



CITY OF DAHLONEGA

Council Work Session Agenda

July 18, 2022, 4:00 PM

Gary McCullough Council Chambers, Dahlonega City Hall

In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 706-864-6133.

Vision - To be an open, honest, and responsive city, balancing preservation, and growth, and delivering quality services fairly and equitably by being good stewards of Dahlonega's resources.

OPEN MEETING

BOARDS & COMMITTEES:

1. Cemetery Committee—June 2022
Chris Worick, Committee Chairman
2. Downtown Dahlonega Report – June 2022
Ariel Alexander, Downtown Dahlonega Manager

TOURISM: Sam McDuffie, Tourism Director

DEPARTMENT REPORTS:

3. Community Development – June 2022
Jameson Kinley, Planning and Zoning Administrator
4. Finance and Administration Department - June 2022
Allison Martin, Finance Director
5. Police Department - June 2022
George Albert, Chief
6. Public Works—June 2022
Mark Buchanan, PW Director/City Engineer
7. Water & Wastewater Treatment Department Report June 2022
John Jarrard, Water/Wastewater Treatment Director

ITEMS FOR DISCUSSION:

8. Ordinance 2022-10: An ordinance to provide for further clarification regarding prohibited signage
Doug Parks, City Attorney
9. Housing Needs Assessment
JoAnne Taylor, Mayor
10. Councilmember Reports from GMA Conference
JoAnne Taylor, Mayor
11. Local Option Sales Tax - Joint Agreement Discussion
JoAnne Taylor, Mayor

COMMENTS – PLEASE LIMIT TO THREE MINUTES

Clerk Comments

City Manager Comments

City Attorney Comments

City Council Comments

Mayor Comments

ADJOURNMENT



Department Report

Report Title: Cemetery Committee—June 2022

Report Highlight: Memorial Day Flags

Name and Title: Chris Worick, Committee Chairman

Recently Completed:

- Placement of new flags on veterans' graves in honor of Memorial Day.

Underway:

- Restocking of cemetery restoration and cleaning supplies.
- Compiling and adding obituaries from newspaper archives to Find a Grave website for individuals buried in Mount Hope and Memorial Park.

Upcoming:

- Will be reaching out to UNG Appalachian Studies for information about Fall 2022 class dates to work in cemetery.



Department Report

Report Title: Downtown Dahlonega Report – June 2022

Report Highlight:

Name and Title: Ariel Alexander, Downtown Dahlonega Manager

Organization:

- A walkabout with Council, Downtown Dahlonega Board, and Historic Preservation Commission is being planned. Records from previous walkabouts are being researched for efficiency.
- Two façade grants have been applied for. One will go before the Historic Preservation Commission in July.
- Downtown business welcome packets were distributed to two new businesses.

Promotion:

- Relationship with University of North Georgia
 - Possible collaboration on historic lecture series to educate community on UNG resources as well as Downtown Dahlonega incentives and opportunities.
 - Possible connection to the Georgia Humanities Council for grant funding for digital history walking tours
 - Meeting with Student Involvement Group for welcome back job fair, student participation downtown, etc. Meeting again in July.
- Working with Dahlonega Police Department on Halloween Management.
- Collaboration with Development Authority of Lumpkin County, UNG, Chamber of Commerce, and Lumpkin County School System on public relations/social media.
- Program Proposal: Moultrie's EDGE Program: Working with Community Development to workshop and develop.
- Hosted first Main Street Movie Night and received positive feedback.
- Hosted Gina Gailey for the June First Friday Concert and received positive feedback.

Economic Vitality:

- Maintaining "Available Properties" list. Working with UNG to advertise space in the Chestatee Building.
- A committee was formed to identify a plan for 147 N. Park Street. Their first meeting will be in July.

Design:

- Working with the Georgia Council for the Arts on a mural grant for location in the downtown area.
- Working to form a parking solutions committee to discuss short term and long-term solutions.
- Purchased new electrical circuits and outlets at Hancock Park to enhance use of facility.



Department Report

Report Title: Community Development – June 2020
Report Highlight: Internal Occupational Tax Audit
Name and Title: Jameson Kinley, Planning and Zoning Administrator

Recently Completed:

| | 2021 | | | 2022 | | | | | | Total |
|------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|--------------|---------------|
| | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | |
| Annexation Application | | | | | | | | | 1 | 1 |
| Building Permit - Commercial | 2 | 2 | 1 | 1 | | | 2 | 4 | 4 | 16 |
| Building Permit - Residential | 8 | 9 | 2 | 12 | 3 | 9 | 1 | 19 | 7 | 70 |
| Home Occupation Form | 1 | | | | | | | | | 1 |
| Certificate of Appropriateness | | | | | | | 1 | | | 1 |
| Cemetery - Plot Purchase | | | | | | 2 | 2 | 2 | 2 | 4 |
| Demolition Permit | | 1 | | 1 | 1 | | | | | 3 |
| Final Plat | | | | | | | 1 | | | 1 |
| Land Disturbance Permit | | 2 | 2 | 4 | | | 2 | 3 | 1 | 6 |
| Minor Final Plat | 1 | 4 | 2 | 1 | 2 | 5 | 4 | 3 | 3 | 25 |
| Outside Sales and Dining | | | | 1 | | | | | | 1 |
| Pool/Spa Permit | | 1 | | | | | | | 1 | 2 |
| Preliminary Plat | | | | | | | | | | 0 |
| Open/Close of Cemetery Lot | 1 | 4 | 3 | 1 | 3 | 4 | 1 | 4 | 4 | 28 |
| Rezoning Permit | 3 | | 1 | | | 1 | | | 1 | 7 |
| Short-Term Rental Application | | | | | | | | | | 1 |
| Sign Permit | 2 | 4 | 5 | 3 | 6 | 1 | 4 | 3 | | 28 |
| Tree Removal Permit | | | | | | 2 | 1 | | | 2 |
| Variance Application | 1 | | | | | | | | | 1 |
| Visitation Cemetery Application | | | 1 | | | | | | 1 | 2 |
| Zoning Verification Letter Request | | | | | 1 | 4 | 2 | | 2 | 2 |
| Total | 19 | 28 | 16 | 25 | 24 | 30 | 19 | 42 | 33 | 224 |
| Inspections | 126 | 99 | 144 | 90 | 76 | 134 | 88 | 79 | 154 | 990 |
| Revenue | | | | | | | | | | |
| | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | 0 |
| Occupational Tax | \$ 1,735.00 | \$ 945.00 | \$34,900.00 | \$46,035.00 | \$21,846.00 | \$43,035.46 | \$ 2,850.00 | \$ 2,134.64 | \$ 4,096.15 | \$ 157,577.25 |
| Permits/Cemetery | \$30,572.28 | \$42,700.08 | \$11,178.32 | \$ 7,885.72 | \$13,520.00 | \$14,509.76 | \$37,462.42 | \$149,836.54 | \$143,640.80 | \$ 451,305.92 |

Underway:

- The Peaks building plans have been received and approved
 - Site Plan under review
- Anderson Townhomes installed BMPs
- NGU, Business Center under construction
 - 98% complete

- The Summit new phases under review
- Lumpkin County Elementary School, installation, and steel framing
- Vickery/Sherman Green Terrace resubmitted plans under review
- WWCW, Carwash installing BMPs and storm system
- Harbor Freight Store under renovation
- Dentist Office site plans in review
- Stephens Street site plans under discussion

Updates:

- Historic Preservation Committee
 - Next Voting Session: July 25th
- Planning Commission
 - Next Meeting: July 18th
- Historic Preservation Survey
 - Second Draft Edits being completed
 - Next Deadline: August 15th Final Survey Report Due 100% (GHNAHRGIS)

Achievements:

- A substantial review of our Occupational Tax Certificates was performed over the last several months. We started with an outstanding balance summary of \$33,245. As of July 8th, \$1,527 remains. Most of the invoiced were either collected or determined to be created in error. All but one business has renewed their certificate and they have been contacted.
- Total Number of Businesses: 1109
- Local Businesses: 569



Department Report

Report Title: Finance and Administration Department - June 2022
Report Highlight: Read 77 inactive meters – project complete/now reading monthly
Name and Title: Allison Martin, Finance Director

Recently Completed:

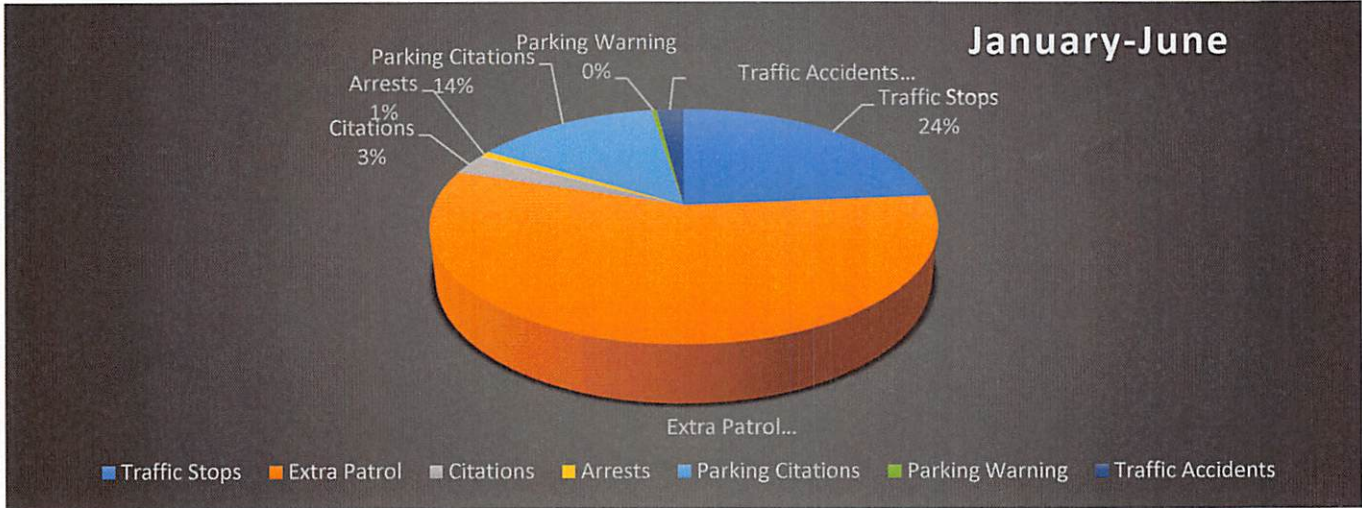
- Received ST-12 sales tax refund for Achasta Lift Station Project - \$14,454.43
- Investment program structured and earning interest on reserve funds
- Rate study underway – first draft of technical memo received
- Serveline discovery work underway
- RFPs for IT and website received and are under review

Underway:

- Internal audit of assets
- Internal audit of position control
- Website updates to include a searchable minute function and overall search engine refinement to create a better end-user experience.
- Administration of American Rescue Plan (ARP) grant
- Establish and set up Employee Portal on new software; implement and train employees on benefits and use.
- Update employee evaluation forms and document procedures for employee review processes and performance development plans.

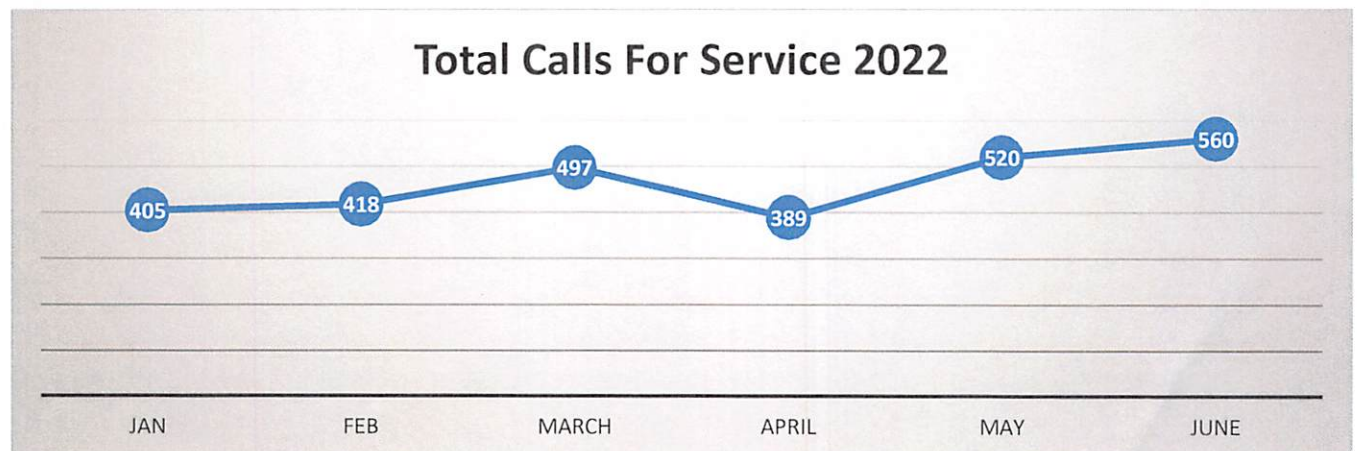
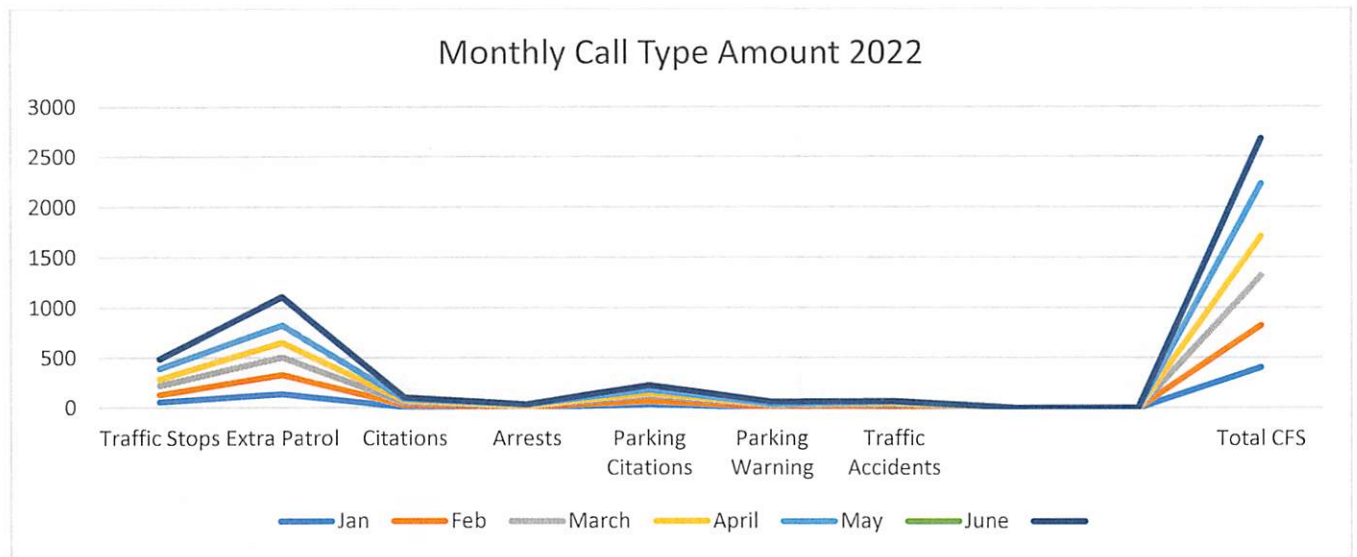
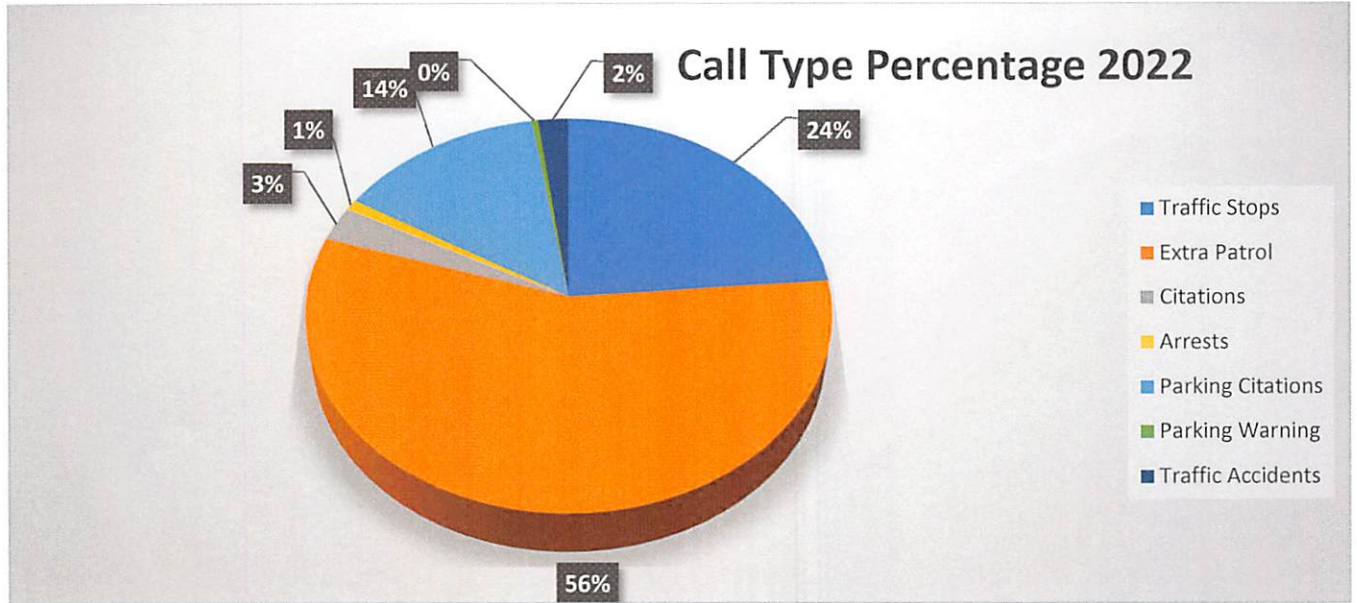
Near Term:

- Update financial policies.
- Update purchasing policy to include a vendor preference provision.
- Develop and implement employee meetings to provide appropriate training and update HR forms; promote employee education related to City retirement plans.
- Review additional finance files in long-term storage to determine what should be destroyed per the retention schedule.
- Audit of Utility Billing address points against MSAG/E911/USPS data.



Dahlonega PD Calls for Service 2022

| Calls for Service | January | February | March | April | May | June |
|-------------------|---------|----------|-------|-------|-----|------|
| | Jan | Feb | Mar | Apr | May | June |
| Traffic Stops | 58 | 71 | 94 | 62 | 108 | 97 |
| Extra Patrol | 138 | 192 | 175 | 146 | 178 | 284 |
| Citations | 7 | 20 | 21 | 24 | 16 | 15 |
| Arrests | 2 | 5 | 5 | 7 | 10 | 4 |
| Parking Citations | 34 | 32 | 56 | 19 | 40 | 44 |
| Parking Warning | 1 | 8 | 13 | 9 | 6 | 3 |
| Traffic Accidents | 5 | 12 | 15 | 13 | 15 | 6 |
| | Jan | Feb | Mar | Apr | May | June |
| Total CFS | 307 | 418 | 497 | 389 | 520 | 560 |





Dahlonega Police Department

City of Dahlonega
465 Riley Road
Dahlonega, Ga 30533



DPD Daily Activity Report

Printed on July 6, 2022

| | |
|---|--------------------------------|
| Officer: | Date: 6/30/22 |
| Shift: | District: |
| Radar: | Cal. Time: |
| Laser: | Cal. Time: |
| Number of Calls for Service: 560 | Patrol Vehicle # |
| Citizen Contacts 0 | Incident Reports 24 |
| Alcohol Checks 0 | Accident Reports 6 |
| Traffic Stops 97 | Juvenile Complaint: 0 |
| LPR Patrol Hours 0 | Criminal Trespass 2 |
| Traffic Citations Issued 15 | Drug Arrest: 0 |
| Traffic Warnings Issued 23 | Shoplifting 0 |
| LPR Citations Issued 0 | Disorderly Conduct: 0 |
| Stolen Vehicle Recovered 0 | Underage Consumption 0 |
| Parking Citations Issued 44 | Animal Complaint: 7 |
| Parking Warnings Issued 3 | Public Drunk 0 |
| Traffic Fatalities 0 | Motorist Assist 12 |
| Accidents to GSP 0 | Trouble Alarms 10 |
| DUI 0 | K-9 Assists: 0 |
| DUI to GSP 0 | Fugitives Apprehended 4 |
| Stolen Vehicle: 0 | Road Checks: 0 |
| Officer Assist LCSO 8 | Funeral Assist: 2 |
| Officer Assist Other 2 | Other: 12 |
| Extra Patrol 284 | |



Department Report

Report Title: Dahlonega Police Department – June 2022

Report Highlight: RADAR # 2 Donated to Georgia State Patrol, Bicycle Patrol

Name and Title: George Albert, Chief of Police

Recently Completed:

- Agency terminal for GCIC was reactivated
- Donation of second RADAR Unit to Georgia State Patrol
- Officer Kupari is now using License Plate Reader (LPR) during shift
- Officer Weeks completed Interview & Interrogation Class at UNG
- Selective traffic enforcement in community
- New bicycle uniforms for bike patrol
- Memorandum of Understanding with UNG
- Applied for a bulletproof vest grant with the Department of Justice

Underway:

- Addressing various code violations and issuing warning notices for corrective actions
- Continually monitoring problematic parking areas and taking appropriate action
- Selective traffic enforcement in various areas to seek voluntary compliance
- Pre-event meeting for the 4th of July event
- Review additional locations in community to become RADAR approved roads
- Bicycle patrol of the community

Near Term:







Department Report

Report Title: Public Works—June 2022

Name and Title: Mark Buchanan, PW Director/City Engineer

Recently Completed:

- Planting of sunflowers at kindergarten property.



- Continued improvements to Wimpy Mill Bridge, this time by City crews. This image highlights some of the up-close construction techniques employed by our workers.



- Hawkins Street sidewalk repair between Meaders and North Grove. The areas shown below are currently being demolished and will soon be reconstructed by city crews.



Underway:

- Oliver Drive storm drain.



- Awning installation at City Hall rear entrance. This is one of the final improvements to this area to reduce the stormwater load at the rear entrance.



- Design of sidewalk and street modifications near the Head House. This design has been on hold, pending final placement of structure.
- Park Street water, sewer and storm design drawings in progress. Meetings with homeowners along route have begun.
- Continued design of the Morrison Moore Pedestrian Bridge.
- Creation of a heavily revised set of Development Regulations.
- Discussions and planning in coordination with UNG and GDOT for a sidewalk along Morrison Moore Parkway from Calhoun Road to the new Public Safety building, previously Stake 'n Shake.
- Mapping of City utilities by GMRC. This is an ongoing 2-year project.
- Working with Lumpkin County to ensure appropriate upgrades of Pine Tree Way related to elementary school construction.

Upcoming (these projects are currently either in concept, design or build phase):

- **South Chestatee turn lane and UNG entrance reconfiguration. The new entrance will be installed soon and will align with Arcadia Street.**
- East Main at Meaders raised crosswalk reconstruction.
- Installation of additional curb and gutter near intersection of Memorial Drive, West Main and Mechanic Street by GDOT crews as part of a GDOT Quick Response project.
- Arcadia Street water and sewer main project/Mechanic Street to Morrison Moore sidewalk. Bids were received the week of 7/4/2022. Given the results, re-evaluation of this project is underway.
- North Grove St. sidewalk upgrades.
- Memorial Park Cemetery storm drain installation. To be performed by city crews.
- Choice St. parking lot overlay.
- Downtown tree installation (East Main).
- Mechanicsville Road storm drain installation.



Department Report

Report Title: Water & Wastewater Treatment Department Report June 2022

Report Highlight: I am glad to report that the water plant employee that had some health issues is back at work, operating the plant during his normal hours. The other operators had to shift around a lot to fill in during this nearly two-month experience. Special thanks to them working the extra hours and sometimes cancelling their time off to keep the water flowing. This issue is being addressed in the upcoming fiscal year budget. The Barlow Lift Station Rehab Project does not have a start date as of this report. We agreed to set the construction start date just as soon as we have a delivery date on the equipment for the station. This is becoming a normal practice under the current status of supply and demand for mechanical parts.

Name and Title: John Jarrard, Water/Wastewater Treatment Director

Recently Completed

- Split sampling with Koyo, part of the Industrial Pre-Treatment Program
- Chlorine Dioxide Generator Panel Repair
- Pre-construction meeting with Engineers and WL Griffon Co. for Barlow LS
- Annual Watershed Study Report submitted to the State
- THM/HAA Quarterly water samples delivered to the EPD Laboratory
- Public Notice on Flushable Items for the Wastewater System.
- Cross-Connection Control Program and Backflow Preventive Program submitted to the state for approval.

Underway:

- Wastewater flow meter change out at Camp Glisson
- DMR-Quality Assurance wastewater testing for the EPD
- Annual 129 Priority Pollutants Wastewater Test
- Annual W.E.T. (Whole Effluent Toxicity) Test
- Repairs to Floc Tank #1 Pressure Probe
- Repairs to Rack #2 Filter Pressure Transmitter
- Repairs to VFD coolant system on Floc Tank #2
- Koyo Lift Station Rehab Engineering and Design (Turnipseed Engineering)

Near Term:

- Annual Preventive Maintenance Service on our larger lift stations (Flygt Contract)
- Filter Cloth replacement at WWTP
- Discharge Permit for the WWTP
- Camp Glisson Lift Station Rehab (Capital Item)
- Copper/Lead Water Sampling (20 sites)



Ordinances and Resolutions

DATE: July 5, 2022
TITLE: Ordinance 2022-10: An ordinance to provide for further clarification regarding prohibited signage
PRESENTED BY: Doug Parks, City Attorney

AGENDA ITEM DESCRIPTION:

This is an ordinance to provide further clarification for prohibited signage regarding signs containing words, pictures or statements that are obscene as well as signs that advertise or promote any activity, service, product, or item prohibited by laws or regulations.

HISTORY/PAST ACTION:

None.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Recommendation to be forwarded to the Planning Commission for review and recommendation.

SUGGESTED MOTIONS:

Motion to approve.

ATTACHMENTS:

Ordinance 2022-10

Ordinance 2022-10

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF DAHLONEGA, GEORGIA, SUBPART B: LAND USE AND LAND DEVELOPMENT; CHAPTER 123: SIGNS; SECTION 123-9: PROHIBITED SIGNS AND DEVICES; TO ALLOW FOR ADDITIONAL SUB-SECTIONS (22) AND (23).

Short Title: "An ordinance to provide for further clarification regarding prohibited signage."

WHEREAS, the Mayor and City Council deem it necessary to provide for further clarification of prohibited signage regarding signs containing words, pictures or statements that are obscene; and

WHEREAS, to provide for further clarification regarding signs that advertise or promote any activity, service, product, or item prohibited by laws or regulations.

NOW, THEREFORE, BE IT ORDAINED by the Dahlonega City Council, and it is ordained by authority of the same, that Subpart B, Chapter 123, Section 123-9, is hereby amended to include additional Sub-Sections (22) and (23) to read as follows:

(22) Signs that contain words, pictures, or statements that are obscene, as defined by O.C.G.A. § 16-12-80.

(23) Signs which advertise or promote any activity, service, product, or item prohibited by the laws or regulations of the United States or the state of Georgia or by the ordinances or resolutions of the City. This section shall not prohibit signs promoting the legalization of any matter presently prohibited by federal, state, or local law.

Except as modified herein, The Code of the City of Dahlonega, Georgia, is hereby reaffirmed and restated. The codifier is hereby granted editorial license to include this amendment in future supplements of said Code by appropriate section, division, article or chapter. The City Attorney is directed and authorized to direct the codifier to make necessary minor, non-substantive corrections to the provisions of this Code, including but not limited to, the misspelling of words, typographical errors, duplicate pages, incorrect references to state or federal laws, statutes, this Code, or other codes or similar legal or technical sources, and other similar amendments, without necessity of passage of a corrective ordinance or other action of the Mayor and Council. The City Clerk shall, upon the written advice or recommendation of the city attorney and without the necessity of further council action, alter, amend or supplement any non-codified ordinance, resolution or other record filed in his or her office as necessary to effect similar non-substantive changes or revisions and ensure that such public records are correct, complete and accurate.

All ordinances or parts of ordinances in conflict herewith are hereby expressly repealed, and the entirety of Section 123-9 is hereby re-adopted as amended herein.

[EXECUTION ON FOLLOWING PAGE]

SO ORDAINED, this _____ day of _____, 2022.

Approved: _____
JoAnne Taylor, Mayor

ATTEST:

_____ (SEAL)
Mary Csukas, City Clerk



KB Advisory Group
1447 Peachtree Street NE
Suite 610
Atlanta GA 30309
404.845.3550

May 25, 2022

Jameson Kinley
Planning and Zoning Administrator
City of Dahlonega, Georgia
465 Riley Road
Dahlonega Georgia, 30533

PROPOSAL

Comprehensive City-wide Housing Market Study, Needs Analysis, and Strategy Development

Dear Mr. Kinley,

Thank you for reaching out to our firm about the possibility of conducting a study to assess the City of Dahlonega's housing needs and goals. We understand you are interested in a housing analysis that addresses Dahlonega's current housing market, housing affordability and availability, as well as the unique characteristics impacting Dahlonega's market. We appreciate the opportunity to provide the City of Dahlonega a city-wide housing analysis proposal, and we look forward to working on this engagement.

From our past and recent work in the area, we know that multiple aspects of Dahlonega attract a varied audience seeking housing opportunities including UNG students, faculty & staff, tourists, the local workforce, second home buyers, and full-time residents. Our proposed work will provide you with a perspective on how current and future residential market trends will impact Dahlonega over the coming years. The research, analysis, and conclusions can provide key inputs for making future land use, planning, and real estate development policy decisions.

We find that often these housing assessments have dual purposes: first is the technical analysis, which provides abundant data points and interesting insights into your local residential marketplace, which can inform and enhance your decision-making processes for housing locally. The second is the communication aspect, which gives staff and elected officials the tools and information they need to communicate to constituents the rationale for crucial policies related to land use and housing.

Our proposed assessment will answer questions related to the Dahlonega's housing market such as:

- What are the economic and demographic drivers of housing demand city-wide in Dahlonega?
- What does the Dahlonega's future rental housing demand look like? Is there a need and opportunity for more rental housing in the city, both student and non-student?
- What about for-sale housing? What products and price points are likely to be attracted to Dahlonega, and are the City's policies aligned appropriately with future demand for new single-family for-sale product?



- Given that a city's appeal as a tourist destination, what are the impacts and outlook for short-term rentals? How do short-term rentals impact housing attainability?
- Further, how is Dahlonega's housing market impacted by second home purchases?
- What tools or funding resources are available to best position Dahlonega's housing market to improve overall livability?

We see the assignment as incorporating six key elements that will be addressed in the proposed scope of work outlined below:

1. Data analysis of housing supply and demand drivers in Dahlonega
2. Qualitative assessment of local housing preferences
3. Regional/comparable cities analysis
4. Identification of housing demand and corresponding needs/gaps
5. Housing strategy: Recommended alignment of current policy to comply with housing needs
6. Final Report.

Based on our understanding of the issues, we have prepared the following scope of services to conduct a rental housing needs assessment for the City of Dahlonega.

Project Scope

Task 1: Housing Supply/Demand Assessment

Housing Supply/Demand Analysis

We will examine the trends in the performance of the housing market in Dahlonega and the broader regional market to define the current inventory and set of new developments, for-sale and rental communities, etc. This will include an analysis of recent and planned changes to the housing supply in the area, both currently and in the development pipeline. We will evaluate the supply in terms of:

- Unit types
- Age/condition
- Unit characteristics, size, and amenities
- Sales trends, pricing, rents
- Occupancy and tenure trends
- Short-term rental trends
- Second home trends

Housing Demand Analysis

We will assess the housing demand drivers in Dahlonega by examining the following key local economic and demographic trends including:



- Population and household trends
- Employment and local workforce trends
- Household income patterns
- Migration and turnover ratios
- Housing tenure preferences
- Affordable housing needs based on demographic data
- U. of North Georgia's student, faculty, and staff housing demand
- Short-term rental occupancy

We will gather the above data through both primary and secondary research methods.

Task 2: Qualitative Assessment of Local Housing Preferences

As part of the preparation of the housing strategy we will conduct a set of **stakeholder interviews** to get a detailed understanding of the housing market in Dahlonega from an “on-the-ground” perspective. We intend to interview local land use officials, real estate professionals, managers of apartment communities, area developers, and other local stakeholders including major employers.

With your assistance, we will also plan a one-to-two-hour **public information sharing** in which we will deliver a short presentation on our work. This presentation will kick-off an open house-style session in which we will provide boards and other visuals that illuminate our work and findings. This type of sharing session is typically most useful to our work prior to our final analysis so that we can incorporate feedback from the session in our recommendations. However, you may determine that this session is most useful after the bulk of our work and recommendation delivery. Thus, timing of this session is to be determined.

We would also deliver one presentation of the draft or final report to a board or committee of your choosing (typically the city council).

Task 3: Regional/Comparable Cities Analysis

As part of the assessment of local housing supply and demand drivers we will prepare a **Regional/Comparable Cities Analysis** to examine housing by type found in Dahlonega compared to a sample of up to five similar and/or nearby Georgia towns for comparison. This analysis will provide useful information on other similar cities in terms of the mix of housing that best achieves a successful balance in the local housing market for those communities. It is likely that we will use Blue Ridge and Gainesville in the comparative set, both North Georgia destinations that we have recently studied as part of similar analyses described herein.

Task 4: Housing Gap Analysis

We will prepare a housing demand analysis by forecasting housing demand in Dahlonega for the next five years to determine future housing demand by tenure (owner/renter) and price range. This will allow for conclusions regarding the depth of housing needs at all price points. Additionally, this demand will allow us determine demand for housing by householder age.



The demand analysis in this task, combined with the supply analysis in the previous tasks, will be used to determine the portions of the ownership and rental housing markets that are in demand but not attracting new production. We will look at the level of housing production that is required to meet future housing needs over the coming years.

Based on the results of the preceding analytic steps, we will prepare an assessment of the housing need in Dahlonega that considers the following factors:

- The anticipated demand for housing of various types in the city over the coming years by housing type
- The capacity of the current housing inventory to accommodate growth in demand
- The status of future additions to supply already in the development pipeline or planned
- Estimates of any unmet housing needs based upon an assessment of the preceding factors.

Task 5: Aligning Current Policy to Housing Needs

Once we have determined the appropriate level of housing need, a critical next step is to make sure the City's land use policies and regulatory framework are aligned with its long-range opportunities and goals. In this portion of the study, we will identify a series of strategies designed to align housing development with the needs generated by new employment and demographic changes occurring in Dahlonega. We will examine key conditions affecting housing development in terms of:

- Current locations for housing development, both for greenfield development and redevelopment/infill
- Potential housing opportunities near employment and commercial centers
- For-sale and rental housing trends indicating preferred development areas
- Identify current barriers to housing development and the potential tools available to improve existing housing and create future housing which is contextually appropriate for Dahlonega
- Adequacy of land use policies/zoning capacity and approval process to support future housing development.

The purpose of this task in the housing strategy will be to identify a number of specific recommendations for improving the performance of the local housing market in providing a range of housing alternatives to support the economic growth of the community and enhance the quality of life for current and future residents. These recommendations will be tailored to speak to public sector policy initiatives.

Task 6: Final Report

After the analysis period we will prepare a draft report on the results of the preceding tasks that will provide our findings and recommended housing strategy for Dahlonega over the 2022-2027 period. We will provide you with a digital copy of the draft report and be available to discuss the



findings with you at your convenience. As mentioned above, after soliciting and incorporating feedback on our work, we will be available to make one final presentation of the report to the public, or public entities, at your direction.

TIMING AND FEE

Based on our extensive experience conducting this type of analysis, and the suggested scope of services outlined above, we estimate it will take approximately **16 weeks** from your authorization to complete the housing strategy and deliver the first draft of the report.

Our fee for the housing study assignment is **\$45,500**, which is inclusive of all expenses.

| Proposed Fee by Task | |
|---|-----------------|
| Carrollton City-wide Housing Study | |
| Task 1: Supply and Demand Analysis | \$12,750 |
| Task 2: Qualitative Assessment | \$7,100 |
| Task 3: Comparable Cities Analysis | \$6,200 |
| Task 4: Identify Housing Needs/Gaps | \$8,500 |
| Task 5: Housing Strategy | \$7,500 |
| Task 6: Final Report | \$3,500 |
| TOTAL LUMP SUM FEE | \$45,500 |

We require a **retainer of \$9,110** for this assignment (20% of the total fee), which will be applied to the final invoice. We will invoice you on a monthly basis for the work completed that month. Our invoices are due and payable within 30 days. The following terms and conditions are an integral part of our proposal.

If this proposal is acceptable to you, please sign and return a copy to us as authorization to proceed. We look forward to continuing our work with you.

All the Best,

Geoff Koski, President
KB | ADVISORY GROUP

Accepted by: _____
 Date: ____/____/____



NOTE: After 20 years, **Bleakly Advisory Group** is now doing business as **KB Advisory Group**.

Terms and Conditions Governing this Research and Report

Accuracy of Report: Every reasonable effort will be made to ensure that the data developed in this assignment reflect the most accurate and timely information possible and is believed to be reliable. This consulting assignment will be based on estimates, assumptions and other information developed by KB Advisory Group (“KBAG”) from its independent research efforts, general industry knowledge and consultations with the client for this assignment and its representatives. No responsibility is assumed for inaccuracies in reporting by the client, its agents or representatives or any other data source used in preparing or presenting this study. The research and reports are based on information that is current as of the date of the report. KBAG assumes no responsibility to update the information after the date of the report. The research may contain prospective financial information, estimates or opinions that represent our view of reasonable expectations at a particular point in time, but such information, estimates or opinions are not offered as predictions or as assurances that a particular outcome will occur. Actual results achieved during the period covered by our prospective analysis may vary from those described on our research and report and variations may be material. Therefore, nor warranty or representation is made by KBAG that any of the projected values or results contained in the work product from this assignment will actually be achieved.

Usage of Report: The research product may not be used, in whole or in part, in any public or private offering of securities or other similar purpose by the client without first obtaining the prior written consent of KBAG.

Termination: Should you determine to terminate this agreement for any reason you agree to so notify KBAG via letter and agree to pay for work completed by KBAG up to the date of the notification of termination.

Entirety of Agreement: The terms and conditions of this agreement embody the entirety of the agreement and understanding between the parties hereto and there are no other agreements and understandings, oral or written, with reference to the matter hereof that are not merged herein and superseded hereby. No alteration, change, or modification of the terms of the agreement shall be valid unless made in writing and signed by both parties.

Dispute Resolution: If a dispute arises out of or related to this agreement, or the breach thereof, the parties will attempt to settle the matter through amicable discussion. If no agreement can be reached, the parties agree to use mediation before resorting to a judicial forum. The cost of the third-party mediator will be shared equally by the parties.

Limitation of Liability: The client agrees that as a result of any mediation or legal action resulting from this assignment KBAG’s maximum liability is limited to the fees it receives for the assignment.

Governing Law: The agreement shall be governed by the laws of the State of Georgia.

**Joint Agreement
Local Option Sales Tax
Lumpkin County
City of Dahlonega**

CERTIFICATE OF DISTRIBUTION

To: The State Revenue Commissioner

Pursuant to an Act of the Georgia General Assembly, effective January 1, 1980, relating to Local Sales & Use Taxes, the governing authorities for the qualifying municipality and the county located within the special district coterminous with the boundaries of Lumpkin County hereby certify that the proceeds of the combination city/county local sales and use tax generated in such district shall be distributed by the State Revenue Commissioner as follows:

The CITY OF DAHLONEGA shall receive twenty-five per cent (25%)

The COUNTY OF LUMPKIN shall receive seventy-five per cent (75%)

This certificate shall continue in effect until such time as a new certificate shall be executed as provided in said Act.

By executing this schedule the county and city, acting by and through their respective officers, represent that all municipalities lying wholly or partly in the tax jurisdiction have been given an opportunity to show that they are "qualified municipalities" as that term is used in the Act, and that all municipalities listed herein as recipients are "qualified" and so many receive distribution from the proceeds of the tax.

Executed on behalf of the governing authorities of the qualifying municipality, and representing not less than a majority of the aggregate population of all qualifying municipalities located within the special district and the governing authority of the county, this 19 day of July, 2022.

Chris Dockery, Chairman
Lumpkin County Board of Commissioners

JoAnne Taylor
Mayor of Dahlonega

Attest:

Attest:

Melissa Witcher
Lumpkin County Clerk

Mary Csukas
City Clerk



CERTIFICATE OF DISTRIBUTION

TO: State Revenue Commissioner

Pursuant to an Act of the Georgia General Assembly, effective January 1, 1980, relating to Local Sales & Use Taxes, the governing authorities for the qualifying municipalities and the county located within the special district coterminous with the boundaries of Lumpkin County hereby certify that the proceeds of the combination city/county local sales and use tax generated in such district shall be distributed by the State Revenue Commissioner as follows:

City of Dahlonega shall receive 25 %

City of _____ shall receive _____ %

City of _____ shall receive _____ %

City of _____ shall receive _____ %

City of _____ shall receive _____ %

City of _____ shall receive _____ %

County of Lumpkin shall receive 75 %

This certificate shall continue in effect until such time as a new certificate shall be executed as provided in said Act.

By executing this schedule, the county and cities, acting through their respective officers, represent that all municipalities lying wholly or partly in the tax jurisdiction have been given an opportunity to show that they are 'qualified municipalities,' as that term is used in the Act, and that all municipalities listed herein as recipients are 'qualified' and so may receive distribution from the proceeds of the tax.

Executed on behalf of the governing authorities of the qualifying municipalities representing not less than a majority of the aggregate population of all qualifying municipalities located within the special district and the governing authority of the county, this 19 day of July 2022.

MAYOR OF THE CITY OF Dahlonega

MAYOR OF THE CITY OF _____

MAYOR OF THE CITY OF _____

MAYOR OF THE CITY OF _____

MAYOR OF THE CITY OF _____

MAYOR OF THE CITY OF _____

CHAIRMAN BOARD OF COMMISSIONERS OF _____

Lumpkin COUNTY