveyors and Land Planners

102 Marsh Harbour Parkway, Unit 103  
Kingsland, GA 31548  
P.O. Box 2729  
Brunswick, GA 31521  
(912) 258-8899  
(912) 265-3856  
Fax: (912) 265-9509

December 17, 2024

**LEGAL DESCRIPTION OF A PARCEL OF LAND LYING IN THE 1606<sup>th</sup> G.M.D., CAMDEN  
COUNTY, GEORGIA:**

ALL THAT CERTAIN TRACT OR PARCEL OF LAND LYING IN THE 1606<sup>th</sup> G.M.D., CAMDEN COUNTY, GEORGIA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: ALL OF TRACTS 1, 2 & 3 OF THE MINOR SUBDIVISION PLAT OF PARCEL "A" OF THE SURVEY FOR NEWTON, BROWN & CASEY, INC. RECORDED IN PLAT BOOK 2024, PAGE 193 OF THE PUBLIC RECORDS OF CAMDEN COUNTY.

THE LAND THUS DESCRIBED CONTAINS 176.39 ACRES, MORE OR LESS, AND IS SUBJECT TO ANY EASEMENTS OF RECORD WHICH MAY LIE WITHIN.





# Camden County, GA



## Overview



## Legend

- Parcels
- Roads
- USA Major Highways
  - Limited Access
  - Highway
  - Major Road
  - Local Road
  - Minor Road
  - Other Road
  - Ramp
  - Ferry
  - Pedestrian Way
- City Labels

|            |                           |                  |                      |              |           |        |      |
|------------|---------------------------|------------------|----------------------|--------------|-----------|--------|------|
| Parcel ID  | 070 009                   | Owner            | NEWTON BROWN & CASEY | Last 2 Sales |           |        |      |
| Class Code | Agricultural              |                  | INC                  | Date         | Net Price | Reason | Qual |
| Taxing     | 42 UNINCORPORATED SERVICE |                  | C/O JULIA NEWTON     |              |           |        |      |
| District   | DIST                      |                  | BENNETT              | 7/6/2004     | 0         | GV     | U    |
|            | 42 UNINCORPORATED SERVICE |                  | 1417 SADLER ROAD     | 6/15/2004    | 0         | GV     | U    |
|            | DIST                      |                  | FERNANDINA BEACH, FL |              |           |        |      |
| Acres      | 382.3                     |                  | 32034                |              |           |        |      |
|            |                           | Physical Address | n/a                  |              |           |        |      |
|            |                           | Assessed Value   | Value \$409994       |              |           |        |      |

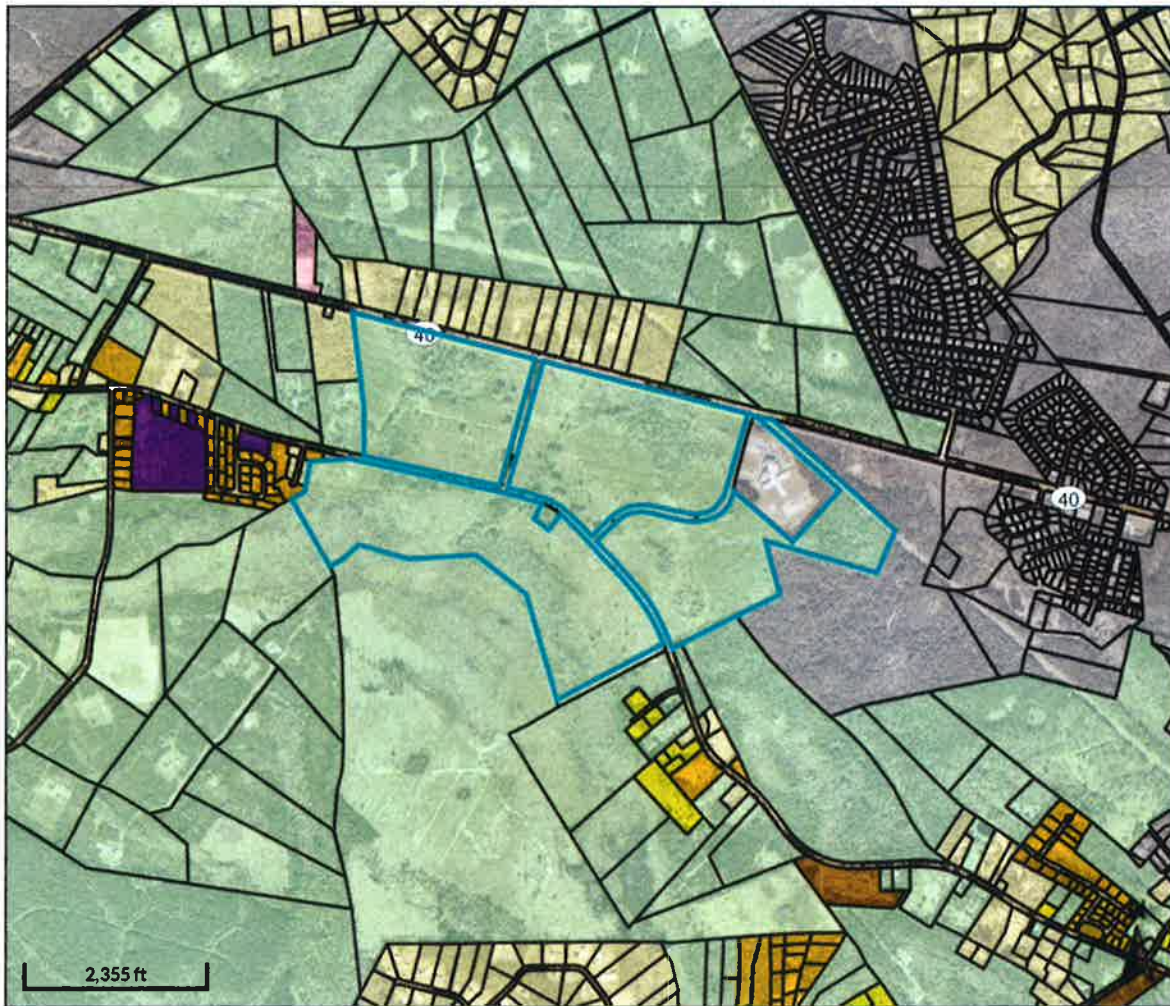
(Note: Not to be used on legal documents)

THE PARCEL LINES SHOWN ON THIS SITE ARE NOT LEGAL BOUNDRIES AND MUST NOT BE USED FOR LEGAL DOCUMENTS. THE PARCEL LINEWORK ARE FOR LOCATING PARCELS FOR TAX PURPOSES ONLY. THEY ARE NOT SURVEYS DUE TO THE NATURE OF HOW THE ARE PRODUCED. LEGAL BOUNDRIES SHOULD BE TAKEN FROM LEGALLY DOCUMENTED PLATS AND DEEDS.

Date created: 12/12/2024

Last Data Uploaded: 12/11/2024 8:00:57 PM

Developed by SCHNEIDER  
GEOSPATIAL



Overview



Legend

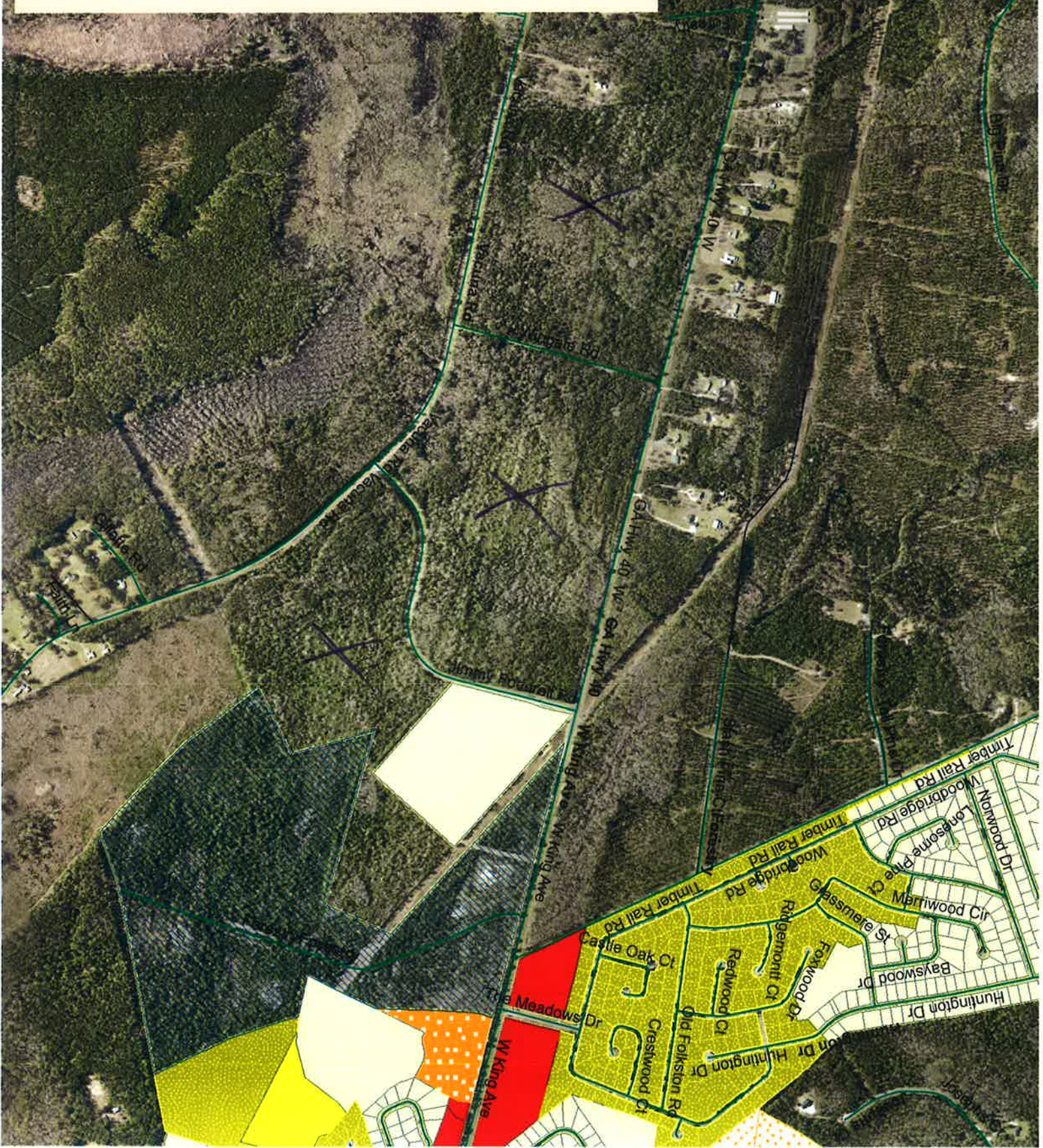
- Parcels
- USA Major Highways
  - Limited Access
  - Highway
  - Major Road
  - Local Road
  - Minor Road
  - Other Road
  - Ramp
  - Ferry
  - Pedestrian Way
- City Labels
- Zoning
  - RVD
  - Unknown
  - A-F
  - A-R
  - C-G
  - C-I
  - C-N
  - C-P
  - City
  - I-G
  - I-R
  - LCI
  - MHP
  - PD
  - R-1
  - R-2
  - R-3

# Kingsland Zoning Map

Zoning 2024

ZONING

- C-1
- C-1 Overlay
- C-1A Overlay
- C-2
- C-4
- C-8
- C-ED
- C-PLMU
- FT - Forest
- I-G
- I-L
- LI Overlay
- MU
- PD
- PD/C-2
- PD/C-4
- PD/MU
- PD/R-1
- PD/R-2
- PD/R-3
- R-1
- R-2
- R-3
- R-4
- R-5
- R-6
- R-7



FILING INFORMATION

BK: 2024 PG: 193-193  
Filed and Recorded  
12-16-2024 02:43 PM  
DOC# P2024-000172

CLOSURE STATEMENT:

THIS MAP OR PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 888,280 FEET.

OWNER'S ENDORSEMENT:

THE UNDERSIGNED CERTIFIES THAT HE OR SHE IS THE TRUE SIMPLE ABSOLUTE OWNER OR AUTHORIZED AGENT OF THE LAND SHOWN ON THIS PLAT AND THAT THE PLAT AND THE PUBLIC IMPROVEMENTS CONTAINED THEREON OR ASSOCIATED THEREWITH MEET ALL APPLICABLE REQUIREMENTS AND STANDARDS OF THE CAMDEN COUNTY UNITED DEVELOPMENT CODE.

BY: *Ronald H. Sawyer* 12-3-24  
OWNER/AGENTS NAME DATE  
BY: *Ronald H. Sawyer*  
PRINTED NAME

PROPERTY OWNED BY:

SAWYER & ASSOCIATES, INC.  
100 MARSH HARBOUR PARKWAY  
KINGSLAND, GEORGIA 31548  
(912)-376-8003

MAP TO SHOW SKETCH & MINOR SUBDIVISION PLAT OF

PARCEL "A" OF THE SURVEY FOR NEWTON  
BROWN & CASEY, INC., 1606th G.M.D.,  
CAMDEN COUNTY, GEORGIA  
(ACCORDING TO SURVEY RECORDED IN P.D. 24, MAP No. 10, PUBLIC RECORDS OF CAMDEN COUNTY)

FOR: SAWYER & ASSOCIATES

CAMDEN COUNTY TAX PARCEL No. 070 009 (PORTION OF)

JOY LYNN TURNER  
CLERK OF SUPERIOR COURT  
CAMDEN COUNTY

NOW OR FORMERLY LANDS OF  
QUENTIN C. MCARTHUR, JR.  
(D.B. 175, PG. 643)

TRACT 1  
(±22.81 Acres)  
(±893,487.15 Sq. Ft.)  
(wooded & vacant)

NOW OR FORMERLY LANDS OF  
WILMA EILEEN BOUDET &  
MARCUS WILLIAM RANKIN  
(D.B. 2080, PG. 403)

TRACT 2  
(±82.55 Acres)  
(±3,600,430.32 Sq. Ft.)  
(wooded & vacant)

TRACT 3  
(±70.93 Acres)  
(±3,089,635.69 Sq. Ft.)  
(wooded & vacant)

PLANNING & BUILDING DEPARTMENT APPROVAL:

ALL REQUIREMENTS OF THE CAMDEN COUNTY UNITED DEVELOPMENT CODE HAVING BEEN REPRESENTED AS BEING FULFILLED BY THIS PLAT, THE UNDERSIGNED AGENT UNDER AUTHORITY OF THE BOARD OF COMMISSIONERS OF CAMDEN COUNTY, GEORGIA HEREBY APPROVES THIS PLAT FOR RECORDEMENT BY THE CLERK OF THE SUPERIOR COURT.

BY: *[Signature]* 12-16-24  
PLANNING DIRECTOR DATE  
BY: *[Signature]*  
PRINTED NAME

CAMDEN COUNTY HEALTH DEPARTMENT:

THE LOTS SHOWN HAVE BEEN REVIEWED BY THE CAMDEN COUNTY HEALTH DEPARTMENT AND ARE APPROVED FOR SUBDIVISION DEVELOPMENT. EACH LOT MUST BE REVIEWED AND APPROVED FOR ON-SITE SEWAGE MANAGEMENT SYSTEMS PLACEMENT PRIOR TO THE ISSUANCE OF A BUILDING PERMIT. A LEVEL 9 SOIL REPORT FROM AN APPROVED SOIL SCIENTIST IS REQUIRED AT THE TIME OF PERMIT APPLICATION.

BY: *[Signature]* 12-5-24  
HEALTH DEPARTMENT OFFICIAL DATE  
BY: *[Signature]*  
PRINTED NAME

ENDORSEMENT OF THE ROAD DEPARTMENT:

MINOR SUBDIVISION APPROVED BY THE CAMDEN COUNTY ROAD DEPARTMENT

BY: *[Signature]* 12/6/24  
ROAD DEPARTMENT OFFICIAL DATE  
BY: *[Signature]*  
PRINTED NAME

NOTES:

- BEARINGS SHOWN HEREON REFER TO THE BEARING OF S74°-09'-40"E FOR THE SLY R/W LINE OF GA. HIGHWAY No. 40, ACCORDING TO SURVEY RECORDED IN P.D. 24, MAP No. 10.
- THIS SKETCH WAS PERFORMED WITHOUT THE BENEFIT OF A FORMAL TITLE REVIEW.
- THERE MAY EXIST ADDITIONAL RESTRICTIONS LYING OVER THE SUBJECT PROPERTY THAT ARE NOT SHOWN HEREON WHICH MAY BE FOUND IN THE PUBLIC RECORDS OF CAMDEN COUNTY.
- NO ATTEMPT TO DETERMINE WETLAND ISSUES OR OTHER ENVIRONMENTAL ISSUES, IF ANY, IS MADE OR IMPLIED BY THIS SKETCH.
- PROPERTY IS CURRENTLY ZONED: A-F (AGRICULTURE FORESTRY)
- BUILDING SETBACKS ARE AS FOLLOWS:  
FRONT: 50'  
SIDES: 40'  
REAR: 50'
- THIS SKETCH IS FOR LEGAL PURPOSES ONLY AND IS NOT TO BE CONSTRUED AS AN ACTUAL FIELD SURVEY.

SKETCH DATE: 11-18-2024

LEGEND

● DENOTES 1/2" IRON PIPE (UNLESS NOTED OTHERWISE)  
■ DENOTES 1/2" CONC. MON.  
○ DENOTES SET 1/2" REBAR  
R/W = RIGHT-OF-WAY  
P.C. = POINT OF CURVATURE  
P.T. = POINT OF TANGENCY  
P.R.C. = POINT OF REVERSE CURVATURE  
RAD = RADII  
Δ DENOTES SET MAG. NAIL/HUB  
▲ DENOTES F.D. MAG. NAIL/HUB  
B.R.L. = BUILDING RESTRICTION LINE  
D.B. = DEED BOOK  
PG. = PAGE  
(ch) = CHORD  
(tp) = TYPICAL  
ELEV. = ELEVATION  
P.B. = PLAT BOOK  
P.C. = PLAT CABBET  
P.D. = PLAT DRAWER  
P.C.C. = POINT OF COMPOUND CURVATURE  
ARC = ARC LENGTH  
D = IDENTIFICATION  
FD = FOUND  
L.B. = LICENSED BUSINESS  
L.S.F. = LICENSED SURVEY FIRM  
CONC. = CONCRETE  
MON. = MONUMENT  
ORB = OFFICIAL RECORDS BOOK  
(T) = TOTAL  
(W) = WETLAND  
SQ. FT. = SQUARE FEET  
(r) = RADIAL

SURVEYOR'S CERTIFICATION:

AS REQUIRED BY SUBSECTION (D) OF O.C.G.A. SECTION 15-6-67, THIS PLAT HAS BEEN PREPARED BY A LAND SURVEYOR. THIS PLAT HAS BEEN APPROVED BY ALL APPLICABLE LOCAL JURISDICTIONS THAT REQUIRE PRIOR APPROVAL FOR RECORDING THIS TYPE OF PLAT ON ONE OR MORE OF THE APPLICABLE LOCAL JURISDICTIONS DO NOT REQUIRE APPROVAL OF THIS TYPE OF PLAT FOR ANY APPLICABLE LOCAL JURISDICTION THAT REQUIRES APPROVAL OF THIS TYPE OF PLAT, THE NAMES OF THE INDIVIDUALS SIGNING OR APPROVING THIS PLAT, THE AGENCY OR OFFICE OF THAT INDIVIDUAL, AND THE DATE OF APPROVAL ARE LISTED HEREON. FOR ANY APPLICABLE LOCAL JURISDICTION THAT DOES NOT REQUIRE APPROVAL OF THIS TYPE OF PLAT, THE NAME OF SUCH LOCAL JURISDICTION AND THE NUMBER OF THE APPLICABLE ORDINANCE OR RESOLUTION PROVIDING THAT NO SUCH APPROVAL IS REQUIRED IS LISTED HEREON. SUCH APPROVALS, AFFIRMATIONS, OR ORDINANCE OR RESOLUTION NUMBERS SHOULD BE CONFORMED WITH THE APPROPRIATE GOVERNMENTAL BODIES BY ANY PURCHASER OR USER OF THIS PLAT AS TO THE INTENDED USE OF THIS PARCEL. FURTHERMORE, THE SIGNING LAND SURVEYOR CERTIFIES THAT THIS PLAT COMPLETS WITH THE MINIMUM TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN THE RULES AND REGULATIONS OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN O.C.G.A. SECTION 15-6-67.

THIS SURVEY WAS PREPARED IN CONFORMITY WITH THE TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN CHAPTER 180-7 OF THE RULES OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS, THE GEORGIA SUPERIOR COURT OF CLERKS COOPERATIVE AUTHORITY AND AS SET FORTH IN THE GEORGIA PLAT ACT O.C.G.A. 15-6-67.

FLOOD CERTIFICATE: THIS IS TO CERTIFY THAT THE SUBJECT PROPERTY IS SHOWN TO BE IN FLOOD HAZARD ZONE "X" (UNSHADED) AS PER F.L.R. MAP No. 1308620000-B-3026, COMAN No. 130262, PANEL No. 0399 & 0392, SUFFIX "G", DATED: 12-21-2017, FOR: CAMDEN COUNTY, GEORGIA.

I HEREBY CERTIFY THAT THE ABOVE PROPERTY SKETCH WAS PREPARED UNDER MY DIRECT SUPERVISION AND THAT THE LINE WORK IS LOCATED UPON SAME AS SHOWN AND THAT THERE ARE NO ENCROACHMENTS UPON SAID PROPERTY PER AERIAL MAPS, EXCEPT AS SHOWN.

THIS MAP NOT VALID UNLESS THIS PRINT BEARS THE SEAL OF THE SIGNING SURVEYOR.

CHD FILE: BSL/CAMDEN/VACUNA ESTATES/CASEY PARCEL A.DWG

OWN. BY: G.D.

CKD. BY: R.B.

BENNETT SURVEYING, INC.  
Surveyors and Land Planners  
102 MARSH HARBOUR PARKWAY, UNIT 103  
KINGSLAND, GEORGIA 31548  
(912) 376-8003  
LICENSED SURVEY FIRM No. 51257  
REGISTERED PROFESSIONAL ENGINEER  
R. BENNETT  
REGISTERED PROFESSIONAL LAND SURVEYOR  
R. BENNETT



The City of Kingsland, GA  
107 South Lee Street  
P.O. Box 250  
Kingsland, GA 31548  
Ph: 912-729-5613  
Fax: 912-729-7618

## **Planning and Community Development**

### **Staff Report**

**Planning Commission Meeting Date:** February 3, 2025

**City Council Meeting Date:** July 10, 2025

**Agenda Item:** PD Approval

**Summary:** Roger Bennett, acting agent for Sawyer & Associates, Inc. has submitted a PD (Planned Development) for Vacuna Estates subdivision to be located on parcel 070 009. The PD will allow for (62) - 60' duplex lots, (293) - 50' single family lots, & (221) - 40' single family lots for a total of 576 lots on 176 acres. The entrances to the subdivision will be off of Vacuna Road and Jimmy Foddrell Road. The development will have an established H.O A. The PD has been reviewed by the Planning staff and is attached to this report.

**Zoning:** PD/R-2

**Is Proposal Consistent with the Comprehensive Plan?** Yes

**Staff Recommendation:** Staff Recommends Approval contingent on the annexation and zoning designation being approved.

Scott L. Kimball

Planning & Zoning Director

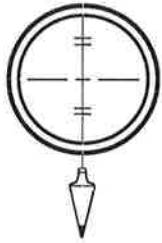
*A PLANNED  
DEVELOPMENT  
PROJECT DESCRIPTION  
FOR:*

**PARCEL "A" OF THE SURVEY FOR  
NEWTON, BROWN & CASEY, INC.**

*SUBMITTED TO:  
THE KINGSLAND CITY COUNCIL  
AND  
PLANNING COMMISSION*

*BY:  
SAWYER & ASSOCIATES, INC.  
DECEMBER 17, 2024*

***BENNETT SURVEYING, INC.***  
*(AGENT FOR SAWYER & ASSOCIATES, INC.)*



**BENNETT SURVEYING, INC.**  
Surveyors and Land Planners

102 Marsh Harbour Parkway, Unit 103  
Kingsland, GA 31548  
P.O. Box 2729  
Brunswick, GA 31521  
(912) 258-8899

Application Request: the Applicant, Sawyer & Associates, Inc., 100 Marsh Harbour Parkway, Kingsland, Georgia 31548 request that the Planning Commission & City Council approve the following application:

**A PLANNED DEVELOPMENT PLAN TO ALLOW FOR A PLANNED DEVELOPMENT IN KINGSLAND,  
GEORGIA, FOR THE PURPOSE OF PROVIDING DUPLEXES AND SINGLE FAMILY RESIDENTIAL ON +/-  
176.39 ACRES ADJOINING VACUNA ROAD AND HIGHWAY 40 KNOWN AS CAMDEN COUNTY TAX PARCEL  
No. 070 009 (PORTION OF)  
December 16, 2024**

**Introduction**

The Applicant, Sawyer & Associates, Inc., hereby submits this application for a Planned Development PD (R-2) district in accordance with City of Kingsland, Georgia, Zoning Ordinance. The conceptual land usage plan and supporting documents shall serve as the basis of which is required by the Ordinance.

After approval by the Kingsland City Council and Planning Commission, the Applicant or his agent will be entitled to develop this site in accordance with this Application, upon receipt of final plat approvals from the City of Kingsland Council and Planning Commission, with the allowed uses, densities, and development standards contained or referenced herein. The development standards granted hereunder shall be conditioned upon receipt and approval of such materials by the City of Kingsland, prior to any development activity. Furthermore, the Applicant also requests that the terms and conditions of this written report be incorporated into any future zoning map and text amendments, as a PD Zoning District, to be governed pursuant to the terms hereof.

**Project Description Summary**

This project consists of a total of 176.39 acres with 576 lots, more or less. It is commonly known as the Newton Brown & Casey Tract. As with the surrounding developments, this parcel will contain multi-family and single family residential property with defined specifications. The concept of this project is to provide duplexes and residential lots equivalent to surrounding areas. The density of R-2 usage may exceed those allowed in various surrounding R-2 developments. Standard amenities will be provided for each lot owner and upon completion of each phase, any out parcels, lakes, etc. will be turned over to the Homeowners Association.

The project will be accessed from Vacuna Road and Jimmy Foddrell Road. The development will be served with underground utilities, including sewer and water from the City of Kingsland. Any and all utilities needed within the development will meet or exceed the City of Kingsland standards with the intent to dedicate, if needed, to the City of Kingsland.

Vacuna estates narrative

## Minimum lot specifications

### PD R-2 (duplex units) (60' lots) (+/-62 lots, 124 units)

|                    |                                                      |
|--------------------|------------------------------------------------------|
| Minimum Lot Area   | 7,200 square feet (1 duplex lot) (3,600 SF per unit) |
| Front Yard Setback | 15 feet                                              |
| Side Yard Setback  | 0 feet & 10 feet (10 feet side street)               |
| Rear Yard Setback  | 10 feet (10 feet rear street)                        |

### R-1 usage (50' lots) (+/-293 lots)

|                            |                               |
|----------------------------|-------------------------------|
| Minimum Lot Area           | 5,000 Sq. Ft.                 |
| Lot width at building line | 50.0 ft.                      |
| Front Yard Setback         | 20 feet                       |
| Side yard setback          | 5 feet (10 feet side street)  |
| Rear Yard Setback          | 10 feet (10 feet rear street) |

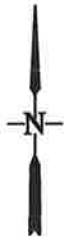
### R-1 usage (40' lots) (+/-221 lots)

|                            |                               |
|----------------------------|-------------------------------|
| Minimum Lot Area           | 4,400 Sq. Ft.                 |
| Lot width at building line | 40.0 ft.                      |
| Front Yard Setback         | 20 feet                       |
| Side yard setback          | 5 feet (10 feet side street)  |
| Rear Yard Setback          | 10 feet (10 feet rear street) |

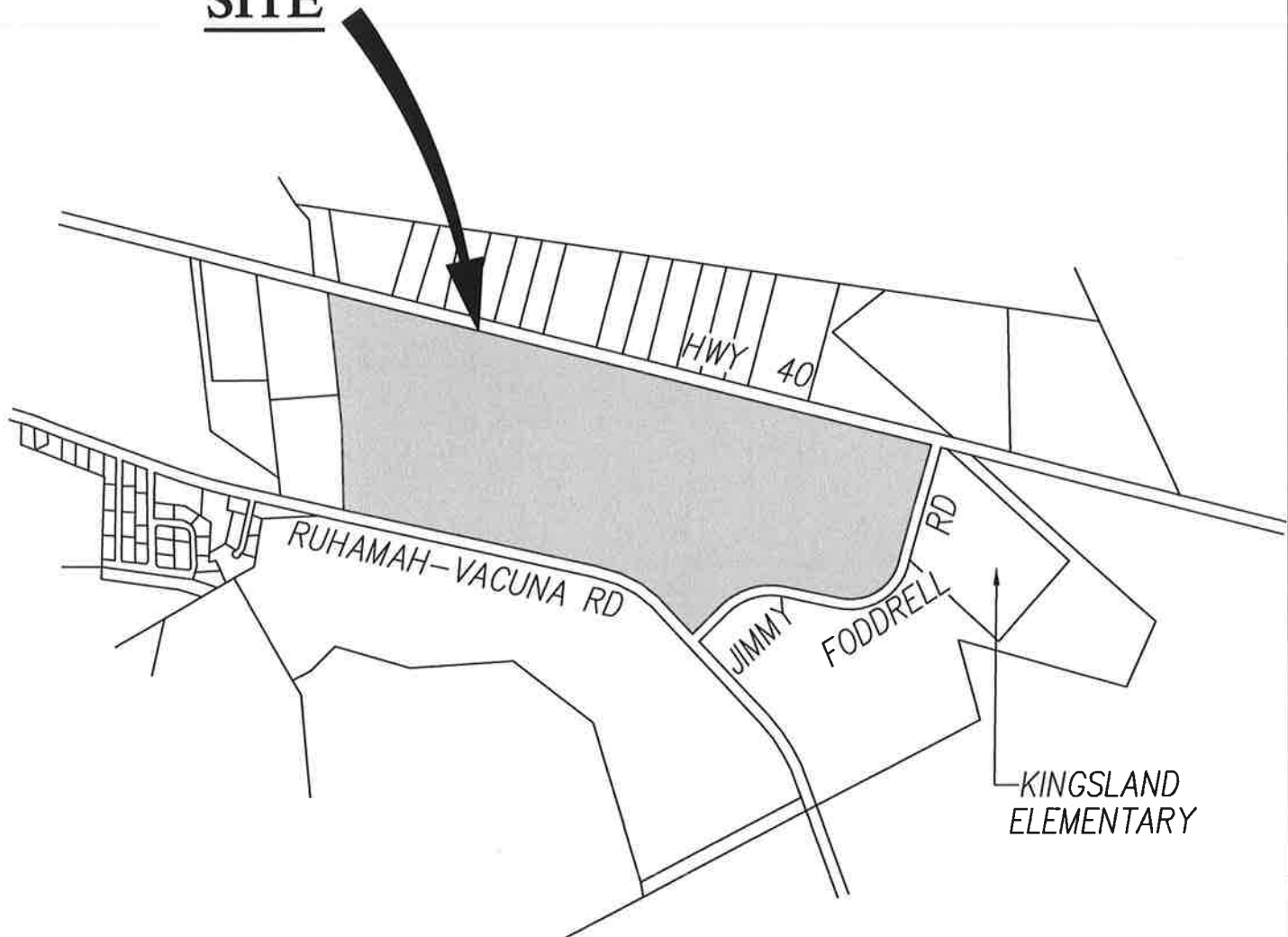
This parcel will be accurately surveyed and presented to the Kingsland Planning Commission and Council at the time it is to be developed. At this time, all parcels will meet or exceed the minimum specifications outlined within this PD.

## Development Standards

The development standards applicable to the Planned Development District under the City of Kingsland zoning ordinance and the development standards contained therein, shall govern development within the property, and no development activity shall commence until the proper authorities has received, reviewed and approved final site plans, plats and all documents necessary for each parcel to be in compliance with the City of Kingsland Zoning Ordinance standards for a mixed use planned development.



**SITE**



**VICINITY MAP  
(NOT TO SCALE)**

# **ATTACHMENT "A"**

## **SUBJECT PROPERTY DEED**

# BENNETT SURVEYING, INC.

Surveyors and Land Planners

102 Marsh Harbour Parkway, Unit 103  
Kingsland, GA 31548  
P. O. Box 2729  
Brunswick, GA 31521  
(912) 258-8899  
(912) 265-3856  
Fax: (912) 265-9509

December 17, 2024

**LEGAL DESCRIPTION OF A PARCEL OF LAND LYING IN THE 1606<sup>th</sup> G.M.D., CAMDEN  
COUNTY, GEORGIA:**

ALL THAT CERTAIN TRACT OR PARCEL OF LAND LYING IN THE 1606<sup>th</sup> G.M.D., CAMDEN COUNTY, GEORGIA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: ALL OF TRACTS 1, 2 & 3 OF THE MINOR SUBDIVISION PLAT OF PARCEL "A" OF THE SURVEY FOR NEWTON, BROWN & CASEY, INC. RECORDED IN PLAT BOOK 2024, PAGE 193 OF THE PUBLIC RECORDS OF CAMDEN COUNTY.

THE LAND THUS DESCRIBED CONTAINS 176.39 ACRES, MORE OR LESS, AND IS SUBJECT TO ANY EASEMENTS OF RECORD WHICH MAY LIE WITHIN.



# ATTACHMENT "B"

## SITE PLAN & PLAT



**CITY OF KINGSLAND ZONING APPLICATION**

Feb. 2025 240104 \$0.00

Please attach to this application a plot plan/survey showing the location and dimensions of the property to be rezoned. Also attach the appropriate fee for this request (fee schedule attached). If paid by check make payable to "City of Kingsland".

**REQUEST**

EXISTING  
ZONING   A-F (county)  

EXISTING  
USE   undeveloped  

REQUESTED  
ZONING   PD R-2  

REQUESTED  
USE   residential & multi-family  

**PROPERTY OWNER(S)**

Name(s)   Sawyer & Associates, Inc  

Address   100 Marsh Harbour Parkway, Kingsland GA. 31548  

Phone No.                                  (Work and/or home); Fax No.                                 

   Individual    Partnership    Sole Proprietor    Firm   x   Corporation  
   Association

Corporation: Submit list of officers, directors and major stockholders with name, address and title.

Partnership: Submit list of all partners with name, address and title.

**GENERAL INFORMATION**

Location or Legal

Property Description:   Parcel "A" of the Survey for Newton, Brown & Casey  

Property

Address:   South of W. King Ave/Hwy 40  

Tax Map Reference Number:   070 009 (portion of)   Zoning Map:   (county) A-F  

Property Size:   176.4 acres   Property Frontage:   +/-3000   Feet

Check One:    ☒ Paved Road or                      ☐ Unpaved  
                  ☒ Public Water or                      ☐ Individual Well  
                  ☒ Public Sewer or                      ☐ Individual Septic Tank

### REASON FOR REQUEST

Would be in harmony with the character of the neighborhood because \_\_\_\_\_  
\_\_\_\_\_ lot sizes will reflect current national builder specifications \_\_\_\_\_

Would not be detrimental to property or persons in the area because \_\_\_\_\_  
\_\_\_\_\_ The project will further enhance the City of Kingsland's surrounding developments \_\_\_\_\_

Other Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### DISCLOSURE

Identify all members of the City Council of the City of Kingsland, City of Kingsland Planning Commission and Employees of the City of Kingsland Community Development who

(1) Have a property interest in the real property affected by this request

\_\_\_\_\_ ☒ \_\_\_\_\_

(2) Have a financial interest (direct ownership interest of the total assets or capital stock of a business entity where such ownership interest is more than 10% in any business entity which has a property interest in the real property affected by this request

\_\_\_\_\_ ☒ \_\_\_\_\_

(3) Have a member of the family (spouse, mother, father, brother, sister, son or daughter) having a property financial interest as herein defined, in the real property affected by this request

\_\_\_\_\_

### CAMPAIGN CONTRIBUTION

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

Elected Officials Name

Amount of Description of Gift

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |

### SIGNATURE(S) OF OWNER(S)

I/We, the owner(s), submit this application and certify that the information is correct and true to the best of my knowledge.

  
Owner

Owner

Owner

### HEARING DATE

This application is scheduled to be heard by the City of Kingsland Planning Commission at their meeting of \_\_\_\_\_ January 03\_\_\_\_\_, 2025\_\_, at \_6:00\_\_ P.M. in the Council Chambers of Kingsland City Hall, 107 S. Lee St., Kingsland, Georgia.

***Owner or agent must be present in order for the request to be heard.***

### RECEIPT

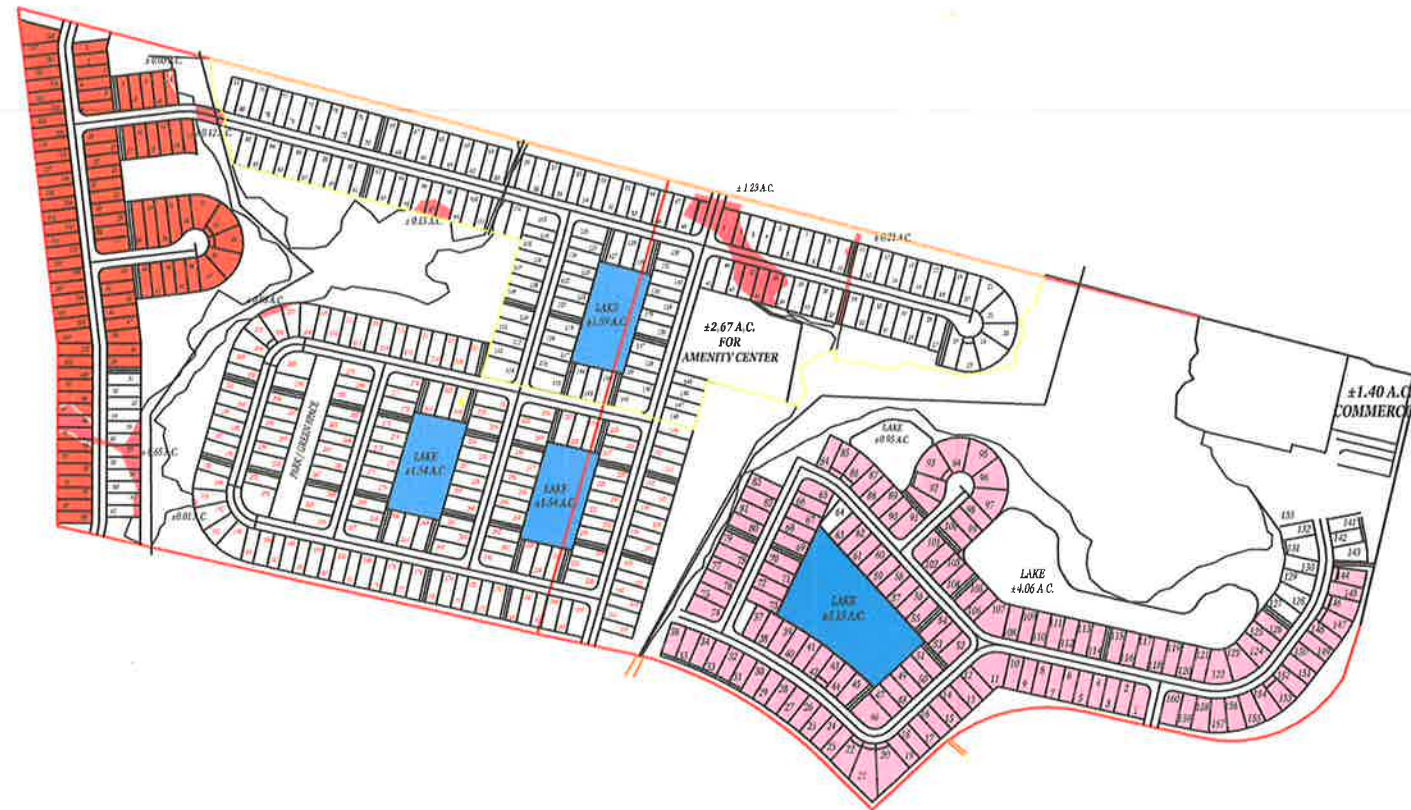
Submission fee for rezoning received from Ron Sawyer Sawyer & Assoc.  
in the amount of \$ 550.00.

City of Kingsland

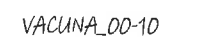
BY:   
Planning & Zoning Administrator

Date: 12/20/24

# VACUNA EAST



PH 6, WETLANDS USED :  $\pm 0.69$  A.C.



FILING INFORMATION

BK: 2024 PG: 193-193  
Filed and Recorded  
12-16-2024 02:43 PM  
DOC# P2024-000172

CLOSURE STATEMENT:

THIS MAP OR PLAT HAS BEEN CALCULATED FOR CLOSURE AND IS FOUND TO BE ACCURATE WITHIN ONE FOOT IN 896,260 FEET.

OWNER'S ENDORSEMENT:

THE UNDERSIGNED CERTIFIES THAT HE OR SHE IS THE FEE SIMPLE ABSOLUTE OWNER OR AUTHORIZED AGENT OF THE LAND SHOWN ON THIS PLAT AND THAT THE PLAT AND THE PUBLIC IMPROVEMENTS CONTAINED THEREIN OR ASSOCIATED THEREWITH MEET ALL APPLICABLE REQUIREMENTS AND STANDARDS OF THE CAMDEN COUNTY UNITED DEVELOPMENT CODE.

BY: Ronald H. Sawyer 12-3-24  
OWNER/AGENTS NAME DATE  
BY: Ronald H. Sawyer  
PRINTED NAME

PROPERTY OWNED BY:

SAWYER & ASSOCIATES, INC.  
100 MARSH HARBOUR PARKWAY  
KINGSLAND, GEORGIA 31548  
(912)-578-8003

MAP TO SHOW SKETCH & MINOR SUBDIVISION PLAT OF  
**PARCEL "A" OF THE SURVEY FOR NEWTON  
BROWN & CASEY, INC., 1606th G.M.D.,  
CAMDEN COUNTY, GEORGIA**  
(ACCORDING TO SURVEY RECORDED IN P.D. 24, MAP No. 10, PUBLIC RECORDS OF CAMDEN COUNTY)

FOR: SAWYER & ASSOCIATES  
CAMDEN COUNTY TAX PARCEL No. 070 009 (PORTION OF)

JOY LYNN TURNER  
CLERK OF SUPERIOR COURT  
CAMDEN COUNTY

NOW OR FORMERLY LANDS OF  
QUENTIN C. MCARTHUR, JR.  
(D.B. 175, PG. 643)

NOW OR FORMERLY LANDS OF  
WILMA EILEEN BOUDET &  
MARCUS WILLIAM RANKIN  
(D.B. 2080, PG. 403)

TRACT 1

(±22.81 Acres)  
(±993,487.15 Sq. Ft.)  
(wooded & vacant)

TRACT 2

(±82.65 Acres)  
(±3,600,430.32 Sq. Ft.)  
(wooded & vacant)

TRACT 3

(±70.83 Acres)  
(±3,089,635.69 Sq. Ft.)  
(wooded & vacant)

PLANNING & BUILDING DEPARTMENT APPROVAL:

ALL REQUIREMENTS OF THE CAMDEN COUNTY UNITED DEVELOPMENT CODE HAVING BEEN REPRESENTED AS BEING FULFILLED BY THIS PLAT, THE UNDERSIGNED ACTING UNDER AUTHORITY OF THE BOARD OF COMMISSIONERS OF CAMDEN COUNTY, GEORGIA HEREBY APPROVES THIS PLAT FOR RECORDATION BY THE CLERK OF THE SUPERIOR COURT.

CAMDEN COUNTY HEALTH DEPARTMENT:

THE LOTS SHOWN HAVE BEEN REVIEWED BY THE CAMDEN COUNTY HEALTH DEPARTMENT AND ARE APPROVED FOR SUBDIVISION DEVELOPMENT. EACH LOT MUST BE REVIEWED AND APPROVED FOR ON-SITE SEWAGE MANAGEMENT SYSTEMS PLACEMENT PRIOR TO THE ISSUANCE OF A BUILDING PERMIT. A LEVEL III SOL REPORT FROM AN APPROVED SOL SCIENTIST IS REQUIRED AT THE TIME OF PERMIT APPLICATION.

BY: [Signature] 12-5-24  
HEALTH DEPARTMENT OFFICIAL DATE  
BY: [Signature]  
PRINTED NAME

ENDORSEMENT OF THE ROAD DEPARTMENT:

MINOR SUBDIVISION APPROVED BY THE CAMDEN COUNTY ROAD DEPARTMENT

BY: [Signature] 12/6/24  
ROAD DEPARTMENT OFFICIAL DATE  
BY: [Signature]  
PRINTED NAME

NOTES:

- BEARINGS SHOWN HEREON REFER TO THE BEARING OF S74°-09'-40"E FOR THE S/LY R/W LINE OF GA. HIGHWAY No. 40, ACCORDING TO SURVEY RECORDED IN P.D. 24, MAP No. 10.
- THIS SKETCH WAS PERFORMED WITHOUT THE BENEFIT OF A FORMAL TITLE REVIEW.
- THERE MAY EXIST ADDITIONAL RESTRICTIONS LYING OVER THE SUBJECT PROPERTY THAT ARE NOT SHOWN HEREON WHICH MAY BE FOUND IN THE PUBLIC RECORDS OF CAMDEN COUNTY.
- NO ATTEMPT TO DETERMINE WETLAND ISSUES OR OTHER ENVIRONMENTAL ISSUES, IF ANY, IS MADE OR IMPLIED BY THIS SKETCH.
- PROPERTY IS CURRENTLY ZONED: A-F (AGRICULTURE FORESTRY)
- BUILDING SETBACKS ARE AS FOLLOWS:  
FRONT: 50'  
SIDES: 40'  
REAR: 50'
- THIS SKETCH IS FOR LEGAL PURPOSES ONLY AND IS NOT TO BE CONSTRUED AS AN ACTUAL FIELD SURVEY.

LEGEND

● DENOTES 1/2" IRON PIPE (UNLESS NOTED OTHERWISE)  
■ DENOTES TO CONC. MON.  
○ DENOTES SET 1/2" REBAR  
R/W = RIGHT-OF-WAY  
P.C. = POINT OF CURVATURE  
P.T. = POINT OF TANGENCY  
P.R.C. = POINT OF REVERSE CURVATURE  
RAD = RADIUS  
△ DENOTES SET MAG. NAIL/NUB  
△ DENOTES FD. MAG. NAIL/NUB  
B.R.L. = BUILDING RESTRICTION LINE  
D.B. = DEED BOOK  
PG. = PAGE  
(ch) = CHORD  
(typ.) = TYPICAL  
ELEV. = ELEVATION  
P.B. = PLAT BOOK  
P.C. = PLAT CABBET  
P.D. = PLAT DRAWER  
P.C.C. = POINT OF COMPOUND CURVATURE  
ARC = ARC LENGTH  
ID = IDENTIFICATION  
FD. = FOUND  
L.B. = LICENSED BUSINESS  
L.S.F. = LICENSED SURVEY FIRM  
CONC. = CONCRETE  
MON. = MONUMENT  
ID = IDENTIFICATION  
OUB = OFFICIAL RECORDS BOOK  
(T) = TOTAL  
(W) = WETLAND  
SQ. FT. = SQUARE FEET  
(r) = RADIAL

SURVEYOR'S CERTIFICATION:

AS REQUIRED BY SUBSECTION (b) OF O.C.G.A. SECTION 15-6-67, THIS PLAT HAS BEEN PREPARED BY A LAND SURVEYOR. THIS PLAT HAS BEEN APPROVED BY ALL APPLICABLE LOCAL JURISDICTIONS THAT REQUIRE PRIOR APPROVAL FOR RECORDING THIS TYPE OF PLAT OR ONE OR MORE OF THE APPLICABLE LOCAL JURISDICTIONS DO NOT REQUIRE APPROVAL OF THIS TYPE OF PLAT. FOR ANY APPLICABLE LOCAL JURISDICTION THAT REQUIRES APPROVAL OF THIS TYPE OF PLAT, THE NAMES OF THE INDIVIDUALS SIGNING OR APPROVING THIS PLAT, THE AGENCY OR OFFICE OF THAT INDIVIDUAL, AND THE DATE OF APPROVAL ARE LISTED HEREON. FOR ANY APPLICABLE LOCAL JURISDICTION THAT DOES NOT REQUIRE APPROVAL OF THIS TYPE OF PLAT, THE NAME OF SUCH LOCAL JURISDICTION AND THE NUMBER OF THE APPLICABLE ORDINANCE OR RESOLUTION PROVIDING THAT NO SUCH APPROVAL IS REQUIRED IS LISTED HEREON. SUCH APPROVALS, NOTIFICATIONS OR ORDINANCE OR RESOLUTION NUMBERS SHOULD BE CONFIRMED WITH THE APPROPRIATE GOVERNMENTAL BODIES BY ANY PURCHASER OR USER OF THIS PLAT AS TO THE INTENDED USE OF THIS PARCEL. FURTHERMORE, THE SIGNING LAND SURVEYOR CERTIFIES THAT THIS PLAT COMPLEES WITH THE MINIMUM TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN THE RULES AND REGULATIONS OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN O.C.G.A. SECTION 15-6-67.

SCALE: 1" = 200'

F.B. 658 — PG. —  
D.W. No. B-2-338-11-24

THIS SURVEY WAS PREPARED IN CONFORMANCE WITH THE TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN CHAPTER 150-2 OF THE RULES OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS, THE GEORGIA SUPERIOR COURT OF CLERKS COOPERATIVE AUTHORITY AND AS SET FORTH IN THE GEORGIA PLAT ACT O.C.G.A. 15-6-67.

**FLOOD CERTIFICATE:** THIS IS TO CERTIFY THAT THE SUBJECT PROPERTY IS SHOWN TO BE IN FLOOD HAZARD ZONE "X" (UNSHADED) AS PER F.L.R. MAP No. 13039003900 & 3970, COMM. No. 130282, PANEL No. 0390 & 0397 SUFFIX G, DATED: 12-21-2017 FOR: CAMDEN COUNTY, GEORGIA

I HEREBY CERTIFY THAT THE ABOVE PROPERTY SKETCH WAS PREPARED UNDER MY DIRECT SUPERVISION AND THAT THE LINE WORK IS LOCATED UPON SAME AS SHOWN AND THAT THERE ARE NO ENCROACHMENTS UPON SAID PROPERTY PER AERIAL MAPS, EXCEPT AS SHOWN.

THIS MAP NOT VALID UNLESS THIS PRINT BEARS THE SEAL OF THE SIGNING SURVEYOR.

CAD FILE: BSC/CAD/CAMDEN/VACUNA ESTATE/CASEY PARCEL A.DWG

DWN. BY: G.D.

CKD. BY: R.B.



**BENNETT SURVEYING, INC.**  
Surveyors and Land Planners  
102 MARSH HARBOUR PARKWAY, UNIT 103  
KINGSLAND, GEORGIA 31548

REGISTERED PROFESSIONAL SURVEYOR  
STATE OF GEORGIA  
No. 12345  
12/15/2024

**1STATE OF GEORGIA**  
**CITY OF KINGSLAND**

**INTERGOVERNMENTAL AGREEMENT**

This INTERGOVERNMENTAL AGREEMENT (“Agreement”) is made and entered into as of this 9 day of DEC, 2024 (the “Effective Date”) by and between the CITY OF KINGSLAND, a municipal corporation of the State of Georgia (the “City”) and CAMDEN COUNTY BOARD OF EDUCATION, the duly elected governing authority of a political subdivision of the State of Georgia (the “School District”).

**WITNESSETH:**

In consideration of the respective representations and agreements hereinafter contained and in the furtherance of the mutual public purposes hereby sought to be achieved, the City and the School District do hereby agree as follows:

**ARTICLE 1**

**DEFINITIONS**

In addition to the words and terms defined elsewhere herein, the following words and terms shall have the meanings specified below, unless the context or the use indicates another or different meaning or intent:

1.1 “**Agreement or Intergovernmental Agreement**” means this Intergovernmental Agreement dated as of Dec. 9<sup>th</sup> 2024, between the City and the School District.

1.2 “**Approved Projects**” means collectively, the specific capital improvements to be undertaken within the City of Kingsland Tax Allocation District (TAD) Number One: Exit 3 Commercial and Entertainment District, by the City or by a private developer to achieve the goals and objectives of the Redevelopment Plan, pursuant to the Redevelopment Plan in accordance with Section 3.7 hereof.

- 1.3 **“Board of Education or (BOE)”** means the Camden County Board of Education.
- 1.4 **“Bond Indenture”** means, collectively and each respectively, each Trust Indenture Bond Resolution, Bond Ordinance, Loan Agreement, Financing Agreement or other document or form of financing, including “pay-as-you-go” agreements, pursuant to which one or more series of TAD Bonds is issued.
- 1.5 **“City”** means the City of Kingsland, Georgia.
- 1.6 **“City Resolution”** means that certain Resolution #2024-\_\_, adopted by the Kingsland City Council on \_\_\_\_, 2024, approving and adopting the City of Kingsland Redevelopment Plan creating Tax Allocation District Number One: Exit 3 Commercial and Entertainment District, establishing the Redevelopment Area, authorizing the Kingsland City Council to act as the Redevelopment Agency and other related matters.
- 1.7 **“County”** means Camden County, Georgia
- 1.8 **“Georgia Constitution”** means the Constitution of the State of Georgia of 1983, as amended.
- 1.9 **“Payment in Lieu of Taxes”** or **“PILOT”** means a payment from the City of Kingsland TAD #1 ad valorem property tax increment to the Camden County Board of Education.
- 1.10 **“Tax Allocation District”** or **“TAD”** means the tax allocation district (as define in O.C.G.A. §36-444-3 (13)) created by the City and designated as the TAD Number One: Exit 3 Commercial and Entertainment District (also referred to as “TAD Number One”, “Exit 3 TAD” or “the TAD”) as more fully identified in the applicable redevelopment plan with respect thereto approved by the City.
- 1.11 **“Redevelopment Agency”** means the City Council of the City of Kingsland, Georgia, which will act as the Redevelopment Agency, in accordance with the Redevelopment Powers Law.

- 1.12        **“Redevelopment Area”** means that certain area located within the geographic limits of the City and within the School District created and established as a Redevelopment Area (defined in O.C.G.A. §36-44-3 (7)) by the City in the City Resolution and designated as the City of Kingsland TAD #1 Redevelopment Area”, as more fully described in the City Resolution and the Redevelopment Plan.
- 1.13        **“Redevelopment Costs”** shall have the meaning as set forth in O.C.G.A. §36-44-3 (8).
- 1.14        **“Redevelopment Plan”** means the written plan of redevelopment for the Redevelopment Area approved by the City in the City Resolution and designated as the “City of Kingsland Redevelopment Plan for TAD #1: Exit 3 Commercial and Entertainment District.”
- 1.15        **“Redevelopment Powers Law”** means Chapter 44 of Title 36 of the Official Code of Georgia Annotated, as amended from time to time.
- 1.16        **“School District Tax Allocation Increment”** means the tax allocation increment within the meaning of O.C.G.A. §36.44-3(14) of the Redevelopment Powers Law with respect to the TADs, including, without limitation, Real Property Tax Increments attributable to the contributions of City, County and School District millage may also be referred to in this Agreement as City, County and School District Tax Allocation Increments, respectively. School District Tax Allocation Increment shall be limited to Real Property Taxes only unless or until such time as the Board of Education agrees to include other ad valorem taxes.
- 1.17        **“State”** means the State of Georgia.
- 1.18        **“Scheduled Debt Service Payments”** means the aggregate scheduled principal and interest payments on the TAD Bonds or other forms of financing in each calendar year in accordance with the Bond Indenture/Development Agreement, which shall include any

scheduled sinking fund redemption payments on the TAD Bonds or other forms of TAD financing in such year.

- 1.19        **“School District Resolution”** means that certain resolution adopted by the Board of Education of Camden County Public Schools on Dec 9, 2024, *inter alia*, consenting to the inclusion of certain School District ad valorem taxes in the computation of the Tax Allocation Increments with respect to the TAD subject to the terms and conditions set forth therein and herein, authorizing the execution, delivery and performance of this Agreement, and other related matters.
- 1.20        **“Special Fund”** means the Special Fund with respect to the TAD created pursuant to O.C.G.A. §36-44-11(c).
- 1.21        **“TAD Financing”** means those certain tax allocation bonds, notes or other obligations issued by the City in accordance with O.C.G.A. §36-44-3(12), or funds borrowed from financial institutions in accordance with O.C.G.A. §36-44-16 with respect to the TAD, that the City may issue or borrow as necessary to implement the provisions of the Redevelopment Plan, as provided in the City Resolution, which may include one or more series of bonds, notes or other obligations and which may be issued at one or more times. Only pay-as-you go financing is contemplated for use in TAD #1.
- 1.22        **“Tax Allocation Increment”** means the amount of the tax allocation increment with respect to real property accrued in each calendar year within Kingsland’s TAD #1, as provided in O.C.G.A. §36-44-3(14).
- 1.23        **“Term”** means the term of this agreement as proscribed in Section 3.1 hereof.

## ARTICLE 2

**2.1 Representations of the City.** The City makes the following representations as the basis for the undertakings on its part herein contained:

2.1.1 The City created the amended City of Kingsland TAD Number One effective as of \_\_\_\_, 2024, pursuant to its redevelopment powers as authorized by the Redevelopment Powers Law and the City Resolution. The City duly adopted the Redevelopment Plan pursuant to the Redevelopment Powers Law and the City Resolution.

2.1.2 The City has made certain findings with respect to the Redevelopment Plan in accordance with the Redevelopment Powers Law, including, without limitation, that: (i) the Redevelopment Area has not been subject to growth and development through private enterprise and would not reasonably be anticipated to be developed without the approval of the Redevelopment Plan, and (ii) the public infrastructure improvements to the Redevelopment Area is likely to enhance the value of a substantial portion of the real property in Kingsland TAD Number One.

2.1.3 The city intends to authorize the issuance of TAD financing, consisting of a pay-as-you-go financing plan, notes or other means of TAD financing as may be necessary to implement provisions of the Redevelopment Plan.

2.1.4 The City is permitted by ARTICLE IX, SECTION III, PARAGRAPH I of the Georgia Constitution to contract for any period not exceeding fifty (50) years with the School District for joint services, for the provision of services, or for the joint or separate use of facilities or equipment, provided such contracts deal with activities, services or facilities the contracting partners are authorized by law to undertake or provide, and accordingly as a corollary, the Redevelopment Powers Law provides that the City may exercise its redevelopment powers and create redevelopment plans and tax allocation districts, and issue one or more series of bonds, notes or other obligations to finance, in whole or in part, the development costs within a tax allocation district and which are issued on the basis of pledging for the payment or security of payment of such bonds positive tax allocation increments derived from the tax allocation district, all or part of the general funds

derived from the tax allocation district, and any other property from which the bonds may be paid as provided in the Redevelopment Powers Law.

2.1.5 The City has the power to enter into this Agreement and perform all obligations contained herein, and by property action has duly authorized the execution, delivery and performance of this Agreement. This Agreement is a valid and binding legal obligation of the City, enforceable against the City in accordance with its terms.

**2.2 Representations of the School District.** The School District makes the following representations as the basis for the undertakings on its part herein contained:

2.2.1 The School District is permitted by ARTICLE IX, SECTION III, PARAGRAPH 1 of the Georgia Constitution to contract for any period not exceeding fifty (50) years with the City of joint services, for the provision of services, or for the joint or separate use of facilities or equipment, provided such contracts deal with such activities, services or facilities the contracting parties are authorized by law to undertake or provide.

2.2.2 The School District has the power to enter into this Agreement and perform all obligations contained in this agreement and by proper action has duly authorized the execution, delivery and performance of this agreement, including, without limitation, the inclusion of ad valorem property taxes levied by the School District on taxable real property within the City of Kingsland Tax Allocation District #1: Exit 3 Commercial and Entertainment District in the computation of the Tax Allocation Increments for the purposes set forth in the Redevelopment Plan, pursuant O.C.G.C. §36-44-9(c).

2.2.3 This Agreement is a valid and binding legal obligation of the School District, enforceable against the School District in accordance with its terms.

### **ARTICLE 3**

**3.1 Terms of the Agreement.** The term of the Agreement (the “Term”) shall commence on the Effective Date hereof and this Agreement shall remain in full force and effect for the TAD until (i) all TAD Financing and the eligible Redevelopment Costs have been paid in full, (ii) the TAD has been terminated by Resolution for other reasons; or (iii) ten years have elapsed from the Effective Date, whichever first occurs.

**3.2 Certification of the Tax allocation Increment Base.** The City and School District hereby agree that the Tax Allocation Increment Base for the Kingsland TAD Number One, which will be certified by the State Revenue Commission as of December 31, 2024, is the taxable value of all real property subject to ad valorem property taxation located within the TAD net of all exemptions and exclusions applicable as of such date.

**3.3 Inclusion of Ad Valorem Property Taxes in Computation of Tax Allocation Increment for City TAD.** The determination of ad valorem property taxes included in the increment for the TAD will be based on the following:

3.3.1 Pursuant to the School District Resolution, the School District hereby consents and agrees to the inclusion of School District ad valorem taxes on real property within the TAD in computation of the Tax Allocation Increments for the TAD in accordance with the Redevelopment Powers Law, effective as of December 31, 2024, subject to and in accordance with this Agreement.

3.3.2 Commencing in 2025, the School District agrees to remit to the City each year and in accordance with the Redevelopment Powers Law, the School District Tax Allocation Increment for the TAD for such year within forty-five (45) days after the due date for all ad valorem taxes paid by the due date and withing forty-five (45) days after the end of the calendar month of collection as to all such taxes paid after the due date thereof.

**3.4 Issuance of TAD Bonds or Other TAD Financings.** The City shall be solely responsible for the issue or cause of TAD bonds or other TAD financing to be issued for TAD Number One.

The aggregate principal amount of any and all TAD Financing issued with respect to the TAD shall be determined on the basis of the judgement of qualified professionals as to the projected estimate of the Tax Allocation Increment.

3.4.1. By October 30<sup>th</sup> of each year of this agreement the Board of Education will communicate in writing with the City Manager of Kingsland and the Camden County Tax Collector will determine the amount of Payments in Lieu of Taxes (PILOT) due the School District that year from the ad valorem increment from TAD #1 according to the following formula: for years one through ten of the TAD term, 30% of the amount collected from incremental property taxes attributed to the Board of Education's millage in TAD #1 in each year and for years eleven through twenty-five of the TAD term, 40% of the amount collected from incremental property taxes attributed to the Board of Education's millage in TAD #1 in each year.

3.4.2. For the term of the tax allocation district, an annual Payment in Lieu of Taxes will be paid from any incremental ad valorem property taxes collected by the Camden County Tax Collector annually. The PILOT fee will consist of two elements each year of the TAD: the first, should property taxes from the base valuation of the TAD not already be paid directly to the School District, will be \$25,806 which represents the current School District property taxes generated from existing properties in the TAD in 2024. The second, will equal 30% of the Board of Education's remaining increment for TAD #1 for years one through ten of the TAD term and 40% of the Board of Education's remaining increment for TAD #1 for years eleven through twenty-five of the TAD term. Should there be no incremental taxes generated in a given year of the TAD, the school district will be entitled to its proportional share of the taxes generated that year. The annual payment will be made within 30 days of receipt of the incremental tax receipts from the County Tax Collector.

**3.5 Reporting.** The City will provide to the School District commencing with calendar year 2025 and each calendar year thereafter (i) within thirty (30) days after the end of the each such calendar year, a comprehensive annual report regarding the current status of the redevelopment occurring within TAD Number One, forecasts of future development, the amount of positive Tax Allocation Increments generated by that development and the intended use of Tax Allocation Increments generated within the TAD. The City will also provide to the School District, within fifteen (15) days after issuance of the City's Comprehensive Annual Financial Report, a copy of the annual audit of, as applicable, the Redevelopment Agency for the TAD or the City, to include the amount of positive Tax Allocation Increment deposited into the respective TAD Special Fund, the Year-end Fund balances, the uses of such funds and all debt service obligations outstanding.

**3.6 Use of School District Tax Allocation Increment.** The School District's Tax Allocation Increment may be used for purposes consistent with the anticipated uses of estimated future TAD proceeds as specified in the Redevelopment Plan, including but not necessarily limited to the following:

3.6.1 To pay TAD financing costs as defined in O.C.G.A. §36-44-3 (8)(B)

3.6.2 To pay organizational costs, imputed administrative costs, and professional services costs associated with the implementation of the Redevelopment Plan and TAD as provided in O.C.G.A. §36-44-3(B).

3.6.3 To pay capital costs, professional services costs and real property assembly costs associated with private development on private property.

3.6.4 Excess Funds attributable to the School District Tax Allocation Increment from any calendar year may be applied by the City to prepare the amount of TAD Financing then outstanding.

3.6.5 Nothing in this section shall be intended or should be construed to limit the use of proceeds from TAD Bonds or other TAD Financing, and the same may be used for all purposes allowed under the Redevelopment Powers Law.

**3.7 Special Conditions, Stipulations or Requirements.** The City shall promptly notify the School District in writing of any special conditions, stipulations or requirements imposed on at any time or from time-to-time hereafter by any other taxing authority with respect to the Tax Allocation Increment and the TAD. If so elected by the BOE, the School District shall be entitled to the benefit of any special financial conditions stipulations or requirements imposed with respect to the Tax Allocation Increment and the TAD. The parties hereto hereby agree that this Agreement shall be amending or supplemented to provide for such special financial conditions, stipulations or requirements impose hereafter, any the City hereby agrees to enter any such amending or supplement to the Agreement required as aforesaid.

**3.8 Request to Include County Increment.** The parties specifically acknowledge that City shall seek the consent of the Camden County Commission for inclusion of County Tax Allocation Increments for the purposes of paying redevelopment costs.

**3.9 City's Indemnification of School District.** The City hereby agrees to defend and hold harmless the School District and its Board of Education, officials, employees, agents and representatives from an against any and all claims, losses, damages, costs or expenses arising from or in connection with any actions, claims, suits or challenges of any kind related to the exercise, use, implementation or performance by the City of its Redevelopment Agency of the City's rights, powers or authority under the Redevelopment Powers Law or the actions of the City its Redevelopment Agency under the Agreement.

**3.12 Limitation of Obligations.** The school District shall have no financial obligation as a result of the redevelopment and improvement of the TAD or the Redevelopment Area other than the inclusion of School District ad valorem taxes in the computation of the Tax Allocation Increment of the TAD as provided herein. TAD Bonds shall not constitute an indebtedness of or a charge against the general taxing power of the School District.

## ARTICLE 4

4.1 **Governing Law.** This Agreement and the rights and obligations of the parties hereto shall be governed, construed, and interpreted according to the laws of the State of Georgia.

4.2 **Entire Agreement.** This agreement expresses the entire understanding and all agreements between the parties hereto with respect the matters set forth herein.

4.3 **Survival of Warranties.** All agreements, covenants, certifications, representations, and warranties of the parties hereunder, or made in writing by or on behalf of them in connection with the transaction contemplated hereby shall survive the execution and the delivery hereof, regardless of ay investigation or other action taken by any person relying thereon.

4.4 **Counterparts.** This Agreement may be executed in several counterparts, each of which shall be original, and all of which shall constitute but one and the same instrument.

4.5 **Amendments in Writing.** This Agreement may be amended, supplemented, or otherwise modified solely by a document in writing duly executed and delivered by the City and School District. No waiver, release, or similar modification of this agreement shall be established by conduct, custom, of course or dealing, but solely by a document in writing duly executed and delivered by a duly authorized official of the School District.

4.6 **Notices.** Except as otherwise specifically provided herein, any notices, demands, approvals, consents, requests, and other communications hereunder shall be in writing and shall be deemed given when the writing is delivered in person, or one business day after being sent by reputable overnight registered delivery service, charges prepaid, or three business days after being mailed, if mailed by certified mail, return receipt requested, postage prepaid, to the City and School District at the address shown below or at such other addresses as may be furnished by the City and School District in writing from time to time.

CITY:

City Manager  
City of Kingsland  
107 S. Lee Street  
P.O Box 250  
Kingsland, GA 31548

With a Copy to:  
City Attorney

SCHOOL DISTRICT:

Dr. Tracolya Green  
Superintendent of Schools  
Camden County Schools  
311 South Est Street  
Kingsland, GA 31548

With a Copy to:

---

4.7 **Severability.** If any provision of this agreement shall be held to be or shall, in effect, be inoperative or unenforceable under any particular circumstances, because it conflicts with any other provision or provisions hereof or any constitution or statute or rule of public policy, or for any other reason, such circumstances shall not have the effect of rendering the provision in question inoperative or unenforceable in any other circumstance, or of rendering any other provision or provisions herein contained invalid, inoperative or unenforceable, to any extent whatever. The invalidity of any one or more phrases, sentence., clauses or sections contained in this agreement shall not affect the remaining portion so the agreement or any part thereof.

4.8 **Limitation of Rights.** Nothing in this agreement expressed or implied, shall give to any person, other than the parties hereto and their successors an assigns hereunder, any benefit of any legal or equitable right, remedy, or claim under this agreement.

**IN WITNESS WHEREOF**, the City and School District have caused this Intergovernmental Agreement to be executed in their respective official names and have caused their respective official seals to be hereunto affixed and attested by their duly authorized officers, all as of the effective date set forth hereinabove.

CITY OF KINGSLAND, GEORGIA

By: \_\_\_\_\_

Dr. C. Grayson Day, Jr., Mayor

Attest: \_\_\_\_\_

Jo Seigler, City Clerk

(SEAL)

This \_\_\_\_ day of \_\_\_\_\_, 2024

CAMDEN COUNTY SCHOOLS, BOARD OF EDUCATION

By: \_\_\_\_\_

Jonathaon Blount, Chairman

Attest: \_\_\_\_\_

School District Clerk

This 9 day of DEC., 2024

**ATTACHMENT A**

**City Resolution**

**A RESOLUTION CONSENTING TO THE INCLUSION OF CERTAIN CAMDEN COUNTY EDUCATIONAL AD VALOREM TAXES IN THE COMPUTATION OF THE TAX ALLOCATION INCREMENT FOR THE CITY OF KINGSLAND TAX ALLOCATION DISTRICT NUMBER ONE — EXIT 3 COMMERCIAL AND ENTERTAINMENT DISTRICT; SUBJECT TO APPROVAL OF AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY AND THE CAMDEN COUNTY BOARD OF EDUCATION; AND FOR OTHER PURPOSES**

**WHEREAS**, the Council of the City of Kingsland (the “City”), by resolution adopted on 12/9, 2024 (the “City Resolution”), adopted the Exit 3 Commercial and Entertainment District Redevelopment Plan (the “Redevelopment Plan”) and established Tax Allocation District Number One — Exit 3 Commercial and Entertainment District (the “Exit 3 TAD”) within the incorporated portion of Kingsland, Camden County, Georgia (the “County”) in the area of the City (the “Redevelopment Area”) as shown in the City Resolution, a copy of which is attached hereto as Exhibit “A”; and

**WHEREAS**, the City Resolution provides that the Exit 3 TAD was created pursuant to the City’s redevelopment powers as authorized by the Redevelopment Powers Law, O.C.G.A. §36-44-1, *et seq.*, and became effective on November 8, 2011; and

**WHEREAS**, copies of the City Resolution and the Redevelopment Plan for the TAD have been furnished to the Camden County Board of Education

**WHEREAS**, the City made certain findings with respect to the Redevelopment Plan, including the following:

(a) the Redevelopment Area has not been subject to growth and development through private enterprise and would not reasonably be anticipated to be developed without the approval of the Redevelopment Plan;

(b) the improvement of public infrastructure as called for in the Redevelopment Area is likely to enhance the value of a substantial portion of the real property in the district; and

**WHEREAS**, the City Resolution provides that the City intends to authorize the issuance of forms of tax allocation financing obligations as may be necessary to implement provisions of the Redevelopment Plan; and

**WHEREAS**, the Redevelopment Powers Law, O.C.G.A. §36-44-1, *et seq.*, provides that Board of Education ad valorem property taxes derived from within a municipal tax allocation district may be included in the computation of the tax allocation increment of the district if the governing body of the School District consents to such inclusion by resolution; and

**WHEREAS**, the City of Kingsland has obtained consent from the Camden County Board of Commissioners, by Resolution adopted 12/9, 2024, to inclusion of the County's share of ad valorem taxes in the computation of the tax allocation increment for the TAD; and

**WHEREAS**, the Redevelopment Powers Law provides that ad valorem property taxes levied by an independent Board of Education for educational purposes derived from a municipal tax allocation district may be included in the computation of tax allocation increment of the tax allocation district if the governing body of the Board of Education consents to such inclusion by resolution;

**WHEREAS**, the Board of Education has promulgated a policy regarding approval for including the School ad valorem taxes in the computation of the tax allocation increment for a Tax Allocation District with objective criteria for obtaining such approval; and

**WHEREAS**, the City of Kingsland has complied with the Board of Education's Policy regarding Tax Allocation Districts; and

**WHEREAS**, the Board of Education and the City wish to enter into an Intergovernmental Agreement to memorialize the agreement of the two governmental entities regarding the TAD and shall proceed in good faith to negotiate the terms of said Agreement; and

**WHEREAS**, based on the provisions contained in the Intergovernmental Agreement, the Board of Education now wishes to consent to inclusion of Board of Education ad valorem taxes in the computation of the tax allocation increment for the City of Kingsland TAD Number One – Exit 3 Redevelopment Area.

**NOW, THEREFORE, BE IT RESOLVED BY THE CAMDEN COUNTY BOARD OF EDUCATION**, in accordance with the Redevelopment Powers Law, O.C.G.A. §36-44-9(b) the Board of Education, does hereby consent to inclusion of educational ad valorem real property taxes within the City of Kingsland TAD Number One – Exit 3 in the computation of the tax allocation increment for the TAD.

**BE IT FURTHER RESOLVED** that the School District is authorized to enter into an Intergovernmental Agreement of which is attached as Attachment “A” which contains, inter alia, the following terms and conditions:

- 1) By October 30<sup>th</sup> of each year of this agreement the Board of Education will communicate in writing with the City Manager of Kingsland and the Camden County Tax Collector will determine the amount of Payments in Lieu of Taxes (PILOT) due the School District that year from the ad valorem increment from TAD #1 according to the following formula: a PILOT fee of 30% during years one through ten of the TAD term and 40% during years eleven through twenty-five of the TAD term; of the increment from TAD #1 resulting from the Board of Education’s millage in that year.
- 2) For the term of the tax allocation district, an annual Payment in Lieu of Taxes will be paid from any incremental ad valorem property taxes collected by the Camden County Tax Collector annually. The PILOT fee will consist of two elements each year of the TAD: the first, should property taxes from the base valuation of the TAD not already be paid directly to the School District, will be \$25,806 which represents the current School District property taxes generated from existing properties in the TAD in 2024. The second, will equal 30% of the Board of Education’s remaining increment for TAD #1 for years one through ten of the TAD term and 40% for years eleven through twenty-five of the TAD term. Should there be no incremental taxes generated in a given year of the TAD, the school district will be entitled to its proportional share of the taxes generated that year. The annual payment will be made within 30 days of receipt of the incremental tax receipts from the County Tax Collector.
- 3) The City agrees that it will develop the TAD area in a manner consistent with the Redevelopment Plan and the City’s Future Land Use Map, which encourages commercial and mixed-use development within the TAD.
- 4) Any funds remaining in the TAD Special Fund after all redevelopment costs and all TAD Financing have been paid or otherwise satisfied, which funds were derived from the CCSD Tax Allocation Increment, a pro rata portion of such remaining funds from the Included Parcels, shall be paid to the CCSD within 60 days after the end of the calendar year, in the same manner and the same proportion as the most recent distribution by the applicable collecting tax authority in accordance with the Redevelopment Powers Law.
- 5) The City of Kingsland will provide annual financial reports to the School District related to the TAD on or before February 15<sup>th</sup> of each year subsequent to the year in

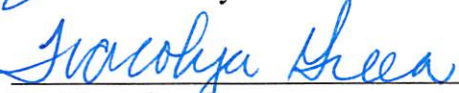
which financing is provided, which is expected to occur no later than December 2025.

**BE IT FINALLY RESOLVED** that this Resolution shall be effective immediately upon adoption and that all resolutions and parts of resolutions in conflict with this resolution are hereby rescinded to the extent of such conflict.

**PASSED AND ADOPTED** by the Camden County Board of Education this 9<sup>th</sup> day of Dec 2024.

By:

  
\_\_\_\_\_  
Jonathon Blount, Chairman  
Camden County Board of Education

  
\_\_\_\_\_  
Dr. Tracolya Green  
Superintendent of Schools

ATTEST: [SEAL]

\_\_\_\_\_  
Secretary  
Camden County Board of Education



#6088

Permit Reference # 2024SEA-046

## CITY OF KINGSLAND

K-Bay Margi Gras 2025

Temporary/Special Event Alcohol Beverage For Sale By Nonprofit Civic OrganizationsPermit Application

Request the Sale of:

☒ Beer☒ Wine☒ Distilled Spirits

Organization Name:

Outerbanks Bar &amp; Grill

Non-Profit Type:

☐ Non-Profit: 501(c) ☐ Non-Profit: 501(d) ☐ Non-Profit: 501(e)

Location of Event:

Hwy 17 &amp; E William Ave

Date(s) of Event:

Start Date: 2 / 28 / 2025

End Date: 3 / 1 / 2025

Event Start-time:

9:00 AM

Event End-time: 9:00 PM

Applicant's Name:

Alex Wong

Mailing Address:

140 The Lakes Blvd #H Kingsland, GA 31548

Physical Address:

140 The Lakes Blvd #H Kingsland, GA 31548

Federal Tax ID #:

26-1389830

Applicant's Phone #:

(912)729-5499

Applicant's Email: Outerbanks31548@yahoo.com

Alcohol Provided By:

Outerbanks (OBX)

How will alcohol be dispensed?

☒ For Sale/Sold☐ Give-away

Will There Be Entertainment at the Event?

☒ Yes☐ No

Business catering food:

N/A

Estimated # of Attendees:

5K-10K

Will the Event be Open to the Public?

☒ Yes☐ No

Will There Be Security at The Event?

☒ Yes☐ No

Copy of 501 designation attached?

☐ Yes☐ No☒ Not Applicable

Please sign and date this application acknowledging your responsibilities as the license holder to ensure all state and local laws governing the dispensing of alcohol, including the prohibition against serving to minors, are strictly enforced.

By signing below, you agree that you have read, understand & acknowledge your responsibilities as outlined in [City of Kingsland Ord. No. 2012-06, 8-27-2012 / Sec. 3-19.1. - Issuance Of Temporary Permit For Sale By Nonprofit Civic Organizations.](#)

Alex Wong

Print Name

Signature

11 / 21 / 2024

Date

Office Use

Permitting Office:

Approved ☒Disapproved ☐

Police Department:

Approved ☒Disapproved ☐

City Manager Office:

Approved ☒Disapproved ☐

Comments:



**CITY OF KINGSLAND**  
**Temporary/Special Event Alcohol Beverage For Sale By Nonprofit Civic Organizations**

**HOW TO OBTAIN A TEMPORARY/SPECIAL EVENT ALCOHOL PERMIT**

*Please submit the completed application and payment no earlier than 120 days prior to the event,  
and no later than 15 business days prior to your event date.*

Upon application to the Permitting Department and payment of an application fee as provided below, the City Manager (CM) shall be authorized to approve issuing a permit under the following conditions:

Any temporary event for which dispensing of alcoholic beverages is requested must be:

1. All applications for a temporary/special permit must be submitted to the City of Kingsland Permitting Office at least **15 business days** prior to the date of the event, unless waived by the City Manager.
2. Any licensee holding an annual City Alcohol Beverage License for on premises consumption is strictly prohibited from serving alcoholic beverages purchased from a state wholesaler for sale on their licensed premises under the issuance of a special alcoholic beverage permit.
3. All applicants and permit holders must comply with all state statutes governing the sale of alcoholic beverages and all sections of this ordinance governing such sale.
4. The permit granted under this section shall be deemed to be a privilege permit. The application shall be processed in accordance with this Code and shall be presented to the City Manager, who will take such action as deemed appropriate.
5. No such event shall exceed three (3) days, including Sunday, for which the City Manager shall have authority to waive normal Sunday regulations if circumstances warrant such waiver.
6. The fee for such permit shall be \$180.00 per permit and shall be paid at the time of application.

**SPECIAL EVENT ALCOHOL PERMIT CHECKLIST**

- ☐ Copy of documented non-profit status (Required for ALL non-profit organizations) *N/A*
- ☒ Copy of contract for event
- ☒ Government issued photo identification
- ☒ Letter of consent from property owner
- ☒ Check/cash or money order payable to City of Kingsland for \$180.00

**City of Kingsland Ord. No. 2012-06, 8-27-2012) Sec. 3-19.1. - Issuance of temporary permit for sale by nonprofit civic organizations.**

The temporary permit may be issued as hereinafter set out:

- (1) Upon the filing of an application and payment of a fee of \$180.00 by a bona fide nonprofit civic organization to the city, the council may issue a permit authorizing the organization to sell alcoholic beverages for consumption on premises for a period not to exceed three days, subject to any provision of the ordinance from which this section was derived or state law regulating the time for the selling of such beverages. The fee is for the city's administrative costs, including advertising, in processing the application.
- (2) No more than six permits may be issued to an organization in any one calendar year pursuant to the ordinance from which this section was derived. The organization must also obtain a permit from the state revenue commissioner.
- (3) The permit issued to this section shall be valid only for the place specified in the permit. All permits for festivals and benefits conducted by nonprofit civic organizations shall specify that all sales and consumption shall be within a predefined controlled area enclosed by a tent or fencing, and that all beverages are served in paper or plastic containers. No permit may be issued unless sale of distilled spirits, malt beverages or wine is lawful in the place for which the permit is issued.



The City of Kingsland, GA  
107 South Lee Street  
P.O. Box 250  
Kingsland, GA 31548  
Ph: 912-729-5613  
Fax: 912-729-7618

## **Planning and Community Development**

### **Staff Report**

**City Council Meeting Date:** January 27, 2025

**Agenda Item:** Temporary Alcohol License

#### **Summary:**

Alex Wong with Outerbanks Bar & Grill has applied for a temporary alcohol license to be able to sell beer/wine/liquor by the drink at the 2025 Mardi Gras Festival. No issues were found during the background check.

**Zoning:** C-1A (General Commercial)

**Staff Recommendation:** **City Manager, Chief of Police, and the Planning Department**  
**Staff recommends approval of the Alcohol License.**

Scott L. Kimball

Planning & Zoning Director

Bid Tabulation  
 Surveying Services  
 RFP #COK 25-010  
 Friday, January 3, 2025 @ 5:00 PM

| Vendor                         | Base Cost    | PUL/SUE Adder | Total        |
|--------------------------------|--------------|---------------|--------------|
| Blew and Associates            | \$29,000.00  | \$25,875.00   | \$54,875.00  |
| Rochester and Assoicates       | \$45,000.00  | \$10,500.00   | \$55,500.00  |
| Southeastern Surveying (SSMC)  | \$32,800.00  | \$28,717.50   | \$61,517.50  |
| TerraMark Land Surveying       | \$62,000.00  |               | \$62,000.00  |
| Singlepoint Services           | \$58,454.36  | \$8,297.68    | \$66,752.04  |
| EMC Engineering Services       | \$77,000.00  | \$13,000.00   | \$90,000.00  |
| SurvTech Solution Inc          | \$74,458.00  | \$21,973.50   | \$96,431.50  |
| Johnson, Mirmiran and Thompson | \$86,442.98  | \$16,715.01   | \$103,157.99 |
| Atlas Technical Consultants    | \$161,759.38 | \$4,790.00    | \$166,549.38 |

\*RFP was advertised on the City of Kingsland, GMA and GA Procurement Registry Websites.

STATE OF GEORGIA  
COUNTY OF CAMDEN

PROMISSORY NOTE

\$151,169.40  
January 16, 2025

WHEREAS, the Camden County Public Service Authority, hereinafter referred to as the "PSA", is a public corporation created by an Act of the Georgia General Assembly, approved March 30, 1990 (Ga. L. 1990, p. 4273), as amended, to provide, among other things, services for the benefit of the people of Camden County; and

WHEREAS, the City of Kingsland, Georgia, hereinafter referred to as the "City" is a municipal corporation located within Camden County; and

WHEREAS, the City is one of the funding sources for the PSA pursuant to an intergovernmental agreement which includes the City and the PSA; and

WHEREAS, on January 25, 2024, the City loaned \$100,779.60 to the PSA as an advance on its funding obligations required by the said intergovernmental agreement; and

WHEREAS, on April 26, 2024, the City loaned \$50,389.80 to the PSA as an additional advance on its funding obligations required by the said intergovernmental agreement; and

WHEREAS, the City and PSA have agreed to repayment terms for the money loaned and advanced by the City to the PSA.

THEREFORE, FOR VALUE RECEIVED, the undersigned promises to pay to the order of the **CITY OF KINGSLAND, GEORGIA**, (the "Promisee") the principal sum of **One Hundred Fifty-One Thousand One Hundred Sixty Nine and 40/100 (\$151,169.40) DOLLARS** in legal tender of the United States of America, with interest thereon from and including the date hereof at the rate of **Zero (0.0%) percent per annum** on the unpaid principal balance until paid, in installments, as follows: principal and interest shall be due and payable in **3** equal consecutive semi-annual installments, each in the amount of **\$50,389.80**, commencing on the **30<sup>th</sup> day of April, 2025**, with the second installment of the same amount being due and payable on the **31<sup>st</sup> day of October**,

**2025**, and the final and last of such installments being due and payable on the **30<sup>th</sup> day of April, 2026**.

Principal and interest shall be due and payable at **P.O. Box 250, Kingsland, Georgia 31548** or at such other place as the holder may designate in writing.

Should any installment not be paid when due, or should the undersigned fail to comply with any of the terms or requirements of this note, the entire unpaid principal sum evidenced by this note, together with all accrued and unpaid interest thereon, shall, at the option of the Promisee, and without notice to the undersigned, become due and may be collected forthwith, time being the essence of this promissory note. It is further agreed that failure of the Promisee to exercise this right of accelerating the maturity of the indebtedness, or indulgence granted from time to time, shall in no event be considered as a waiver of such right of acceleration or stop the Promisee from exercising such right.

Should this promissory note, or any part of the indebtedness evidenced hereby, be collected by law or through an attorney at law, the Promisee shall be entitled to all costs of collection, plus 15% percent of the principal and interest as attorney's fees.

Each of the undersigned hereby severally waives and renounces demand for payment, protest and notice of non-payment.

If more than one party executes this note, the term "undersigned" as used shall mean all parties signing this note and each of them, who will be jointly and severally obligated hereunder.

This promissory note is to be construed in all respects and enforced according to the laws of the State of Georgia.

**This note may be prepaid in part or in full at anytime without penalty.**

*[signature page follows]*

WITNESS, the hand and seal of the undersigned on the date first above written:

**CAMDEN COUNTY PUBLIC SERVICE AUTHORITY**

Signed, sealed, and delivered  
this \_\_\_\_ day of January, 2025.

By: \_\_\_\_\_

\_\_\_\_\_  
Witness

Attest: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

**CITY OF KINGSLAND, GEORGIA**

Signed, sealed, and delivered  
this \_\_\_\_ day of January, 2025.

By: \_\_\_\_\_  
Dr. C. Grayson Day, Jr., Mayor

\_\_\_\_\_  
Witness

Attest: \_\_\_\_\_

\_\_\_\_\_  
Notary Public



The City of Kingsland, GA  
107 South Lee Street  
P.O. Box 250  
Kingsland, GA 31548  
Ph: 912-729-5613  
Fax: 912-729-7618

## **Planning and Community Development Staff Report**

**City Council Meeting Date:** February 10, 2025

**Agenda Item:** Alcohol License for Laura Rabb

**Summary:** The applicant has applied for an alcohol license for Daily Bread Food Marts, LLC, dba Exit 7 Travel Shop located at 1870 Harrietts Bluff Rd. The purpose of the alcohol license is for the retail sales of packaged beer/wine. No issues were found during the background and fingerprint checks.

**Zoning:** C-4 (Interchange Commercial)

**Staff Recommendation:** **Chief of Police and the Planning Department Staff recommends approval of the Alcohol License.**

Scott L. Kimball

Planning & Zoning Director

## **CITY OF KINGSLAND NOTICE OF SCHEDULED PUBLIC HEARING FOR AN ALCOHOL LICENSE**

The City of Kingsland City Council will hold a public hearing on the alcohol license application for Laura Ann Rabb, with Daily Bread Food Marts, LLC. The purpose of the license will be for the sale of packaged beer/wine for the Exit 7 Travel Shop located at 1870 Harrietts Bluff Rd.

Notice is hereby given that a public hearing on the application is scheduled for the Kingsland City Council meeting on Monday, February 10, 2025 at 6:00 p.m. in the City Council Chambers located at 107 S. Lee St. Anyone desiring to address the City Council regarding this application may do so in person.

A Copy of the application is available at the Community Planning & Development office located at 105 S. Lee St.



Feb. 10th  
cc mtg

License # 6089

### City of Kingsland

Post Office Box 250, Kingsland, Georgia 31548  
Phone: (912) 729-5613 Fax: (912) 729-7618

#### APPLICATION FOR ALCOHOL BEVERAGE LICENSE

Application will not be accepted unless filled out completely.  
(An investigation fee of \$250.00 is due upon submittal.)

**NOTE:** For on-premise sales and consumption of alcoholic beverages, you **MUST** meet the following requirements:

- (1) Must be located within the proper zoning district;
- (2) Eating establishments;
- (3) Lounges located within hotels or motels where food is served and consumed:  
Must have a seating capacity of at least 50 people;
- (4) Private Clubs or association of individuals organized for fraternal or charitable purposes, must have a membership of at least 25 members.

*The above requirements are more clearly defined in Sec. 3-3 of Ordinance 2003-23, as amended.*

#### TYPE OF LICENSE APPLYING FOR: (Initial all that applies):

Malt Beverage (Beer) Retail  
Packaged to Go: ✓  
Consumed on Premises: ✓

Wine Retail  
Packaged to Go: ✓  
Consumed on Premises: ✓

Complimentary Beer/Wine Consumed on Premises ✓  
Intoxicating Liquor (distilled/Spirituos Liquors) By the Drink  
Consumed on Premises ✓

Type of Business (Check one): ✓ Restaurant ✓ Retail Store ✓ Private Club  
✓ Hotel Lounge ✓ Hotel In-Room Service ✓ Bowling Alley  
✓ Golf Course/Club House ✓ Temporary-Daily

Seating Capacity: N/A

Zoning District: C-4

Before the undersigned attesting officer, duly authorized by law to administer oaths, personally appeared the undersigned applicant for a license or permit for the sale of alcoholic beverages in the City of Kingsland, Georgia, and, being first duly sworn, on oath, states that the information given, statements made, and questions answered in this application are true and correct:

1. State the official name under which the business or establishment to be licensed will be conducted:

Wanda A. Ragh  
Address of Applicant: [REDACTED]  
Phone Number: 912  
Applicant's Date of Birth: [REDACTED]

2. State the business name under which the business or establishment to be licensed:

EXIT 84 TRAVEL SHOP LLC  
Address: 1876 Harriett St Bluff Rd Woodbine, GA 31569

3. If applicant is a partnership of any kind, state the names, Social Security numbers, telephone Number and mailing addresses of all members of the partnership:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Attached a copy of partnership Agreement or Articles of Partnership to this Application.

5. If Applicant is a corporation, state the following:

- (a) Shareholders' names, Social Security numbers, telephone numbers, and addresses:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- (b) Officers' names, Social Security numbers, telephone numbers, and addresses:

President: \_\_\_\_\_

Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

6. If applicant is a corporation, attach a copy of the Articles of Incorporation:

7. State the name(s), Social Security number(s), telephone number(s), and mailing address (es) of any Persons or entities, other than those named above, who have any financial interest or beneficial ownership interest in the establishment or business to be licensed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. State the name(s), Social Security number(s), and mailing address(es) and birth date(s) of each Manager the establishment or business licensed:

Laura A. Raab \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. State whether or not the above-named manager(s) has ever been convicted of a crime or has been the subject of an alcoholic beverage license suspension or revocation by the State of Georgia or any other city or jurisdiction:

None  
\_\_\_\_\_  
\_\_\_\_\_

10. If the response to the preceding was in the affirmative, state the date, nature, and name of said revoking or suspending body or agency:

N/A

11. State whether or not the applicant and/or any of the officials, entities, or persons named above have ever been convicted of violating any ordinance, regulation, or law of any jurisdiction with regard to the sale or distribution of alcoholic beverages:

12. If your response to the preceding was in the affirmative, give a detailed description of such violation, including the name of the jurisdiction where the violation occurred:

N/A

13. State whether or not any of the individuals or entities identified above have been convicted of any crime and, if so, state a detailed description which includes the nature of the offense, date of conviction, and name of the jurisdiction:

NONE

14. If applicant or any of the individuals or entities named above holds an alcohol beverage license from any other jurisdiction or from the State of Georgia, state the name of each such jurisdiction and of the licensed location for any State license or attach a copy of each such license to this application.

NONE

15. If the location for which the license is sought has been or is now licensed, state the name of the business or establishment and the name of the licensee:

EXIT 7 Travel Shop

16. IF MY APPLICATION IS APPROVED, I CERTIFY:  
(Please initial each of the following)

UR That I will abide by all the requirements of the City of Kingsland Code, law of the State of Georgia, and regulations of the State Department of Revenue.

UR That I will abide by the opening and closing hours and days on which sales are prohibited as set forth in the Kingsland Code.

UR That I will not attempt to transfer any license granted except under the terms and conditions as set forth in the City of Kingsland Code.

UR That the business in which I propose to sell alcoholic beverages to be consumed on the premises is not within 600 feet of any church, school ground, college campus, any business entering primarily to teenage persons, or any city-owned or city operated recreational facility (except as approved by council).

UR That if a license, as applied for, is granted, I will allow my business premises to be open to inspection at any time by City Officials authorized to conduct inspections of business premises.

UR That if I fail to comply with the City of Kingsland code, laws of the State of Georgia, or regulations of the Department of revenue, I understand that my license may be suspended and that no license fee paid shall be refundable.

R That if a license for Malt Beverage or Wine Packaged to Go is issued to me, I will sell only in the original, unbroken packaged and will not allow alcoholic beverages to be consumed on premises.

R That the building in which alcoholic beverages are to be sold has been completed according to the Southern Standard Building Code and evidence of ownership or a copy of the lease to said premises is attached hereto.

R That I have never been convicted of any felony involving moral turpitude.

R That I or any proposed employee have not been convicted for the violation of any law involving alcoholic beverages, gambling, or tax law violations. If yes, please list the names, type of conviction, and job title below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. List three references who are not family/relatives or current or future employees:

- |                           |         |
|---------------------------|---------|
| 1. <u>Starie Conley</u>   | _____   |
| Name                      | Address |
| 2. <u>Matthew Stuckey</u> | _____   |
| Name                      | Address |
| 3. <u>Debbie Bundy</u>    | _____   |
| Name                      | Address |

18. If at current address for less than three years, list previous address:

N/A  
\_\_\_\_\_  
\_\_\_\_\_

19. Have you ever been convicted of any felony? NO If so please describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20. List any Alcoholic Beverages License currently held, (include address and state):

NONE  
\_\_\_\_\_  
\_\_\_\_\_

21. List any Alcoholic Beverages Licenses previously held, (include address and state):

NONE  
\_\_\_\_\_  
\_\_\_\_\_

22. Have you had any administrative sanctions brought against you by any state regulatory agency regarding alcohol sales? NO

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned hereby stipulates and states that all statements given in this application are true and correct and made for the purpose of inducing aforesaid City to issue or renew said alcoholic beverage license(s). Applicant further states this document is sworn to and subscribed hereto with the full knowledge that any statement herein, given falsely shall constitute perjury and may result in the revocation of the license granted or the refusal to grant such license. The applicant agrees to comply and abide by the City's Alcoholic Beverage Ordinance.

Applicant further acknowledges that application must be fully completed at the time of filing and that applications may not be supplemented, amended, or revised after filing with the Clerk, except to correct misspelling or names.

APPLICANT HEREBY AGREES AND CONSENTS PURSUANT TO PUBLIC LAW 93-579 OF THE PRIVACY ACT OF 1974, THE DISCLOSURE OF INFORMATION OBTAINED IN THIS APPLICATION MAY BE SUBMITTED TO ANY AGENCY OF THE CITY, COUNTY, STATE, AND FEDERAL GOVERNMENT FOR THE PURPOSES OF OBTAINING THE NECESSARY INFORMATION TO PROCESS THE APPLICATION.

INITIAL

JK I have read, understand, and will comply with all rules and regulations set forth in Ordinance No. 2003-23. (Available for viewing at City Hall, Kingsland Community Planning & Development Building, or online at [www.kingslandgeorgia.com](http://www.kingslandgeorgia.com))

Sworn to and subscribed to this 07 day of Jan., 2025

Laura Raab  
\_\_\_\_\_  
\_\_\_\_\_  
Travel Shop 3156960 Grant Comm  
APPLICANT (s)

WITNESS

K. D. Lee  
NOTARY PUBLIC  
(SEAL)

To be completed by City Officials

Recommendation of Planning Dir. SKV Approve \_\_\_\_\_ Disapprove SK Initials

Recommendation of Police Chief JP Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Initials

Recommendation of Building Insp. \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove JP Initials

Date of Publication 1/16/25

Dates of Reading by Council 2/10/25

Council Voted to: \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Initials

Date License Issued (subject to Council Approval): 2/11/25

Notice of the public hearing on the application for the license shall be published once a week for two weeks in the official newspaper of the city wherein legal advertisement are published. After the application is complete and all information is received by the license officer, a public hearing will be scheduled on the application by the council. In addition, if the proposed location does not have an existing license, a sign shall be posted by the license officer on premises at least 15 days prior to the public hearing.



Kingsland Police Department  
111 South Seaboard Street  
P.O. Box 250  
Kingsland, GA 31548  
Phone: 912-729-8254  
Fax: 912-729-8628  
[www.KingslandGeorgia.com](http://www.KingslandGeorgia.com)

**Rick Evans, Chief of Police**

**Jason Seaward, Deputy Chief**

To: Scott Kimball,

February 3, 2025

A background investigation was conducted for the Alcohol Beverage License application submitted by Laura a. Raab for Daily Bread Food Mart LLC. 1870 Harrietts Bluff Rd, Woodbine, GA 31569. The findings are:

A local criminal background check was conducted for Raab and no criminal history was located. There is no record of Raab having any negative contact with law enforcement with the Kingsland Police Dept. or any law enforcement in the region. An internet/social media search for Raab was done and I did not locate any information that would disqualify Raab from licensing.

I spoke with the two persons listed below as references on the application.

On 02/03/2025, I spoke with Mathew Stuckey, [REDACTED] Mathew stated he has known Laura for approximately ten years from Country Line Dancing. Mathew stated she knows of no reason why Laura should not be granted this application.

On 02/03/2025, I spoke with Debbie Bundy, [REDACTED], Debbie stated she has known Laura for approximately nine years from Country Line. Debbie stated he knows of no reason why Laura should not be granted this application.

Based on the above information I believe Laura A. Raab is qualified for this alcohol license.  
Respectfully,

Sergeant Kevonn McKenzie  
Criminal Investigations Division  
Office of Professional Standards  
Kingsland Police Dept.  
912-729-8260



The City of Kingsland, GA  
107 South Lee Street  
P.O. Box 250  
Kingsland, GA 31548  
Ph: 912-729-5613  
Fax: 912-729-7618

## **Planning and Community Development**

### **Staff Report**

**City Council Meeting Date:** February 10, 2025

**Agenda Item:** Alcohol License for Pat Haggerty

**Summary:** The applicant has applied for an alcohol license as the manager for Ruby Tuesday's Operations, LLC dba Ruby Tuesday's Restaurant located at 100 Crowne Point Pkwy. The purpose of the alcohol license is for the sale of beer/wine/liquor by the drink to be consumed on the premises. No issues were found during the background and fingerprint checks.

**Zoning:** PD/C-2 (General Commercial)

**Staff Recommendation:** **Chief of Police and the Planning Department Staff recommends approval of the Alcohol License.**

Scott L. Kimball

Planning & Zoning Director

## **CITY OF KINGSLAND NOTICE OF SCHEDULED PUBLIC HEARING FOR AN ALCOHOL LICENSE**

The City of Kingsland City Council will hold a public hearing on the alcohol license application for Pat Haggerty, Manager for Ruby Tuesday Operations, LLC. The purpose of the license will be for the sale of Beer/Wine/Liquor by the drink to be consumed on the premises for Ruby Tuesday's Restaurant #4509 located at 100 Crowne Point Parkway.

Notice is hereby given that a public hearing on the application is scheduled for the Kingsland City Council meeting on Monday, February 10, 2025 at 6:00 p.m. in the City Council Chambers located at 107 S. Lee St. Anyone desiring to address the City Council regarding this application may do so in person.

A Copy of the application is available at the Community Planning & Development office located at 105 S. Lee St.



License # 5482

# City of Kingsland

Post Office Box 250, Kingsland, Georgia 31548  
Phone: (912) 729-5613 Fax: (912) 729-7618

## APPLICATION FOR ALCOHOL BEVERAGE LICENSE

Application will not be accepted unless filled out completely.  
(An investigation fee of \$250.00 is due upon submittal.)

NOTE: *For on-premise sales and consumption of alcoholic beverages, you MUST meet the following requirements:*

- (1) Must be located within the proper zoning district;
- (2) Eating establishments;
- (3) Lounges located within hotels or motels where food is served and consumed:  
Must have a seating capacity of at least 50 people;
- (4) Private Clubs or association of individuals organized for fraternal or charitable purposes, must have a membership of at least 25 members.

*The above requirements are more clearly defined in Sec. 3-3 of Ordinance 2003-23, as amended.*

### TYPE OF LICENSE APPLYING FOR: (Initial all that applies):

|                                                                 |  |                                |  |
|-----------------------------------------------------------------|--|--------------------------------|--|
| Malt Beverage (Beer) Retail                                     |  | Wine Retail                    |  |
| Packaged to Go: _____                                           |  | Packaged to Go: _____          |  |
| Consumed on Premises: <u>X</u>                                  |  | Consumed on Premises: <u>X</u> |  |
| Complimentary Beer/Wine Consumed on Premises _____              |  |                                |  |
| Intoxicating Liquor (distilled/Spirituous Liquors) By the Drink |  |                                |  |
| Consumed on Premises <u>X</u>                                   |  |                                |  |

Type of Business (Check one): X Restaurant \_\_\_\_\_ Retail Store \_\_\_\_\_ Private Club \_\_\_\_\_  
 \_\_\_\_\_ Hotel Lounge \_\_\_\_\_ Hotel In-Room Service \_\_\_\_\_ Bowling Alley \_\_\_\_\_  
 \_\_\_\_\_ Golf Course/Club House \_\_\_\_\_ Temporary-Daily \_\_\_\_\_

Seating Capacity: On file Zoning District: On file C-2

Before the undersigned attesting officer, duly authorized by law to administer oaths, personally appeared the undersigned applicant for a license or permit for the sale of alcoholic beverages in the City of Kingsland, Georgia, and, being first duly sworn, on oath, states that the information given, statements made, and questions answered in this application are true and correct:

1. State the official name under which the business or establishment to be licensed will be conducted:  
Ruby Tuesday Operations LLC d/b/a Ruby Tuesday #4509, Mr. Patrick S. Haggerty, Manager  
 Address of Applicant: 353 Bay Road, Mount Dora, FL 32757  
 Phone Number: (352) 552-6595  
 Applicant's Date of Birth: 08/13/1982 S.S.N.: XXX-XX-2683 Race: Caucasian

*Change mgr Name to L. Corso*  
*JP APPROVA*

2. State the business name under which the business or establishment to be licensed:  
Ruby Tuesday Operations LLC d/b/a Ruby Tuesday #4109  
Address: 100 Crown Pointe Parkway, Kennesaw, GA 30144
3. If applicant is a partnership of any kind, state the names, Social Security numbers, telephone Number and mailing addresses of all members of the partnership:  
N/A
4. Attached a copy of partnership Agreement or Articles of Partnership to this Application.
5. If Applicant is a corporation, state the following:
- (a) Shareholders' names, Social Security numbers, telephone numbers, and addresses:  
Please see attached Exhibit "A"
- (b) Officers' names, Social Security numbers, telephone numbers, and addresses:  
President: Please see attached Exhibit "A"  
Vice President:  
Secretary:  
Treasurer:
6. If applicant is a corporation, attach a copy of the Articles of Incorporation:
7. State the name(s), Social Security number(s), telephone number(s), and mailing address (es) of any Persons or entities, other than those named above, who have any financial interest or beneficial ownership interest in the establishment or business to be licensed:  
N/A
8. State the name(s), Social Security number(s), and mailing address(es) and birth date(s) of each Manager the establishment or business licensed:  
Patrick S. Haggerty;
9. State whether or not the above-named manager(s) has ever been convicted of a crime or has been the subject of an alcoholic beverage license suspension or revocation by the State of Georgia or any other city or jurisdiction:  
No.
10. If the response to the preceding was in the affirmative, state the date, nature, and name of said revoking or suspending body or agency:

N/A

11. State whether or not the applicant and/or any of the officials, entities, or persons named above have ever been convicted of violating any ordinance, regulation, or law of any jurisdiction with regard to the sale or distribution of alcoholic beverages:

Yes

12. If your response to the preceding was in the affirmative, give a detailed description of such violation, including the name of the jurisdiction where the violation occurred:  
Please see attached Exhibit "B" for a list of violations of Ruby Tuesday Operations LLC.

13. State whether or not any of the individuals or entities identified above have been convicted of any crime and, if so, state a detailed description which includes the nature of the offense, date of conviction, and name of the jurisdiction:

No.

14. If applicant or any of the individuals or entities named above holds an alcohol beverage license from any other jurisdiction or from the State of Georgia, state the name of each such jurisdiction and of the licensed location for any State license or attach a copy of each such license to this application.  
Please see attached Exhibit "C" for a list of alcohol licenses held by Ruby Tuesday Operations LLC.

15. If the location for which the license is sought has been or is now licensed, state the name of the business or establishment and the name of the licensee:  
Ruby Tuesday Operations LLC d/b/a Ruby Tuesday #4509  
City of Kingstand Alcohol License Account No. 5482

16. IF MY APPLICATION IS APPROVED, I CERTIFY:  
(Please initial each of the following)

RV That I will abide by all the requirements of the City of Kingstand Code, law of the State of Georgia, and regulations of the State Department of Revenue.

RV That I will abide by the opening and closing hours and days on which sales are prohibited as set forth in the Kingstand Code.

RV That I will not attempt to transfer any license granted except under the terms and conditions as set forth in the City of Kingstand Code.

RV That the business in which I propose to sell alcoholic beverages to be consumed on the premises is not within 600 feet of any church, school ground, college campus, any business catering primarily to teenage persons, or any city-owned or city operated recreational facility (except as approved by council).

RV That if a license, as applied for, is granted, I will allow my business premises to be open to inspection at any time by City Officials authorized to conduct inspections of business premises.

RV That if I fail to comply with the City of Kingstand code, laws of the State of Georgia, or regulations of the Department of revenue, I understand that my license may be suspended and that no license fee paid shall be refundable.

MC That if a license for Malt Beverage or Wine Packaged to Go is issued to me, I will sell only in the original, unbroken packaging and will not allow alcoholic beverages to be consumed on premises.

M That the building in which alcoholic beverages are to be sold has been completed according to the Southern Standard Building Code and evidence of ownership or a copy of the lease to said premises is attached hereto.

MC That I have never been convicted of any felony involving moral turpitude.

M That I or any proposed employees have not been convicted for the violation of any law involving alcoholic beverages, gambling, or tax law violations. If yes, please list the names, type of conviction, and job title below.

N/A

17. List three references who are not family/relatives of the applicant:

1. Daisy Waterman  
Name

2. Uncle Williams  
Name

3. Nancy Watkins  
Name

18. If at current address for less than three years, list previous address:

N/A

19. Have you ever been convicted of any felony? No. If so please describe:

N/A

20. List any Alcoholic Beverages License currently held, include address and state):

Please see attached Exhibit "C" for a list of alcohol licenses held by Ruby Tuesday Operations LLC.

21. List any Alcoholic Beverages Licenses previously held, include address and state):

N/A

22. Have you had any administrative sanctions brought against you by any state regulatory agency regarding alcohol sales? No.

N/A

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*Kingsland*

**Rick Evans, Chief of Police**

Kingsland Police Department  
111 South Seaboard Street  
P.O. Box 250  
Kingsland, GA 31548  
Phone: 912-729-8254  
Fax: 912-729-8628  
www.KingslandGeorgia.com

**Jason Seaward, Deputy Chief**

To: Scott Kimball,

December 31, 2024

A background investigation was conducted for the Alcohol Beverage License application submitted by Patrick Haggerty for Ruby Tuesday #4509 100 Crown Pointe Parkway, Kingsland GA. The findings are:

A local criminal background check was conducted for Patrick Haggerty and no criminal history was located. There is no record of Patrick Haggerty having any negative contact with law enforcement with the Kingsland Police Dept. or any law enforcement in the region. An internet/social media search for Patrick Haggerty was done and I did not locate any information that would disqualify Patrick Haggerty from licensing.

I spoke with the three persons listed below as references on the application.

On 12/31/2024, I spoke with Daisy Waterman, [REDACTED] Daisy stated she has known Patrick for approximately 25 years from working with his mother in-law. Daisy stated she knows of no reason why Patrick should not be granted this application.

On 12/31/2024, I attempted to speak with Linda Williams, [REDACTED] the number did not work.

On 12/31/2024, I attempted to speak with Nancy Watkins, [REDACTED] the number did not work.

Based on the above information I believe Patrick Haggerty is qualified for this alcohol license.  
Respectfully,

Sergeant Kevonn McKenzie  
Criminal Investigations Division  
Office of Professional Standards  
Kingsland Police Dept.  
912-729-8260

## **ORDINANCE NO. 2025-04**

### **AN ORDINANCE TO AMEND ORDINANCE NO. 2011-01, OF THE CITY CODE OF ORDINANCES, ARTICLE XXIII, SEC. 230**

**WHEREAS**, the duly elected governing authority of the City of Kingsland, Georgia is authorized by O.C.G.A § 50-27-86 to adopt ordinances regarding fees charged for applications and/or permits pertaining to this ordinance.

**WHEREAS**, the City of Kingsland desires to amend the fees and add a fee of one hundred dollars (\$100.00) charged for Annexation/Deannexation Applications.

**NOW THEREFORE BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF KINGSLAND**, as follows:

Ordinance No. 2025-04 City of Kingsland Code of Ordinance, is hereby amended by amending Article XXIII, Sec. 230 Fees Charged for Applications and /or Permits Pertaining To This Ordinance. All ordinances and parts of ordinances in conflict with this ordinance are hereby expressly repealed.

Ordained this 10<sup>th</sup> day of February, 2025, by the Mayor and Council of the City of Kingsland, Georgia.

CITY OF KINGSLAND, GEORGIA

BY: \_\_\_\_\_  
Dr. C. Grayson Day Jr., Mayor

ATTEST: \_\_\_\_\_  
Jean Seigler Horne, City Clerk



The City of Kingsland, GA  
107 South Lee Street  
P.O. Box 250  
Kingsland, GA 31548  
Ph: 912-729-5613  
Fax: 912-729-7618

**Sec. 230. Fees charged for applications and/or permits pertaining to this ordinance.**

The following fees shall be applicable to application for the following zoning request or permits.

| TYPE:                          | FEE:            |
|--------------------------------|-----------------|
| Zoning Certification Letters   | \$25.00         |
| <b>ANNEXATION/DEANNEXATION</b> | <b>\$100.00</b> |
| <i>SIGNS:</i>                  |                 |
| Wall:                          | \$50.00         |
| Ground:                        | \$75.00         |
| Pylon: 7 ft. to 50 ft.         | \$100.00        |
| 51 ft. to 75 ft.               | \$135.00        |
| 76 ft. to 100 ft.              | \$175.00        |
| Over 101 ft.                   | \$250.00        |



January 31, 2025

Mr. Lee Spell  
City Manager  
107 S. Lee Street  
Kingsland, GA 31548

**Reference: City of Kingsland Watershed Protection Plan Annual Monitoring and Reporting Professional Services Proposal**

Dear Mr. Spell,

We are pleased to provide the City of Kingsland (City) with a scope and fee proposal to provide professional services to oversee annual monitoring and reporting associated with the City's Watershed Protection Plan (WPP). Since 2021, our local team has provided these services for the City. Our familiarity with the City's watershed and WPP protocols will allow us to continue facilitating this mandatory program with efficiency, and we ensure, as always, the highest level of customer care. We thank you for the opportunity to provide a proposal for this important project.

**BACKGROUND**

The City's Watershed Protection Plan (WPP) was approved in 2014. In accordance with the City's WPP, monitoring occurs at six (6) sampling sites. Sampling includes three (3) dry weather events, one (1) wet weather event, and two (2) bacteriological geometric means (geomeans). Bioassessments are conducted twice every five (5) years in accordance with the Standard Operating Procedures for Macroinvertebrate Biological Assessment of Wadeable Streams in Georgia at two (2) of the City's sampling sites.

In recent years, City staff have conducted water quality monitoring and coordinated laboratory analyses of samples. Sampling results have been provided to GWES for interpretation and reporting. Bioassessments have been completed by GWES. A bioassessment will not be required during 2025, as bioassessments were conducted in 2023. All annual reporting, including data transmission to the Georgia Environmental Protection Division (EPD), has been completed by GWES. It is our understanding that the City wishes to continue this arrangement of sampling and reporting with their consultant.

## **SCOPE OF SERVICES**

GWES' proposed scope of work is as follows:

1. Provide project oversight, data analysis, and data management to ensure monitoring and reporting requirements are met.
2. Prepare the City's data and annual report in accordance with EPD requirements.
3. Submit deliverables to the City for review.
4. Upon City review and feedback, revise and submit the annual report, with data, to EPD no later than June 30th, 2026.
5. Coordinate responses to any questions from EPD.

## **FEE**

We propose to provide the above services on a time and expenses basis, for a fee not to exceed: **\$7,960.00**

GWES shall submit an invoice in the first week of the month for services rendered during the previous month. Invoices shall be accompanied by a description of services rendered and progress schedule for completion of the work. Payment is expected upon receipt of invoice.

## **ASSUMPTIONS**

The following assumptions were used in the development of this scope:

- The City will provide GWES with all necessary field and laboratory data to complete the annual report.
- The arrangement of sampling and reporting will be consistent with previous years, as described above.
- Services are limited to the scope of services described above.

## **PROJECT SCHEDULE**

GWES will begin this work within ten (10) working days upon notification from Client of issuance of a Notice-to-Proceed (NTP). Project completion is anticipated no later than June 30, 2026.

Again, we appreciate the opportunity to assist with this project. If you have any questions, please contact me.

Respectfully,

A handwritten signature in black ink, reading "J. Cohen Carpenter". The signature is fluid and cursive, with the first name "J." and last name "Carpenter" clearly legible.

Cohen Carpenter, MSBio

Project Manager

478.320.6104

[cohen.carpenter@gwesllc.com](mailto:cohen.carpenter@gwesllc.com)

**Service Agreement**  
**Between**  
**City of Kingsland**  
**And**  
**Coastal Counseling Center**

This Service Agreement ("Agreement") is entered into on this \_\_\_\_ day of \_\_\_\_\_, 2025, by and between the City of Kingsland, a municipal corporation organized and existing under the laws of the State of Georgia ("City"), and Coastal Counseling Center, a professional counseling service provider located at 88 Lindsey Lane, Suite C, St. Marys, Georgia 31558 ("Provider").

WHEREAS, the City of Kingsland seeks to provide its employees with counseling services as part of the Kingsland Employee Assistance Program (hereinafter referred to as "EAP"), which is attached hereto as Exhibit "A"; and

WHEREAS, Coastal Counseling Center has the expertise and resources to provide such services to the City's employees;

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained, the parties agree as follows:

**1. Scope of Services**

Coastal Counseling Center agrees to provide counseling services to employees of the City of Kingsland as described in the Kingsland Employee Assistance Program (Exhibit "A"). Services include, but are not limited to:

- Short-term counseling
- Referral services
- Crisis intervention
- Workshops and training on mental health and wellness topics

**2. Term of Agreement**

This Agreement shall commence on the \_\_\_\_ day of \_\_\_\_\_, 2025, and shall continue in effect for a period of two (2) year(s) unless earlier terminated in accordance with Section 7 of this Agreement. This

agreement shall automatically renew annually thereafter unless terminated in accordance with Section 7 of this Agreement.

### 3. Compensation

The City will utilize services and services providers that are covered by the City Group Health Plan. There is no cost to the employee for counseling services provided by the EAP service provider during the first five (5) visits, provided that the employee is covered under the City Group Health Plan. The City will compensate the Provider the amount of any applicable Group Health Plan co-pay for the first five (5) visits. Thereafter, the employee will be responsible for the co-pay charges and any other charges as incurred. Provider agrees to bill the City Group Health Plan for all other services rendered.

The cost of the fitness-for-duty/risk evaluation is the responsibility of the City of Kingsland and the Provider will invoice the City accordingly.

### 4. Billing and Payment

Invoices: Coastal Counseling Center shall submit monthly invoices to the City for services rendered. Each invoice shall include general service details, such as the date and type of service, while ensuring no personally identifiable health information of clients is disclosed.

Payment: The City agrees to pay each invoice within thirty (30) days of receipt, subject to the City's review and approval of the services provided.

### 5. Confidentiality

Coastal Counseling Center shall maintain the confidentiality of all City employee information obtained during the course of providing services. This includes all counseling records, session notes, and any other related information, except as required by law or with the employee's consent.

### 6. Responsibilities of the City

The City shall:

- Inform employees of the availability of counseling services provided by Coastal Counseling Center under the EAP.
- Provide Coastal Counseling Center with necessary information to facilitate the provision of services under this Agreement.
- Designate a liaison to coordinate with Coastal Counseling Center regarding the implementation and administration of the EAP.

## 7. Termination

Termination for Convenience: Either party may terminate this Agreement for any reason by providing thirty (30) days' written notice to the other party.

Termination for Cause: Either party may terminate this Agreement immediately upon written notice if the other party materially breaches any of its obligations under this Agreement and fails to cure such breach within ten (10) days of receipt of written notice of the breach.

## 8. Indemnification

Provider's Indemnification: Coastal Counseling Center shall indemnify, defend, and hold harmless the City, its officers, employees, and agents from and against any and all claims, damages, losses, and expenses, including reasonable attorneys' fees, arising out of or resulting from the performance of services under this Agreement, provided that such claims, damages, losses, or expenses are attributable to bodily injury, sickness, disease, death, or injury to or destruction of tangible property.

City's Indemnification: The City shall indemnify, defend, and hold harmless Coastal Counseling Center, its officers, employees, and agents from and against any and all claims, damages, losses, and expenses, including reasonable attorneys' fees, arising out of or resulting from the City's performance under this Agreement.

## 9. Insurance

Coastal Counseling Center shall maintain, at its own expense, insurance coverage sufficient to cover any claims or damages arising out of the services provided under this Agreement, including but not limited to general liability insurance and professional liability insurance.

## 10. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Georgia.

## 11. Entire Agreement

This Agreement, together with Exhibit "A", constitutes the entire agreement between the parties and supersedes all prior or contemporaneous understandings, agreements, negotiations, and communications, both written and oral, between the parties.

## 12. Amendments

Any amendments to this Agreement must be in writing and signed by authorized representatives of both parties.

### 13. Severability

If any provision of this Agreement is found to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

### 14. Notices

All notices required or permitted under this Agreement shall be in writing and shall be deemed given when delivered personally, sent by certified mail (return receipt requested), or sent by a recognized overnight courier service to the addresses specified below, or such other address as either party may designate by written notice to the other:

To the City:

City of Kingsland

City Manager

P.O. Box 250

Kingsland, GA 31548

To the Provider:

Dale Blanton, Clinical Director

Coastal Counseling Center

88 Lindsey Lane, Suite C

St. Marys, Georgia 31558

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

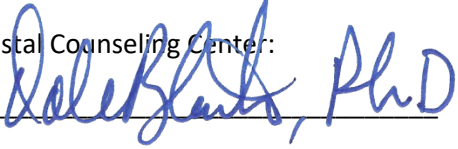
City of Kingsland:

By: \_\_\_\_\_

Name: Lee H. Spell

Title: City Manager

Date: \_\_\_\_\_

Coastal Counseling Center:  
By: 

Name: Dale Blanton

Title: Clinical Director

Date: February 5, 2025

## Exhibit "A"

### Kingsland Employee Assistance Program Description

#### **Employee Assistance Program Policy**

##### **Purpose**

It is the policy of the City of Kingsland to provide an Employee Assistance Program (EAP) as a benefit to assist employees with personal problems that may adversely affect job performance.

The purpose of the EAP is to combine sound management principles with a humanitarian approach to assist troubled employees in handling personal problems. This program seeks to restore individual health and productivity, improve efficiency and retain experienced employees.

##### **Coverage**

This policy covers all permanent full-time employees participating in the city's group health plan.

##### **Leave time**

An employee will not be charged leave time for the initial EAP assessment if the supervisor and/or Human Resources Department are notified of the scheduled appointment. The employee should use appropriate leave credits to attend any subsequent treatment that may be recommended.

##### **Program Cost**

The EAP will utilize services and services providers that are covered by the City Health Plan, whenever possible. In such cases, there is no cost to the employee for counseling services provided by the EAP service provider during the first five (5) visits provided that the employee is covered under the City Health Plan. Thereafter, the employee will be responsible for the co-pay charges and any other charges as incurred. However, any cost associated with recommended treatment with a professional resource will in some cases be the employee's responsibility.

The cost of the fitness-for-duty/risk evaluation is the responsibility of the City of Kingsland.

##### **Confidentiality**

Federal and State statutes, along with professional ethics, require that the EAP exercise the highest standards concerning client confidentiality. The City of Kingsland may disclose information to the EAP service provider in the course of receiving consultation or in making a referral. The EAP service provider may only disclose client information to the City of Kingsland with the written consent of the employee. The written consent will outline specific information that will be disclosed to management.

Federal and State statutes do require the disclosure of information in certain circumstances. These circumstances include the following situations:

##### **Employees Deemed Potentially Harmful to Self or Others**

Confidentiality laws require EAP service providers to disclose confidential information when there is imminent danger to the health and safety of the client. If a client is deemed imminently harmful to

others, EAP is legally obligated to disclose confidential information to avoid risk or harm to the safety of any identifiable victim.

### **Employees Child or Disabled Adult Abuse**

EAP has a "duty to report" to appropriate authorities when there is reason to suspect that a child or a "vulnerable handicapped adult" is being abused or neglected.

### **Court Order**

Specified information may be released to a court as required by a court order.

### **Medical Necessity**

Disclosure of appropriate information to medical personnel is permissible in a medical emergency.

### **Types of Referrals**

#### **Self-Referral**

A Self- Referral is a voluntary referral initiated by the employee to obtain assistance for personal and medical problems. The employee may contact the EAP provider directly and select a face-to-face or a telephonic assessment. This referral is strictly confidential.

Management should encourage the use of EAP if they have knowledge that the employee is experiencing personal or medical problems. The encouragement to utilize EAP services will be considered a self-referral and feedback from the EAP will not be provided.

The action on the part of the employee to seek help for personal problems shall be viewed as a responsible action, and shall be supported by management.

#### **Supervisory Referral**

The Supervisory Referral is designed to provide a management tool for addressing unsatisfactory job performance or personal conduct. This referral may be used if disciplinary action is in process.

If the employee accepts the offer of help, the Human Resources Department should contact the EAP service provider in advance of the appointment to provide background information about the employee and details of the job performance or personal conduct that are of concern.

Although an employee might decline the offer of help, this option can be repeated any time the supervisor feels the employee may have become more receptive.

Unlike self-referrals, which are strictly confidential, limited information from supervisory referrals can be released to the City of Kingsland with the written consent of the employee. This information is limited to:

- Whether or not the employee kept the initial EAP appointment;
- Whether or not the employee agreed or disagreed to follow recommendations;
- Continuing compliance dates;

- Closure of services.

Disciplinary action may be continued, regardless of the employee's active involvement in EAP should performance or conduct issues not be resolved. However, supervisors are encouraged to provide for a reasonable length of time after an initial referral before taking additional disciplinary action to provide the employee an opportunity to address personal or medical concerns.

### **Management Directed Referral**

The Management Directed Referral is designed to provide an appropriate mechanism for addressing unsatisfactory job performance or unacceptable personal conduct. Such referrals may be considered mandatory at management's discretion; otherwise, the referral is optional.

If management elects to refer the employee to an EAP service provider on a mandatory basis, then the employee must complete the EAP assessment and follow all recommendations including any requirements for follow-up. When management makes a mandatory referral, the employee must be informed that refusal to accept the referral and/or to comply fully with any subsequent recommendations leaves no alternative other than a sole reliance on the City's disciplinary policies and procedures.

The Management Directed Referral may be used to support employees when a supervisor or manager notes abrupt changes in job performance and/or personal conduct. This referral may also be used when management has identified an employee issue for which EAP intervention is indicated to avoid disruption in the workplace or to defuse a potential workplace problem.

Management must present the employee with a choice between accepting EAP services prior to returning to work, or relying solely on the disciplinary process to resolve the matter.

The employee always has the right to accept or refuse the EAP services. However, in maintaining that right, refusal by the employee to participate in EAP is not grounds for disciplinary action but rather the job performance or conduct issue that prompted the referral.

If the employee accepts the offer of help, the Human Resources Department should contact the EAP service provider in advance of the appointment to provide background information about the employee and details of the job performance or personal issue that are of concern.

Limited information from the management directed referral will be released to the City with the written consent of the employee. This information is limited to:

- Whether or not the employee kept the initial EAP appointment;
- Whether or not the employee agreed or disagreed to follow recommendations;
- Continuing compliance updates;
- Closure of services

### **Fitness for Duty/Risk Evaluation**

The Fitness-for-Duty/Risk Evaluation is defined as a referral to address extraordinary situations where an employee poses an immediate hazard or risk to themselves or others in the workplace. It may also be

used to determine an employee's medical or psychological fitness to perform their essential job functions.

Unlike the Management Directed Referral, management will receive an evaluative summary from the evaluating resource regarding the employee's fitness -for-duty. The Human Resources Department will facilitate this referral to a qualified medical resource to conduct the Fitness-for-Duty/Risk Evaluation.

When considering a Fitness-for-Duty/Risk Evaluation, management must first consult with the Human Resources Director.

The following information must be provided to the EAP service provider in advance of the referral:

- Precipitating events
- Documented performance and/or behavioral concerns
- Pending or previous disciplinary action
- Employee's job description and essential job functions

Management must communicate the following information to the employee:

- Specific reason(s) for the Fitness-for-Duty/Risk Evaluation
- Expectations for compliance in resolving the concerns
- Consequences for failure to accept or follow conditions of the referral

Disciplinary action up to and including dismissal shall occur if the employee:

- Fails to comply with a management directive to undergo a Fitness for-Duty/Risk Evaluation, or
- Fails to comply with EAP treatment recommendations or any other conditions of the evaluation, or
- Fails to make the required improvements in performance or conduct.

The evaluative summary findings will recommend one of the following courses of action:

Fit to return to duty without specific recommendations. The evaluator has determined that the employee is fit for duty and does not pose a hazard or risk to self or others.

Fit to return to duty with specific recommendations. The evaluator has determined that the employee is fit for duty and does not pose an immediate hazard or risk to self or others. However, the evaluative findings recommend that the employee should undergo treatment as a condition of employment.

Not fit to return to duty until specific recommendations have been met. The evaluator has determined that the employee is not fit for duty and may pose a hazard or risk to themselves or others.

Management should consider the recommendations in the evaluative summary and should state the terms and conditions that must be met before the employee is allowed to return to work.

The City of Kingsland shall advise the employee of their leave options should an evaluative summary recommend that an employee not return to work. Based on the course of recommended action, the

options could include: Family Medical Leave, use of accrued Sick Leave, used of accrued Vacation Leave, or leave without pay.

The cost of the Fitness-for-Duty/Risk Evaluation is the responsibility of the City of Kingsland. The City of Kingsland is considered the client, therefore; the evaluative summary will be provided directly to the Human Resources Director. The cost associated with recommended treatment shall be the employee's responsibility.

The EAP will recommend and monitor the employee's compliance with treatment recommendations and progress toward fitness for duty and will maintain ongoing communication with the City until closure.

\*Advisory Note: All Supervisory, Management Directed and Fitness for-Duty/Risk Evaluations Referrals shall be made through the Human Resources Department making these referrals need to contact the Human Resources Director to facilitate these referrals.