



CITY of POOLER
— GEORGIA —

CITY COUNCIL REGULAR MEETING – AGENDA

December 4, 2023 at 4:00 p.m. | 100 US Highway 80 SW, Pooler, GA 31322

- I. ROLL CALL
 - II. CALL TO ORDER
 - III. INVOCATION
 - IV. PLEDGE OF ALLEGIANCE
 - V. ANNOUNCEMENTS
 - VI. CONSENT AGENDA
 - A. City Council Meeting Minutes of November 20, 2023
 - B. New Alcoholic Beverage License Application for Dae Pak Zip Bob, LLC DBA Zip Bob at 1024 US Highway 80, #118
 - C. Alcoholic Beverage License Application (Adding Liquor) for Seoul Soontofu, LLC DBA Seoul Soontofu at 155 Traders Way, Suite 150
 - VII. ORDINANCES, PROCLAMATIONS, RESOLUTIONS
 - A. Resolution R2023-11.A - Appointment of Commissioners to the Planning & Zoning Commission
 - B. Resolution R2023-11.B - To Approve the Fiscal Year 2024 Budget (*First Reading; Public Hearing, Action*)
 - VIII. NEW BUSINESS
 - A. Zoning Map Amendment for Cheval Lane (*Public Hearing, Action*)
 - B. Quitclaim Deed to SGLRP, LLC for Berm Tract 1
 - C. New Public Library Architectural/Engineering Design Services Proposal from Hussey Gay Bell
 - IX. EXECUTIVE SESSION
 - X. ADJOURNMENT
-



CITY of POOLER
— GEORGIA —

CITY COUNCIL REGULAR MEETING – MINUTES

November 20, 2023 at 4:00 p.m. | 100 US Highway 80 SW, Pooler, GA 31322

I. ROLL CALL

Present: Rebecca C. Benton, Mayor
John Wilcher, Mayor Pro Tem
Shannon Black, Councilmember
Shirlenia Daniel, Councilmember
Aaron Higgins, Councilmember
Stevie Wall, Councilmember
Karen Williams, Councilmember
Robert Byrd, City Manager
Craig Call, City Attorney
Chris Lightle, Finance Officer
Kiley Fusco, Clerk of Council

Absent:

II. CALL TO ORDER

Mayor Rebecca Benton called the meeting to order at 4:00 p.m.

III. INVOCATION

Councilmember Shirlenia Daniel gave the invocation.

IV. PLEDGE OF ALLEGIANCE

Councilmember Shirlenia Daniel led the pledge.

V. CONSENT AGENDA

A. City Council Meeting Minutes of November 6, 2023

B. City Council Executive Session Minutes of November 6, 2023

C. New Alcoholic Beverage License Application (Adding Sunday Sales) for Pooler Laxmi, Inc. DBA Best Western Premier at 103 San Drive

D. New Alcoholic Beverage License Application for The Nail Lounge and Day Spa at 1009 Towne Centre Boulevard Suite 106

E. Release of a Maintenance and Warranty Bond in the Amount of \$82,845 for At Home Store #203, Subject to City Attorney Approval

F. Release of a Maintenance and Warranty Bond in the Amount of \$153,253.50 for Westbrook Glen Phase II, Subject to City Attorney Approval

G. Department Reports

1. Public Works
2. Finance
3. Fire-Rescue Services
4. Police
5. Recreation
6. Planning & Development

Councilmember Karen Williams moved to approve the Consent Agenda.

Motion to Approve; PASSED (UNANIMOUS)

MOVER: Williams

SECONDER: Wilcher

AYES: Black, Daniel, Higgins, Wall, Wilcher, Williams

NAYS:

VI. NEW BUSINESS

A. Conditional Use Request for a Place of Worship at 704 and 708 W US Highway 80 (*Public Hearing, Action*)

City Manager Robert Byrd presented the request for consideration. Scott Burns with Coastal Engineering was present on behalf of the petitioner to answer questions. Mayor Rebecca opened and closed the public hearing without comment. Councilmember Karen Williams, upon review of the criteria, moved to approve the Conditional Use Request for a Place of Worship at 704 and 708 W US Highway 80.

Motion to Approve; PASSED (UNANIMOUS)

MOVER: Williams

SECONDER: Daniel

AYES: Black, Daniel, Higgins, Wall, Wilcher, Williams

NAYS:

B. Preliminary Construction Plans for Forest Lakes, Phase 11

City Manager Robert Byrd presented the plans for consideration. Neil McKenzie of Coleman Company was present on behalf of the petitioner to answer questions. Councilmember Aaron Higgins, upon review of the criteria, moved to approve the Preliminary Construction Plans for Forest Lakes, Phase 11.

Motion to Approve; PASSED (UNANIMOUS)

MOVER: Higgins

SECONDER: Wilcher

AYES: Black, Daniel, Higgins, Wall, Wilcher, Williams

NAYS:

C. Site Plan for Galen College of Nursing

City Manager Robert Byrd presented the plan for consideration. Councilmember Karen Williams, upon review of the criteria, moved to approve the Site Plan for Galen College of Nursing, subject to payment of \$2,000.00 into the tree Fund prior to a preconstruction meeting.

Motion to Approve with Stipulations; PASSED (UNANIMOUS)

MOVER: Williams

SECONDER: Wilcher

AYES: Black, Daniel, Higgins, Wall, Wilcher, Williams

NAYS:

D. Site Plan for Tanger Outparcel

City Manager Robert Byrd presented the plan for consideration. Kim Thomas was present on behalf of the petitioner to answer questions. Councilmember Stevie Wall, upon review of the criteria, moved to approve the Site Plan for Tanger Outparcel.

Motion to Approve; PASSED (UNANIMOUS)

MOVER: Wall

SECONDER: Wilcher

AYES: Black, Daniel, Higgins, Wall, Wilcher, Williams

NAYS:

E. Proposal from DeNyse Signage & Architectural Elements for Monument Sign Fabrication and Installation

City Manager Robert Byrd presented the proposal for consideration. Councilmember Shirlenia Daniel moved to approve the Proposal from DeNyse Signage & Architectural Elements for Monument Sign Fabrication and Installation in the amount of \$189,085.80, subject to City Attorney approval.

Motion to Approve with Stipulations; PASSED (UNANIMOUS)

MOVER: Daniel

SECONDER: Higgins

AYES: Black, Daniel, Higgins, Wall, Wilcher, Williams

NAYS:

VII. ADJOURNMENT

Councilmember John Wilcher moved to adjourn the meeting.

Motion to Adjourn; PASSED (UNANIMOUS)

MOVER: Wilcher

SECONDER: Wall

AYES: Black, Daniel, Higgins, Wall, Wilcher, Williams

NAYS:

The meeting adjourned at 4:20 p.m.

The foregoing minutes are true and correct and are approved on this

_____ day of _____, _____.

CITY OF POOLER, GEORGIA

Rebecca Benton, Mayor

ATTEST:

Kiley Fusco, Clerk of Council



Alcoholic Beverage License Application (New)

Page 1 of 6

Updated SEPT 2023

~~2023~~ + 2024

NOTICE TO APPLICANT

The applicant for an alcoholic beverage license shall be the owner of the business. If this is a corporation, partnership, or other legal entity, the applicant must be a substantial and major stockholder or the General Manager charged with the regular operation of said business on the premises for which the license is issued. License applicants, as well as every owner having 10% or more ownership, must submit to fingerprinting prior to submitting the application. Instructions are attached.

- Complete the Application.** The application must be completed in its entirety including the Private Employer Affidavit, Affidavit Verifying Status, and, if applicable, the Sunday Sales Affidavit, including notarization. Notary services are available in our office if needed; an appointment is required. Do not enter "same", "N/A", "see below" or use white-out on this application.
- Complete the Background Check.** Applicants must register for criminal background fingerprints using the Georgia Applicant Processing Service(GAPS) through the Fieldprint website. Once registered, contact the Business Registration Office at finance@pooler-ga.gov to request approval of your registration. Provide your Registration ID# _____ and date of fingerprinting: _____.
- Provide Identification.** Attach a copy of at least one (1) secure and verifiable document (driver's license, passport, or I-551 permanent resident card). See the link for a complete list of acceptable forms of identification: <https://law.ga.gov/immigration-reports>.
- State of Georgia Registration.** Every new application (except wholesalers and manufacturers) must also apply through the Georgia Department of Revenue website. Please visit <https://dor.georgia.gov/alcohol-tobacco/alcohol-licenses-permits/apply-alcohol-permit> to apply for your state license. **No sales are allowed until the business has obtained both a state and local license.**
- Submit the Application.** You have the option of emailing your application to finance@pooler-ga.gov or calling (912) 748-7261 to schedule an appointment to submit your application in person.
- Make Payment.** Application payment can be made in person, via mail, or over the phone with a debit/credit card. Please refer to the fee schedule page to determine the amount due. If applying after July 1 of any calendar year, note that the retail fees only are prorated for the remainder of the year.
- Await Review.** Once the application is submitted and fee is paid, your application will be reviewed by the Planning & Development Department and your criminal history report will be forwarded to the Chief of Police. Both departments will review the application and provide recommendations for approval or denial. Applicants will receive an email with their recommendations.
- Await Approval.** The application will be placed on the upcoming council agenda. You will be notified of the meeting via email so a representative can be present. Final approval is given by Mayor and Council only. Upon approval, all licenses will be emailed to the applicant's email provided in the application, a copy uploaded to the state's website, and a mailed copy will also be sent out to the mailing address on file. Please allow at least 3-5 business days for processing.

OFFICE USE ONLY

Date Received: 11/14/23 Received by: CB Fee Paid: \$ 3440
License: 0006063 Date Issued: _____



Alcoholic Beverage License Application (New)

Page 2 of 6

Updated SEPT 2023

Business Information

Business Type (select one):

- Restaurant Bar/Lounge Hotel/Motel Caterer Event Venue Specialty Shop
 Convenience/Gas/Drug Store Manufacturer/Distillery/Brewery Supermarket/Grocery
 Wholesale/Distributor Package/Liquor Store Temp/Special Event (Dispensing Alcohol) Permit
Legal Structure of Entity: Sole Proprietor Corporation LLC Partnership

DAE PAK ZIP BOB
Legal Business Name

ZIP Bob
DBA (if applicable)

93-3705870
FEIN

GA Tax ID Number (STIN)

Applicant Information

Jeong mi Lee
Applicant Full Legal Name

Driver's License & State

Date of Birth & Place of Birth (City, State, Country)

SSN

1024 U.S. Highway 80 W. # 118
Business Mailing Address (if different) Pooler GA 31322

Jennifer4989@gmail.com
Business Email

Race

Sex

Height

Weight

Hair Color

Eye Color

1024 U.S. Highway 80 W # 118 Pooler GA 31322
Physical Home Address NAICS

Mailing Address (if different)

Same

Jennifer4989@gmail.com
Email

Home Phone

Mobile Phone

Owner Information (if other than applicant)

Owner Full Legal Name

Driver's License & State



Alcoholic Beverage License Application (New)

Page 3 of 6

Updated **SEPT 2023**

Date of Birth & Place of Birth (City, State, Country)

SSN

Physical Home Address

NAICS

Mailing Address (if different)

Email

Home Phone

Mobile Phone

Additional Owner Information

List all owners, if greater than one, who have an ownership interest of 10% or more in the business. Use additional paper if needed.

Owner Name

Address

Phone

Owner Name

Address

Phone

Owner Name

Address

Phone

Owner Name

Address

Phone

Criminal History

Warning: Failure to make full disclosure in responses to these questions may result in denial or subsequent revocation of the license. If the answer to any question in this section is "yes" for the applicant or any person connected with or having an interest in said business, attach a written explanation describing the circumstances in detail for each person.

Has the applicant or any person with or having an interest in said business:

1. Ever been convicted of any criminal violation or city ordinance violation other than a traffic violation?
 No Yes
2. Ever served time in prison or other correctional institution?
 No Yes
3. Ever had an alcoholic beverage license suspended or revoked at any time in any locality?
 No Yes



Alcoholic Beverage License Application (New)

Page 4 of 6

Updated **SEPT 2023**

4. Ever previously or currently held/hold a license to sell wine, beer and/or distilled spirits/liquor? (If yes, complete question 5. If no, skip question 5.)

No Yes

5. If yes to question 4, were there any violations of any law, regulation or ordinance relating to such business?

No Yes

Before the undersigned attesting officer duly authorized to administer oaths, personally comes the applicant for a license to conduct the sale of alcoholic beverages in the City of Pooler, says that the information given, and the statements made in this application are true, correct, and complete under penalty of law.

Jeong mi Lee

Applicant Name

Jeong Lee

Applicant Signature

11/14/2023

Date

Notary Public

11/14/23

Subscribed and Sworn This Day Of

Paola A. Gregory

Notary Name

Paola A. Gregory

Notary Signature

02-02-2026

Commission Expiration

Seal





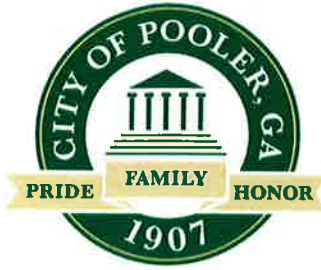
Alcoholic Beverage License Application (New)

Page 5 of 6

Updated SEPT 2023

Classifications

RETAIL (new applications received after July 1 st rates are prorated to 50% off)					
CLASS	CLASSIFICATION	LIQUOR, BEER & WINE	BEER & WINE	BEER ONLY	TOTAL
A	Retail Package	<input type="checkbox"/> 1 \$1850	<input type="checkbox"/> 2 \$800	<input type="checkbox"/> 3 \$600	
B	Consumption On-Premises	<input checked="" type="checkbox"/> 1 \$2150	<input type="checkbox"/> 2 \$1000	<input type="checkbox"/> 3 \$750	
WHOLESALE					
CLASS	CLASSIFICATION	PRICE		TOTAL	
C	Liquor	<input type="checkbox"/> \$3200			
D	Beer & Wine	<input type="checkbox"/> \$1900			
MANUFACTURERS					
CLASS	CLASSIFICATION	PRICE		TOTAL	
E	Brewer, manufacturer of malt beverages	<input type="checkbox"/> \$1075			
G	Manufacturer of wine	<input type="checkbox"/> \$2250			
H	Distiller, manufacturer of distilled spirits	<input type="checkbox"/> \$2250			
HOTELS, EVENT VENUES, & CATERERS					
CLASS	CLASSIFICATION	PRICE		TOTAL	
F1	Hotel	<input type="checkbox"/> \$2500			
F2	Special event venue	<input type="checkbox"/> \$2000			
L	Consumption off-premises, Caterer	<input type="checkbox"/> \$1500			
SPECIAL EVENTS & COMPLIMENTARY ALCOHOL					
CLASS	CLASSIFICATION	PRICE		TOTAL	
I	Temporary/Private Event (max 2 days)	<input type="checkbox"/> \$100/day			
J	Home Brew Special Event (max 2 days an 6 days per annum)	<input type="checkbox"/> \$100/day	OUT-OF-CITY CATERERS		
			<input type="checkbox"/> \$50/day (+ 3% excise tax)		
K	Complimentary Beer & Wine	<input type="checkbox"/> \$250			
ADD-ON LICENSES					
CLASS	CLASSIFICATION	APPLICABLE LICENSES	PRICE	TOTAL	
A	Brewpub	B1, B2, B3, E	<input type="checkbox"/> \$850		
C1	Sunday Sales (Retail)	A1, A2, A3, C, D, E, F1, F2, G, H	<input type="checkbox"/> \$750		
C2	Sunday Sales (11:00 a.m.)	B1, B2, B3, F1, F2	<input checked="" type="checkbox"/> \$1000		
D	Tasting Event (must notify 5 days prior and 52 max events per annum)	A1, A2, A3	<input type="checkbox"/> No fee		
NEW APPLICATION FEES					
CLASS	FEES	GRAND TOTAL (add all above selections and application fees)			
A1 - H & L	<input checked="" type="checkbox"/> \$290				
I, J & K	<input type="checkbox"/> \$20				



Private Employer Affidavit Pursuant to O.C.G.A. § 36-60-G(d) (E-Verify)

Page 1 of 1

Updated SEPT 2023

Affidavit

By executing this affidavit under oath, the undersigned private employer verifies one of the following with respect to its application for an Occupational Tax Certificate required to operate a business as referenced in O.C.G.A. § 36-60-6(d).

DAE PAK ZIP BOB LLC

Name of Private Employer

Check One: On January 1st of the below-signed year, the individual, firm, or corporation employed **greater than ten** (10) employees.

The employer has registered with an utilizes the federal work authorization program (E-Verify) in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6. The undersigned private employer also attests that its federal work authorization (E-Verify) user identification number and date of authorization are as follows

Federal Work Authorization User Identification Number Authorization Date

On January 1st of the below-signed year, the individual, firm, or corporation employed **fewer than ten** (10) employees.

I hereby declare under penalty of perjury that the foregoing is true and correct.

Jeong mi Lee

Authorized Officer or Agent Name

Jeong Ah

Applicant Signature

11/14/2023

Date of Execution

Notary Public

11/14/23

Subscribed and Sworn This Day Of

Paola Gregory

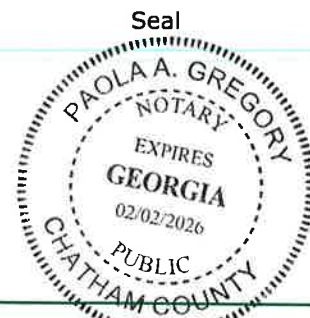
Notary Name

Paul A. Gregory

Notary Signature

02-02-2026

Commission Expiration





Affidavit Verifying Status for City Public Benefit Application (SAVE)

Updated SEPT 2023

Affidavit

By executing this affidavit under oath, as an applicant for an Occupational Tax Certificate (type of public benefit), as referenced in O.C.G.A. § 50-36-1, from the City of Pooler, Georgia, the undersigned applicant verifies one of the following with respect to my application for public benefit.

Check One: I am a United States citizen.

I am a legal permanent resident.

Alien Number Issued by the Department of Homeland Security or Other Federal Agency

I am qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

Alien Number Issued by the Department of Homeland Security or Other Federal Agency

The undersigned applicant also hereby verifies that they are 18 years of age or older and have provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit. The secure and verifiable document provided with this affidavit can be best classified as:

Type of Document

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20 and face criminal penalties as allowed by such criminal statute.

Jeong mi Lee Jeong Lu 11/14/23
Authorized Officer or Agent Name Applicant Signature Date of Execution

Name of Business

Notary Public

11/14/23

Subscribed and Sworn This Day Of

Paola Gregory
Notary Name

Paola Gregory
Notary Signature





Alcoholic Beverage License Application (New)

Page 6 of 6

Updated **SEPT 2023**

PLANNING & DEVELOPMENT USE ONLY

The Planning & Development Department has reviewed and examined the application. Based on the findings and the requirements of the Zoning Ordinance of the City of Pooler, the application is therefore recommended for:

PIN: 50019 61006 Zoning: C-2

Approved Denied Reviewed by: BC Date: 11/15/23

Comments: _____

POLICE DEPARTMENT USE ONLY

The Police Department has reviewed the application, disclosure, and criminal histories of the applicant(s). Based on the findings and the requirements of the Code of Ordinances of the City of Pooler, the application is therefore recommended for:

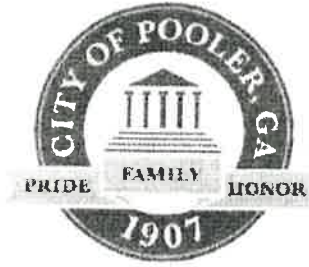
Approved Denied Reviewed by: Colleen Brown Date: 11/20/2023

Comments: _____

MAYOR & COUNCIL USE ONLY

Approved Denied Mayor Signature: _____ Date: _____

Comments: _____



Alcoholic Beverage License Application (New)

Page 1 of 6

Updated SEPT 2023

NOTICE TO APPLICANT

The applicant for an alcoholic beverage license shall be the owner of the business. If this is a corporation, partnership, or other legal entity, the applicant must be a substantial and major stockholder or the General Manager charged with the regular operation of said business on the premises for which the license is issued. License applicants, as well as every owner having 10% or more ownership, must submit to fingerprinting prior to submitting the application. Instructions are attached.

- Complete the Application.** The application must be completed in its entirety including the Private Employer Affidavit, Affidavit Verifying Status, and, if applicable, the Sunday Sales Affidavit, including notarization. Notary services are available in our office if needed; an appointment is required. Do not enter "same", "N/A", "see below" or use white-out on this application.
- Complete the Background Check.** Applicants must register for criminal background fingerprints using the Georgia Applicant Processing Service (GAPS) through the Fieldprint website. Once registered, contact the Business Registration Office at finance@pooler-ga.gov to request approval of your registration. Provide your Registration ID# _____ and date of fingerprinting: _____.
- Provide Identification.** Attach a copy of at least one (1) secure and verifiable document (driver's license, passport, or I-551 permanent resident card). See the link for a complete list of acceptable forms of identification: <https://law.ga.gov/immigration-reports>.
- State of Georgia Registration.** Every new application (except wholesalers and manufacturers) must also apply through the Georgia Department of Revenue website. Please visit <https://dor.georgia.gov/alcohol-tobacco/alcohol-licenses-permits/apply-alcohol-permit> to apply for your state license. **No sales are allowed until the business has obtained both a state and local license.**
- Submit the Application.** You have the option of emailing your application to finance@pooler-ga.gov or calling (912) 748-7261 to schedule an appointment to submit your application in person.
- Make Payment.** Application payment can be made in person, via mail, or over the phone with a debit/credit card. Please refer to the fee schedule page to determine the amount due. If applying after July 1 of any calendar year, note that the retail fees only are prorated for the remainder of the year.
- Await Review.** Once the application is submitted and fee is paid, your application will be reviewed by the Planning & Development Department and your criminal history report will be forwarded to the Chief of Police. Both departments will review the application and provide recommendations for approval or denial. Applicants will receive an email with their recommendations.
- Await Approval.** The application will be placed on the upcoming council agenda. You will be notified of the meeting via email so a representative can be present. Final approval is given by Mayor and Council only. Upon approval, all licenses will be emailed to the applicant's email provided in the application, a copy uploaded to the state's website, and a mailed copy will also be sent out to the mailing address on file. Please allow at least 3-5 business days for processing.

OFFICE USE ONLY

Date Received: 11/20/23 Received by: C.B. Fee Paid: \$ 4065

License: 006525 Date Issued: _____

** Adding Liquor **



Alcoholic Beverage License Application (New)

Page 2 of 6

Updated SEPT 2023

Business Information

Business Type (select one):

- Restaurant Bar/Lounge Hotel/Motel Caterer Event Venue Specialty Shop
 Convenience/Gas/Drug Store Manufacturer/Distillery/Brewery Supermarket/Grocery
 Wholesale/Distributor Package/Liquor Store Temp/Special Event (Dispensing Alcohol) Permit

Legal Structure of Entity: Sole Proprietor Corporation LLC Partnership

SEOUL SOONTOFU, LLC

SEOUL SOONTOFU

Legal Business Name

DBA (if applicable)

FEIN

GA Tax ID Number (STIN)

Applicant Information

AE JOO KIM

Applicant Full Legal Name

Driver's License & State

Date of Birth & Place of Birth (City, State, Country)

SSN

Location: 155 Traders Way Ste 150 Pooler GA 31322

Business Mailing Address (if different)

infinity1223@gmail.com

Business Email

Race Sex Height Weight Hair Color Eye Color

722511

Physical Home Address

NAICS

Mailing Address (if different)

infinity1223@gmail.com

Email

Home Phone

Mobile Phone

Owner Information (if other than applicant)

Owner Full Legal Name

Driver's License & State



Alcoholic Beverage License Application (New)

Page 3 of 6

Updated SEPT 2023

Date of Birth & Place of Birth (City, State, Country) SSN

Physical Home Address NAICS

Mailing Address (if different)

Email Home Phone Mobile Phone

Additional Owner Information

List all owners, if greater than one, who have an ownership interest of 10% or more in the business. Use additional paper if needed.

Owner Name Address Phone

Owner Name Address Phone

Owner Name Address Phone

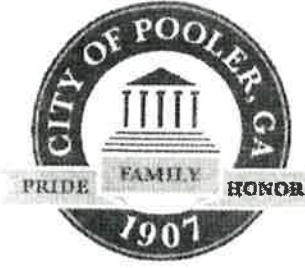
Owner Name Address Phone

Criminal History

Warning: Failure to make full disclosure in responses to these questions may result in denial or subsequent revocation of the license. If the answer to any question in this section is "yes" for the applicant or any person connected with or having an interest in said business, attach a written explanation describing the circumstances in detail for each person.

Has the applicant or any person with or having an interest in said business:

1. Ever been convicted of any criminal violation or city ordinance violation other than a traffic violation?
 No Yes
2. Ever served time in prison or other correctional institution?
 No Yes
3. Ever had an alcoholic beverage license suspended or revoked at any time in any locality?
 No Yes



Alcoholic Beverage License Application (New)

Page 4 of 6

Updated **SEPT 2023**

4. Ever previously or currently held/hold a license to sell wine, beer and/or distilled spirits/liquor? (If yes, complete question 5. If no, skip question 5.)

No Yes

5. If yes to question 4, were there any violations of any law, regulation or ordinance relating to such business?

No Yes

Before the undersigned attesting officer duly authorized to administer oaths, personally comes the applicant for a license to conduct the sale of alcoholic beverages in the City of Pooler, says that the information given, and the statements made in this application are true, correct, and complete under penalty of law.

AE JOO KIM

Applicant Name

Applicant Signature

11/17/2023

Date

Notary Public

SUWANEE, GA 11/17/2023

Subscribed and Sworn This Day Of

YOONMI HUH

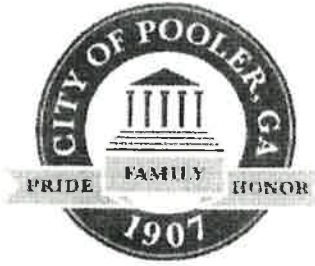
Notary Name

Notary Signature

10/17/2027

Commission Expiration

Seal



Alcoholic Beverage License Application (New)

Updated SEPT 2023

Classifications

RETAIL (new applications received after July 1 st rates are prorated to 50% off)					
CLASS	CLASSIFICATION	LIQUOR, BEER & WINE	BEER & WINE	BEER ONLY	TOTAL
A	Retail Package	<input type="checkbox"/> 1 \$1850	<input type="checkbox"/> 2 \$800	<input type="checkbox"/> 3 \$600	
B	Consumption On-Premises	<input checked="" type="checkbox"/> 1 \$2150	<input type="checkbox"/> 2 \$1000	<input type="checkbox"/> 3 \$750	
WHOLESALE					
CLASS	CLASSIFICATION	PRICE		TOTAL	
C	Liquor	<input type="checkbox"/> \$3200			
D	Beer & Wine	<input type="checkbox"/> \$1900			
MANUFACTURERS					
CLASS	CLASSIFICATION	PRICE		TOTAL	
E	Brewer, manufacturer of malt beverages	<input type="checkbox"/> \$1075			
G	Manufacturer of wine	<input type="checkbox"/> \$2250			
H	Distiller, manufacturer of distilled spirits	<input type="checkbox"/> \$2250			
HOTELS, EVENT VENUES, & CATERERS					
CLASS	CLASSIFICATION	PRICE		TOTAL	
F1	Hotel	<input type="checkbox"/> \$2500			
F2	Special event venue	<input type="checkbox"/> \$2000			
L	Consumption off-premises, Caterer	<input type="checkbox"/> \$1500			
SPECIAL EVENTS & COMPLIMENTARY ALCOHOL					
CLASS	CLASSIFICATION	PRICE		TOTAL	
I	Temporary/Private Event (max 2 days)	<input type="checkbox"/> \$100/day			
J	Home Brew Special Event (max 2 days an 6 days per annum)	<input type="checkbox"/> \$100/day	OUT-OF-CITY CATERERS <input type="checkbox"/> \$50/day (+ 3% excise tax)		
K	Complimentary Beer & Wine	<input type="checkbox"/> \$250			
ADD-ON LICENSES					
CLASS	CLASSIFICATION	APPLICABLE LICENSES	PRICE	TOTAL	
A	Brewpub	B1, B2, B3, E	<input type="checkbox"/> \$850		
C1	Sunday Sales (Retail)	A1, A2, A3, C, D, E, F1, F2, G, H	<input type="checkbox"/> \$750		
C2	Sunday Sales (11:00 a.m.)	B1, B2, B3, F1, F2	<input checked="" type="checkbox"/> \$1000		
D	Tasting Event (must notify 5 days prior and 52 max events per annum)	A1, A2, A3	<input type="checkbox"/> No fee		
NEW APPLICATION FEES					
CLASS	FEES	GRAND TOTAL (add all above selections and application fees)			
A1 - H & L	<input type="checkbox"/> \$290	2023 \$8165			
I, J & K	<input type="checkbox"/> \$20	2024 \$3200			
		Paid \$4065			



Alcoholic Beverage License Application (New)

Page 6 of 6

Updated SEPT 2023

PLANNING & DEVELOPMENT USE ONLY

The Planning & Development Department has reviewed and examined the application. Based on the findings and the requirements of the Zoning Ordinance of the City of Pooler, the application is therefore recommended for:

PIN: 5667C 0204 Zoning: PUD

Approved Denied Reviewed by: _____ Date: 11/27/23

Comments: _____

POLICE DEPARTMENT USE ONLY

The Police Department has reviewed the application, disclosure, and criminal histories of the applicant(s). Based on the findings and the requirements of the Code of Ordinances of the City of Pooler, the application is therefore recommended for:

Approved Denied Reviewed by: Colley Brown Date: 11/28/2023

Comments: N/A

MAYOR & COUNCIL USE ONLY

Approved Denied Mayor Signature: _____ Date: _____

Comments: _____



Private Employer Affidavit Pursuant to O.C.G.A. § 36-60-G(d) (E-Verify)

Page 1 of 1

Updated **SEPT 2023**

Affidavit

By executing this affidavit under oath, the undersigned private employer verifies one of the following with respect to its application for an Alcohol License required to operate a business as referenced in O.C.G.A. § 36-60-6(d).

SEOUL SOONTOFU, LLC

Name of Private Employer

Check One: On January 1st of the below-signed year, the individual, firm, or corporation employed **greater than ten** (10) employees.

The employer has registered with an utilizes the federal work authorization program (E-Verify) in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6. The undersigned private employer also attests that its federal work authorization (E-Verify) user identification number and date of authorization are as follows

Federal Work Authorization User Identification Number

Authorization Date

On January 1st of the below-signed year, the individual, firm, or corporation employed **fewer than ten** (10) employees.

I hereby declare under penalty of perjury that the foregoing is true and correct.

Authorized Officer or Agent Name

Applicant Signature

Date of Execution

Notary Public

SUWANEE, GA 11/17/2023

Subscribed and Sworn This Day Of

YOONMI HUH

Notary Name

Notary Signature





Affidavit Verifying Status for City Public Benefit Application (SAVE)

Updated SEPT 2023

Affidavit

By executing this affidavit under oath, as an applicant for an Alcohol License (type of public benefit), as referenced in O.C.G.A. § 50-36-1, from the City of Pooler, Georgia, the undersigned applicant verifies one of the following with respect to my application for public benefit.

Check One: I am a United States citizen.

I am a legal permanent resident.

041-609-435

Alien Number Issued by the Department of Homeland Security or Other Federal Agency

I am qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

Alien Number Issued by the Department of Homeland Security or Other Federal Agency

The undersigned applicant also hereby verifies that they are 18 years of age or older and have provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit. The secure and verifiable document provided with this affidavit can be best classified as:

PERMANENT RESIDENT

Type of Document

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20 and face criminal penalties as allowed by such criminal statute.

Ae Joo Krm

Authorized Officer or Agent Name

Ae Joo Krm

Applicant Signature

Date of Execution

Seoul Soontofu, LLC

Name of Business

Notary Public

SUWANEE, GA 11/17/2023

Subscribed and Sworn This Day Of

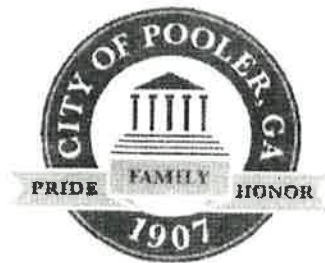
YOONMI HUH

Notary Name

Yoonmi Huh

Notary Signature





Sunday Sales Affidavit (New)

Page 1 of 1

Updated **SEPT 2023**

NOTICE TO APPLICANT

The City of Pooler permits eating establishment (restaurants) and hotels holding a license to dispense alcoholic beverages for consumption on the premises under certain conditions. To be authorized to dispense alcoholic beverages for consumption on Sunday, an establishment must:

- Be licensed by the City to sell alcoholic beverages by the drink for consumption on the premises;
- Be a licensed establishment that derives at least 50 percent of its annual gross income from the rental of rooms for overnight lodging; or
- Be an eating establishment whose primary business is the sale of prepared meals, Derive at least 50 percent of its total annual gross food and beverage sales from the sale of prepared meals or food;
- Have its primary floor area specifically designed, set aside, set up and operating to serve meals and food on the premises and shall have a fully equipped commercial kitchen to include inappropriate stove, refrigerator, food preparation area, sink and other items required by the county health department and city inspections department for the preparation of food;
- Have a printed or posted menu from which selections of prepared meals can be made;
- Provide full food service to the public during its entire operating hours, including Sunday; and
- Include the following certified affidavit from your certified public accountant (CPA) or Registered public accountant (RPA) and submit it along with the required Sunday sales renewal payment.

ACCOUNTANT'S CERTIFICATION OF REVENUES

I hereby certify that I have reviewed and attest to the accuracy of the financial records supplied to me from the food serving establishment described above; and further attest that the establishment derived at least 50 percent of its gross revenues for the last 12 months of business under present or previous ownership, from the sale of prepared meals.

Public Accounting: INFINITY ACCOUNTING, LLC Firm Date: NOVEMBER 2007

Accountant Printed Name: MOOSON PARK Certifying Signature: *Mooson Park*

License Number: CPA026404 Notary Public: _____

Sworn to and subscribed before me this 17 day of NOVEMBER, 2023

Business Information

SEOUL SOONTOFU, LLC
Business Name

155 TRADERS WAY STE 150 POOLER, GA 31322 818-421-4903
Business Location Business Phone



CITY of POOLER
— GEORGIA —

RESOLUTION R2023-11.A

The Appointment of Commissioners to the Planning & Zoning Commission

WHEREAS, the City of Pooler established and created the Planning & Zoning Commission in 1976; and

WHEREAS, the Planning & Zoning Commission is a recommending body to City Council that guides a coordinated and harmonious development of the City which will, in accordance with existing and future needs, best promote the public health, safety, morals, order, convenience, prosperity and general welfare, as well as efficiency and economy in the process of development; and

WHEREAS, the Planning & Zoning Commission consists of seven regular members and one alternate member; and

WHEREAS, the regular members shall be comprised of four city employees and three city residents; and

WHEREAS, the City resident regular and alternate members serve three year terms and are to be approved by city council; and

WHEREAS, a City resident member has resigned from the position and therefore a vacancy now exists for a City resident member on the Planning & Zoning Commission; and

WHEREAS, the alternate member appointed in August, 2023 will become a regular member; and

WHEREAS, the City of Pooler desires to affirm the appointment of a certain individual to the Planning & Zoning Commission; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Pooler, Georgia, in regular session assembled, that the appointment of Commissioners for the Planning & Zoning Commission is hereby adopted as follows:

The following persons shall be appointed to the Planning & Zoning Commission as Commissioners for a term of three years:

<u>Name of Commissioner</u>	<u>Term Expiration</u>
Brad Rife	August 30, 2026
Jeremy Kelly, Alternate	August 30, 2026

ADOPTED this 4th day of November, 2023.

CITY OF POOLER, GEORGIA

Rebecca C. Benton, Mayor

ATTEST:

Kiley Fusco, Clerk of Council



CITY OF POOLER GEORGIA

A GREAT PLACE TO LIVE, WORK AND PLAY



Planning & Zoning Commission Application

**Thank you for your interest in serving on
The City of Pooler Planning and Zoning Commission**

Please read the following instructions carefully before filling out your application – type or print clearly in ink only. A resume is not required, but you are encouraged to submit one. However, you must complete all questions and furnish all requested information. Applications will be forwarded to the Mayor and City Council for consideration and appointment.

All information submitted in this application is public information and subject to disclosure in response to a public records request.

Name: _____ Jeremy A Kelly _____

Address: _____ 208 Sangrena Drive _____ **City:** _____ Pooler _____ **State:** _____ GA _____ **Zip:** _____ 31322 _____

Mailing Address (if different): _____

Telephone Number: _____ **Work:** _____ **Cell:** _____ 315-286-8021 _____

E-Mail Address: _____ jaktlkcw3@gmail.com _____

City of Pooler residency is a requirement to serve on the Planning & Zoning Commission. Do you live within the incorporated boundaries of the City of Pooler? Yes or No (). If so, for how many years? 14

*Have you previously been appointed to any position by the City of Pooler?
Yes () or No If so, what and for what length of term? _____*

Please provide a copy of your Georgia Driver's License or Georgia I.D. to provide proof of age eligibility to serve.

Applicants must subject to a criminal background check.

Qualifications ~ please indicate your qualifications, experiences, employment history, etc. that you feel are relevant and qualify you for this appointment.

My family and I moved to Pooler in 2009 getting stationed at HAAF, we have watched Poolers' business and people grow over the years. I Retired from the Army in 2013 after a 20-year career which has taken me from East to West coasts and several places in between to include a tour in South Korea and five combat deployments, some working with locals on improvements to their areas. My time in the service has provided me with various experiences in small to large cities. Currently I work at Gulfstream Aerospace as Procurement Specialist purchasing aircraft parts for business and government customers around the world, I understand the need for growth, economy and keeping the best interest of the people and our town in mind.

What are your perceptions of the duties, responsibilities and role of the Planning and Zoning Commission?

My perception is that we are to advise and provide recommendations that are in the best interest of the people and city of Pooler. Providing unbiased advisement to all parties in accordance with existing and future needs, to best promote the public health, safety, morals, order, convenience, prosperity and general welfare, as well as efficiency and economy in the process of development for our city. We are not the deciding entity; we are expected to provide all the best information so the City Council can make the best decision for our residents and our city. Open and honest discussion between members of the planning board and other parties involved is key to making the best recommendations to City Council members.

What experience and special skills would you bring that would demonstrate an understanding of the potential impacts, both positive and negative, of land development, i.e., environment, aesthetics, economics, transportation, storm-water/drainage, parking, etc.?

I do not have formal training in development, real estate planning or zoning, I do have experience with planning and layout (zoning) with my military experience, I have planned and setup maintenance facilities while stateside and while deployed in support of Iraqi Freedom. Optimal setup ensured adequate flow of equipment and personal, providing safe and secure movement with minimal interference to productivity. Same principles apply to vehicle and foot traffic for our city, with safety being at the forefront. I am more than willing to learn from those with training and experience as well as researching and reading to educate myself to ensure that I can make the best recommendations and contribute to our team effectively.

The Planning and Zoning Commission meetings are held on the 2nd and 4th Monday of each month at 3:00 p.m. at City Hall, 100 SW Hwy 80, on the 3rd floor (Council Chambers). City Council will be interviewing all qualified candidates, and if chosen, you will be expected to serve a three-year term.

Thank you for your interest

Please mail or email your completed application to:

City of Pooler
Attn: City Manager

100 SW Highway 80
Pooler, Georgia 31322

Or

E-mail to: kdyer@pooler-ga.gov

All applications shall be reviewed by the City Council, and any city resident nominated for membership must be approved by the City Council.

Except as otherwise expressly provided in the City of Pooler Charter or Code of Ordinances, the Planning and Zoning Commission shall act as an advisory board only, and any recommendation made shall not be binding upon the City Council.



CITY of POOLER
— GEORGIA —

STATE OF GEORGIA }
 }
COUNTY OF CHATHAM }

RESOLUTION R2023-11.B
Fiscal Year 2024 Budget Approval

WHEREAS, the City of Pooler, Georgia has prepared and submitted to the Governing Authority a budget for the year beginning January 1, 2024 and ending December 31, 2024, and

WHEREAS, the Mayor and Council of the City of Pooler have studied and revised the proposed budget, it is considered in the best interest of the citizens of the City of Pooler to adopt it.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Pooler, Georgia that the budget attached hereto and made a part of hereof for the year beginning January 1, 2024 and ending December 31, 2024, is approved.

First Reading: _____

Second Reading: _____

ADOPTED this 18th day of December 2023.

CITY OF POOLER, GEORGIA

Rebecca C. Benton, Mayor

ATTEST:

Kiley Fusco, Clerk of Council

**CITY OF POOLER
PUBLIC HEARING**

A Public Hearing will be held before the Mayor and Council of the City of Pooler to discuss the proposed 2024 Budget. The hearing will take place on Monday, December 4, 2023 at 4:00 pm in the Council Chambers at City Hall located at 100 SW Highway 80. A copy of the proposed budget is available for public inspection at City Hall between the hours of 9:00 am and 5:00 pm Monday through Friday.

Following is a summary of the proposed general fund budget:

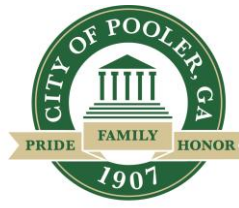
General Fund Budget:

Inflows

Taxes.....	\$ 27,605,000
Licenses and permits.....	1,225,000
Intergovernmental.....	175,000
Charges for services.....	3,714,000
Fines and forfeitures.....	815,000
Interest earned.....	300,000
Contributions and donations.....	31,915
Miscellaneous.....	72,000
Transfers in.....	1,375,000
Use of fund balance.....	1,520,000
	<hr/>
Total inflows.....	<u><u>\$ 36,832,915</u></u>

Outflows

Legislative.....	\$ 344,905
General government.....	4,622,825
Judicial.....	531,335
Public safety.....	15,920,975
Public works.....	7,732,200
Health and welfare.....	220,095
Recreation and parks.....	1,977,465
Housing and development.....	1,438,735
Debt service.....	2,110,580
Transfers out.....	1,933,800
	<hr/>
Total outflows.....	<u><u>\$ 36,832,915</u></u>



CITY of POOLER
— GEORGIA —

PLANNING & ZONING STAFF REPORT
Map Amendment for Cheval Lane

Project:	#231547
P&Z Meeting Date:	November 27, 2023
Public Hearing Date:	December 4, 2023
Applicant and Authorized Agent:	David Hornsby
Location (Address):	Cheval Lane and Merlot Lane
Parcel (PIN):	51010 01071
Existing Zoning:	C-2 (Heavy Commercial)
<hr/>	
Zoning Action:	Map Amendment
Request:	Request to rezone the parcel located at Cheval Lane and Merlot Lane from C-2 to R-3-B (Multi-Family Residential)
<hr/>	
Application Filed:	October 30, 2023
Legal Notice Published:	November 19, 2023
Sign Posted:	November 15, 2023
Letters Mailed:	November 15, 2023
<hr/>	
Staff Recommendation:	Approval w/ conditions <ul style="list-style-type: none">The site shall not have access from Pine Barren Road, other than any required for emergency access, except as part of any future curb cut on the extension of Cheval Lane.
Planning & Zoning Commission:	<i>P&Z <u>agreed with staff and recommend approval of the request, subject to the following conditions:</u></i>

- *The site shall not have access from Pine Barren Road, other than any required for emergency access, except as part of any future curb cut on the extension of Cheval Lane; and,*
- *The applicant work with the City in contributing to improvements for the Pine Barren and Pooler Parkway Intersection.*

Recommended Motion:

"After review of the criteria, move for approval of the request subject to the zoning condition that the site shall not have access from Pine Barren Road, other than any required for emergency access, except as part of any future curb cut on the extension of Cheval Lane and the applicant work with the City in contributing to improvements for the Pine Barren and Pooler Parkway Intersection."

Background:

The subject site is approximately 21 acres with access from Cheval Lane and Merlot Lane. The tract has frontage along Cheval Lane and Pine Barren Road. The site is undeveloped and is heavily wooded. The property is adjacent to the vacant Walmart-owned tract and the Lowes. The property backs up to the Bridgewater Subdivision. The subdivision's platted "common area" provides a separation of approximately 250' from the nearest residence to the property line of the subject site. As such, the surrounding properties are zoned C-2, R-1-A, and PUD (Morgan Family Tract).

The applicant is requesting to rezone from C-2 to R-3-B for the construction of apartments. The R-3-B District allows for a variety of uses, including single-family, two-family, and multi-family uses, such as apartments and townhomes. The maximum allowable density for the R-3-B is 16 units per acre for multi-family and townhome uses. Single-family and two-family dwellings require a minimum lot area of 10,500 and 15,000 square feet, respectively.

At least two different rezoning requests have been made in relation to this property for rezoning to a version of R-3. The City Council denied the first request in December of 2015 to rezone to R-3-C because it was considered too intense at that time. A subsequent request was made to rezone to R-3-B in March of 2016 to allow for a lesser allowable density. City Council denied the request based upon comments related to traffic, infrastructure impacts, and need for such uses within the area.

The applicant is requesting to rezone to R-3-B to build apartments. The applicant purchased the property with this intent after viewing a zoning map with an error that showed this property was zoned R-3.

The Pooler 2040 Comprehensive Plan includes this area within the Commercial character area. The FLUM designates this area as Planned Development and Residential.

Relevant Ordinances:

App. A, Art. IV, Table 4.1: Allowed Uses by Zoning District

Zoning Action Standards:

1. Is this request a logical extension of a zoning boundary which would improve the pattern of uses in the general area?
 - *Generally, yes; the subject site is presently zoned C-2 but has been vacant and undeveloped for several years since it was created. The adjacent uses include other larger retail establishments. The site does not have direct access or significant frontage along a major thoroughfare. The change to a moderately intense residential district would be an appropriate zoning at this location. This would improve the pattern of uses by providing a better transition from the adjacent R-1-A zoned properties and the C-2 zoned properties. Likewise, if developed, would make the larger vacant site in front of it more attractive for development.*
2. Is this spot zoning and generally unrelated to either existing zoning or the pattern of development of the area?
 - *This request would generally not be considered spot zoning. The proposed zoning would be considered a down-zoning from C-2 allowing for less intense uses. Likewise, the change to a residential district would serve as a good transition and help buffer the adjacent R-1-A properties from the commercial development.*
3. Could traffic created by the proposed use or other uses permissible under the zoning sought traverse established single-family neighborhoods on minor streets, leading to congestion, noise, and traffic hazards?
 - *It is possible that additional traffic could be created with increased residential development; however, the potential traffic impacts related to congestion, noise, and hazards, should also be considered in relation to the down-zoning of the property, whereby some impacts from traffic would be lesser in relation to the possible residential uses versus the commercial uses otherwise allowed on the property currently. The City is also presently underway in looking at upgrades to the intersection of Pine Barren Road and Pooler Parkway. The developer will have to conduct a study related to traffic impacts as part of a site plan approval.*
4. Will this request place irreversible limitations on the area as it is or on future plans for it?
 - *No, the request would be considered a down-zoning of the property. Under the current zoning, the property*

has remained undeveloped and not seen interest in development under C-2. If the subject site is rezoned, it would not place irreversible limitation on the area as it is. The location of this site in relation to the other, surrounding C-2 parcels is at the far rear, directly adjacent to a residentially zoned and developed property. The other C-2 tracts are either already developed or likely to see development under C-2 versus another district. The request would not limit the future ability of development under the commercial zoning or other surrounding properties.

5. Is there an imminent need for the rezoning and is the property likely to be used for the use requested?
 - *The property is likely to be utilized as requested. The City has seen growth and is anticipating further growth with the larger economic developments within the overall region, including the Port of Savannah and the Hyundai facility. The property has been undeveloped for quite some time. The larger parcel fronting this site is the vacant Walmart-owned tract. The subject site has limited visibility that would likely make it less attractive for certain types of commercial uses that typically need greater visibility. If not rezoned, the tract will likely remain undeveloped or see establishment of a less favorable commercial land use at this location.*
6. Will the proposed use substantially conflict with existing density patterns in the zone or neighborhood?
 - *Generally, no; the surrounding area has seen rezoning of properties to multi-family within PUDs. Likewise, the change to R-3-B serves to help separate the current C-2 district from the adjacent R-1-A zoning and residential subdivision.*
7. Would the proposed use precipitate similar requests which would generate or accelerate adverse land use changes in the zone or neighborhood?
 - *Potentially, however, the number of tracts for similar type of requests are limited. There are only two tracts within this area that could likely see requests for rezoning, the vacant Walmart-owned tract and the 100+ acre tract at the SW corner of Pine Barren and Pooler Parkway. The larger tract is likely to see more requests, however, if either of these were to see requests in the future, such requests would not likely generate or accelerate adverse land use changes.*
8. Will the action adversely impact adjacent or nearby properties in terms of:

- Environmental quality or livability resulting from the introduction of uses or activities which would create traffic, noise, odor or visual hazards or the reduction of light and air that is incompatible with the established development pattern?
 - *No, the request is considered a down-zoning and, as such, the potential impacts from the subject site should be lessened compared to those that would otherwise be allowed under the commercial zoning.*
 - Property values, by rendering such properties less suitable and therefore less marketable for the type of development to which they are committed or restricted in order to promote the public welfare and protect the established development pattern?
 - *No, the request would not adversely impact the nearby properties as it relates to property values or make them less marketable.*
 - Will the action create development opportunities of such increased intensity that stormwater runoff from the site cannot be controlled within previous limits, with [which] results in adverse impacts upon existing down-stream drainage problems or potential problems?
 - *No, the request would not adversely impact the nearby properties as it relates to stormwater runoff. Any large site development proposed in the City will need to go through site plan review and approval to ensure items such as stormwater runoff are addressed on site so that down-stream drainage or off-site impacts do not occur.*
9. Will the action result in public service requirements such as provision of utilities or safety services which, because of the location or scale of the development, cannot be provided on an economic basis and therefore would create an actual burden to the public?
- *No, the proposed rezoning would not result in public service requirements that could create a burden on the public. Any potential infrastructure improvements related to this development would be the responsibility of the developer and would not place a burden on the City.*

Conclusion:

Staff finds the request complies with the required criteria for a zoning map amendment. As such, staff recommends **Approval** of the request, subject to the following condition: *the site shall not have access from Pine Barren Road, other than any required for*

emergency access, except as part of any future curb cut on the extension of Cheval Lane.

Attachments:

- A. Vicinity Map
- B. Zoning Map
- C. Application and Submittal Documentation



CITY OF POOLER
GEORGIA
A great place to Live, Work and Play

Project #231547 - Cheval Lane Map Amendment from C-2 to R-3-B

11/17/2023

Parcels







CITY OF POOLER
GEORGIA
A great place to Live, Work and Play

Project #231547 - Cheval Lane Map Amendment from C-2 to R-3-B

11/17/2023

-  Parcels
-  Business/Commercial
-  Industrial
-  PUD
-  Residential



City of Pooler Zoning Map Amendment Application

Date: 11/3/23

File #: 231547

Type or print and attach additional sheets if necessary to fully answer any of the following sections.

General Information

- Name of owner/authorized agent: Mosaic Four / David Hainsby
- Address of owner/authorized agent: 90 Bay 6465 Beaufort SC 29906
- Telephone number of owner/agent: 912-358-7985
- Have any previous applications been made for a text or map amendment affecting these same premises? Yes or No
- If yes, give file number, date and action taken: _____

(If exact file number, date or action is not known, please give approximate date of previous application.)

Action Requested

Information Required:

- General location of property (the area) street number and location with respect to nearby public roads in common use: Pine Bluff & Mellet Lane
- Legal description of property (name of subdivision, block and lot number): _____
- PIN #: 51010 01071
- Zone Classification: Present C2 Requested: R3 (R3-B)^{re}
- Owner of property: (If same as applicant, leave blank) _____ ↳ Per applicant,
- Address of owner: _____ want the zoning
- Telephone number of owner: _____ they thought
- Total area of property: (acres or approximate sq. feet) 21 Acres they bought
- Existing land use (specify such as grocery store, single-family residence, vacant land, etc.) Vacant it is (R3-B)
- Desire land use (specify such as residence, grocery store, mobile home park, etc.) R3- Multi-Family

Reasons and Certifications

(Required for all amendments)

Reasons for requesting change of zoning map which would support the purposes of the zoning program: Property was purchased under R3 zoning. City and County records and maps showed zoning as R3 when property was purchased. City later notified us that they made a mistake in their files and accidentally changed zoning to R3.

City of Pooler Zoning Map Amendment Application

Adjacent Property Owners

Name, address & zip codes of surrounding property owner's primary residence within a radius of 200 ft. of the property as of the date of filing. Include those directly across a public right-of-way.

LOVES
1000 LOVES BOULEVARD
MOORESVILLE, NC 28117

Valmet - Reale State
PO Box 8050
Bentonville, AR 72716

Bridge Water HOA
112 Chalice Way
Savannah, GA 31419


- (Please list additional names on separate sheet)

Campaign Contributions

Have you made campaign contributions to one or more Pooler City Official(s), including any member(s) of the Planning Commission, during the past two years that when combined, total an amount greater than \$250.00?

- No, I have not made campaign contributions to any Pooler City Official(s).
- Yes, I have made campaign contributions to one or more Pooler City (Official(s)).

City Official	Title	Dollar Value	Description of Gift

I attest that all the information provided is true to fact 
(Applicant's signature)

Date: _____ **RECEIVED**


OCT 30 2023

ZONING DEPARTMENT

City of Pooler Zoning Map Amendment Application *Filing Requirements*

Applicant must submit the following information 30 days prior to the regularly scheduled meeting on the second and fourth Monday of each month. Failure to submit any item, or any additional information that might be requested, on or before the deadline will result in the application being held until the next scheduled meeting of the Planning & Zoning Commission.

- Filing fee (see schedule of fees). Make checks payable to the City of Pooler.
- For Power Point presentation, please e-mail PDF file on project to kklassen@pooler-ga.gov
- A scaled plat showing dimensions, acreage, location of the tract(s) and utility easements prepared by a licensed architect/surveyor. Submit one copy if 11" x 17" or smaller, 16 copies if larger.
- Legal description of property.
- Complete Campaign Contributions and Acknowledge receipt of Zoning Standards for Map Amendment.
- If Agent, Authorization of property owner, signed, dated and notarized.
- Copy of current tax bill showing payment or a certification from the City of Pooler Tax Office stating taxes were paid.

 I acknowledge receipt of Zoning Standards for a Map Amendment. I understand the standards and any other factors relevant to promoting the public health, safety, and general welfare of the City of Pooler against unrestricted use of property will be considered, when deemed appropriate, by the aldermanic board in making any zoning decision.

I have received and understand the "checklist" of actions needed to amend the City of Pooler Zoning Map.

I hereby certify that the above stated facts are true to the best of my knowledge and I am the owner or authorized agent for the owner of subject property.

Sworn to and subscribed before me on this _____ day of _____ 20_____.



Owner's or authorized agent's signature

Notary Public

Application Status

This portion to be completed by Zoning Administrator

- Hearing date has been set for: 12/4/23
- Notice published in newspaper on: 11/19/23 (15 days prior to hearing date)
- Letters of notification mailed to adjacent property owners on: 11/15
- This action was approved _____ or denied _____ (copy of minutes disposing of this action are attached).
- Notification of the results of this action mailed to the applicant on: _____
- Sign posted: 11/15/23

ITEMS CORRESPONDING TO SCHEDULE B-11

- 1. All items listed in the Schedule B-11 items are shown on the plan.
- 2. All items listed in the Schedule B-11 items are shown on the plan.
- 3. All items listed in the Schedule B-11 items are shown on the plan.
- 4. All items listed in the Schedule B-11 items are shown on the plan.
- 5. All items listed in the Schedule B-11 items are shown on the plan.
- 6. All items listed in the Schedule B-11 items are shown on the plan.
- 7. All items listed in the Schedule B-11 items are shown on the plan.
- 8. All items listed in the Schedule B-11 items are shown on the plan.
- 9. All items listed in the Schedule B-11 items are shown on the plan.
- 10. All items listed in the Schedule B-11 items are shown on the plan.
- 11. All items listed in the Schedule B-11 items are shown on the plan.
- 12. All items listed in the Schedule B-11 items are shown on the plan.
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LEGEND OF SYMBOLS & ABBREVIATIONS

1	Right of Way	9	Storm Water
2	Right of Way	10	Storm Water
3	Right of Way	11	Storm Water
4	Right of Way	12	Storm Water
5	Right of Way	13	Storm Water
6	Right of Way	14	Storm Water
7	Right of Way	15	Storm Water
8	Right of Way	16	Storm Water
17	Right of Way	18	Storm Water
19	Right of Way	20	Storm Water
21	Right of Way	22	Storm Water
23	Right of Way	24	Storm Water
25	Right of Way	25	Storm Water
26	Right of Way	26	Storm Water
27	Right of Way	27	Storm Water
28	Right of Way	28	Storm Water
29	Right of Way	29	Storm Water
30	Right of Way	30	Storm Water

FLOOD NOTE

The Flood Hazard Boundary Map (FHBM) for the City of Raleigh, North Carolina, shows the project area is within a Special Flood Hazard Area (SFHA) designated as a Flood Hazard Area of Unclassified Hazard (AHU). The AHU is a hazard area where the flood hazard is not defined by a specific flood depth or type of flooding. The AHU is a hazard area where the flood hazard is not defined by a specific flood depth or type of flooding.

ZONING INFORMATION

The project area is located in the City of Raleigh, North Carolina. The project area is currently zoned as R-1 (Single-Family Residential). The zoning is shown on the zoning map for the City of Raleigh, North Carolina. The zoning is shown on the zoning map for the City of Raleigh, North Carolina.

PROJECT REVISION RECORD

NO.	DATE	DESCRIPTION
1	01/15/2021	Initial Survey
2	02/15/2021	Final Survey
3	03/15/2021	Final Survey
4	04/15/2021	Final Survey
5	05/15/2021	Final Survey
6	06/15/2021	Final Survey
7	07/15/2021	Final Survey
8	08/15/2021	Final Survey
9	09/15/2021	Final Survey
10	10/15/2021	Final Survey
11	11/15/2021	Final Survey
12	12/15/2021	Final Survey
13	01/15/2022	Final Survey
14	02/15/2022	Final Survey
15	03/15/2022	Final Survey
16	04/15/2022	Final Survey
17	05/15/2022	Final Survey
18	06/15/2022	Final Survey
19	07/15/2022	Final Survey
20	08/15/2022	Final Survey
21	09/15/2022	Final Survey
22	10/15/2022	Final Survey
23	11/15/2022	Final Survey
24	12/15/2022	Final Survey
25	01/15/2023	Final Survey
26	02/15/2023	Final Survey
27	03/15/2023	Final Survey
28	04/15/2023	Final Survey
29	05/15/2023	Final Survey
30	06/15/2023	Final Survey

SIGNIFICANT OBSERVATIONS

LEGAL

NO.	DATE	DESCRIPTION
1	01/15/2021	Initial Survey
2	02/15/2021	Final Survey
3	03/15/2021	Final Survey
4	04/15/2021	Final Survey
5	05/15/2021	Final Survey
6	06/15/2021	Final Survey
7	07/15/2021	Final Survey
8	08/15/2021	Final Survey
9	09/15/2021	Final Survey
10	10/15/2021	Final Survey
11	11/15/2021	Final Survey
12	12/15/2021	Final Survey
13	01/15/2022	Final Survey
14	02/15/2022	Final Survey
15	03/15/2022	Final Survey
16	04/15/2022	Final Survey
17	05/15/2022	Final Survey
18	06/15/2022	Final Survey
19	07/15/2022	Final Survey
20	08/15/2022	Final Survey
21	09/15/2022	Final Survey
22	10/15/2022	Final Survey
23	11/15/2022	Final Survey
24	12/15/2022	Final Survey
25	01/15/2023	Final Survey
26	02/15/2023	Final Survey
27	03/15/2023	Final Survey
28	04/15/2023	Final Survey
29	05/15/2023	Final Survey
30	06/15/2023	Final Survey



MISCELLANEOUS NOTES

1. The project area is located in the City of Raleigh, North Carolina. The project area is currently zoned as R-1 (Single-Family Residential). The zoning is shown on the zoning map for the City of Raleigh, North Carolina. The zoning is shown on the zoning map for the City of Raleigh, North Carolina.

LEGEND OF SYMBOLS & ABBREVIATIONS

1	Right of Way	9	Storm Water
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23	Right of Way	24	Storm Water
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LEGAL

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10	10/15/2021	Final Survey
11	11/15/2021	Final Survey
12	12/15/2021	Final Survey
13	01/15/2022	Final Survey
14	02/15/2022	Final Survey
15	03/15/2022	Final Survey
16	04/15/2022	Final Survey
17	05/15/2022	Final Survey
18	06/15/2022	Final Survey
19	07/15/2022	Final Survey
20	08/15/2022	Final Survey
21	09/15/2022	Final Survey
22	10/15/2022	Final Survey
23	11/15/2022	Final Survey
24	12/15/2022	Final Survey
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26	02/15/2023	Final Survey
27	03/15/2023	Final Survey
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29	05/15/2023	Final Survey
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ATTACHMENT C

The project area is located in the City of Raleigh, North Carolina. The project area is currently zoned as R-1 (Single-Family Residential). The zoning is shown on the zoning map for the City of Raleigh, North Carolina. The zoning is shown on the zoning map for the City of Raleigh, North Carolina.

RECORD DESCRIPTION

The project area is located in the City of Raleigh, North Carolina. The project area is currently zoned as R-1 (Single-Family Residential). The zoning is shown on the zoning map for the City of Raleigh, North Carolina. The zoning is shown on the zoning map for the City of Raleigh, North Carolina.

RECEIVED
OCT 30 2023
ZONING DEPARTMENT

ALTA/NSPS LAND TITLE SURVEY

0 Pine Barron Road
NWS Project No. 20201008-001
0 Pine Barron Rd & D'Arcy Pkwy, Raleigh, GA 27612

Blended into the Commission No. 2185-0004
Issued on reference date of June 2, 2023 at 5:00 p.m.

PIRPLE & ASSOCIATES
SURVEYING, INC.

Blair E. Clark Corporation
an NWS Company

NWS
Transaction Services 1-800-SURVEYS (787-8397)
www.nws.com

Blair E. Clark Corporation
an NWS Company
www.nws.com

RECEIVED
OCT 30 2023
ZONING DEPARTMENT

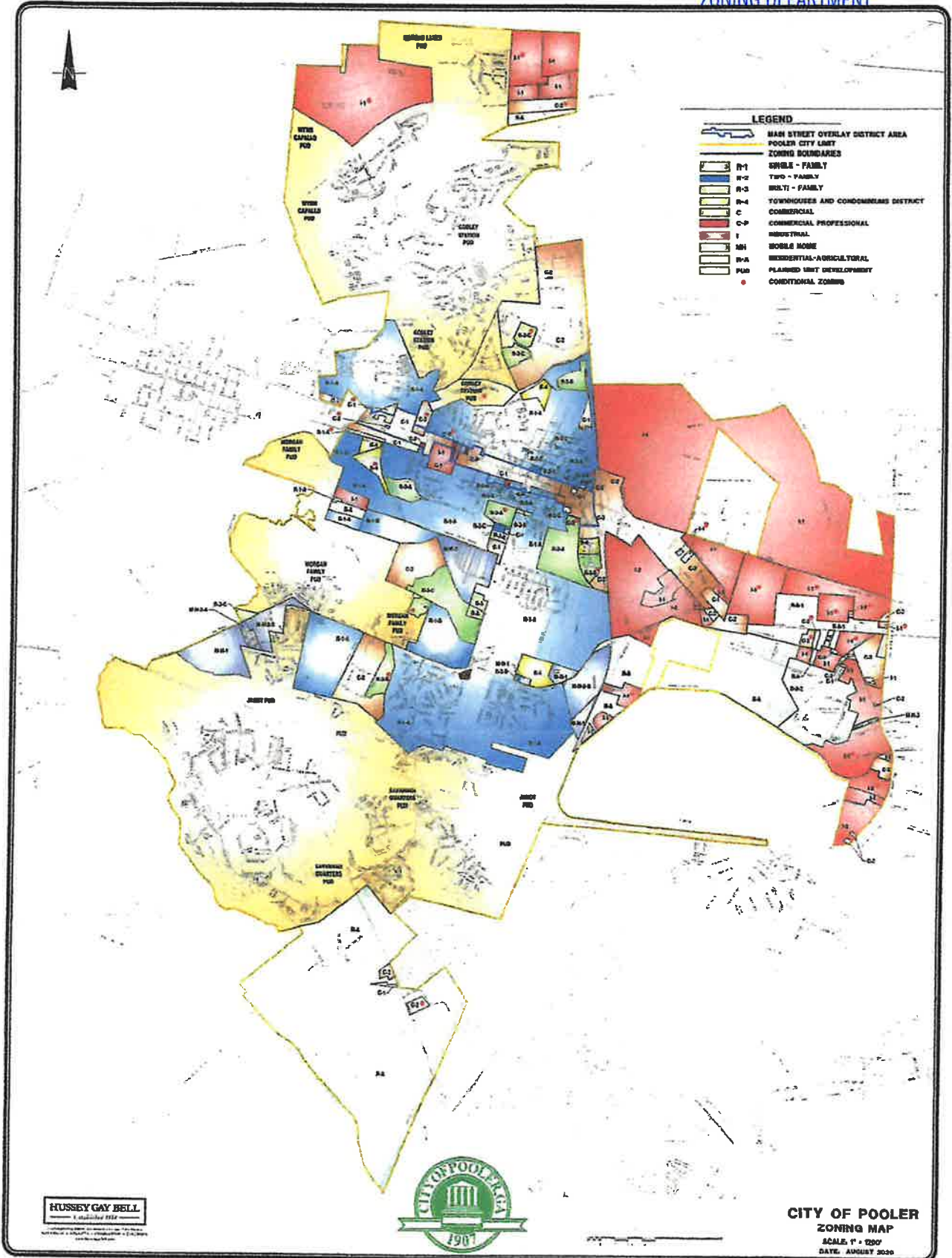
EXHIBIT "A"

LEGAL DESCRIPTION

All that certain lot, tract or parcel of land situate, lying and being in the City of Pooler, Chatham County, and being **LOT 6A-1, CONTAINING 21.11 ACRES, MORE OR LESS**, as shown on that certain plat entitled, "A Minor Subdivision Survey of Lot 6A & Lot 6B, Being Portions of Lot 6, Pooler Parkway LLC, City of Pooler, Chatham County, Georgia, prepared by James Craig Brewer, G.R.L.S. No. 3022, dated June 6, 2018, and recorded in Plat Book 51, page 513, Chatham County, Georgia records; reference is hereby made to said plat for a more complete description of said parcel of land as to metes, bounds, location, courses, and distances.

Said property is the same property conveyed in that Limited Warranty Deed from Pooler Parkway, LLC to Mosaic Four, LLC, dated December 22, 2021, and recorded in Deed Book 2653, page 633, Chatham County, Georgia, records.

The property is more commonly known as property identification number 5-1010-01-071.



ATTACHMENT C

November 21, 2023
City of Pooler Planning & Zoning Department
Attn:
100 US Highway 80 SW
Pooler, GA 31322

Re: Zoning of PIN No. 5-1010-01-071

Dear City of Pooler:

Mosaic Four, LLC (“Mosaic”), is the owner of property located at Pine Barren Road, known as Lot 6A-1, containing 21.11 acres, more or less, PIN No. 5-1010-01-071, being more particularly described on Exhibit “A”, attached hereto and incorporated herein (the “Property”). The purpose of this correspondence is to formally request rezoning of the Property to R-3-B, or in the alternative, grant a variance allowing the Property to be developed for multi-family use.

Background

Mosaic purchased the property on December 22, 2021, by deed from Pooler Parkway, LLC, recorded in Deed Book 2653, page 633, Chatham County, Georgia records, for \$1,700,000.00. Mosaic’s intent in purchasing the Property was to develop it for multi-family use.

Prior to the purchasing the Property, the Property was shown on zoning maps and on the Chatham County tax assessor card as being zoned R-3-B. Mosaic, put extensive time and money into the pre-development of the Property before finalizing the purchase. Preliminary architectural plans dated June 9, 2021, and attached hereto as Exhibit “B”, depict Mosaic’s intended apartment development. Mr. Desai met with City of Pooler officials to review and discuss the plans for an apartment complex. At no point during the course of that meeting did anyone mention to Mr. Desai that an apartment complex would be an unacceptable use of the Property. Officials confirmed to Mosaic that the property was zoned R-3-B and would permit development for multi-family residential purposes. Such confirmation prompted Mosaic to buy the Property. But for this confirmation regarding the zoning of the Property for the intended use of Mosaic, Mosaic would not have purchased the Property.

ATTACHMENT C

After closing, City officials contacted Mr. Desai to inform him that the zoning information provided to him was erroneous and the property was not zoned R-3-B. Interns working for the City created the zoning map, and the city published that information without verifying the accuracy of the information they were providing. A City of Pooler zoning map dated August 2020, depicts the Property as being zoned R-3-B, attached hereto as Exhibit "C". Said map was provided to Mr. Desai as confirmation of the then-existing zoning.

To this day, the Property Record Card for the Property maintained by the Chatham County Board of Assessors indicates the zoning is R-3-B, as shown below.

Very truly yours,

PARID: 51010 01071							
MOSAIC FOUR, LLC				0 POOLER PKWY			
Most Current Owner							
Current Owner	Co-Owner	Care Of	Mailing Address				
MOSAIC FOUR, LLC			463 POOLER PKWY, #223 POOLER GA 31322				
Digest Owner (January 1)							
Owner	Co-Owner	Address 1		Address 2	City	State	Zip
MOSAIC FOUR, LLC		463 POOLER PKWY, #223			POOLER	GA	31322
Parcel							
Status	ACTIVE						
Parcel ID	51010 01071						
Category Code	9000 - Commercial Vac Land						
Bill #	3162399						
Address	0 POOLER PKWY						
Unit # / Suite							
City	POOLER						
Zip Code	31322-						
Neighborhood	16515.00 - P515 POOLER PKWY & I-16						
Total Units							
Zoning	R-3-B						
Class	C4 - Commercial Small Tracts						
Appeal Status							

ATTACHMENT C

We understand the unique nature of our request and the City's hesitancy to grant rezonings for property with Multi Family use; however due to our unique situation, we are hoping to work with the city to find an amicable solution for rezoning this proeprty.

Regards

David Hornsby

EXHIBIT "A"

All that certain lot, tract or parcel of land situate, lying and being in the City of Pooler, Chatham County, and being **LOT 6A-1, CONTAINING 21.11 ACRES, MORE OR LESS**, as shown on that certain plat entitled, "A Minor Subdivision Survey of Lot 6A & Lot 6B, Being Portions of Lot 6, Pooler Parkway LLC, City of Pooler , Chatham County, Georgia, prepared by James Craig Brewer, G.R.L.S. No. 3022, dated June 6, 2018, and recorded in Plat Book 51 , page 513, Chatham County, Georgia records ; reference is hereby made to said plat for a more complete description of said parcel of land as to metes, bounds, location, courses, and distances.

The property is more commonly known as property identification number 5-1010-01-071.

ATTACHMENT C

EXHIBIT "B"

Preliminary Conceptual Plan

After Recording Return to:
Attn: Pierce Lowrey, Esq.
Neel, Robinson & Stafford, LLC
5555 Glenridge Connector, Suite 400
Atlanta, GA 30342

State of Georgia

County of Fulton

Tax Parcel Identification: 50017 01034

QUITCLAIM DEED

THIS INDENTURE, made the ____ day of _____, in the year 2023, between

SGLRP, LLC, a Georgia limited liability company

As party or parties of the first part, hereinafter called "**Grantor**," and

CITY OF POOLER

As party or parties of the second part, hereinafter called "**Grantee**,"

(the words, "**Grantor**" and "**Grantee**" to include their respective heirs, successors and assigns where the context requires or permits).

WITNESSETH that: Grantor, for and in consideration of the sum of ONE AND NO/100 AND OTHER GOOD VALUABLE CONSIDERATION----- (\$1.00) DOLLAR in hand paid, the receipt of which is hereby acknowledged, has granted, bargained, sold, and conveyed, and by these presents does hereby bargain, sell, remise, release, and forever quit-claim to Grantee for public purposes, all of its right, title and interest in and to that certain property described on **Exhibit "A"** attached hereto and incorporated herein, with all the rights, members and appurtenances to the said described premises in anywise appertaining to or belonging (collectively, "**Property**").

[REMAINDER OF PAGE INTENTIONALLY BLANK]

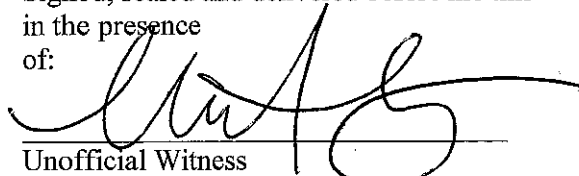
TO HAVE AND TO HOLD the said described premises, with all and singular the rights, members, improvements, and appurtenances thereof, and the same being, belonging, or in anywise appertaining to the proper use or benefit thereof, unto the said Grantee, so that neither the said Grantor, nor any other person or persons claiming under Grantor shall at any time, claim or demand any right, title or interest to the aforesaid described premises or its appurtenances.

Subject however, to all restrictions, permitted exceptions, encumbrances, or easements of record.

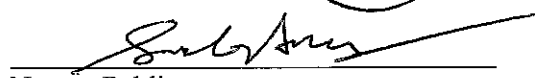
IN WITNESS WHEREOF, the Grantor has signed and sealed this Deed the day above written.

GRANTOR:

Signed, sealed and delivered before me this
in the presence
of:



Unofficial Witness

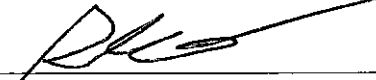


Notary Public
My commission expires: 10/6/2020

[NOTARY SEAL]

SGLRP, LLC,
a Georgia limited liability company

By: SCM Holdings, LLC, its sole member

By:  (Seal)

Name: Paxton W. Griffin

Title: Managing Member



EXHIBIT "A"

BERM TRACT 1

ALL THAT CERTAIN TRACT OF LAND KNOWN AS THE TRACT 1, A SUBDIVISION OF A 152.646 ACRE PORTION OF SYMON'S FIRST AND SECOND ADDITIONS, 8TH G.M. DISTRICT, CITY OF POOLER, CHATHAM COUNTY, GEORGIA RECORDED IN PLAT RECORD BOOK 48P, PAGE 69" AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT MARKING THE INTERSECTION OF THE NORTHERN RIGHT-OF- WAY OF BEATTY STREET AND THE EASTERN RIGHT-OF-WAY OF NEWTON STREET, THENCE N72°47'47"W A DISTANCE OF 25.23' TO A POINT, THENCE N21°38'41"E A DISTANCE OF 34.72' TO A RAILROAD IRON, THENCE ALONG THE NORTHERN PROPERTY LINE OF N/F TRINITY UNITED METHODIST CHURCH N68°22'19"W A DISTANCE OF 523.35' TO AN IRON PIPE, THENCE ALONG THE EASTERN RIGHT-OF-WAY OF BENTON DRIVE N10°08'08"W A DISTANCE OF 622.00' TO AN IRON ROD, THENCE N10°06'44"W A DISTANCE OF 436.49' TO A POINT, THENCE ALONG THE SOUTHERN PROPERTY LINE OF PARCEL A, (PLAT RECORD BOOK 48P, PAGE 69) N79°53'16"E A DISTANCE OF 650.11' TO A POINT, THENCE S27°57'52"E A DISTANCE OF 663.00' TO A POINT, THENCE S72°49'55"E A DISTANCE OF 452.74' TO A POINT, THENCE ALONG THE UNOPENED WESTERN RIGHT-OF-WAY OF ROGERS STREET S21°13'46"W A DISTANCE OF 310.78' TO A POINT, THENCE ALONG THE NORTHERN BOUNDARY OF N/F THERON C. CHAPMAN N72°49'55"W A DISTANCE OF 410.31' TO A POINT, THENCE ALONG THE UNOPENED EASTERN RIGHT-OF-WAY OF NEWTON STREET S21°16'11"W A DISTANCE OF 537.58' TO THE POINT OF BEGINNING AND CONTAINING 1,024,787 SQUARE FEET OR 23.526 ACRES AND BEING THE SAME PARCEL AS SHOWN IN THE SUBDIVISION OF TRACT 1, TRACT 2, TRACT 3, PARCEL A, AND THE BILLBOARD PARCEL AS SHOWN IN PLAT RECORD BOOK 48P, PAGE 69.



MEMORANDUM

TO: ROBBIE BYRD, CITY OF POOLER, GA
FROM: ROBERT ARMSTRONG, AIA
RE: PROPOSED NEW POOLER PUBLIC LIBRARY
DATE: 14 NOVEMBER 2023
CC: HOLMES BELL, FILE

Following up on our last meeting, below is the requested information regarding proposed construction cost, schedule, and design fees.

BUILDING COST

The current building plan is approximately 26,000 SF. Based on current market conditions, we recommend a working budget of \$500/SF, which totals \$13,000,000.00.

DESIGN SCHEDULE

Design

Once Notice to Proceed is, we anticipate that design will take 37 weeks, including time for review and cost estimating. Below is a breakdown of the design schedule.

Schematic Design - 30%:	5 weeks
Owner Review and Cost Estimate:	3 weeks
Design Development - 60%:	8 weeks
Owner Review and Cost estimate:	3 weeks
GMP Design - 85%:	8 weeks
Owner Review and GMP Cost Estimate:	4 Weeks
Final Construction Documents - 100%:	6 weeks

Permitting

- Building: 4 weeks
- Site: 12 weeks (we anticipate starting the site permitting process once the GMP is approved)

DESIGN FEES

Design services are separated into two categories, Basic Design Services and Possible Additional Services. Basic Design Services includes architecture, interior design, structural engineering, PMEFP engineering, civil engineering, landscape design, and low voltage/data design. Possible Additional Services includes items like surveys (tree/topo/utility), Geotech report, traffic studies, off-site utilities, sanitary sewer pump stations, rezoning, specialty permitting, wetlands, furniture, etc. We recommend that you budget 6.75% of construction cost for Basic Design Services. Additional Services fees will be provided as/if needed.

Please let me know if you have any questions.

THANK YOU



14 November 2023

Robert Byrd, City Manager
CITY OF POOLER, GA
 100 US HWY 80 SW
 Pooler, GA 31322

RE: **PROPOSED NEW PUBLIC LIBRARY FOR THE CITY OF POOLER**
 Architectural/Engineering Design Services Fee Proposal

Dear Robbie:

Hussey Gay Bell is pleased to present to you our fee proposal for architectural and engineering design services for the proposed new Pooler Public Library. Per our previous conversations we understand the scope of work is as follows. The City of Pooler wishes to build a new public library. The new facility will be approximately 26,000 SF and will be located on Hwy 80 across from City Hall. The front door will face HWY 80 and City Hall. The floor plan layout will be based on previous concept designs presented by HGB, and approved by the City and Live Oak Libraries. The new facility will include areas for featured books, young adults, children, public meeting rooms, private study rooms, work areas, offices, and an outdoor plaza. The meeting spaces will include a separate entrance for after-hours activities like early voting. Adequate parking will also be provided as part of the site development. The City will fund the design and construction thru bonds. Below is a detailed list of our proposed design services and associated fees.

BASIC DESIGN SERVICES

Basic Design Services includes architectural design, interior design, structural engineering, civil engineering, landscape design, and P/M/E/FP engineering (including low voltage and data design). We will provide the necessary construction documents (drawings and specs) to obtain the basic construction permits and allow for competitive bidding and construction of the project. The scope of work for Basic Design Services includes design, permitting, bidding and negotiations, and construction contract administration. We propose to provide Basic Design Services for a fee of **\$867,500.00**. The fee breaks down as follows.

Design Service	Design	Permitting	Bidding	C/A	Totals
Architecture	\$372,750.00	\$4,000.00	\$4,000.00	\$90,000.00	\$470,750.00
Interior Design	\$54,000.00	\$500.00	\$1,000.00	\$8,500.00	\$64,000.00
Structural Engineering	\$82,500.00	\$1,000.00	\$2,000.00	\$30,750.00	\$116,250.00
Civil Engineering	\$70,000.00	\$15,000.00	\$5,000.00	\$22,500.00	\$112,500.00
Landscape Design	\$10,000.00	\$1,500.00	\$500.00	\$2,000.00	\$14,000.00
<u>P/M/E/FP Engineering</u>	<u>\$75,000.00</u>	<u>\$500.00</u>	<u>\$500.00</u>	<u>\$14,000.00</u>	<u>\$90,000.00</u>
Totals	\$664,250.00	\$22,500.00	\$13,000.00	\$167,750.00	\$867,500.00

We assume the project delivery method will be Construction Manager at Risk, therefore we did not include detailed cost estimating. We assume the CMR will be selected early in the design process and will provide cost estimating as part of their pre-construction services.

POSSIBLE ADDITIONAL SERVICES

These services are not included in any of the above services. If any of these services are required or desired, we can negotiate an acceptable fee at the appropriate time. We have already included fees for some of these services. Some of these may not be applicable to your project.

Topographic Survey	\$13,200.00
Geotechnical Report	\$19,000.00
Traffic Study	\$17,000.00
Furniture Selection and Procurement	\$44,000.00
Phase I ESA	
Special Inspections Required by IBC	

Structural Observations Required by IBC
Deep Foundations (Piles)
Off-site Utilities
Sanitary Sewer Force Main/Pump Stations
Boundary, Recombination, Easements, or Subdivision Plats
Construction Staking
ALTA Survey
Zoning Changes
PUD Amendment
Stream Buffer Encroachments
Master Detention Design Modification
Specialty Permitting (GDOT, USACE, etc.)
Wetlands Delineation
Flood Plain Certificates or Mitigation
Code or Regulation Changes
LEED Certification
Library Shelving/Furniture Selection and Procurement
Haz-Mat/Lead and Asbestos Testing and Mitigation
Hi-Res 3-D Color Rendering
Value Engineering

REIMBURSABLE EXPENSES

Reimbursable expenses include overnight postage (FedEx, UPS), outside printing for formal submittals, out of town travel, and any associated permitting fees. Reimbursable expenses will be marked up by 10%. We recommend a reimbursable allowance of **\$4,000.00**.

If this proposal is acceptable, please sign and date below. Once approved, I will prepare a standard AIA contract for the design services agreement. If you have any questions, please give me a call. Thank you for this opportunity and we are looking forward to working with you on another very successful project.

Sincerely,
HUSSEY GAY BELL & DEYOUNG INTERNATIONAL, INC.

Robert Armstrong, AIA

Robert Armstrong, AIA
Vice President, Principal Architect

cc: G. Holmes Bell, IV, PE
C J Chance, PE
File

Accepted By

Date