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WORK SESSION  
AGENDA

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**CALL TO ORDER**

**AGENDA APPROVAL**

**REPORTS BY MAYOR, COUNCIL, AND STAFF**

**OLD BUSINESS**

1. Resolution 2024-54: A Resolution Accepting From KH Twin Lakes, LLC. The Dedication of 0.235 Acre South of Great Salt Lane, Developed As a Sewage Lift Station in Twin Lakes Planned Unit Development (PUD) And Authorizing the Recording of a Warranty Deed

**NEW BUSINESS**

1. Authorize the city to initiate a rezoning request (Z-24-04) for its 11.25 acres of property on the north side of Peachtree Road (Map/Parcels 120/010B, 120/010E, 120/010I, and 120/010C) from R-1 (Single Family Low Density Residential District) to INST (Institutional) District
2. Authorize the city to initiate a rezoning request (Z-24-05) for 11.5 acres (Kumar's "Enclave" project) from PUD (Planned Unit Development) District, Conditional per Ordinance Z-21-11 as modified by Ordinance Z-22-09, to PUD (Planned Unit Development) District Conditional, to modify certain zoning conditions
3. DDA Board Member Recommendations
4. Personnel Policy Update: Paid Time Off
5. Water and Sewer Connection/ System Development Fees

**CITIZEN INPUT**

**EXECUTIVE SESSION (IF NEEDED)**

**ADJOURN**

**Upcoming Events:**

December 18 <sup>th</sup> @ 6:00pm	City Council Regular Meeting
December 20 <sup>th</sup> @ 6:00pm	Planning & Zoning Commission Meeting
December 19 <sup>th</sup> @ 6:30pm	Community Conversations: Mental Health Awareness
	<i>Special Guests: Judge Ben Green, Jessica Greene, &amp; Takari Tatum</i>

## **CIVILITY PLEDGE**

The way we govern ourselves is often as important as the positions we take. Our collective decisions will be better when differing views have had the opportunity to be fully vetted and considered. All people have the right to be treated with respect, courtesy, and openness. We value all input. We commit to conduct ourselves at all times with civility and courtesy to each other.

## **CITY OF HOSCHTON RULES OF DECORUM**

The purpose of the Rules of Decorum is to foster an atmosphere of civil and courteous discourse, even and especially when discussing contentious topics, at all meetings held by the City of Hoschton.

a. Rules applicable to the public

1. Each speaker will be given 5 minutes during public comment.
2. Each speaker will direct his or her comments to the Mayor or presiding officers and not to any other individual present.
3. Each speaker will refrain from personal attacks, foul or abusive language, and will maintain a civil and courteous manner and tone.
4. Each speaker will speak only to the agenda item under consideration. This does not apply during the Public Comment agenda item.
5. Members of the audience will respect the rights of others and will not create noise or other disturbances that will disrupt the meeting.

b. Rules for Mayor and Members of Council, Committees, Boards, or Commissions

1. Members will conduct themselves in a professional and respectful manner at all meetings.

# DEPARTMENTAL REPORTS

## CITY MANAGER REPORT

NOVEMBER 2024

- The City Mayor and Council approved purchasing land for the future City Hall / Police Complex off Peachtree Road.
- The Mayor and staff have worked on Golf Cart Ordinance and in hopes to have this to Council at the January meeting.
- Mayor Martin and City Manager met with Mr. Matt Rupal to discuss future of the garden on West Broad Street
- Mayor, Councilmember Dave Brown and City Staff met with Mr. Joseph Boyd and Mr. Michael Haire to discuss master traffic plan.
- We are continuing to review logo's for the South Water Tank and close to a final decision.

Respectfully Submitted,

Jennifer Harrison

## 2024/2025 On-Going Projects

City Project	Est. Cost	Grant	Est. Completion	Project Fund
Mulberry Park (153 Mulberry)	\$1.5 Mil	\$500,000 LWCF	Winter 2026	General
WWTP Phase 2 .5 to .95 MGD	\$25 Mil	\$2.2 Million SLFRF Grant	Fall 2025	Sewer
Water Booster Pump	\$720,000	\$440,000 SLFRF Grant	Fall 2024 COMPLETED	Water
WWTP Phase 3 .95 to 2.0 MDG	\$8 Mil	No	Winter 2028	Sewer
Main Water Line Upgrade Phase 1B	\$948,431.00 (Under Budget)	No	COMPLETED	Water
South Water Tank	3,015,906.00 (Under Budget)	\$1 Million ARC	Spring 2025	Water
Broad Street Paving	\$314,845.00	\$45,312.19 LMIG	COMPLETED	General
Public Works Building	\$812,784.50	No	Winter 2024	General
Panther Court	\$1.2 Mil	\$600,000 CDBG	Early Winter 2025	Sewer
Parking Deck	TBD	TBD	TBD	General

Updated 12/2/2024



## **PUBLIC WORKS DEPARTMENT**

**MONTHLY REPORT NOVEMBER 2024**

**The Public Works Department completed the following in addition to normal day-to-day duties.**

- **Working on changing out endpoints that are reading properly on meters.**
- **Stormwater – We are in the process of completing the Stormwater Audit.**
- **Installation of Septic Tank at PW Building was completed.**
- **Public Works department all completed Blue Card training and received cards for completion.**
- **Working with EMI and other staff on updating Road Inventory list and getting numbers prepared for 2025 LMIG.**
- **Restriping was completed on several roads around town including Peachtree Road, New Street, E. Jefferson, etc.**
- **Met with Josh with Badger Meter to look at problem meters and also demo a new meter.**
- **Working with EMI on getting Booster Pump online. Did the initial startup testing early November, hoping to complete before year end.**
- **Continuing to work with the West Jackson Fire Department to get any Hydrants in town that are out of service back in service.**
  - **14 total out of service**
  - **5 repaired in October – 2 @ Amy Industrial, 3 in Brighton Park Subdivision (Previously 6 were repaired in August )**  
**(Fire Department will go out to recheck)**

## **Building Department Activity Report for November 2024**

- ❖ Permit activity
  - 23 Total permits issued
    - Permit Fees totaled \$90,194.18
    - 17 were for new single-family residences
    - 48 Certificates of Occupancy were issued
- ❖ Inspection Activity
  - 485 inspections were completed
    - Approximately 84% passed
- ❖ Kroger began inspections this month

## **Police Department Report 12/05/2024**

1. **Reports and Citations**- The Police Department generated right at 3050 incident numbers since Jan. 1 and wrote 84 citations in the month of November.
2. **Court**- We will have court again on December 19th at City Hall.
3. **Training**: Everyone has successfully completed all their required training for the year, including use of force, firearms, de-escalation, gangs, etc....
4. **Vehicles**: We are still awaiting the arrival of the equipment for the new Durango.
5. **Chief**-
  - Attended an area wide Chiefs meeting where we trained on Insurance Investigations.
  - Attended a Veterans event at Cresswind



**CITY OF HOSCHTON, GA  
CONSULTING CITY PLANNER'S REPORT  
ACTIVE, ONGOING AND FUTURE TASKS  
November 27, 2024**

<b>Category</b>	<b>Description of Task</b>	<b>Status</b>	<b>Notes</b>
Annex/zoning	Z-24-03 JTG Holdings Annexation Maddox Road	Scheduled 12/18 Planning Comm.	Annexation notice issued 11-15-24
Annex/zoning	Z-24-04 Covered Bridge Annexation	Incomplete – traffic study required	Met 11/13/24; urged withdraw
Conditional use	CU-24-01 Pittman Day care in MU (SR 53)	Scheduled 12/18 Planning Comm.	
Development Permit App.	Tractor Equipment Company Warehouse Addition 3218 Highway 53 (113/021)	2 <sup>nd</sup> submission planning approved 11/14/24	GASWCC approved 11/14/24
Development Permit App.	Convenience Store and Retail (Twin Lakes Crossings, LLC)	planning 1 <sup>st</sup> review completed 6/30/2024	GASWCC denied 7/23/24
Development Permit App.	Tribute sewage lift station	2 <sup>nd</sup> Submission 11/8/24; Routed EMI 11/13/24	
Development Permit App.	Tribute Planned Unit Development	GASWCC conditionally approved	2 <sup>nd</sup> submission 10/23/24
Development Permit App.	Aylo Health	Planning 1 <sup>st</sup> review completed 9/11/24 (minor plat needed)	GASWCC denied 8/28/24
Development Permit App.	Aberdeen POD A land disturbance and development permit and POD B land disturbance permit	Land disturbance permit issued 11/27/24	Development permit not yet issued.
Development Permit App.	Aberdeen POD C land disturbance and development permit	Planning 1 <sup>st</sup> review completed 8/13/24	GASWCC Denied 2 <sup>nd</sup> submission
Development Permit App.	Aberdeen sewer pump station	Revised plans received 11/1/24	Routed for review 11/13/24
Development Permit App.	Heartland Dental	Planning 2 <sup>nd</sup> review 6-18-24; EMI 2nd	GASWCC denied 07/01/24
Development Permit App.	Henry Street Townhomes (24 fee simple townhouses)	2 <sup>nd</sup> Submission 3-6-24	Hold per City engineer 5/14/24
Minor Plat	Aberdeen combination plat and boundary line adjustment (church)	Submitted, commented 11/19/24	Gave comments verbally 11/19
Final Plat	Twin Lakes Phase 11B	Released for recording 11/20/24	City Council approved 11/19/24
Ordinances	TA 2024-04 Zoning Ordinance amendment (reversion of approval)	Codify in new ord.	Adopted 11/19/24
Ordinances	Ordinance O-24-05 Amend Subdivision and Land Development Ordinance regarding oversizing of utilities and development agreements	Codify in new ord.	Adopted 11/19/24
Ordinances	City Code Amendment Motorized Carts	Met 11/6/24 to discuss but no action taken	Revise Municode version after review
Ordinances	Indemnity and Defense of Local Elected and Appointed Officials	Do not process yet per city attorney	

**Consulting City Planner's Report, 11/27/24**

Administration	Intergovernmental agreement with Jackson County for collection of county development impact fees (Z-23-03)	Met 8/14/24 – county to counter-propose projects	Generally there is lack of agreement
Dedication	Land: Twin Lakes Pump Station 4 (196 Truman Court)	Deferred 11/19/24 (no papers)	December agendas
Special Projects	Sewer Lift Station inventory		Ongoing
Special Projects	10-year Study (Budget Projection based on Development Buildout)	Revised land use change commercial building data 8/16/24	David Brown spreadsheets complete
Special Projects	5-Year update of comprehensive plan (requires steering committee)	11/20 public hearing plan comm	

November 27, 2024

# OLD BUSINESS

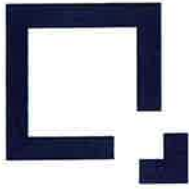
## ITEM #1

Resolution 2024-54: Acceptance of the Dedication of  
0.235 acre developed as a sewage lift station within Phase 4  
of Cresswind at Twin Lakes

# NEW BUSINESS

## ITEM #1

Authorization to initiate rezoning request Z-24-04 for  
the City of Hoschton's 11.25 acres on Peachtree Rd  
to INST (Institutional) District Zoning



**Jerry Weitz & Associates, Inc.**  
**Planning & Development Consultants**

1225 Rucker Road, Alpharetta, Georgia 30004  
Phone: (404) 502-7228 E-Mail: [jweitz@bellsouth.net](mailto:jweitz@bellsouth.net)

Growth Management  
Comprehensive Planning  
Zoning & Land Use Regulations  
Land Development Applications  
Expert Testimony  
Zoning Administration

**MEMORANDUM**

TO: Honorable Mayor and City Council, City of Hoschton  
c/o Jennifer Harrison, City Manager

FROM: Jerry Weitz, Consulting City Planner

DATE: November 30, 2024

RE: **City Council Work Session December 12<sup>th</sup>, Agenda Items:** Recommendation that the Council authorize initiation of rezoning applications (Z-24-04 and Z-24-05) for the City of Hoschton property at Peachtree Road and for modifications to Winpeacock, LLC (Sri Kumar's) Planned Unit Development (PUD) approved zoning district abutting city property, White Street, Industrial Boulevard, and SR 53

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**Summary Recommendation**

1. Authorize the city to initiate a rezoning request (**Z-24-04**) for its 11.25 acres of property on the north side of Peachtree Road (Map/Parcels 120/010B, 120/010E, 120/010I, and 120/010C) from R-1 (Single Family Low Density Residential District) to INST (Institutional) District.
2. Authorize the city to initiate a rezoning request (**Z-24-05**) for 11.5 acres (Kumar's "Enclave" project) from PUD (Planned Unit Development) District, Conditional per Ordinance Z-21-11 as modified by Ordinance Z-22-09, to PUD (Planned Unit Development) District Conditional, to modify certain zoning conditions.

**Overview and Background – City Assemblage**

The city recently purchased 11.25 acres of property (Map/Parcels 120/010B, 120/010E, 120/010I, and 120/010C) north of Peachtree Road near its intersection with SR 53. The subject property was purchased with the intent that it will become home to a new city hall building, police headquarters, potentially other civic space, parking, possible commercial outparcels, and park and open space.

Prior to purchase by the city, the city's consulting planner prepared a conceptual sketch of how the city's assemblage could be used and developed. That sketch indicated a building footprint for city hall and police headquarters with a road or commercial drive connecting Peachtree Road through the Enclave PUD to Industrial Boulevard. Generally, City Council viewed the proposed concept favorably and purchased the property with the understanding the site will likely become home to a new city hall and police headquarters building, and for parking and park space. There is much flexibility with the remainder of the land not devoted to city hall/police

headquarters, including a large parking field, park/open space, and additional institutional or commercial buildings.

In addition to purchasing the property, the city also acted on these concepts in two other important ways. First, it amended the future land use plan map to show the property as park, institutional and commercial. Second, it amended the capital improvements element of the comprehensive plan to reflect the proposal to construct a new city hall and police headquarters building on the site. Based on a general estimate by the city planner, via a change to the schedule of improvements of the capital improvements element, the city authorized the expenditure of park and open space impact fees and police impact fees to purchase the 11.25-acre assemblage. Impact fees have provided a sizable share of the funds needed to acquire the 11.25 acres, and the police impact fees collected can be utilized to fund a sizable share of the city's city hall/police headquarters building project.

### **Overview and Background – Enclave Planned Unit Development (Winpeacock)**

The city's new property assemblage abuts a similarly sized (11.5 acre) undeveloped parcel (Map/Parcel 120/010A) owned by Sri Kumar which also fronts on White Street, Industrial Boulevard, and SR 53. Per Ordinance Z-21-11, approved by City Council December 20, 2021, Dr. Kumar's 11.5 acres were rezoned from commercial to Planned Unit Development. The PUD ordinance authorized a project referred to as "The Enclave at Hoschton," with 225 multiple-family dwelling units, first intended to be condominiums, along with 60,000 square feet of commercial and nonresidential building space. That rezoning action, which was approved with 16 conditions, followed multiple, extensive preparatory discussions between planning staff and the owner as to desirable land uses and physical forms. The owner designed the project with the city planner's suggestions in mind. The subject property was and is viewed as an opportunity to develop the city's downtown area as a destination place, providing for relatively high-density housing and commercial development that will add visual interest and activity to the downtown area.

In August 2022, via Ordinance Z-22-09, City Council approved some modifications to The Enclave Planned Unit Development zoning conditions, namely, to authorize that the 225 dwelling units be "class A" apartments rather than residential condominiums, given difficulty in securing financing for a residential condominium development. The project was subject to the same, more or less, zoning conditions imposed by Ordinance Z-21-11. The conceptual site plan (see attached) and letter of intent for the project, are binding per condition #1 of Ordinance Z-22-09.

The binding site plan for the Enclave PUD provided for the commercial development to be concentrated at the north end of the property, along Industrial Boulevard and SR 53, with the apartments further south, abutting what is now city property. The consulting planner (zoning administrator) has determined that the proposed "flip" of residential and commercial uses would not be substantially in accordance with the required zoning conditions and will require rezoning action to modify conditions of zoning approval. Hence, this is the reason for the request to initiate changes to conditions for The Enclave.

### **Coordinating Development of The Enclave and City Property Assemblage**

The city (elected officials and staff) and Dr. Kumar had been in discussions from the outset, regarding coordinating development of the Enclave PUD with the city's plans for developing the abutting 11.5 acres. Specifically, it was determined that downtown placemaking objectives of

the city would be better met if some of the commercial portion (all of that except for the commercial block at Industrial Boulevard and SR 53) of the project could be "flipped" to the south and that the apartments (5 stories and 75 feet in height) would be better placed on the north end of the site, adjacent to the large building mass at the storage building on the north side of Industrial Boulevard. The owner, Winpeacock by Sri Kumar, was and is receptive under appropriate conditions to the idea of reorienting the land uses in the Enclave PUD so that much of the commercial development (and some of the project's most desirable amenities), rather than apartment buildings, would abut the city's property.

Additionally, the city's proposed project (which is conceptual in nature) has been viewed as an opportunity to provide a surface parking field that could assist in the development of a "main street" type of commercial project within Enclave and extending onto city property, while also serving the parking needs of the new city hall and possibly additional civic space. The owner has indicated definite willingness to "flip" the apartments and some commercial land uses as noted above, if the city develops the site in a way that will provide Enclave PUD with access to Peachtree Road and with an agreement for shared parking and certain other city actions. The city's proposed construction of a city hall building with police headquarters, with interparcel access from Enclave to Peachtree Road, is considered a linchpin to the success of The Enclave PUD as proposed to be reoriented. Similarly, the city's project is viewed as likely to be much more successful (and less expensive to construct) if coordinated with development of The Enclave.

The vision, in sum, is that the city will attain a new downtown, main street-style area via a public-private partnership for the two 11+ acre properties that will provide the same approved Enclave PUD but with reorientation of the design to meet multiple objectives of the city. Important to both The Enclave and the city's property is interparcel vehicular connection from Peachtree Road to Industrial Boulevard with a "main street" style design. In essence, a commercial driveway/access road would parallel the west side of SR 53 across (and connecting) the city and Enclave properties. In addition, it is desirable for the city to extend its multi-use trail from Nunley Farms subdivision on Peachtree Road through the city's property assemblage and through Enclave PUD to White Street. Indeed, conditions of approval for Enclave PUD, via the site plan and letter of intent, require that The Enclave extend the multi-use path through the project on the west side to White Street.

The city planner met with three times with Dr. Kumar and a team for the proposed development of The Enclave. Based on a request of the city planner, The Enclave development team put together a concept plan that would "flip" the apartments to the north and move some of the commercial buildings to the south. Also, per the city planner's request, the development team's engineer sketched out a conceptual plan for the city's property based on the city planner's initial concept. One significant difference between the two is that The Enclave team's conceptual site plan for the city's assemblage shows a civic center and only one commercial building on city property, whereas the city planner's initial sketch had multiple, small commercial buildings. This difference is relatively unimportant at this time, as the city may decide later what the ultimate use of the remainder of the city's assemblage will be (civic or commercial). Further, based on the city planner's request, The Enclave team's engineer designed the parking lot for the city property and also preliminarily designed a stormwater system for serving both properties. Attached to this memo is the approved site plan for Enclave PUD, and the proposed concept plan for both properties prepared by the development team's engineer. Ultimately, a development agreement between the city and Winpeacock will be proposed, to be considered simultaneously (more or less) with the proposed zoning actions.



**Approved PUD Concept Plan (2022)**  
**Note: Industrial Boulevard is shown as "Holder Avenue"**



**Request to Initiate Rezoning: City Assemblage and Winpeacock's The Enclave PUD**



**Conceptual Site Plan Showing Enclave and City Property Assemblage  
(prepared by PEC+ and funded by Winpeacock/Development Team)**

# NEW BUSINESS

## ITEM #2

Authorization to initiate rezoning request Z-24-05 for 11.5 acres (Kumar's "The Enclave" project)--currently zoned PUD (Planned Unit Development) District, Conditional (per Z-21-11 & Z-22-09), to modify certain zoning conditions



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**Request to Initiate Rezoning: City Assemblage and Winpeacock's The Enclave PUD**



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(prepared by PEC+ and funded by Winpeacock/Development Team)**

# NEW BUSINESS

## ITEM #3

DDA Board Member Recommendations:

Lendgrin Maddox

Mitchell Clark



## DDA Board Member Application

1. Name: **Lendgrin Maddox**

2. Address: **2484 Hwy 60 Pendergrass, GA 30548**

3. Phone: **770-231-3385**

4. Email: **hoschtonhardware@gmail.com**

5. How long have you been associated with the city either by living or owning a business: **I have owned and operated my business in the City of Hoschton since 1969, 55 years.**

6. Where are you currently employed? What is your current position? How long have you been with this company? If Self-employed, provide business Name and Address (A resume may be attached to provide professional information) **I am currently running my business, Hoschton Hardware. I have run this business in the city limits of Hoschton for 55 years. Hoschton Hardware is located at 3843 Hwy 53 Hoschton, GA.**

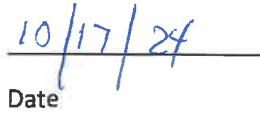
7. Either in the space below or on a separate attachment, please list any special skills or experience that you feel would be strengths for the DDA. (Professional experience, previous Board experience, volunteerism, personality characteristics, etc.) **I have served as a board member on the North Jackson Fire Board for 20 plus years. I have run a successful business for 55 years and partnered with others over the years to help them build successful businesses. My strengths include leadership and honesty. I serve on the deacon board at my church and have taken many young people under my wings over the years as a mentor.**

8. In the space below or on a separate attachment, please list your "vision" for the future of downtown Hoschton, and how you think Hoschton could work towards these goals. **I want to see Hoschton build more around small businesses. Create a town in the midst of progress that still offers the hometown feeling. To prevent progress from taking away the quaintness that has drawn so many to our little town. I have ran my business and raised my family here. Each of my children live in or within 5 minutes of Hoschton. They chose to stay here and raise their families because it is home. I want to help be part of the process that helps guide Hoschton through its growth, while maintaining that hometown it has been for many years.**

How can you help this process? **At my age I have seen lots of changes and I don't mind speaking up for what I think is positive. I would like to use my knowledge to help guide young generations in preserving our Hometown, while allowing progress to take place. I want to be a voice for all the mom and pop shops.**

I have read and fully understand this application for the DDA Associate Membership. I am willing to make a commitment to the revitalization of Downtown Hoshton and assist the DDA.

  
Signature

  
Date



**Hoschton Downtown Development Authority (DDA)  
Board Member Application**

Thank you for your interest in serving on the Hoschton's Downtown Development Authority (DDA) as a Board Member. Please take the time to read this application thoroughly before applying.

Being a DDA Board Member is a wonderful way to serve your community. It is not an easy job, but it is most definitely important, interesting, fulfilling, and exciting work. If you are voted to serve as a Board Member on the DDA Board, it is expected that you will attend one monthly board meeting (typically 60-90 minutes), as well as dedicate 10 to 15 hours/month outside of the Board meeting to conduct DDA business. It is best if Board Members have a somewhat flexible work schedule, as some DDA activities, meetings, and training may occur during normal business hours. Every effort will be made to alleviate inconveniences when possible. If you are unable to devote the necessary time, energy, and enthusiasm to the DDA, please do not apply. It is crucial that the DDA be a strong, committed, and viable organization-- we need a member with the same characteristics if we are going to achieve goals. If you are unable to commit to Board service at this time, there are still many other ways in which you may volunteer and help revitalize our Historic Downtown through numerous special projects and committee activities. We hope that you will continue to be involved, be supportive, and volunteer... just let us know! The powers of the Downtown Development Authority were established by special State legislation and approved by the City of Hoschton. The DDA is an independent authority established for the purpose of planning, organizing, and financing projects that will revitalize and redevelop Hoschton's commercial business district. The DDA focuses on the historic commercial downtown central business district and works to market a positive image for the town. As such, Board Members agree to be bound as Board Members by bylaws and ethical provisions set forth in State and local law. According to DDA bylaws, Board Members may include, but are not limited to, representatives from the City of Hoschton; Hoschton Downtown Business Association; Jackson County Chamber of Commerce; or other citizens of Georgia who have business in the City of Hoschton or pay property/business taxes in Jackson County.

DDA Board Member Application

**Mitchell Clark**

1. Name: **7262 Jackson Trail Rd.**
2. Address: **Hoschton Ga. 30548**
3. Phone: **706-654-2749**
4. Email: **JTV7262 AT WINDSTREAM.NET**
5. How long have you been associated with the city either by living or owning a business: **67 YEARS**
6. Where are you currently employed? What is your current position? How long have you been with this company? If Self-employed, provide business Name and Address (A resume may be attached to provide professional information)
7. Either in the space below or on a separate attachment, please list any special skills or experience that you feel would be strengths for the DDA. (Professional experience, previous Board experience, volunteerism, personality characteristics, etc.)

8. In the space below or on a separate attachment, please list your "vision" for the future of downtown Hoschton, and how you think Hoschton could work towards these goals.

How can you help this process?

I have read and fully understand this application for the DDA Associate Membership. I am willing to make a commitment to the revitalization of Downtown Hoschton and assist the DDA.

  
Signature

  
Date

#6 - SELF-EMPLOYED FOR 35 YEARS  
OWNER OF JACKSON TRAIL VENDING  
7262 JACKSON TRAIL RD  
HOSCHTON GA 30548

#7 - I OWN SEVERAL RENTAL PROPERTIES IN AND  
AROUND JACKSON, BARRON + HALL CO ALSO IN  
THE CITY OF HOSCHTON DOWNTOWN AREA

#8. PARKING, PARKING, PARKING  
I WILL DO ANYTHING I CAN TO HELP

# NEW BUSINESS

## ITEM #4

Personnel Policy Update: Paid Time Off

# Proposed

## SECTION 11 – TIME OFF

### 11.1 PAID TIME OFF (PTO)

The City recognizes the importance of offering time off for rest, relaxation, scheduled doctor appointments for employee and immediate family, and sick time for the employee or to care for an immediate family member. Therefore, PTO is provided each year based on years of service from the last date of hire. Regular full-time employees are eligible for paid time off accrual as outlined below:

Personal leave is paid leave that is available only to regular full-time employees. Full-time employees laid off due to position discontinuation, lack of funding, or due to legitimate circumstances may still receive accumulated paid leave. The City Manager shall decide when legitimate circumstances exist. Personal leave is not payable to terminated full-time personnel.

All regular full-time City employees begin accumulating personal leave days after their 3 Month (90 Day) Probation period has ended. All PTO is computed annually based on the Employee's date of employment. Up to 160 hours of personal leave for a calendar year may be accumulated and carried forward to the next 12-month period. Any leave accumulated beyond 160 hours as of December 31<sup>st</sup> each year will be forfeited.

Accumulated PTO hours may be cashed in twice per year, once during the period January-June and once during the period July-December. Requests must be submitted with at least a two-week notice to the payroll department and require approval from the City Manager. An employee must cash in a minimum of 20 hours up to a maximum of 40 hours per request.

Eligible employees (except for probationary employees in their "original probation period") can take leave immediately once hours have been accrued and approved by Department Head and City Manager.

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All regular full-time City employees begin accumulating personal leave days after their 3 Month (90 Day) Probation period has ended. All PTO computed annually based on the Employees date of employment. Up to 160 hours of personal leave for a calendar year may be accumulated and carried forward to the next 12-month period. Accumulated hours may be cashed in at one time or in increments four times a year with at least a two-week notice to the payroll department. A pay only check must be a minimum of 20 hours up to a maximum of 80 hours per check. Quarterly periods for payment are March, June, September, and December, with the checks being paid on the first pay period of these months.

Eligible employees (except for probationary employees in their “original probation period”) can take leave immediately once hours have been accrued and approved by Department Head and City Manager.