



**CITY of POOLER**  
— GEORGIA —

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**CITY COUNCIL RETREAT – MINUTES**

Tuesday, September 3, 2024 | 9:00 a.m.

The Club at Savannah Harbor, 2 Resort Drive, Savannah, GA

**I. ROLL CALL/DECLARATION OF QUORUM**

Present: Karen L. Williams, Mayor  
Wesley Bashlor, Councilmember  
Michael Carpenter, Councilmember  
Aaron Higgins, Mayor Pro Tem  
Tom Hutcherson, Councilmember  
Shannon Valim, Councilmember  
Craig Call, City Attorney  
Heath Lloyd, City Manager  
Chris Lightle, Chief Finance Officer  
Nicole Dixon, Planning & Development Director  
Chief Wade Simmons, Fire-Rescue  
Chief Ashley Brown, Police Department  
Matthew Saxon, Assistant City Manager  
Caroline Hankins, Assistant City Manager  
Hugh Elton, Parks & Recreation Director  
Kiley Fusco, City Clerk

Absent: John Wilcher, Councilmember

**II. CALL TO ORDER/WELCOME & INTRODUCTIONS**

Mayor Karen L. Williams called the retreat to order at 9:05 a.m. and welcomed those present. City Manager Heath Lloyd and Assistant City Manager Matthew Saxon provided introductions.

**III. TEAM BUILDING**

Kiley Fusco, City Clerk, led the Lost at Sea team building exercise, attached.

**IV. CAPITAL PROJECTS**

**A. Thomas & Hutton**

Felipe Toledo and Lamar Mercer provided a report, attached.

**B. Coleman Company**

Terry Coleman and Travis Burke provided a report, attached.

**C. Kimley-Horn**

Chris Marsengill and Rhodes Hunt provided a report, attached.

**D. Hussey Gay Bell**

Holmes Bell, Chris Burke, and Elizabeth Schminke provided a report, attached.

**V. MPC Presentation**

Melanie Wilson of the Metropolitan Planning Commission provided a report, attached.

**VI. MUNICIPAL LEGAL UPDATE**

City Attorney Craig Call provided an update, attached.

**VII. DEPARTMENT REPORTS**

**A. Public Works**

Matthew Saxon, Assistant City Manager, and Kristen Achtziger and Charlie Heino of EOM provided a department report, attached.

**B. Finance**

Chris Lightle, Chief Finance Officer, provided a department report, attached.

**C. Parks & Recreation**

Hugh Elton, Director, provided a department report, attached.

**D. Police**

Chief Ashley Brown provided a department report, attached.

**E. Fire-Rescue Services**

Chief Wade Simmons provided a department report, attached.

**F. Planning & Development**

Nicole Johnson, Director, provided a department report, attached.

**VIII. GENERAL TOPICS OF DISCUSSION**

**A. Short-Term Rental Moratorium**

Mayor and Council discussed the existing short-term rental moratorium. No action was taken.

**B. Ordinance O2024-03.A - Short-Term Rentals**

Mayor and Council discussed Ordinance O2024-03.A - Short-Term Rentals. No action was taken.

**C. Ordinance O2024-07.A - Public Hearing Requirements**

Mayor and Council discussed Ordinance O2024-07.A - Public Hearing Requirements. No action was taken.

**D. Tuition Assistance Plan (Policy)**

Mayor and Council reviewed the draft policy. No action was taken.

**E. Early Voting Update**

Kiley Fusco, City Clerk, provided an update on Early Voting at City Hall. No action was taken.

**F. NCL**

Councilmember Aaron Higgins provided a report on the National Civic League's All-America Conversations Toolkit, attached.

**IX. ADJOURNMENT**

Mayor Karen L. Williams adjourned the retreat at 4:18 p.m.

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


\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

CITY OF POOLER, GEORGIA

\_\_\_\_\_  
Karen L. Williams, Mayor

ATTEST:

\_\_\_\_\_  
Kiley Fusco, Clerk of Council

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
	Your individual ranking	Your team's ranking	Coast Guard's ranking	Difference between Steps 1 & 3	Difference between Steps 2 & 3
Shaving mirror					
Sextant <small>(Navigational device that looks like this.)</small> 					
Mosquito netting					
6-gallon container of water					
Case of army rations					
Maps of the Atlantic Ocean					
Floating seat cushion					
3-gallon can of oil/gasoline mixture					
Small transistor radio					
20 sq. ft. of opaque plastic sheeting					
Can of shark repellent <small>(Yes, this a real thing.)</small>					
Bottle of 160-proof rum					
15 ft. of nylon rope					
2 boxes of chocolate bars					
Ocean fishing kit and pole					
			<b>Totals</b>	your score	team score



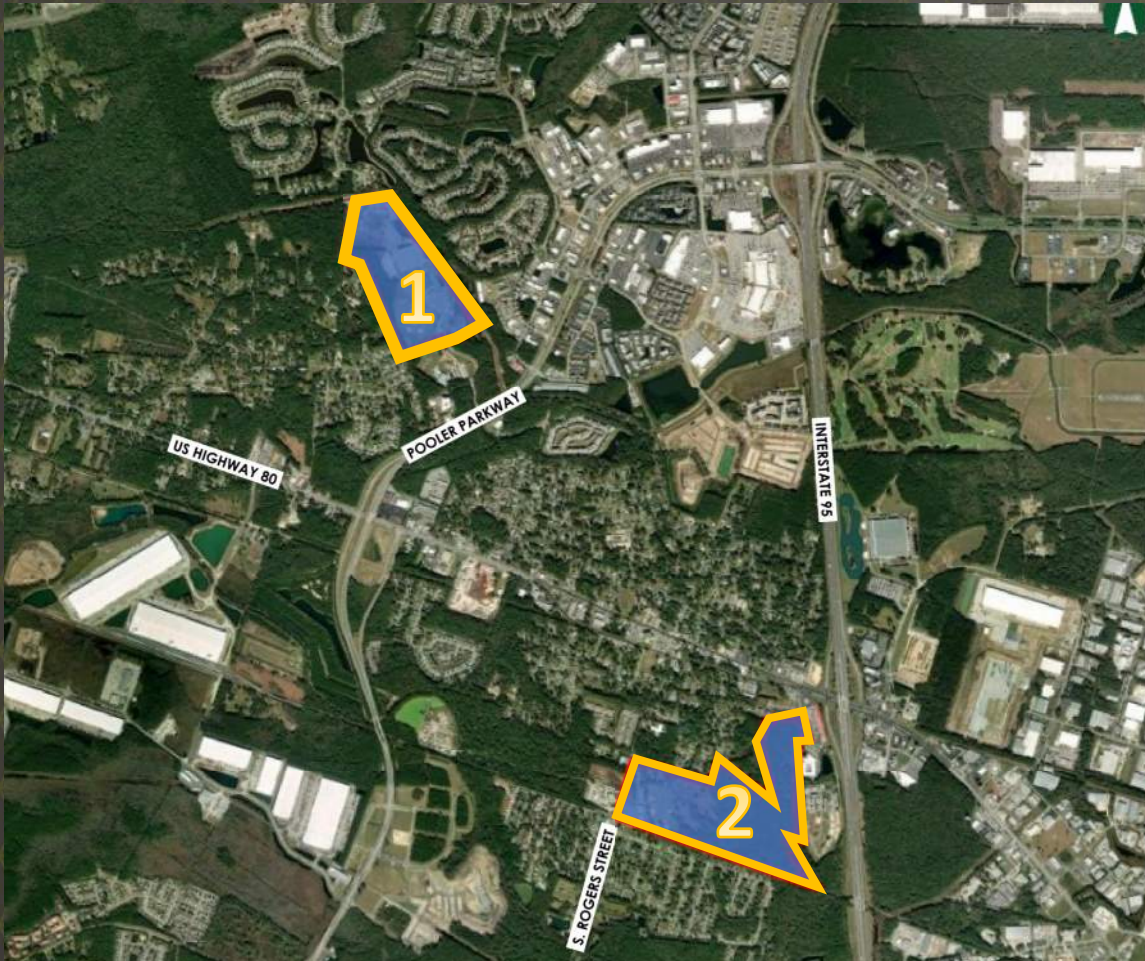
**CITY** *of* **POOLER**  
— GEORGIA —

# POOLER RECREATION FACILITIES CITY COUNCIL RETREAT

SEPTEMBER 3, 2024



# OVERVIEW



## 1. POOLER RECREATION COMPLEX

- 200 PRESTON STOKES DRIVE

## 2. POOLER RECREATION PARK

- 900 SOUTH ROGERS STREET

# POOLER RECREATION COMPLEX | PRESTON STOKES DRIVE

## PHASE 1

- TOTAL INVESTMENT ±\$13,251,000 (TO DATE)
- 2007 – COMMENCED CONSTRUCTION
- 2009 – OPENED TO THE PUBLIC WITH:
  - 5 BASEBALL FIELDS
  - 2 GRASS FOOTBALL/SOCCER FIELDS
  - BATTING CAGES
  - CONCESSION STANDS / RESTROOMS
  - 3 PLAYGROUNDS (1 ADA ACCESSIBLE)
  - ±454 PARKING SPACES
  - TOTAL INVESTMENT ±\$4,840,000

# POOLER RECREATION COMPLEX | PRESTON STOKES DRIVE

## PHASE 2

- 2015 – FOOTBALL STADIUM
  - FULLY LIGHTED ARTIFICIAL TURF FIELD
  - ±4,300 SEATED SPOTS
  - CONCESSION FACILITY / LOCKER ROOMS / RESTROOMS
  - PRESS BOX WITH PA SYSTEM
  - TOTAL INVESTMENT ±\$3,820,000



# POOLER RECREATION COMPLEX | PRESTON STOKES DRIVE



# POOLER RECREATION COMPLEX | PRESTON STOKES DRIVE

## PHASE 3

- 2018 – INFRASTRUCTURE IMPROVEMENTS
  - ±496 ADDITIONAL PARKING SPACES (TOTAL ±950 SPACES)
  - TOTAL INVESTMENT ±\$736,000



# POOLER RECREATION COMPLEX | PRESTON STOKES DRIVE

## PHASE 4

- 2024 – PICKLE BALL/TENNIS COURTS
  - 8 FULLY LIGHTED PICKLEBALL COURTS
  - 6 FULLY LIGHTED TENNIS COURTS
  - LOCKER ROOMS
  - TOTAL INVESTMENT ±\$3,855,000



# POOLER RECREATION COMPLEX | PRESTON STOKES DRIVE



# POOLER RECREATION COMPLEX | PRESTON STOKES DRIVE

## PHASE 5

- **BASEBALL FIELD EXPANSION**
  - 5 FULLY LIGHTED TURF BASEBALL FIELDS
  - CONCESSIONS / RESTROOMS BUILDING
  - ±1.1 MI (± 6000 LF) OF 10' WALKING TRAIL
  - TOTAL INVESTMENT \$5.84M



# POOLER RECREATION COMPLEX | PRESTON STOKES DRIVE

CITY OF POOLER BASEBALL COMPLEX					
CITY OF POOLER					
ENGINEER'S CONCEPTUAL OPINION OF PROBABLE CONSTRUCTION COST					
					Prepared By: FIT
					Date: 08/28/24
ITEM	DESCRIPTION	QUANTITY		COST	
		NUMBER OF UNITS	UNIT MEASURE	PER UNIT	TOTAL COST
1	Overall Site Earthwork (Net Cut Export)	30,000	cy	\$ 10.00	\$ 300,000.00
2	Sidewalk	2,000	sy	\$ 27.00	\$ 54,000.00
3	Baseball Fields	5	ea	\$ 225,000.00	\$ 1,125,000.00
4	Concession/Restroom Building	1	LS	\$ 500,000.00	\$ 500,000.00
5	10' Walking Trail (Asphaltic Surface)	6,800	SY	\$ 22.00	\$ 149,600.00
6	Lighting	5	ea	\$ 275,000.00	\$ 1,375,000.00
7	Fencing	1	LS	\$ 350,000.00	\$ 350,000.00
8	Sewer Service	1	LS	\$ 40,000.00	\$ 40,000.00
9	Water Service	1	LS	\$ 50,000.00	\$ 50,000.00
10	Storm Drainage	1	LS	\$ 25,000.00	\$ 25,000.00
<b>SUBTOTAL</b>					<b>\$ 3,968,600.00</b>
<b>Design, Engineering &amp; Architecture</b>					<b>\$ 476,232.00</b>
<b>CONTINGENCY (25%)</b>					<b>\$ 1,111,208.00</b>
<b>Construction Mobilization/Overhead/Bonds/Insurance</b>					<b>\$ 277,802.00</b>
<b>CITY OF POOLER BASEBALL COMPLEX TOTAL</b>					<b>\$ 5,833,842.00</b>

Page 1

# POOLER RECREATION PARK | ROGERS STREET



## ■ EXISTING FACILITIES

- 4 BASEBALL FIELDS
- BATTING CAGES
- 2 GYMNASIUM
- ± 260 PARKING SPACES
- 1 OUTDOOR BASKETBALL COURT
- 2 PLAYGROUNDS

# POOLER RECREATION PARK | ROGERS STREET



## PHASE 1A

- 4 FULLY LIGHTED SOCCER FIELDS
- IMPROVED ACCESS POINTS
- ±300 ADDITIONAL PARKING SPACES (±560 SPACES)
- CANAL RELOCATION
- ±0.65 MI (±3400 LF) OF 10' WALKING TRAIL
- NEW MAINTENANCE/OPERATIONS BUILDING
- NEW CONCESSION/RESTROOMS BLDG
- TOTAL INVESTMENT \$18.95M

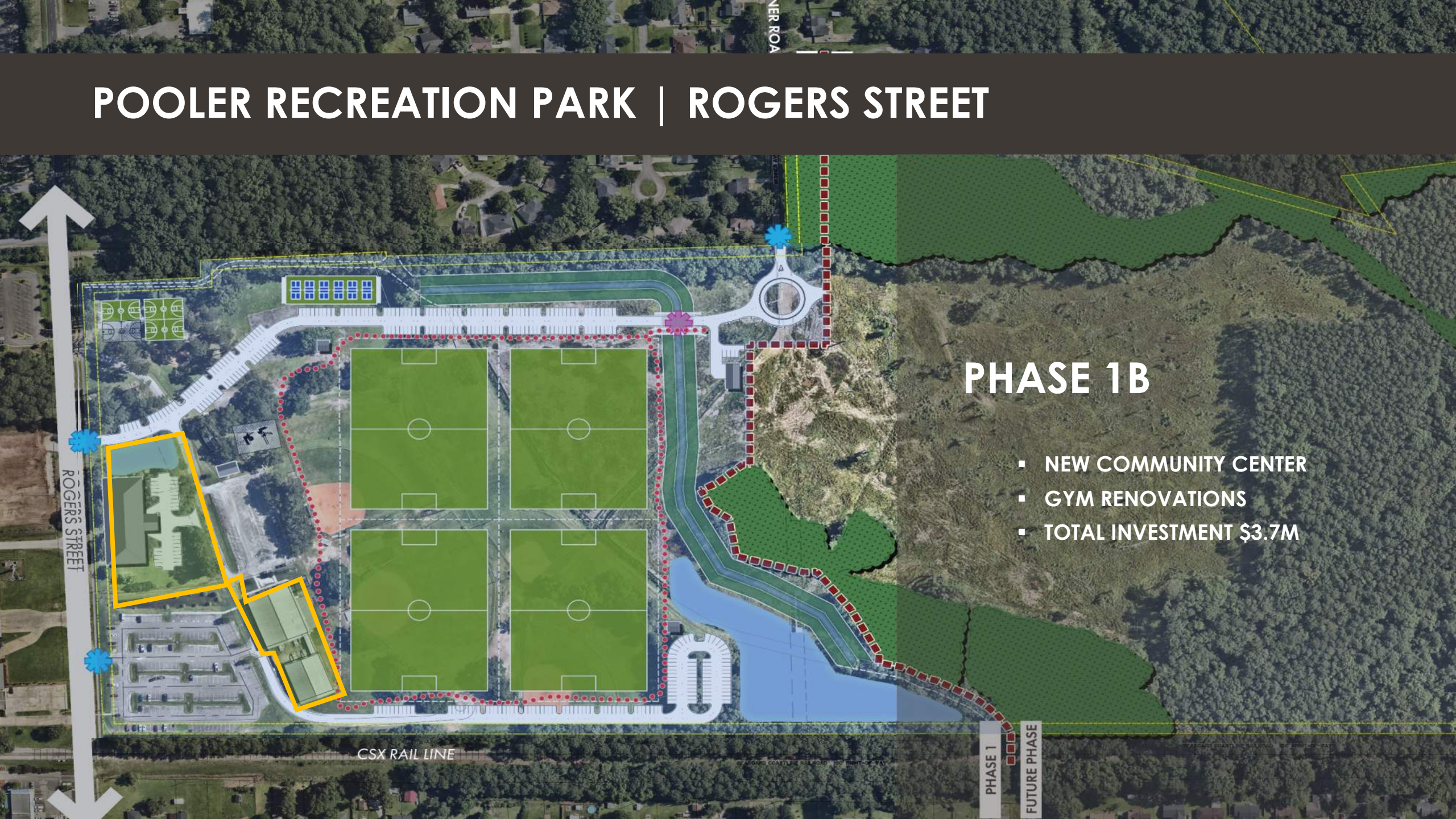
PHASE 1  
FUTURE PHASE

# POOLER RECREATION PARK | ROGERS STREET

## PHASE 1B

- NEW COMMUNITY CENTER
- GYM RENOVATIONS
- TOTAL INVESTMENT \$3.7M

PHASE 1  
FUTURE PHASE



# POOLER RECREATION PARK | ROGERS STREET

## PHASE 1C

- 6 PICKLEBALL COURTS
- 3 BASKETBALL COURTS
- RELOCATE EXISTING PLAYGROUND
- TOTAL INVESTMENT \$1.2M



# POOLER RECREATION PARK | ROGERS STREET

POOLER RECREATION PARK - SOCCER COMPLEX CITY OF POOLER ENGINEER'S CONCEPTUAL OPINION OF PROBABLE COST					
					Prepared By: FIT Date: 08/26/2024
ITEM	DESCRIPTION	QUANTITY		COST	
		NUMBER OF UNITS	UNIT MEASURE	PER UNIT	TOTAL COST
<b>GENERAL CONDITIONS</b>					
1	Staking out for Scope of Work	1	LS	\$ 82,700.00	\$ 82,700.00
2	As-Builts	1	LS	\$ 75,600.00	\$ 75,600.00
3	Temp Water and Meter Fee	1	LS	\$ 2,000.00	\$ 2,000.00
4	Locate Utilities	1	LS	\$ 13,000.00	\$ 13,000.00
5	Mobilization	1	LS	\$ 34,000.00	\$ 34,000.00
<b>GENERAL CONDITIONS SUBTOTAL</b>					<b>\$ 230,000.00</b>
<b>EROSION CONTROL</b>					
1	Construction Eri	1	EA	\$ 5,000.00	\$ 5,000.00
2	Concrete Washdown (No maintenance)	1	EA	\$ 3,500.00	\$ 3,500.00
3	Silt Fence (Sd1-S & Sd1-NS)	12,000	LF	\$ 4.50	\$ 54,000.00
4	Sd2-F	20	EA	\$ 300.00	\$ 6,000.00
5	NPDES Compliance/Dust Control & Temporary Grassing	51.3	AC	\$ 1,400.00	\$ 71,820.00
6	Rt-Stolsted Board	50	LF	\$ 80.00	\$ 4,000.00
<b>EROSION CONTROL SUBTOTAL</b>					<b>\$ 155,000.00</b>
<b>DEMOLITION AND CLEARING</b>					
1	Demolition and Clearing	51.3	AC	\$ 10,120.00	\$ 519,156.00
<b>DEMOLITION AND CLEARING</b>					<b>\$ 540,000.00</b>
<b>PAVING &amp; GRADING</b>					
1	8" Topsoil Striping	35,400	CY	\$ 10.00	\$ 356,000.00
2	Cut/Export for Canal Relocation	9,745	CY	\$ 10.00	\$ 97,450.00
3	Cut/Export for Pond Creation & Canal Expansion Areas	61,750	CY	\$ 10.00	\$ 617,500.00
4	Select Fill in place (Soccer Fields)	75,650	CY	\$ 21.00	\$ 1,588,650.00
5	Road extension, Heavy Duty Pavement Section	15,825	SY	\$ 87.00	\$ 1,359,375.00
6	Road extension, Light Duty Pavement Section	9,050	SY	\$ 85.00	\$ 769,250.00
7	Asphalt Mobilization	2	EA	\$ 12,210.00	\$ 24,420.00
8	Curbing in Roundabout (Moundable Apron)	560	LF	\$ 19.75	\$ 11,060.00
9	Concrete Sidewalk	2,265	SY	\$ 27.00	\$ 61,155.00
10	Stamped Concrete in Roundabout (Moundable Apron)	305	SY	\$ 147.00	\$ 44,835.00
11	Striping and Signage	1	LS	\$ 46,000.00	\$ 46,000.00
12	Concrete Wheel Stop	444	EA	\$ 100.00	\$ 44,400.00
13	Dewater Ponds	1	LS	\$ 11,000.00	\$ 11,000.00
<b>PAVING &amp; GRADING SUBTOTAL</b>					<b>\$ 5,100,000.00</b>
<b>DRAINAGE SYSTEM</b>					
1	Grate Inlet	20	EA	\$ 3,559.00	\$ 71,180.00
2	Storm Manhole	5	EA	\$ 3,787.00	\$ 18,935.00
3	Storm Pipe	3,500	LF	\$ 90.00	\$ 315,000.00
4	6" Subgrade Drain (100 LF per inlet)	1,700	LF	\$ 50.00	\$ 85,000.00
5	FES (with Rip Rap Per Detail)	4	EA	\$ 3,350.00	\$ 13,400.00
6	Tops & Inverts	30	EA	\$ 600.00	\$ 18,000.00
7	Testing/Cleaning	3,500	LF	\$ 3.50	\$ 12,250.00
<b>DRAINAGE SYSTEM SUBTOTAL</b>					<b>\$ 570,000.00</b>
<b>WATER SYSTEM</b>					
1	Connect to existing 16" water main, complete	1	LS	\$ 35,000.00	\$ 35,000.00
2	8" C900 PVC Water Line	2600	LF	\$ 55.00	\$ 143,000.00
3	8" Valve in MH	1	EA	\$ 6,700.00	\$ 6,700.00
4	4" Valve in MH (Irrigation Stub Out)	2	EA	\$ 2,700.00	\$ 5,400.00
5	8" x 4" Tee	1	EA	\$ 800.00	\$ 800.00
6	8" Meter Assembly	1	EA	\$ 26,000.00	\$ 26,000.00
7	8" RPZ Backflow	1	EA	\$ 27,000.00	\$ 27,000.00
8	4" Meter Assembly (Irrigation Stub Out)	1	EA	\$ 20,000.00	\$ 20,000.00
9	4" RPZ Backflow (Irrigation Stub Out)	1	EA	\$ 18,000.00	\$ 18,000.00
10	Fire Hydrant Assembly	2	EA	\$ 8,000.00	\$ 16,000.00

POOLER RECREATION PARK - SOCCER COMPLEX CITY OF POOLER ENGINEER'S CONCEPTUAL OPINION OF PROBABLE COST					
					Prepared By: FIT Date: 08/26/2024
ITEM	DESCRIPTION	QUANTITY		COST	
		NUMBER OF UNITS	UNIT MEASURE	PER UNIT	TOTAL COST
11	Adjust Tops	3	EA	\$ 550.00	\$ 1,650.00
12	Backflow Testing	2	EA	\$ 800.00	\$ 1,600.00
13	Testing/Chloronate	2600	LF	\$ 4.00	\$ 10,400.00
<b>WATER SYSTEM SUBTOTAL</b>					<b>\$ 350,000.00</b>
<b>SEWER SYSTEM</b>					
1	Sewer Cleanouts and Fittings	1	EA	\$ 685.00	\$ 685.00
2	Service Connections	1	EA	\$ 680.00	\$ 680.00
3	4" PVC Service Lateral	10	LF	\$ 25.00	\$ 250.00
4	Package Grinder Station	1	EA	\$ 27,000.00	\$ 27,000.00
5	2" PVC Forcemain	1,700	LF	\$ 30.00	\$ 51,000.00
5	Connect 2" HDPE Forcemain to Existing Sewer	1	LS	\$ 18,000.00	\$ 18,000.00
6	2" Air Release Valve	2	EA	\$ 8,000.00	\$ 16,000.00
7	2" Check Valve	1	EA	\$ 4,500.00	\$ 4,500.00
8	2" Plug Valve	1	EA	\$ 1,500.00	\$ 1,500.00
9	Testing/Cleanup/Startup	1	LS	\$ 12,000.00	\$ 12,000.00
<b>SEWER SYSTEM SUBTOTAL</b>					<b>\$ 200,000.00</b>
<b>VEHICULAR/PEDESTRIAN BRIDGE</b>					
1	Vehicle/10' Pedestrian Bridge	4,830	SF	\$ 300	\$ 1,449,000.00
2	Structural Bridge Design & Geotech Analysis	1	LS	\$ 70,000	\$ 70,000.00
<b>VEHICULAR/PEDESTRIAN BRIDGE SUBTOTAL</b>					<b>\$ 1,600,000.00</b>
<b>CONCESSION/RESTROOM BUILDING</b>					
1	Concession/Restroom Building	1	LS	\$ 500,000.00	\$ 500,000.00
<b>CONCESSION/RESTROOM BUILDING SUBTOTAL</b>					<b>\$ 500,000.00</b>
<b>COMMUNITY CENTER</b>					
1	Community center	1	LS	\$ 2,000,000.00	\$ 2,000,000.00
<b>COMMUNITY CENTER SUBTOTAL</b>					<b>\$ 2,000,000.00</b>
<b>MAINTENANCE BUILDING</b>					
1	Maintenance Building	1	LS	\$ 1,600,000.00	\$ 1,600,000.00
<b>MAINTENANCE BUILDING SUBTOTAL</b>					<b>\$ 1,600,000.00</b>
<b>MISCELLANEOUS</b>					
1	Soccer Field (all turf grass, including irrigation & underdrainage)	4	EA	\$ 350,000.00	\$ 1,400,000.00
2	Sports Field Lighting	4	EA	\$ 275,000.00	\$ 1,100,000.00
3	Pickleball Courts	8	EA	\$ 75,000.00	\$ 600,000.00
4	Outdoor Basketball Court	3	EA	\$ 80,000.00	\$ 240,000.00
5	Fencing	1	LS	\$ 350,000.00	\$ 350,000.00
6	Play Ground Relocation	1	LS	\$ 60,000.00	\$ 60,000.00
7	Gym Renovations	1	LS	\$ 300,000.00	\$ 300,000.00
8	Site Furnishings	1	LS	\$ 250,000.00	\$ 250,000.00
<b>MISCELLANEOUS SUBTOTAL</b>					<b>\$ 4,300,000.00</b>
<b>OVERALL PROJECT SUBTOTAL:</b>					<b>\$ 17,145,000.00</b>
<b>Design, Engineering &amp; Architecture</b>					<b>\$ 1,028,700.00</b>
<b>25% Contingency:</b>					<b>\$ 4,543,425.00</b>
<b>Construction Mobilization/Overhead/Bonds/Insurance</b>					<b>\$ 1,135,856.25</b>
<b>CITY OF POOLER SOCCER COMPLEX TOTAL:</b>					<b>\$ 23,852,981.25</b>

# QUESTIONS?



AUGUST 2024  
 PREPARED FOR:  
**CITY OF POOLER**  
 POOLER, GEORGIA  
 ROGERS STREET FACILITY

**CONCEPT E**  
 CONCEPTUAL SOCCER COMPLEX LAYOUT

**POOLER RECREATION**  
 POOLER, GEORGIA  
 ROGERS STREET FACILITY

NO PART OF CONCEPT E MAY BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM.

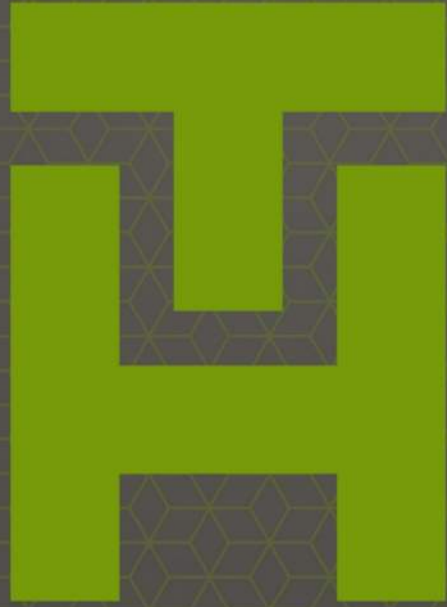
THOMAS BAUGHTON  
 ARCHITECT

AUGUST 25, 2024  
 PREPARED FOR:  
**CITY OF POOLER**  
 POOLER, GEORGIA  
 PRESTON STOKES DRIVE FACILITY

**OVERALL SITE PLAN**  
**POOLER RECREATION COMPLEX**  
 POOLER, GEORGIA  
 PRESTON STOKES DRIVE FACILITY

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THOMAS BAUGHTON  
 ARCHITECT



THOMAS  
&  
HUTTON

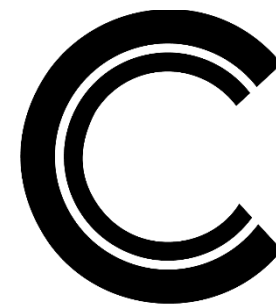
[thomasandhutton.com](http://thomasandhutton.com)



# City of Pooler Drainage



**CITY of POOLER**  
— GEORGIA —

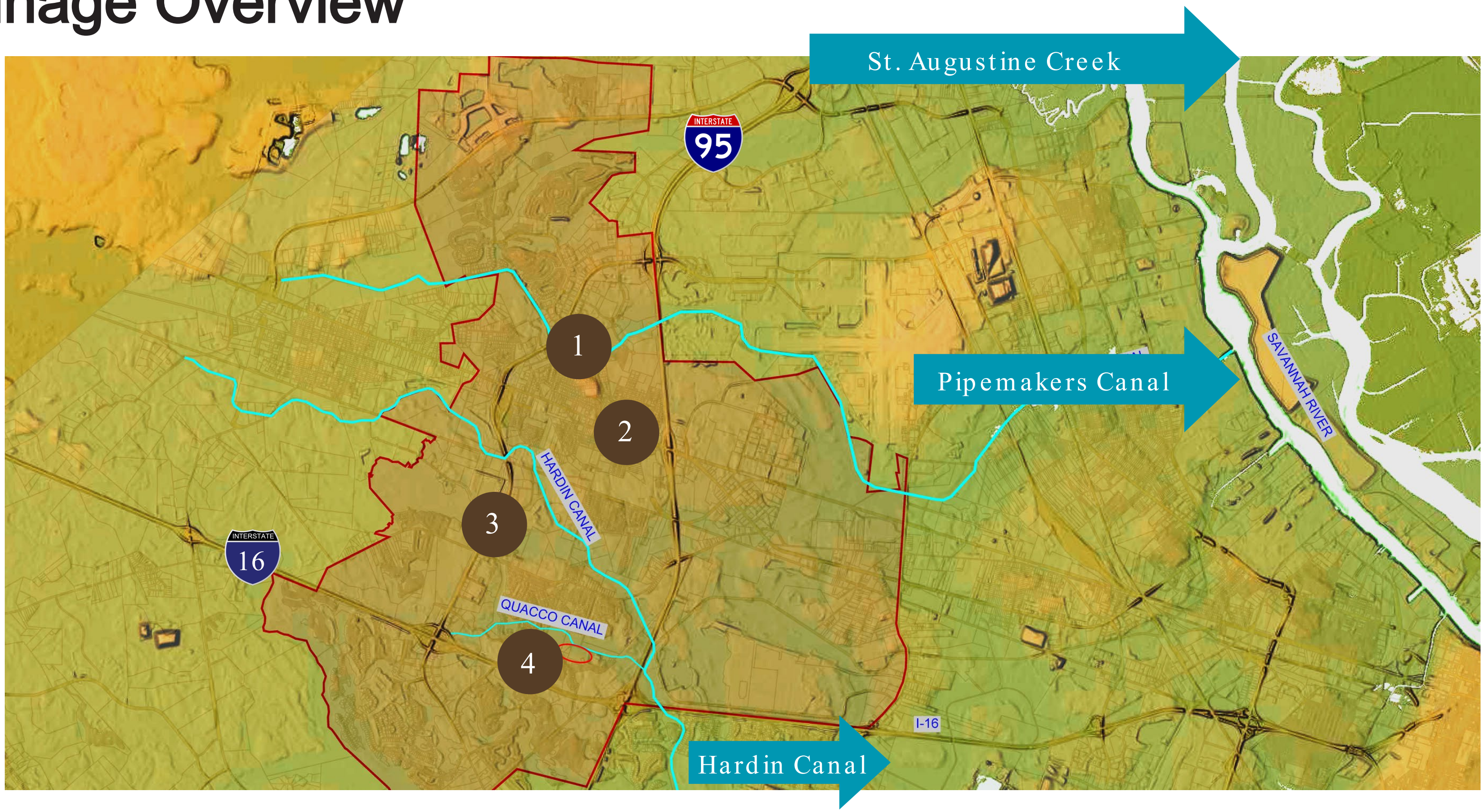


**COLEMAN COMPANY**



# Pooler Drainage Overview

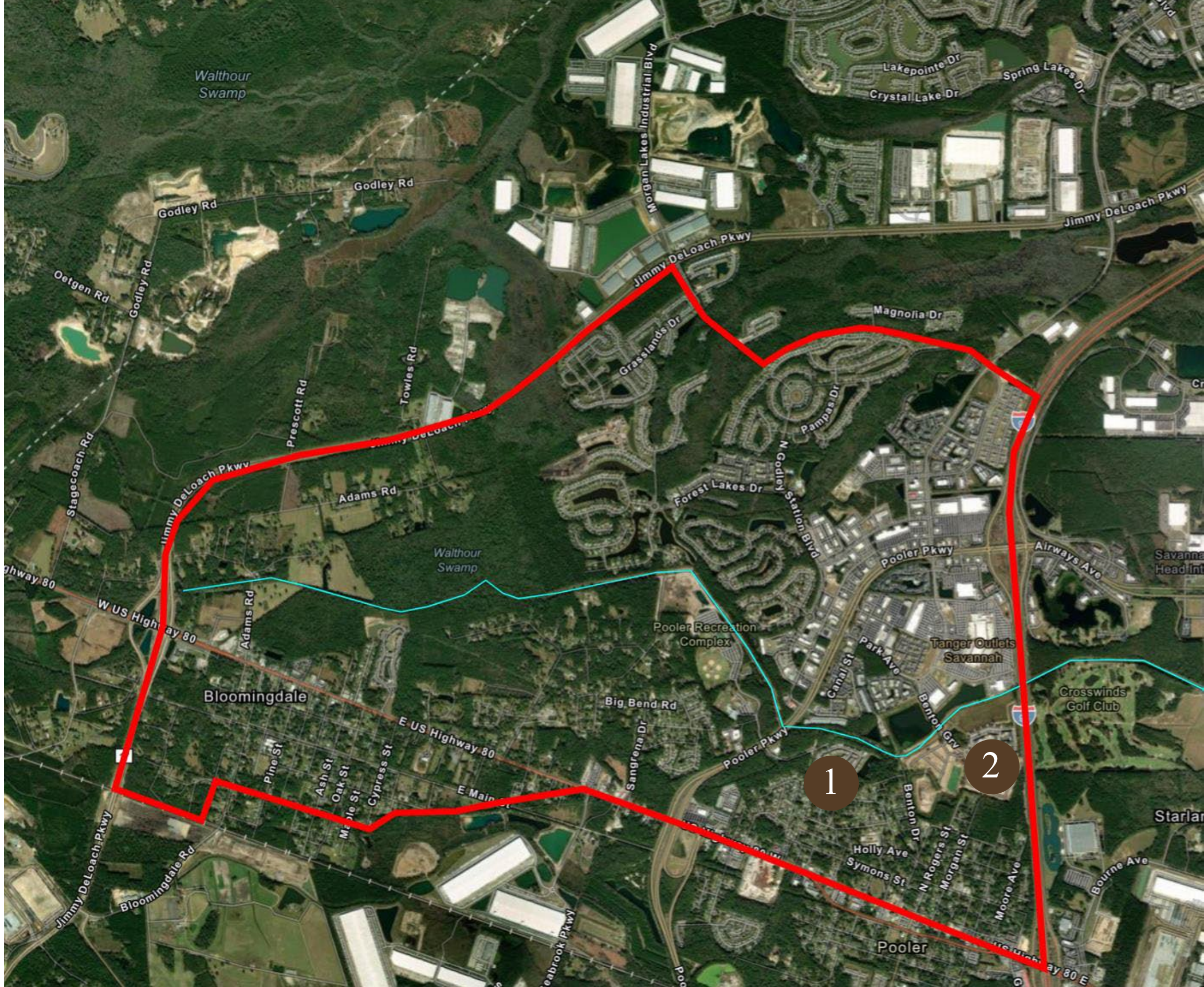
- 1 Pipemakers Canal
- 2 Kelly St.
- 3 SH Morgan Parkway
- 4 Pooler Parkway of GA LLC





# Pipemakers Canal

- Affected Areas
  - Properties West & North of Pooler Parkway
  - Approximately 5,600 -acres West of I-95 drain into Pipemakers Canal
- Proposed Improvements
  - 1 Widen existing channel from Pooler Parkway east to Tanger Outlets (2,800 ft)
  - 2 Lower mitigation shelf 4-5ft



# Pipemakers Canal

- Current Scope
  - Perform additional modeling of Canal to determine if one or both of the proposed improvements will provide the most benefit.
  - Design plans are complete for both options and ready for bidding
- 
- Estimated Cost
  - Canal Widening – \$2.1 million
  - Mitigation Shelf - \$2.5 million



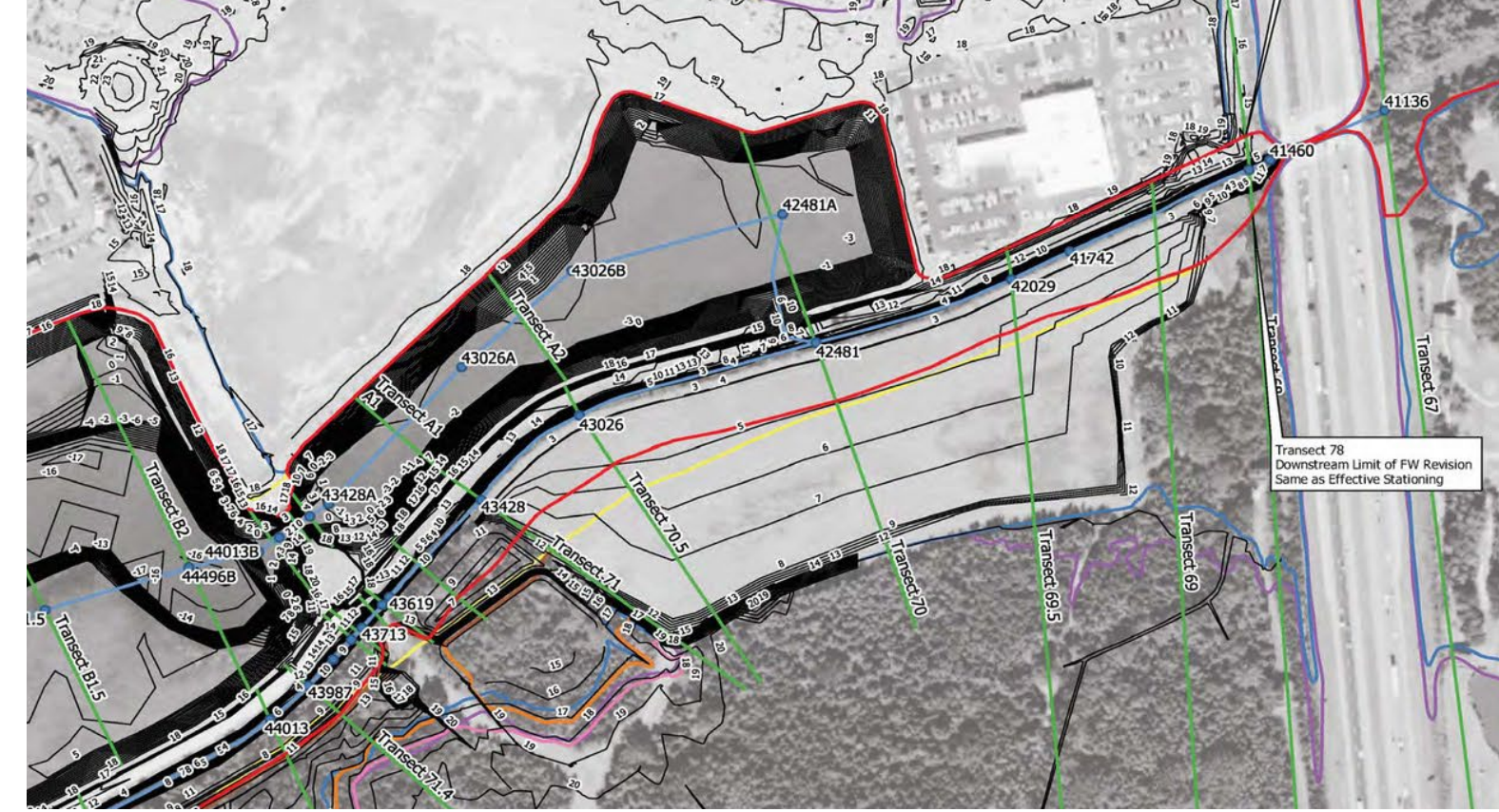
Unimproved section of Pipemakers Canal



Improved section of Pipemakers Canal



Unimproved section of Pipemakers Canal



Mitigation Shelf

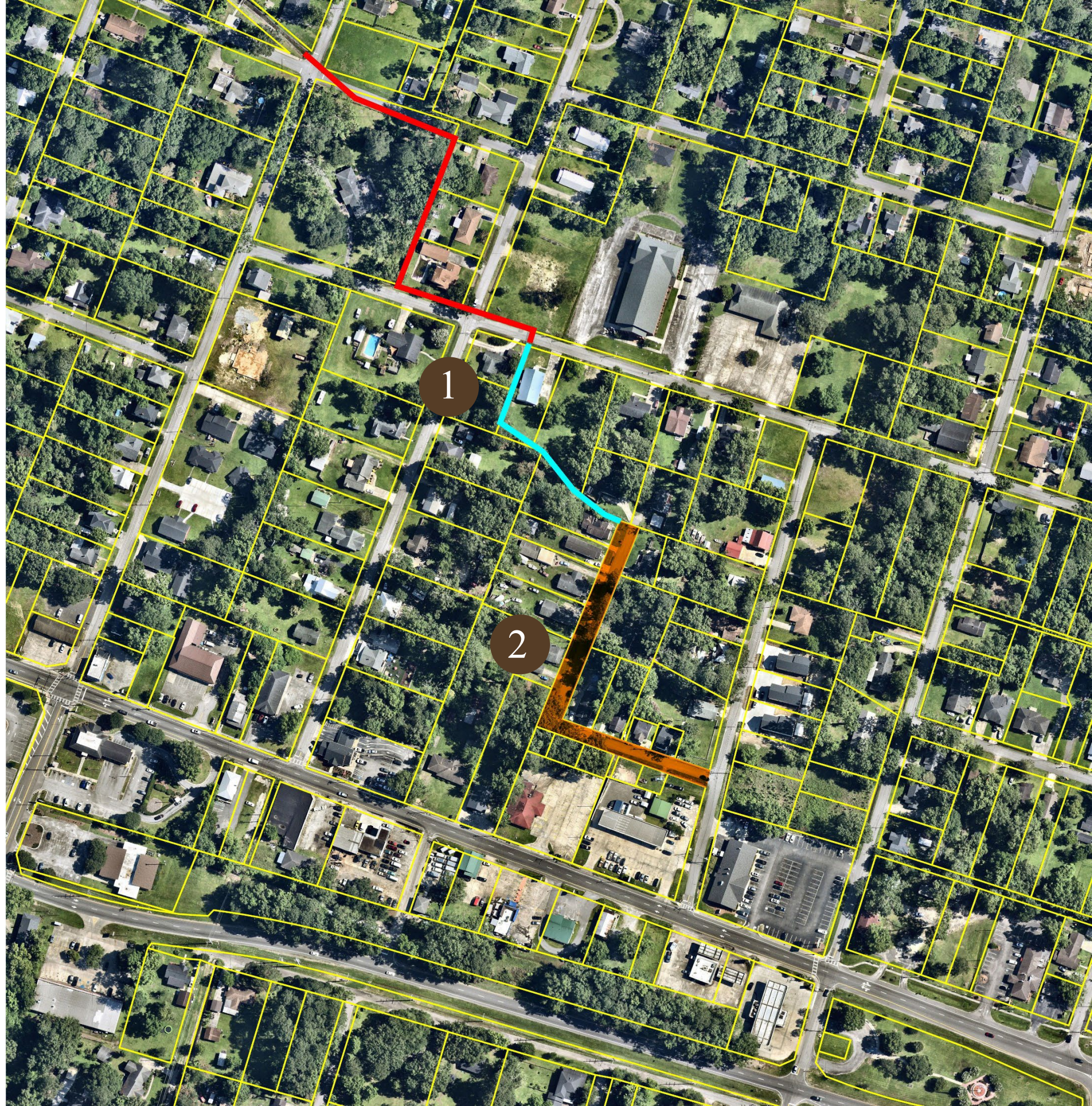
# Kelly St.

## Affected Areas:

- Residences along Kelly St

## Proposed Improvements:

- 1 Acquire easement to allow connection to system located in Rothwell Street & Improve neighborhood outfall
- 2 Improve roadway and neighborhood drainage system



# SH Morgan Parkway

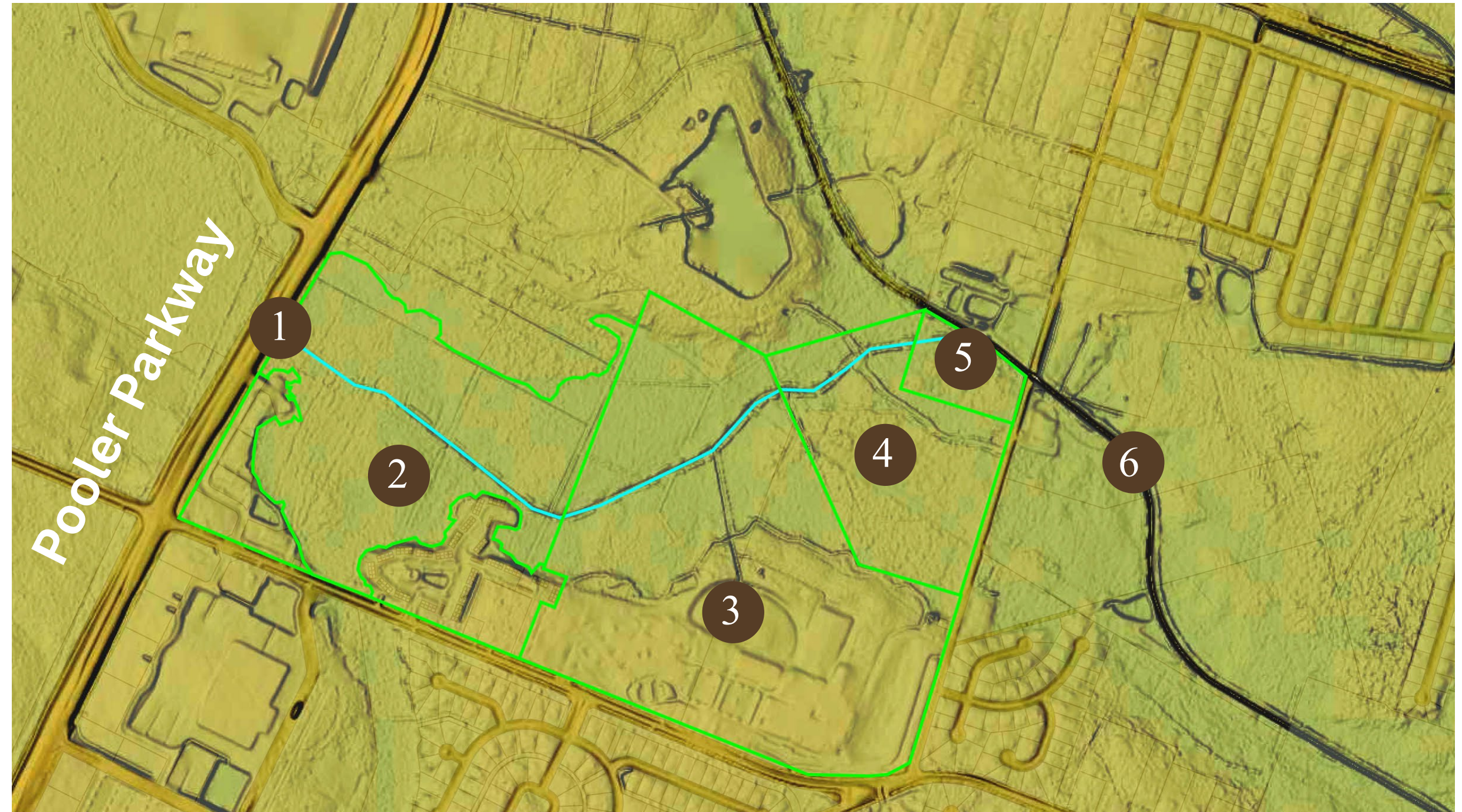
- 1 Double box culvert
- 2 Morgan Property
- 3 SCCPSS
- 4 Pooler Parkway of GA LLC
- 5 Henneman Property
- 6 Hardin Canal

## Affected Areas:

- SH Morgan Parkway
- Parkside
- Morgan Pines
- Creekside

## Proposed Improvements:

- Perform survey to determine if positive drainage can be achieved



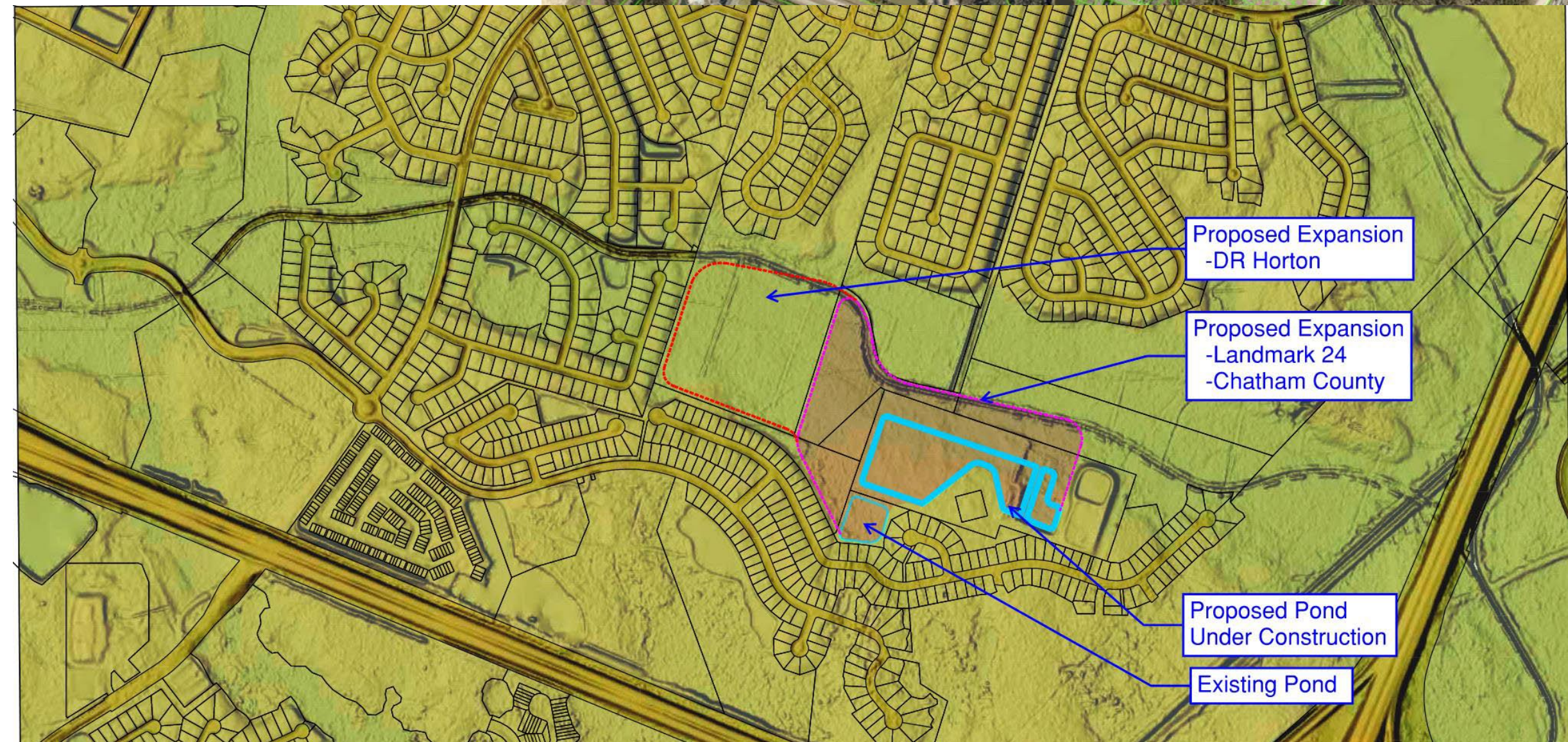
# Quacco Canal

## Affected Areas:

- Tappan Zee Drive
- Barrington Estates
- Creekside

## Proposed Improvements:

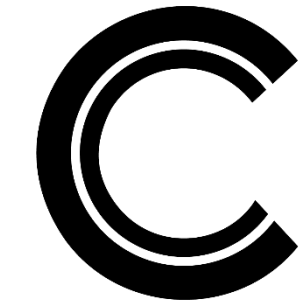
- Provide Additional Storage Capacity within the Quacco Canal
- Combine existing and proposed Harmony Ponds with Chatham County Parcel to create +/- 38ac lake
- Potential to include DR Horton Parcel, can provide an additional +/- 20ac for a total of approx.. 58-acres of additional stormwater storage capacity.



# FEMA 2023 BRIC CYCLE GRANT

- **THOMAS & HUTTON / BRIAN CROOKS ASSISTED POOLER IN APPLYING - FEBRUARY 2022**
- **GRANT AMOUNT ..... \$558,000**
  - **FEDERAL GRANT ..... \$418,500**
  - **CITY OF POOLER MATCH..... \$139,500**
- **SCOPE**
  - **CITY-WIDE STORMWATER MASTER PLAN, EXISTING DATA COLLECTION, FIELD STORMWATER INVENTORY AND SURVEY, PUBLIC OUTREACH, H&H MODELLING, BCA PREPARATION FOR 2 IDENTIFIED PROJECTS, AND AN OVERALL STORMWATER MASTER PLAN DOCUMENT**
- **APPLICATION “IDENTIFIED FOR FURTHER REVIEW” BY FEMA**
- **HAS NOT OFFICIALLY BEEN AWARDED, BUT CHANCES LOOK GREAT**
- **2<sup>ND</sup> HIGHEST AMOUNT IN GA FOR A MUNICIPALITY CURRENTLY IDENTIFIED FOR FURTHER REVIEW**





**COLEMAN COMPANY**

# Questions



Contact us:

[Tburke@CGIsav.com](mailto:Tburke@CGIsav.com) | (912) 200-3041 | [www.CCI-sav.com](http://www.CCI-sav.com)

# POOLER COUNCIL RETREAT

## PROJECT STATUS AND PLANNING UPATE

September 3, 2024



# The Kimley-Horn Team



**Chris Marsengill, PE, PTOE**



**Rhodes Hunt, PE**



**Laura Ballock, PLA, ASLA**



**Rusty Windsor, PE**



# Agenda



**Introductions**



**Previous Studies**

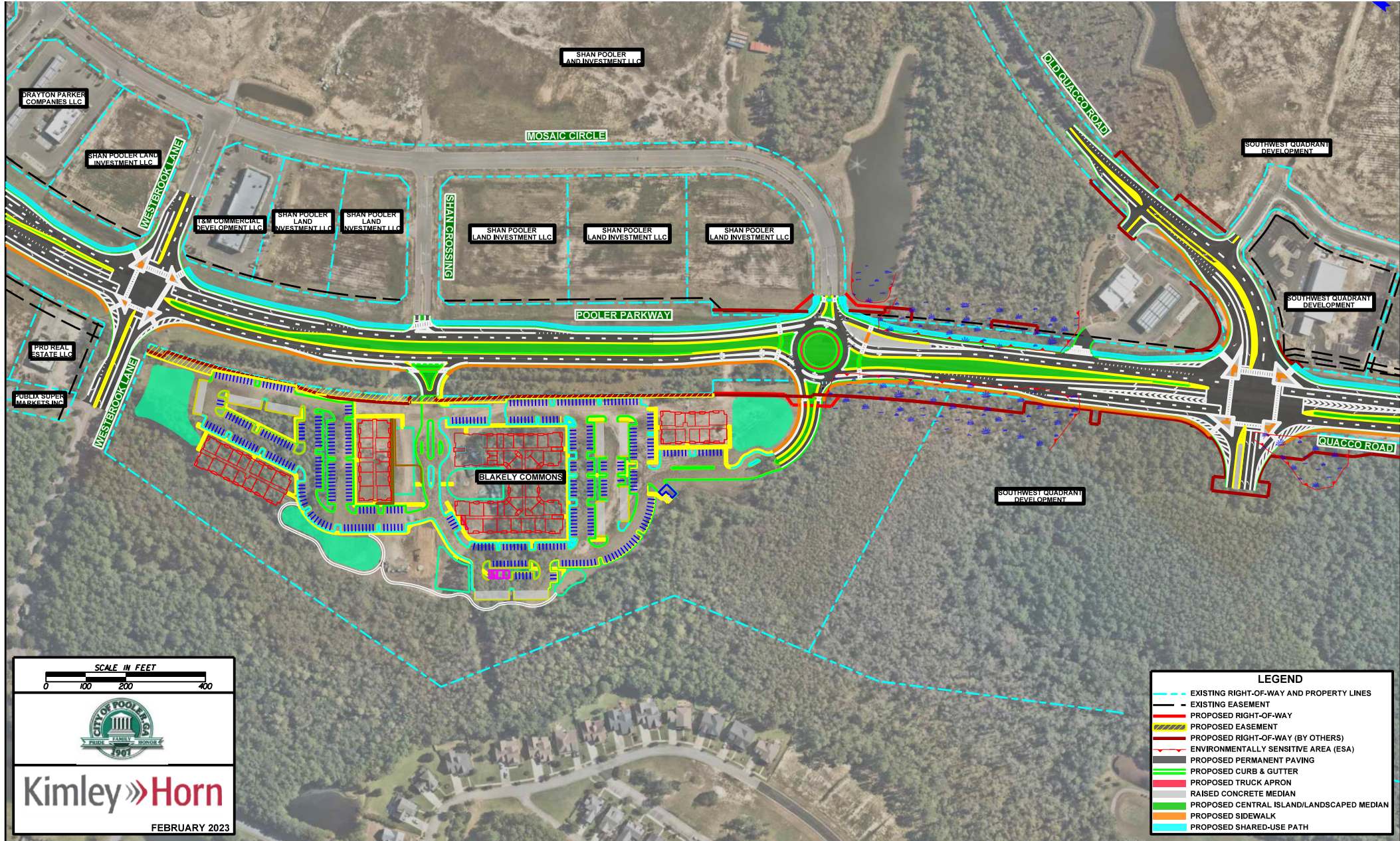


**Active Projects**



**Future Opportunities**

# Pooler Parkway/Quacco Road Widening



SCALE IN FEET  
0 100 200 400

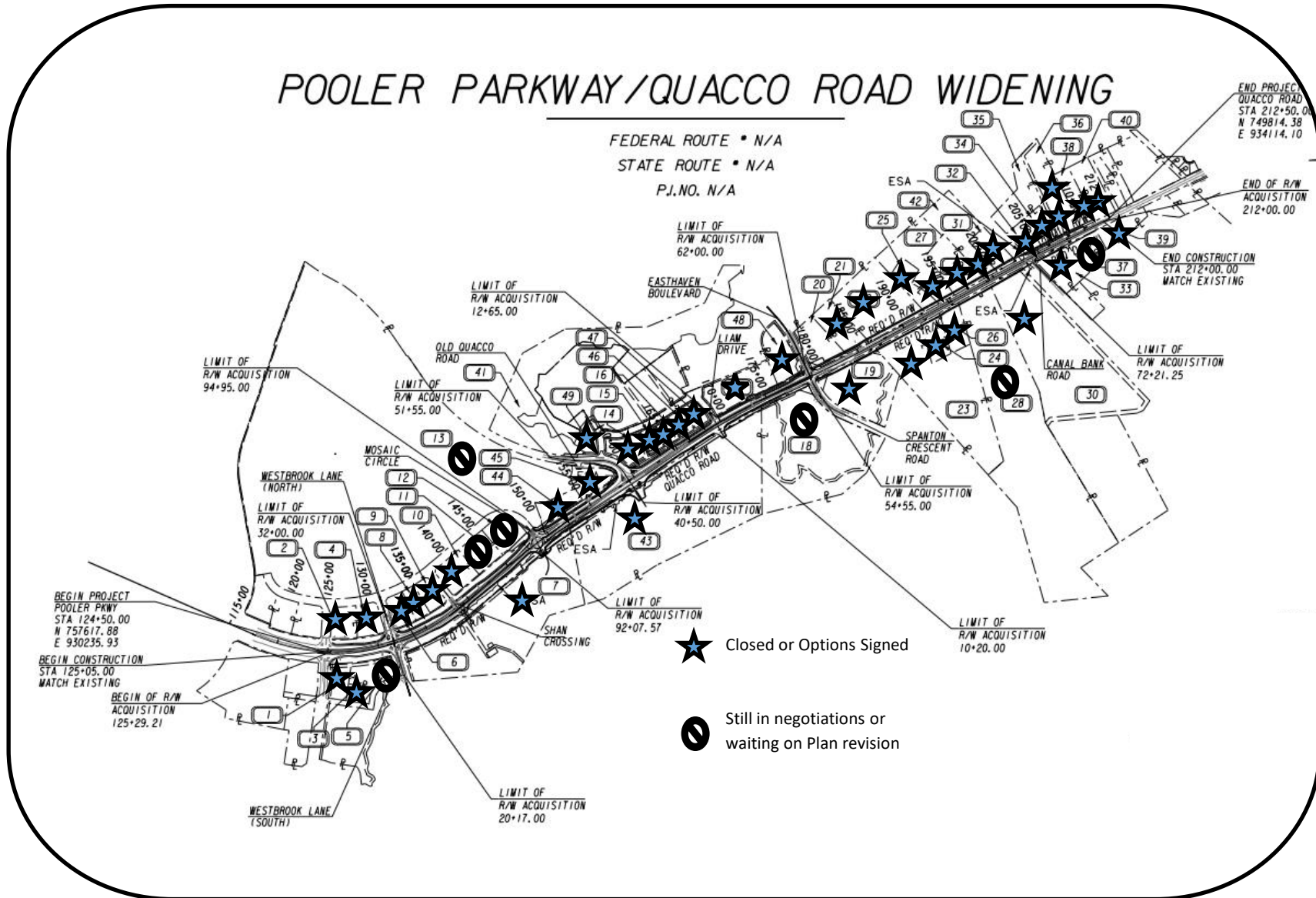
**Kimley Horn**

FEBRUARY 2023

**LEGEND**

- EXISTING RIGHT-OF-WAY AND PROPERTY LINES
- EXISTING EASEMENT
- PROPOSED RIGHT-OF-WAY
- PROPOSED EASEMENT
- PROPOSED RIGHT-OF-WAY (BY OTHERS)
- ENVIRONMENTALLY SENSITIVE AREA (ESA)
- PROPOSED PERMANENT PAVING
- PROPOSED CURB & GUTTER
- PROPOSED TRUCK APRON
- RAISED CONCRETE MEDIAN
- PROPOSED CENTRAL ISLAND/LANDSCAPED MEDIAN
- PROPOSED SIDEWALK
- PROPOSED SHARED-USE PATH

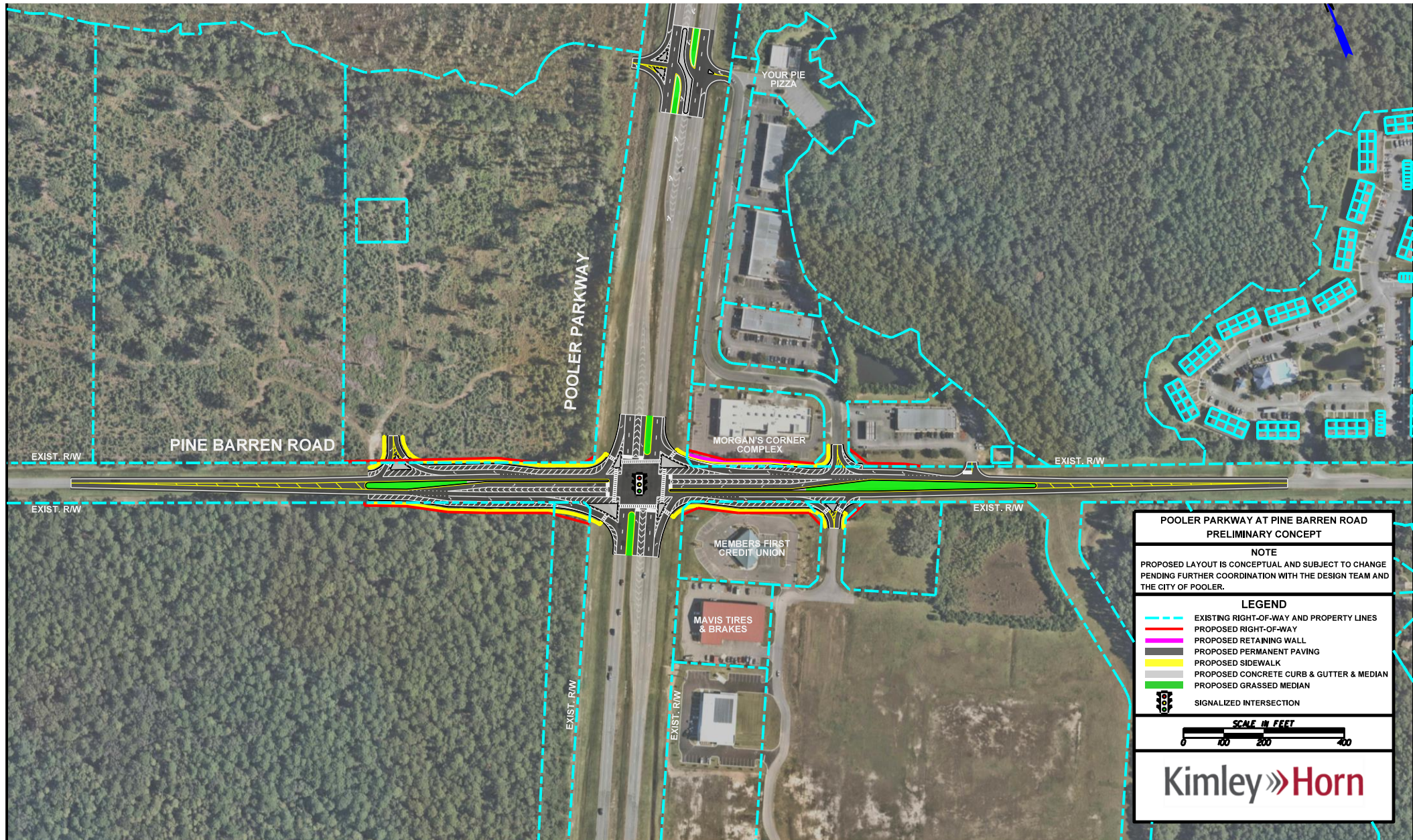
# Pooler Parkway/Quacco Road Widening



# Pooler Parkway/ Quacco Road Quick Facts

- **Complete R/W Acquisition: Q3 2024**
- **Project LET: Q4 2024**
- **Begin Construction: Q2 2025**
- **Ribbon Cutting: Q4 2026**

# Pooler Pkwy/Pine Barren Rd Intersection Improvements

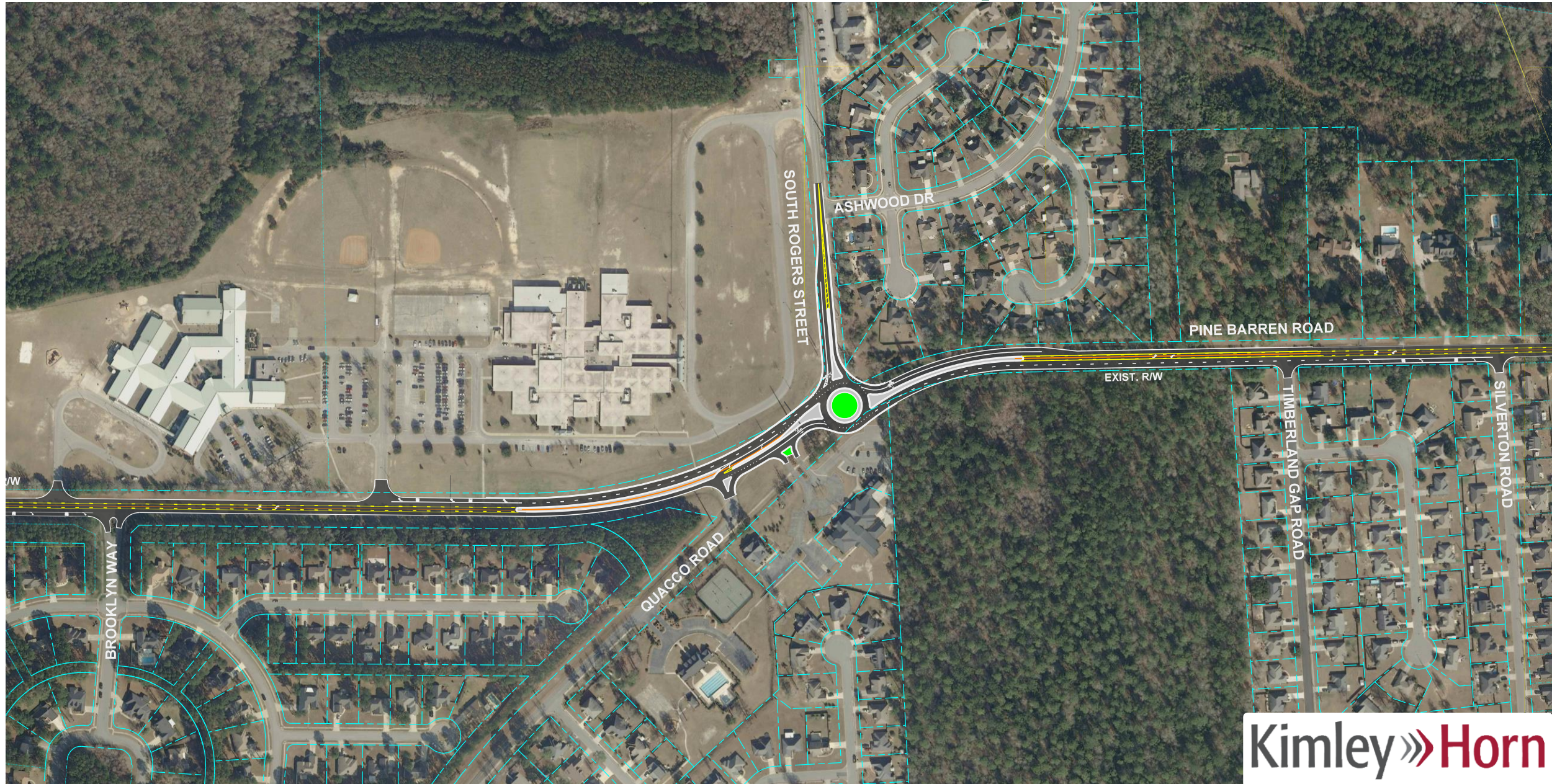


# Pooler Parkway/ Pine Barren Road Quick Facts

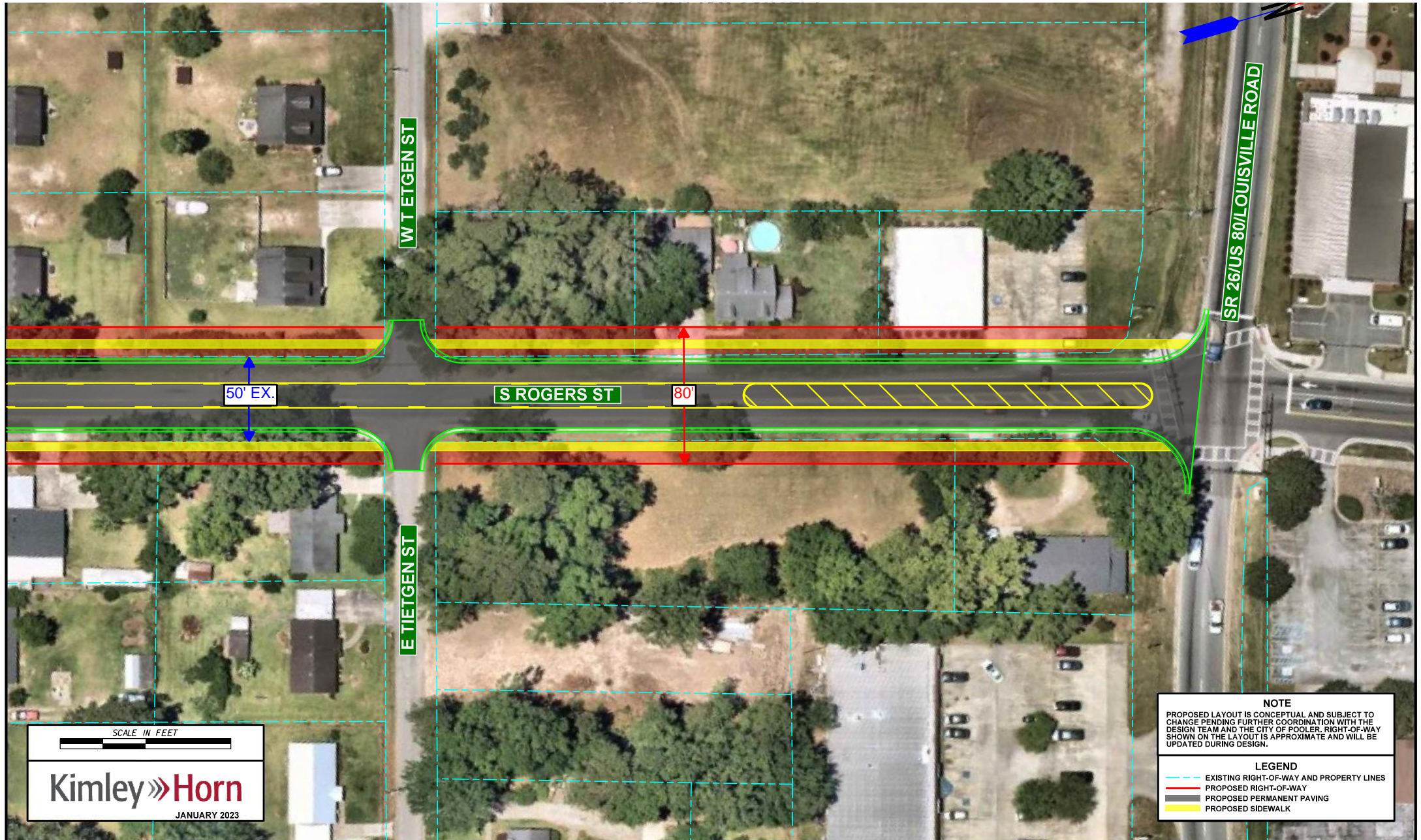
- **Preliminary Plan Submittal: 07-JUN-2024**
- **Complete R/W Acquisition: Q1 2025**
- **Project LET: Q1 2025**
- **Begin Construction: Q2 2025**
- **Ribbon Cutting: Q3 2026**
- **Construction Cost: \$4,750,000**



# Future Pine Barren Road Improvements



# Future Rogers Road Improvements



50' EX.

S ROGERS ST

80'

WT ETGEN ST

ETIETGEN ST

SR 26/US 80/LOUISVILLE ROAD

SCALE IN FEET



Kimley»Horn

JANUARY 2023

**NOTE**  
PROPOSED LAYOUT IS CONCEPTUAL AND SUBJECT TO CHANGE PENDING FURTHER COORDINATION WITH THE DESIGN TEAM AND THE CITY OF POOLER. RIGHT-OF-WAY SHOWN ON THE LAYOUT IS APPROXIMATE AND WILL BE UPDATED DURING DESIGN.

**LEGEND**

- EXISTING RIGHT-OF-WAY AND PROPERTY LINES
- PROPOSED RIGHT-OF-WAY
- PROPOSED PERMANENT PAVING
- PROPOSED SIDEWALK

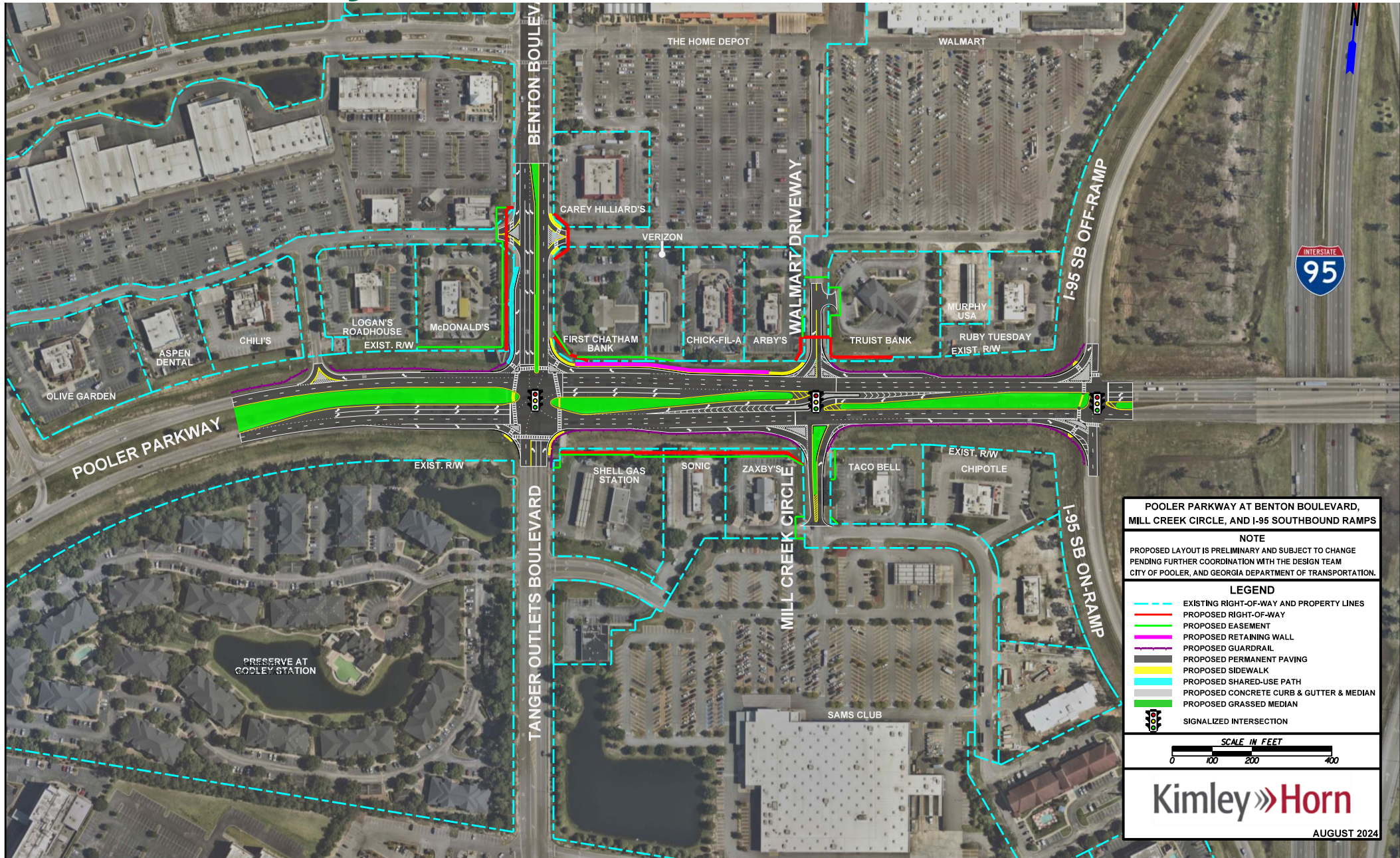
# Rogers Road at Hardin Canal Bridge Replacement



Project Cost Estimation Spreadsheet						
Project Identification						
Description	S. Rogers Street Bridge Replacement at Hardin Canal		Proj. Type	Bridge Replacement		
From Limit	1050' south of Hardin Canal		District	5		
To Limit	1050' north of Hardin Canal					
Project Length	0.40 Miles					
Cost Summary Incl. Contingency						
	per mile	Yr. of Exp.	Inflated Cost	Total Program Cost		
Preliminary Engineering	\$1,020,446	\$ 2,551,115	2025 \$	1,061,264	\$1,220,454	
Total	\$6,047,789	\$ 15,119,472	Total \$	6,693,622	\$7,697,665	
Construction Costs						
Average Per Lane-Mile Components	Unit Cost	Miles	Add Lanes	Lane-Miles	Cost	
Pavement Widening	\$830,000	0.55	2.00	1.11	\$917,276	
Surface Street Overlay	\$110,000	0.25	2.00	0.49	\$54,433	
Traffic Control	\$200,000	0.40	1.00	0.40	\$80,000	
Typical Driveways	\$100,000	1.00	1.00	1.00	\$100,000	
Typical E & S Control Temp&Perm	\$180,000	0.40	2.00	0.80	\$144,000	
Typical Earthwork	\$600,000	0.40	2.00	0.80	\$480,000	
Typical Drainage - Rural Section	\$180,000	0.40	2.00	0.80	\$144,000	
Signing & Marking	\$50,000	0.40	2.00	0.80	\$40,000	
Typical Clear & Grub-120 ft wide	\$75,000	0.40	2.00	0.80	\$60,000	
Typical Guardrail Type W	\$185,000	0.10	1.00	0.10	\$18,500	
10' SUP (mile)	\$367,000	0.05	1.00	0.05	\$18,350	
					Subtotal	\$2,056,559
Additional Per Mile Components	Unit Cost	Length	factor	Cost		
Add'l guardrail Type T (mile)	\$528,000	0.05	1.00	\$26,400		
				Subtotal	\$26,400	
Individual Components	Unit Cost	Length (ft)	Width (ft)	Ht (ft)	Cost	
Bridges - replace (SF)	\$275	60	97		\$1,600,500	
Bridge Removal (SF)	\$60	30	38		\$68,400	
					Subtotal	\$1,668,900
					Total Construction Cost	\$3,751,859
Right-of-Way Costs						
Area Type	Unit Cost (acre)	Miles	Width (ft)	Acres	Cost	
Suburban Residential R/W	\$150,000			1.500	\$225,000	
Easement Residential	\$100,000			0.250	\$25,000	
					Total Right-of-Way Cost	\$250,000
Reimbursable Utility Costs						
	5%				\$187,593	
					Total Reimbursable Utility Cost	\$187,593
Preliminary Engineering Costs						
PE %	20%				Total Preliminary Engineering Cost	\$850,372
H&H/FEMA permitting	\$100,000					
Contingency Costs						
Contingency %	20%				Total Contingency Cost	\$1,007,965
					Total (PE+Util.+ROW+CST)	\$5,039,824
					Grand Total (2024)	\$6,047,789

**Total Program Cost \$7,700,000**

# Pooler Pkwy at Benton Blvd and Mill Creek Circle



# Pooler Pkwy/ Benton Blvd/ Mill Creek Circle Quick Facts

- **Preliminary Plan Submittal: 14-AUG-2024**
- **Complete R/W Acquisition: Q2 2025**
- **Project LET: Q3 2025**
- **Begin Construction: Q4 2025**
- **Ribbon Cutting: Q1 2027**
- **Construction Cost: \$4,130,000**

# QUESTIONS?

CHRIS MARSENGILL, PE, PTOE

912-328-4414

CHRIS.MARSENGILL@KIMLEY-HORN.COM

RHODES HUNT, PE

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Kimley»Horn



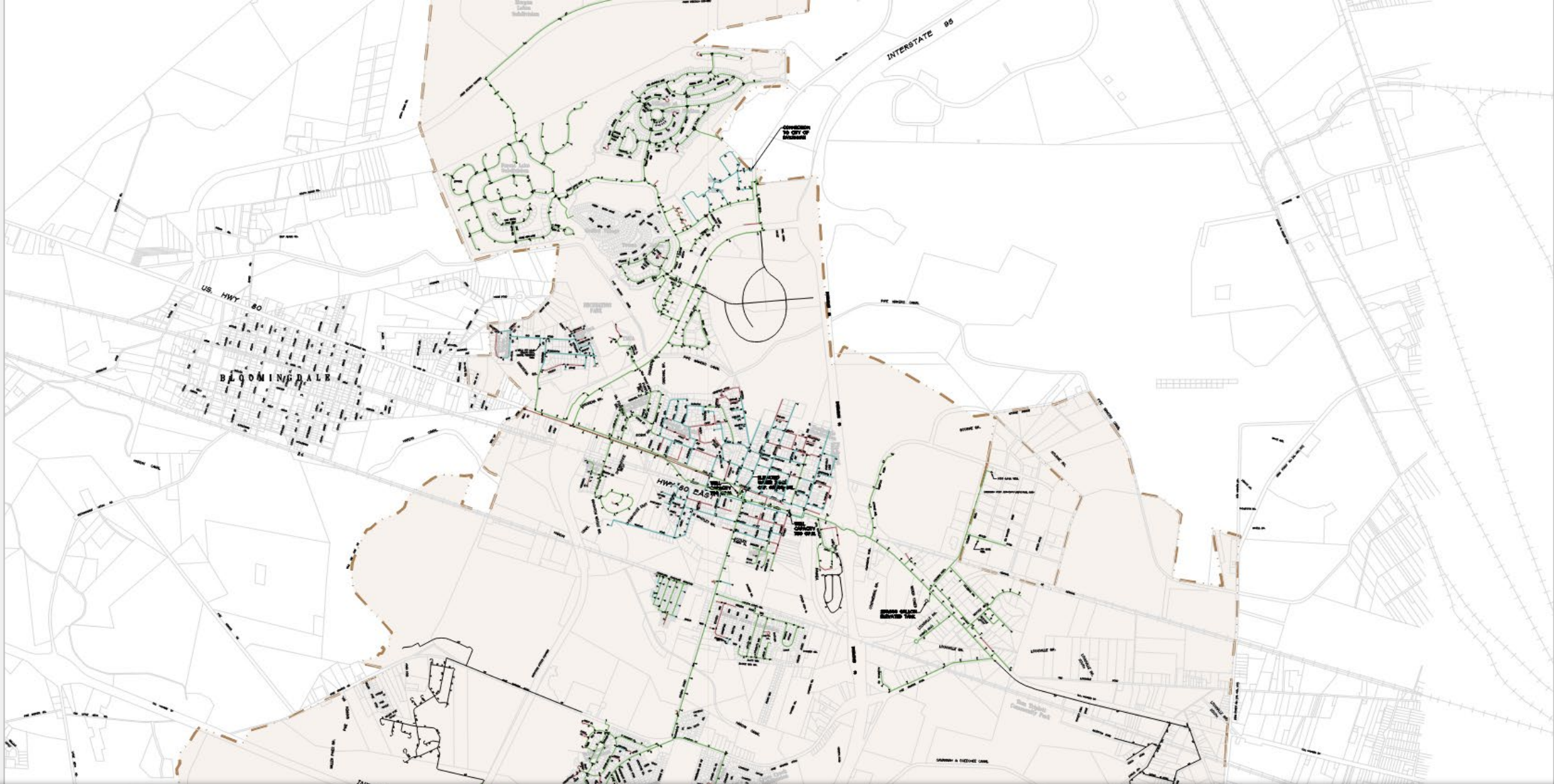
# City of Pooler Planning Retreat - Engineering Update

September 3, 2024



**CITY of POOLER**  
— GEORGIA —

**HUSSEY GAY BELL**  
Established 1958



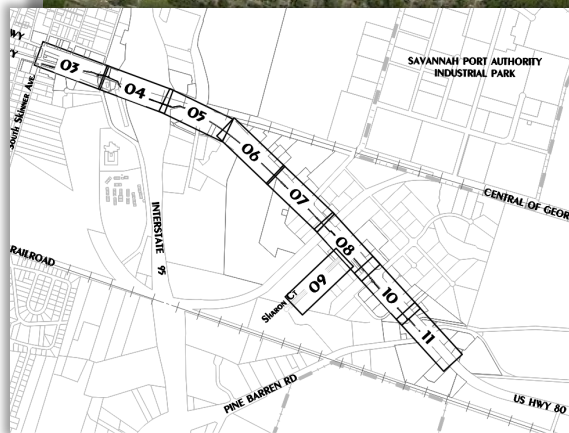
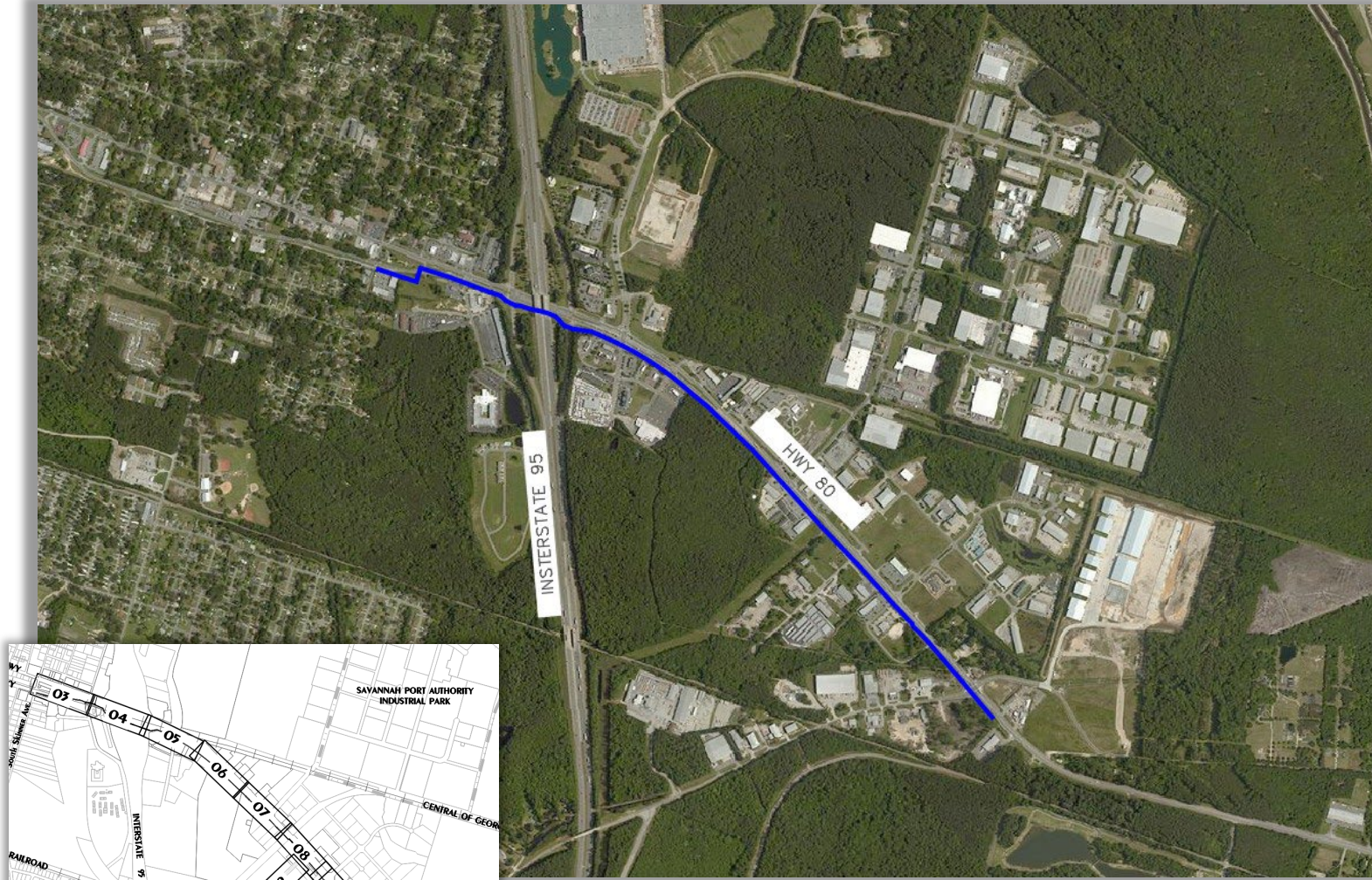
# City of Pooler - Water Projects



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# Highway 80 Water Main Replacement



- 12" PVC WM to replace 10" Permastrand WM
- GDOT Negotiations in Progress
- Project Schedule:
  - Bid Advertisement: October 2024
  - NTP: December 2024
  - 18-month Construction Period
  - Construction Complete: June 2026



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## City of Pooler - Sewer Projects



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# Savannah Quarters Lift Station Upgrade



- Upgrade to a capacity of 4.8 MGD
  - Triplex Lift Station with approximately 14,850 LF of 18-inch force main
- Complete and In Operation
- Construction Cost: \$6.8M



# City of Pooler Wastewater Treatment Plant



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Established 1958

# City of Pooler Wastewater Treatment Plant



**CITY of POOLER**  
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— Established 1958 —

# City of Pooler Wastewater Treatment Plant

## Construction Update

- Bi-weekly Progress Meetings and On-site Construction Observation continue.
- Weekly commissioning meetings with Veolia to discuss process biology and punch list.
- All new unit processes are in operation.
- 100% of wastewater flow was transferred to new MBR in July 2024.
- Construction Bid Cost: \$48.7M
- Project Schedule:
  - Division 1 Completion (July 2024)
  - Division 2 Completion (October 2024)
  - Final Completion (November 2024)



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# City of Pooler Wastewater Treatment Plant



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# Headworks



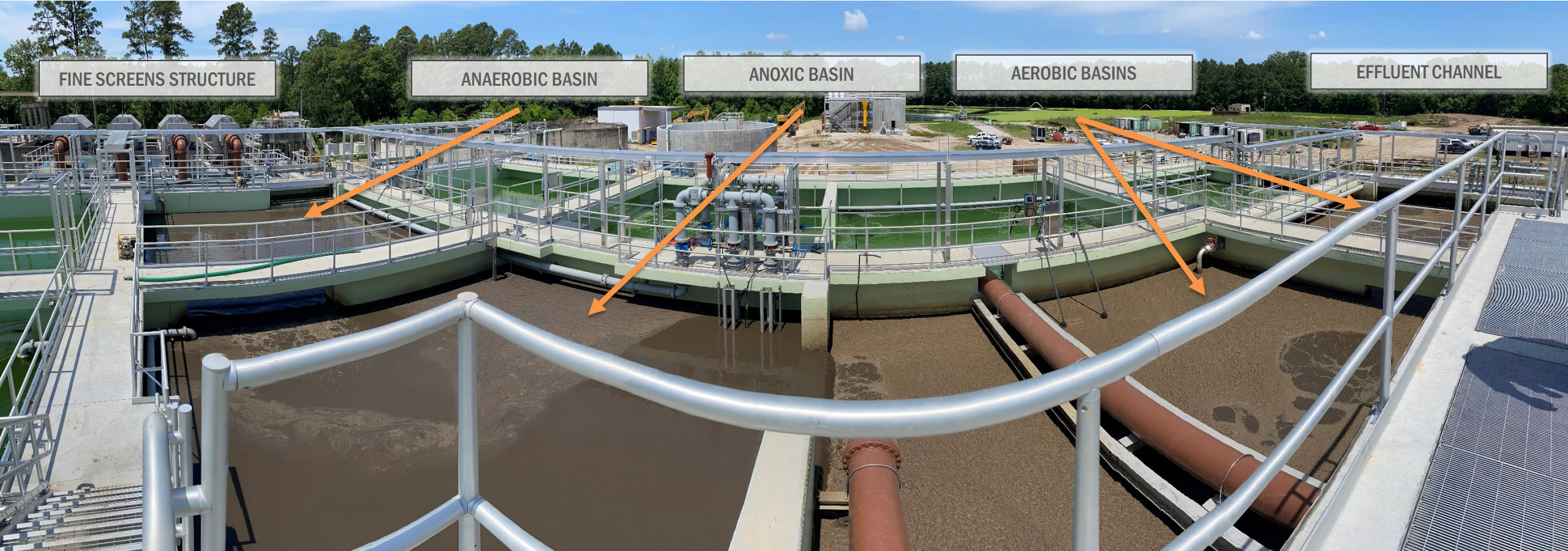
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# Fine Screens



# Membrane Bioreactor (MBR)



# Ultraviolet Disinfection



# South Rogers St Lift Station Upgrade



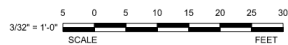
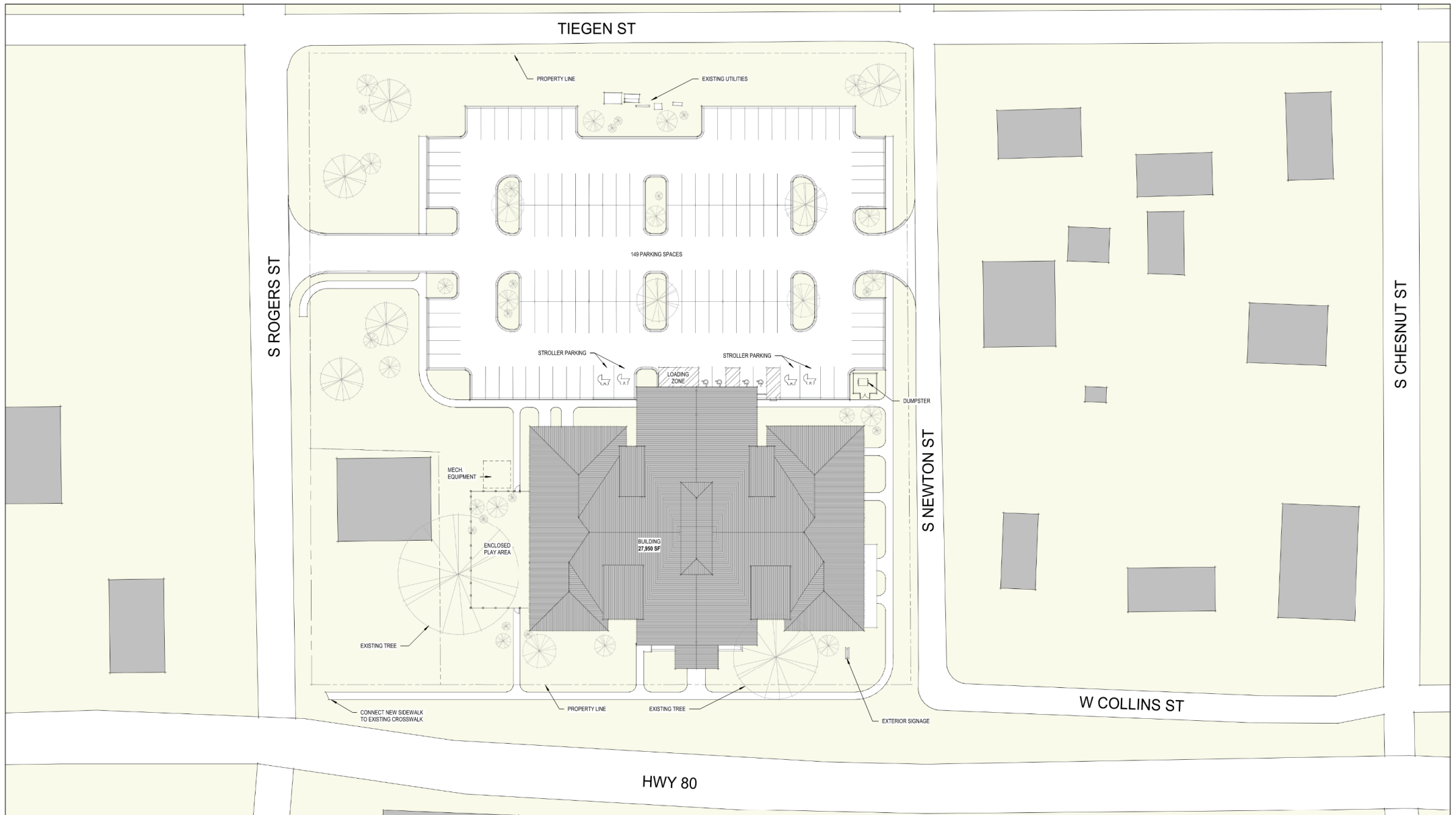
- Upgrade with a new Wetwell, Pumps, and Controls
- New Force Main along S Rogers St
- Odor Control
- ~ \$6M

# Pooler Public Library

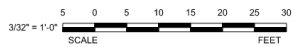


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Established 1958



# SITE PLAN



TOTAL SQUARE FOOTAGE: 27,950

# FLOOR PLAN

The Pooler Public Library





NORTH



EAST



# ELEVATIONS



**SOUTH**



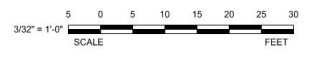
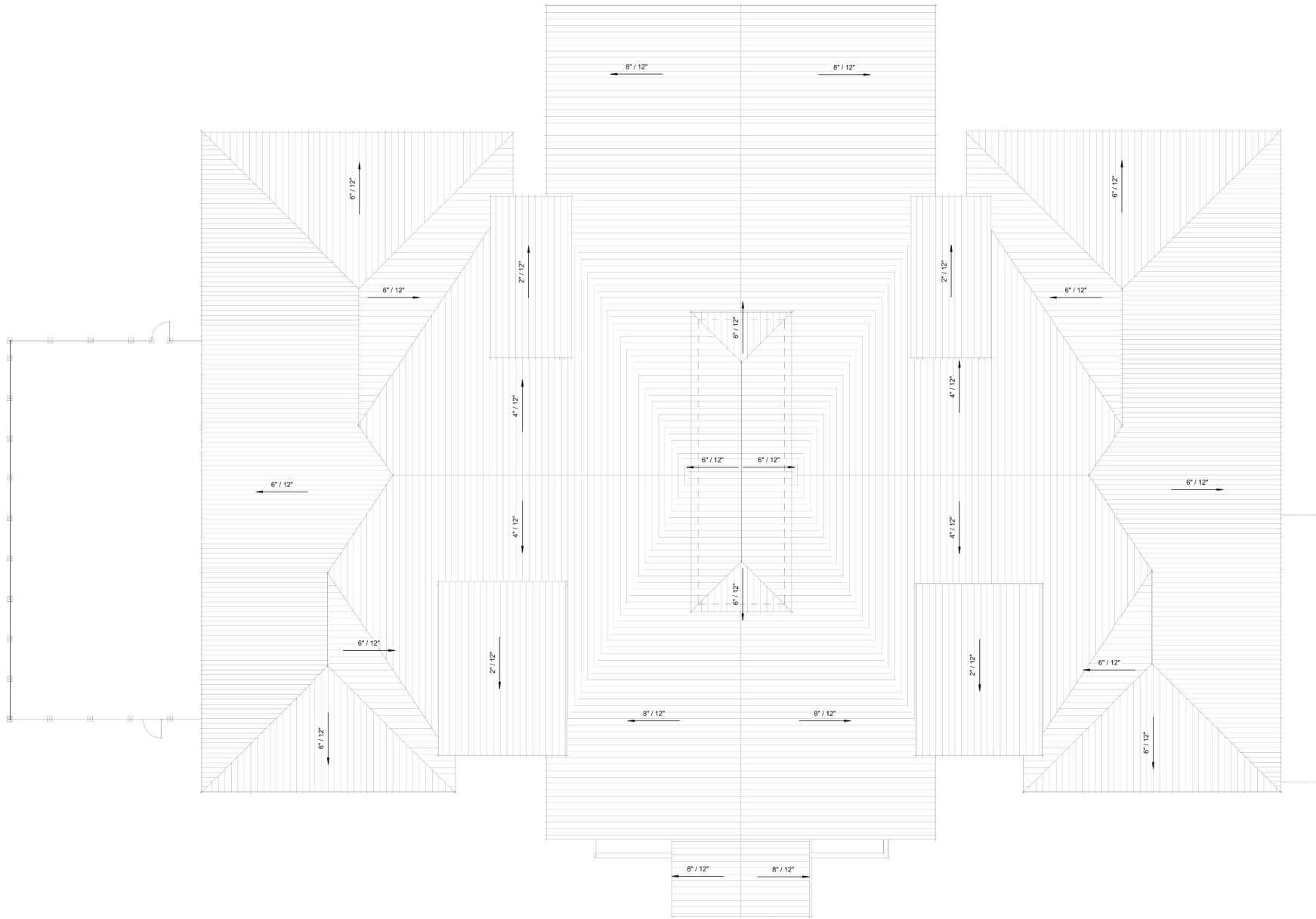
**WEST**



# ELEVATIONS

*The Pooler Public Library*





# ROOF PLAN



# Pooler Public Works



# Pooler Public Works

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## MEETING MINUTES

DATE: July 2<sup>nd</sup>, 2024

RE: Pooler Public Works Kick-Off Meeting

PRESENT AT MEETING: Please see attached sign in sheet.

PREPARED BY: Kevin Mascunana & Robert Armstrong

*Following is a brief outline of items discussed at a Kick-Off Meeting held at 1095 S. Rogers Street. This summation is the author's interpretation of the items discussed and decisions reached at the above referenced meeting. Anyone desiring to add to or otherwise correct the Minutes is requested to return written comments to the author within three days of the date of issue; otherwise, these Minutes will stand as written. Some items listed in these minutes (indicated with underline) were not discussed in detail at the meeting but are included in these minutes for emphasis.*

### GENERAL:

1. Kevin Mascunana is the contact for Hussey Gay Bell.
2. John Winn is the contact for City of Pooler.
3. Existing site fiber and Electrical service will need to be reworked for future development.
4. Employees currently park across the street.
5. Toilet and closets in superintendent's offices
6. Offices need TV outlets.
7. Locker room with showers for all
8. Gym/workout room
9. Plan needs to be arranged so workers don't bring dirty boots into the nice office area.
10. Cintas uniform drop-off area near locker rooms (in conditioned space)
11. IT main room
12. HGB to set up tour of City of Savannah Interchange Court
13. Need design and construction budget by October
14. Possibly relocate out of existing building during construction into modulars?
15. Large muster area (for meetings and morning assignments)
16. Office hierarchy: Public Works Director, Superintendent, Supervisor

### WATER DEPT:

1. 4 offices:
  - a. Superintendent
  - b. Supervisor
  - c. Backflow Coordinator
  - d. Inspector (two people with layout table)
2. Lab with office for lab manager (in dirty boot area)
3. 6 field crew
4. Storage
5. Office supplies area with O.H. door (large enough for forklifts)
6. Meter shop for testing and repair

329 Commercial Drive • Savannah, Georgia 31406 • 912.354.4626 • husseygaybell.com

SAVANNAH • ATLANTA • STATESBORO • BLUE RIDGE • CHARLESTON • COLUMBIA • GREENVILLE • NASHVILLE

7. Administrative area with conference room
8. Place for meter pick out

### STREETS DEPARTMENT:

1. Superintendent office with toilet and closet
2. Operator office
3. Possible traffic operations center
4. Do not fabricate signs so there is no paint shop.
5. 3-5 crew on the street
6. Conditioned storage for traffic signal parts
7. Outdoor storage area for poles, etc.
8. Storage for maintenance equipment; tools, cones, etc.
9. Conditioned storage for signs
10. Conference room
11. Office supplies/ copy room
12. Traffic maintenance office with TV outlet
13. 1 future office
14. Street sweeper parking? (currently has 1 street sweeper)
15. Crew leader's office?
16. Muster room/break room (shared by all?)
17. Admin asst.
18. Do not stock backflows.

### STORM WATER DEPT.:

1. 1 office for 3 guys
2. 6 field crew
3. Future office for 2 special projects crew?
4. Superintendent office with toilet and closet
5. Storage bay, double current size from 12'x16' to 24'x16'
6. Muster area for 9 people

### CANAL DEPT:

1. Department of 1
2. 1 superintendent office with toilet and closet
3. 1 crew leader office (shared by two people)
4. Max 4 offices future total
5. Muster area

### FACILITIES DEPT.:

1. 1 supervisor office
2. 1 superintendent office with toilet and closet
3. Open workshop with work bench. Maybe 15'x25'.
4. 1 admin asst.
5. No general public
6. Outdoor shop and storage, maybe 30'x50'
7. Possible 2 future offices

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# Pooler Public Works

**FLEET DEPT:**

1. Superintendent office with toilet and closet
2. Admin asst.
3. +- 4 muster
4. Currently have existing vehicle maintenance bays

**PUBLIC WORKS:**

1. Public Work coordinator office
2. Project coordinator office
3. Water coordinator office
4. +1 more future office
5. Plan room for pre-con meetings and plan review. Storage for approx. 150 rolls of plans and room for plotter.
6. Conference room for 20 at the table and seats around the room
7. Office supplies
8. Copy room
9. Small conference room
10. City engineer office
11. Public works director office with small conference table and toilet with shower
12. Kitchen/breakroom with cooking and dishwasher
13. Small lobby with public toilet
14. Office manager office
15. Admin asst.
16. Area for long term storage (climate control)

END



**POOLER PUBLIC WORKS  
KICK OFF MEETING  
2 JULY 2024**

NAME	ORGANIZATION	EMAIL
Terra Duff	PW Admin	Tduff@pooler-ga.gov
Chris Costa	stormwater	Ccosta@pooler-ga.gov
Greg Rowland	facilities	Growland@pooler-ga.gov
John Winn	City of Pooler	johnwinn@pooler-ga.gov
Mark Williams	City of Pooler	mwilliams@pooler-ga.gov
MATT SAXON	COP	MSAXON
Shawn McNelly	Street dept	smcnelly@pooler-ga.gov



**Pooler Public Works Program and Space Requirements**

Department	Spaces	Requirements	Adjacencies	Sq Ft			
General	Lobby	To accommodate whole building?	Circulation	1200			General
	Gym	20'x20'	Lobby	400		Dirty Boots	
	IT	10'x10'		100		Clean Boots	Water
	Muster area		Lobby	400			
	Locker room w/ showers for all		Uniform dropoff	1200			Streets
	Uniform dropoff area		Locker room				
		<b>Total:</b>		<b>3300</b>			Storm Water
Water Dept	Superintendent office	with toilet and closet		150			Canal
	Supervisor Office			100			
	Backflow Coordinator Office			150			Facilities
	Inspector	Two people with layout table		250			
	Lab	Include office for lab manager, dirty boots area					Fleet
	Drop space	To accommodate 6 field crew members					
	Storage			800			Public Works
	Office supplies area	With overhead door, large enough for forklifts		800			
	Meter shop	To be used for testing and repair	Office supplies area	800			
	Admin area		Conference Room	800			
Conference room		Admin area	600				
		<b>Total:</b>		<b>4450</b>			
Streets Dept	Superintendent office	with toilet and closet		180			
	Operator office			150			
	Traffic operations center						
	Drop space	To accommodate 3-5 crew members					
	Conditioned storage	Traffic signal parts, signs		800			
	Outdoor storage	For poles, etc.					
	Storage	Maintenance equipment, tools, cones, etc.		800			
	Conference room			600			
	Office supplies/Copy room			250			
	Traffic maintenance office	TV outlet		150			
	Office for future use			150			
	Office for street sweeper parking			150			
	Crew leader office			150			
Admin office			150				
		<b>Total:</b>		<b>3530</b>			
Storm Water Dept	Workspace/Office	To accommodate 3 people		250			
	Drop space	To accommodate 6 field crew					
	Office for future use	To accommodate 2 special projects crew		200			
	Superintendent office	with toilet and closet		180			
	Storage bay	24' x 16'		384			



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	Muster area	To accommodate 9 people		300
			<b>Total:</b>	<b>1314</b>
Canal Dept	Superintendent office	with toilet and closet		180
	Crew leader office	To accommodate 2 people		200
	Offices for future use (4 max)			150
	Muster area			400
			<b>Total:</b>	<b>930</b>
Facilities Dept (no	Supervisor Office			150
	Superintendent office	with toilet and closet		180
	Open workshop	work bench, 15'x25'		375
	Admin office			150
	Outdoor shop and storage	30'x50'		1500
	Future offices (2)			150
			<b>Total:</b>	<b>2505</b>
Fleet Dept	Superintendent office	with toilet and closet		180
	Admin office			150
	Muster area	To accommodate +/- 4 people		200
			<b>Total:</b>	<b>3185</b>
Public Works	Coordinator office			150
	Project coordinator office			150
	Water coordinator office			150
	Office for future use			150
	Plan room	For pre-con meetings and plan review w/ storage for approx. 150 rolls of plans and room for plotter		175
	Large Conference room	To accommodate 20 at the table plus seats around the room		600
	Office supplies/Copy room			250
	Small conference room			200
	City engineer office			150
	Public Works Director Office	w/ small conference table and toilet w/ shower		200
	Kitchen/breakroom	cooking capabilities and dishwasher		400
	Small lobby	w/ public toilet		210
	Office manager office			150
	Admin office			150
	Long term storage	climate controlled		2200
			<b>Total:</b>	<b>5285</b>



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# Introduction to the MPC & Comprehensive Planning

**Melanie Wilson, Executive Director and CEO**

Chatham County-Savannah Metropolitan Planning Commission

September 3, 2024



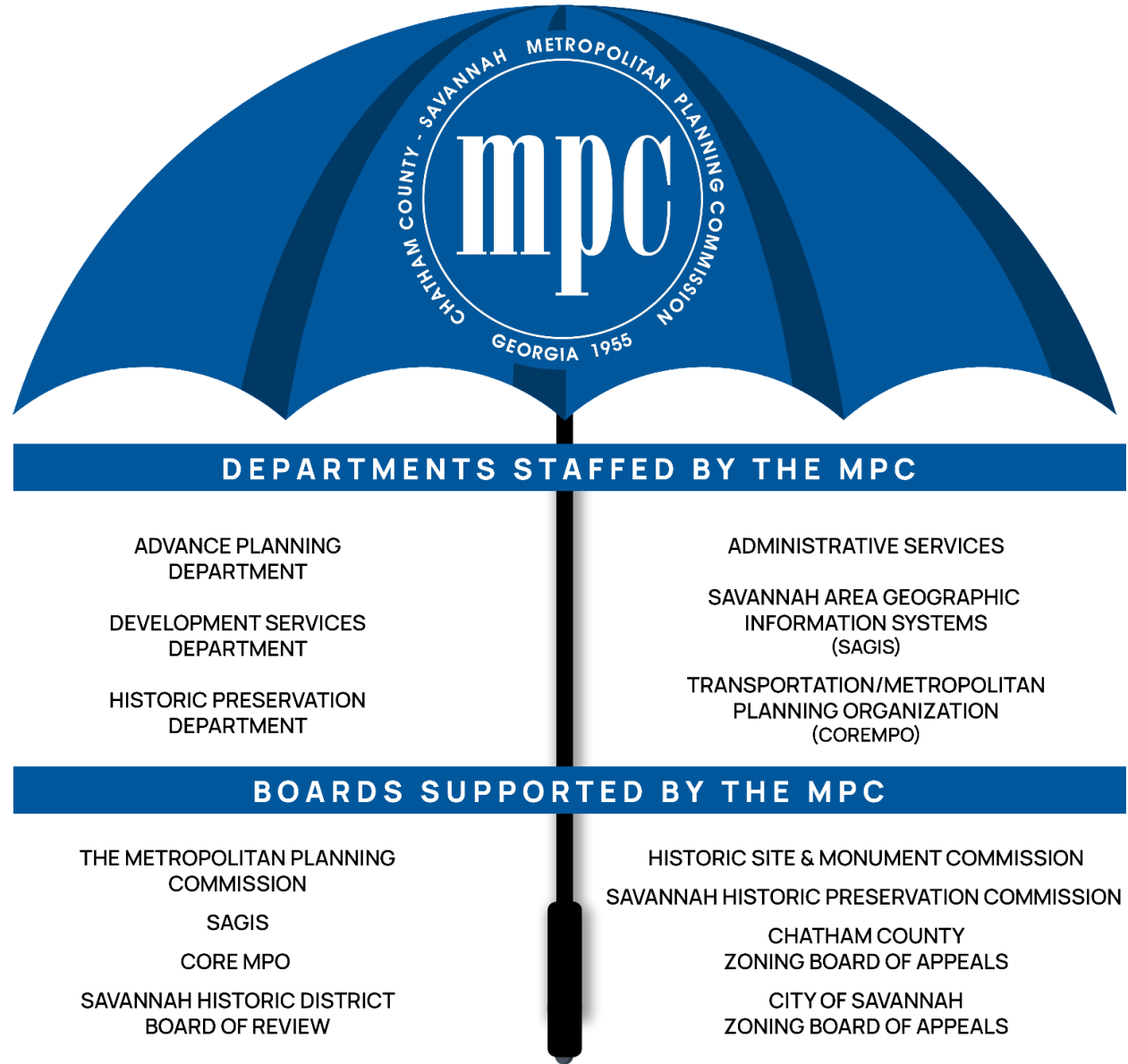
# Today's Agenda

1. MPC Overview
2. Local Government Planning
3. Pooler's Comp Plan
4. MPC Planning Services
5. Current Opportunities

# MPC Overview

Who are we and what do we do?

# MPC Departments and Boards



## **Our Vision**

The MPC will be the leader in planning, development, and preserving a greater community through partnerships and an open process.

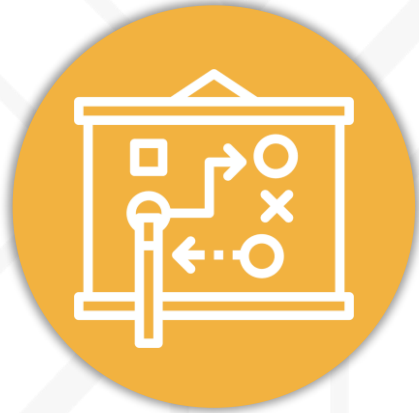
## **Our Mission**

It shall be in the mission of the MPC to provide an accessible planning process, sound professional planning products, and recommendations to ensure a greater quality of life for all to enjoy a community that is historic, sustainable, mobile, and prosperous.

# MPC Planning Departments



Development  
Services &  
Current Planning



Special Projects &  
Advance Planning



Transportation/  
CORE MPO



Savannah Area  
GIS (SAGIS)



Historic  
Preservation &  
Urban Design

# Local Gov't Planning

What are comprehensive plans, service delivery strategies, and capital improvement plans?



## Comprehensive Plan

- Presents a vision for the future
- Long-range goals and objectives for all activities that affect the local government
- Written to provide direction for future activities over a 10–20-year period.



## Service Delivery Strategy

- Agreement on the delivery of services local governments and authorities provide
- Concise action plan backed up by the appropriate ordinances and intergovernmental agreements



## Capital Improvements Plan

- 5-year plan for infrastructure development
- Promotes orderly growth
- Prioritizes and provides a schedule for the projects
- Identifies funding sources and financing options



# Comprehensive Plans

- Process overseen by the Georgia Department of Community Affairs (DCA).
- Each local government must prepare, adopt, maintain, and implement an approved comprehensive plan as specified in the State of Georgia’s standards to maintain “Qualified Local Government” (QLG) status.
- QLG status allows access to financial resources to aid in implementing their plans (ex. CDBG, GEFA, and water/sewer loans).
- The “Comp Plan” is intended to be a guide for the community’s future.
- Designed to formulate a coordinated, long-term planning program to maintain and enhance the health and viability of the jurisdiction

# The Comp Plan: A Living Document

## Quality of Life

Public & private sector resource that projects:

- Land development & available housing
- Job attraction/retainment
- Protection of open space and environment
- Providing public services and facilities
- Improvement of transportation facilities

## Land Use

Future Land Use Map referenced in:

- Making rezoning and capital investment decisions
  - Guiding development based on community preferences
- Indicating character areas where various types of land uses should be permitted

## Zoning

Policies guide day-to-day decisions:

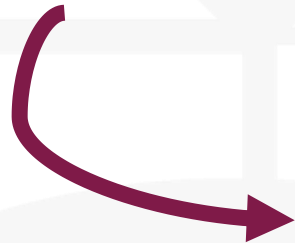
- Guidelines for rezoning decisions and capital investment
- Adoption/revision of zoning and development codes

# Planning in Pooler

What is in Pooler's comprehensive plan and why is it important?

# Pooler Plan 2040

- MPC completed Pooler's last comprehensive plan update
- Adopted October 2021
- Next Comp Plan and Service Delivery Strategy update due October 31, 2026
- Scan the QR Code or access it at: <https://mpc.compplan2040.org/>



# Plan Elements

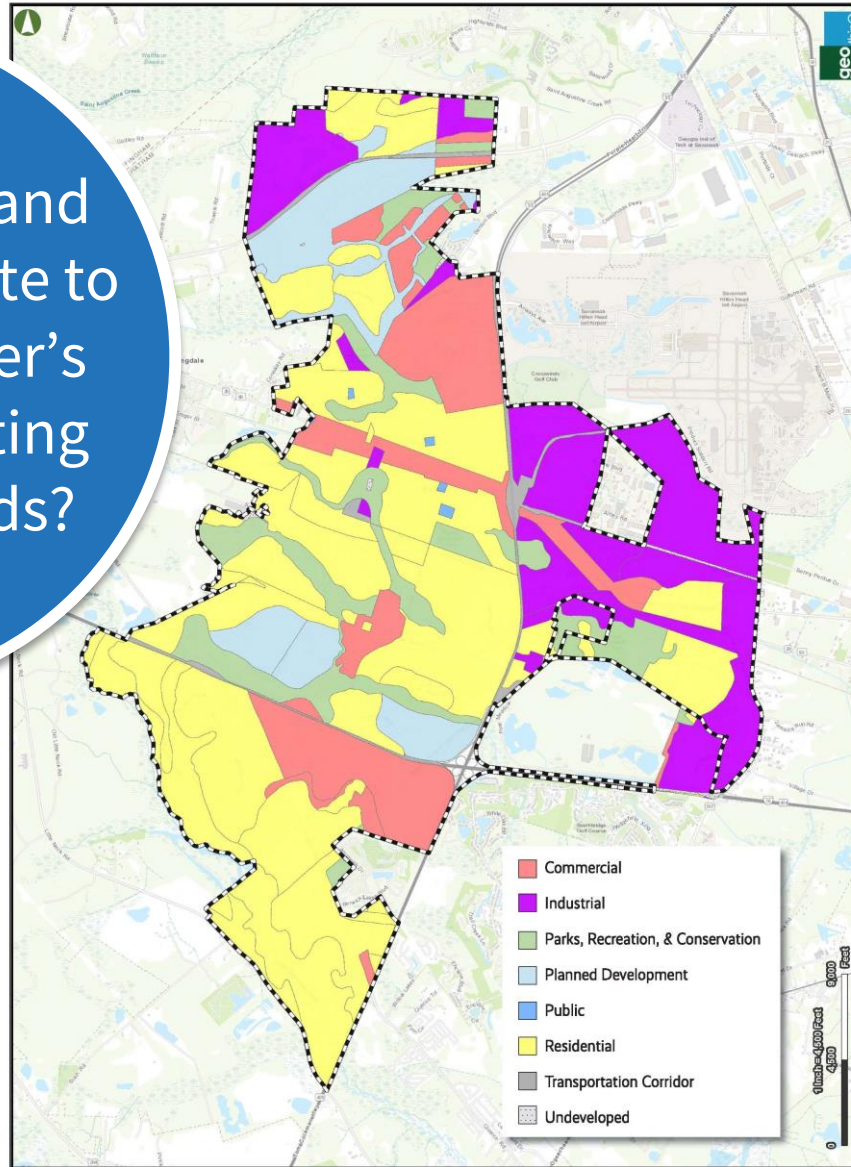


1. Executive Summary
2. Community Profile
3. **Community Vision and Goals**
4. **Economic Development**
5. **Land Use**
6. **Transportation**
7. **Housing**
8. Natural Resources
9. Quality of Life
  - a) Community Health
  - b) Education
  - c) Public Safety
  - d) **Broadband**
  - e) Historic & Cultural Resources
10. **Community Strategic Plan & Work Program (STWP)**
11. **Community Participation Program**
12. Service Delivery Strategy (Current)

Elements in **BLUE** are required by the Georgia DCA



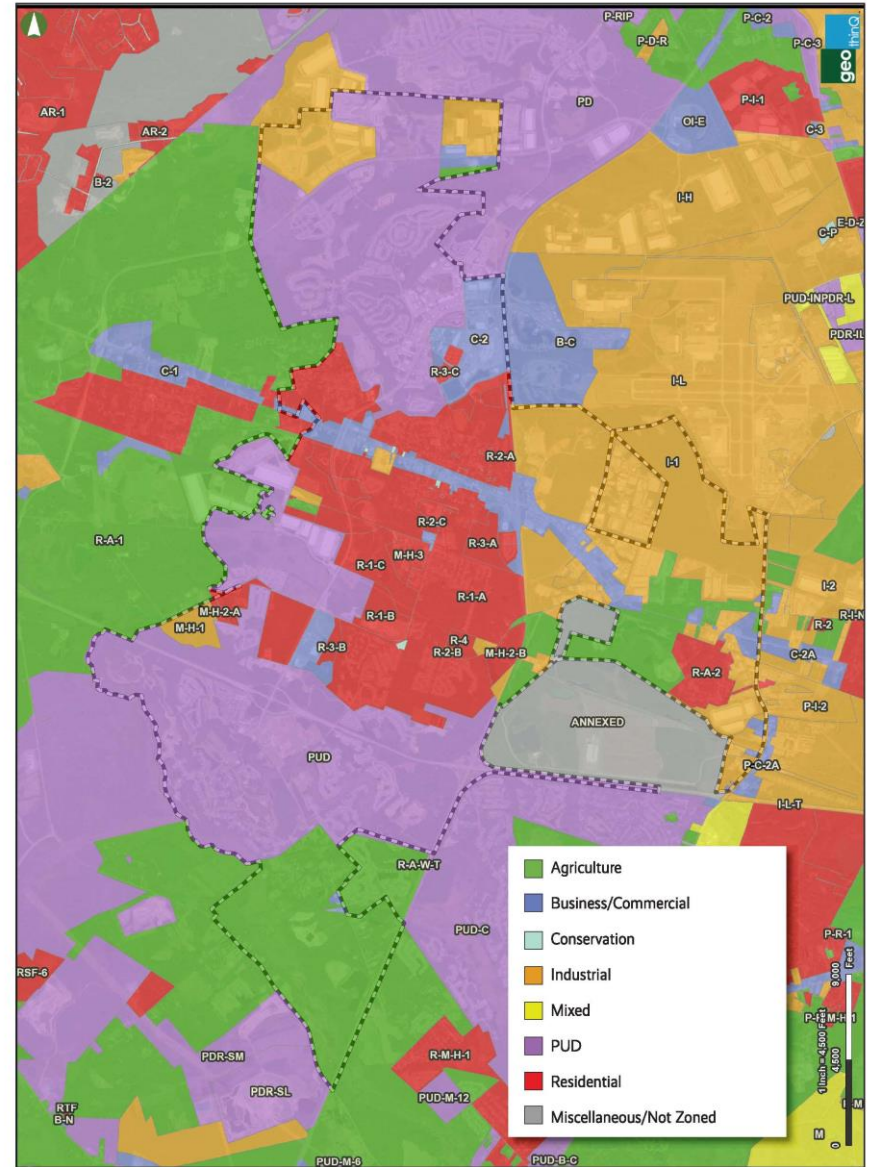
City of Pooler  
Future Land Use



How does FLU and Zoning contribute to achieving Pooler's goals and meeting the future needs?



City of Pooler  
Zoning



# Pooler by the Numbers



Population:  
25,711



Bachelor's Degree  
or higher: 41 %



Median Household  
Income: \$89,812



Employment:  
67.1%

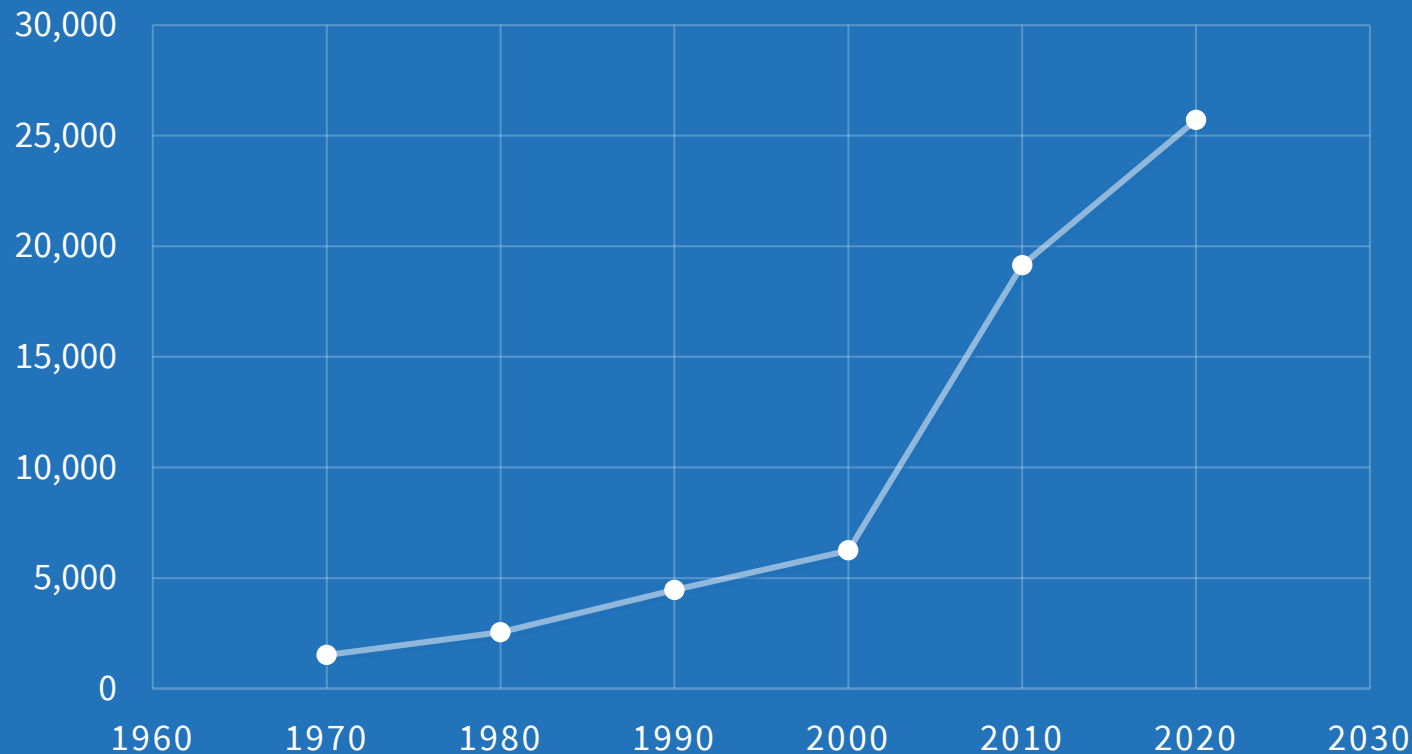


Housing Units:  
11,102



Primary Languages:  
English (86.9%)  
Spanish (7.5%)

POPULATION 1970-2020



# Trends to Consider...



22%

Increase in Chatham County  
Population from 2024 to 2060



24 Minutes

Avg Commute Time

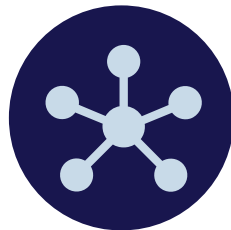
& 90%

Drive alone in Pooler



134 million sq ft +

Savannah Area Industrial Market



Strong Corridors

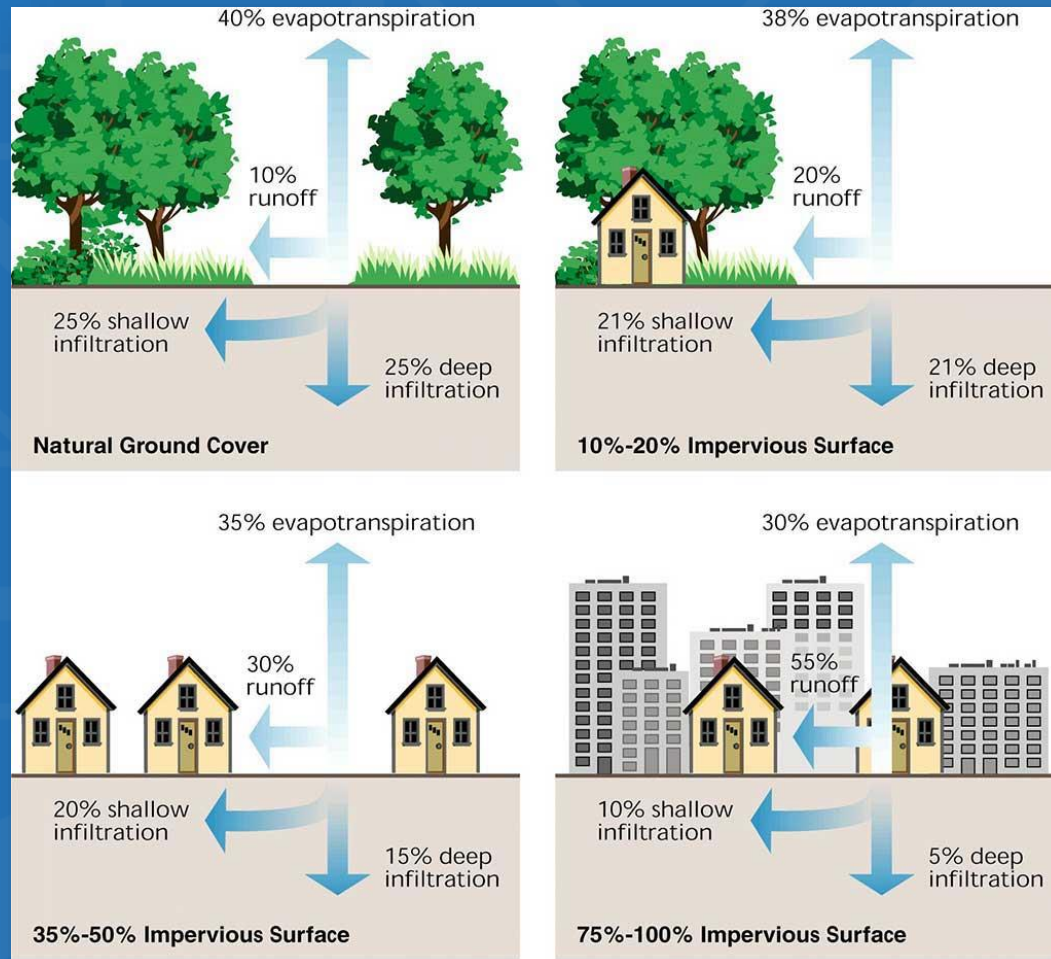
Plan 2040 Preferred Growth Strategy



43-53 Days

Above 95 F by mid-century

# Stormwater and Land Use Impacts



- Rain that flows over land or impervious surfaces, such as paved streets, parking lots, and building rooftops, and does not soak into the ground.
- Pooler's stormwater management ordinances can be used to protect wetlands as a means of reducing non-point source pollutants and to create artificial wetlands for the treatment of surface runoff.
- Pooler adopted the Coastal Stormwater Supplement to the Georgia Stormwater Management Manual.



# Stormwater Management Solutions

- Upgrade systems to manage heavier storm flows and use green infrastructure to reduce runoff
- Implement incentive-based programs and BMPs
- Encourage green roofs, parks, and street trees that can reduce ambient air temperatures and filter pollutants from stormwater runoff and the air
- Preserve large, contiguous areas of open space to absorb flood waters and reduce flooding in developed areas
- Determine if a stormwater utility is feasible for the continued maintenance, management, and treatment of the city's stormwater system
- Collectively discuss stronger, more unified options for handling stormwater and flood waters related to growth on a county-wide scale
- Consider requiring developers to pay for **Surety Bonds** to take care of **maintenance for the systems**

# MPC Planning Services

How can the MPC assist you?

# MPC Planning Products

Urban  
Growth  
Plans

Comp &  
Strategic  
Plans

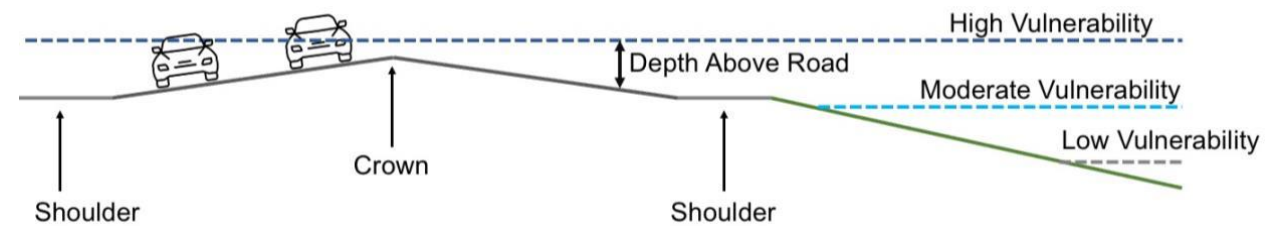
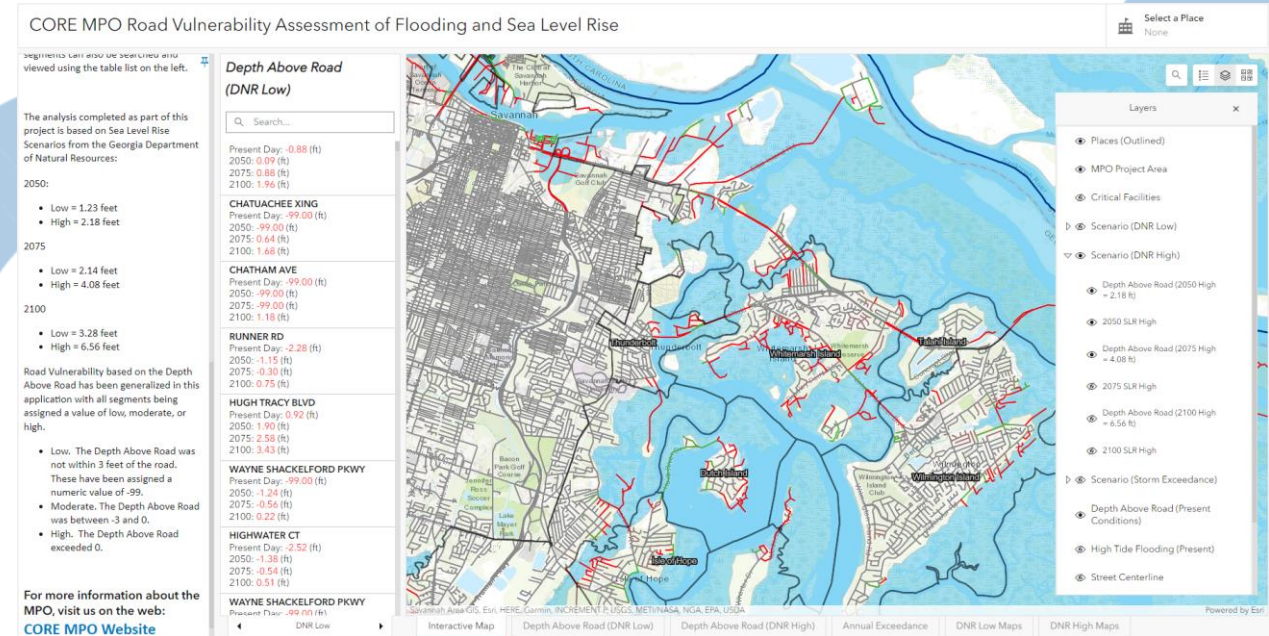
Parking  
Studies

Resilience  
and Disaster  
Preparedness  
Plans

Transportation  
Plans & Studies

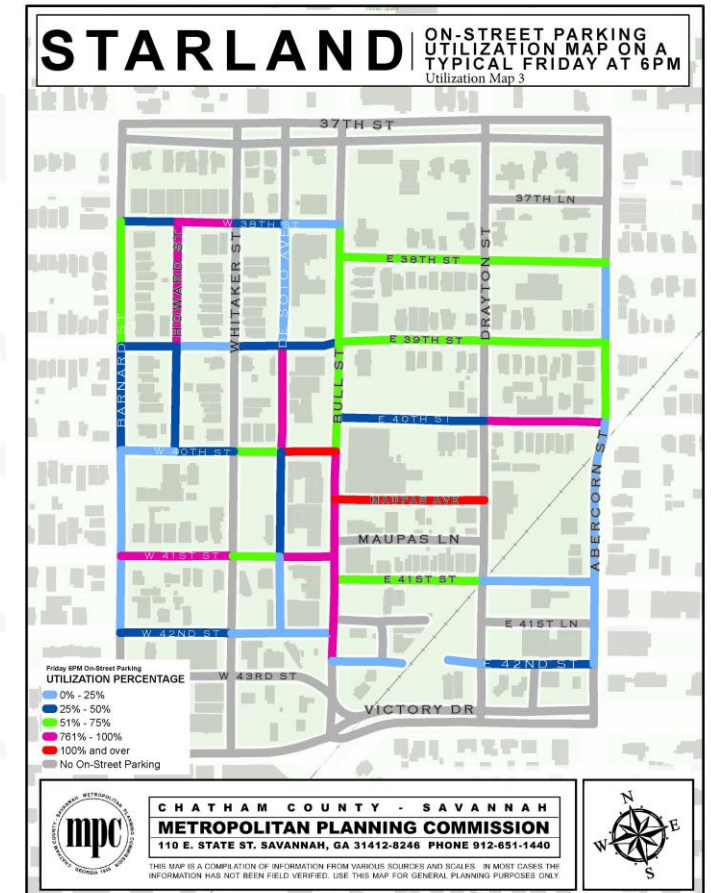
# CORE MPO Urban Flood Model

- Assessed the vulnerability of the region's stormwater infrastructure and surface transportation network to present and future flooding.
- Developed an online ESRI Dashboard that integrates flood modeling, roadway vulnerability, and other GIS layers.
- Examined flood depths at stormwater drainage points for various combinations of rainfall, tides, and SLR.
- Identified nature-based funding opportunities to enhance infrastructure resilience.



<http://www.gmcgis.com/mpo>

# Grayson Stadium & Starland Parking Studies



How can you get involved  
today?

Current Opportunities

## I-95 @ Pooler Parkway Interchange Scoping Survey

- Interchange of I-95 with Airways Avenue and Pooler Parkway (Exit 104).
- Identified for improvements in the Interchange Feasibility Study prepared for the **Savannah/Hilton Head International Airport and CORE MPO** (2019).
- Project included in CORE MPO **2050 Metropolitan Transportation Plan** (MTP).
- Project purpose: improve operational efficiency, reduce congestion, increase capacity to meet future local and regional traffic demands, and improve safety.

Scan the QR code or [Click here to access](#) the scoping survey. Respond by **September 13<sup>th</sup>**.



# Planning with Nature-Based Solutions in Coastal Ga

## Free Online Course



**EARN 7 AICP CE CREDITS**



**OCT 1ST- NOV 9TH**

**WEEKLY ZOOM DISCUSSIONS ON WEDNESDAYS FROM 10 AM-11:30AM**  
**SHORT WEEKLY ASSIGNMENTS**

FOR MORE INFORMATION, PLEASE EMAIL BRITTANY DODGE AT [BRITTANY.DODGE@DNR.GA.GOV](mailto:BRITTANY.DODGE@DNR.GA.GOV)

BROUGHT TO YOU BY THE SAPELO ISLAND NATIONAL ESTUARINE RESEARCH RESERVE, CHATHAM COUNTY-SAVANNAH METROPOLITAN PLANNING COMMISSION, AND THE COASTAL EMPIRE RESILIENCE NETWORK.

[Click here to register!](#)





# Thank you. Questions?

Melanie Wilson, Executive Director and CEO

[wilsonm@thempc.org](mailto:wilsonm@thempc.org)

O: 912.651.1440 | D : 912.651.1446

110 East State Street, Savannah, GA 31401

[www.thempc.org](http://www.thempc.org) | [www.sagis.org](http://www.sagis.org)

# MUNICIPAL LEGAL UPDATE

CITY OF POOLER  
2024 SUMMER RETREAT

By: CRAIG A. CALL

# MUNICIPAL LEGAL UPDATE: PLANNING & ZONING

- \* **House Bill 1073** – removes specific language relating to zoning procedures relating to halfway houses, drug rehabilitation centers, or other facilities for the treatment of drug dependency.
  - \* Public hearing 6/9 months prior to zoning action
- \* Allows for limited areas with at least 200,000 square feet of leasable space, among other qualifications, to be designated as special entertainment districts, allowing for expanded alcohol sales on Sunday.
- \* Cities may not require video surveillance at gas stations.
- \* *(Effective May 6, 2024)*

# MUNICIPAL LEGAL UPDATE: LEGAL

- \* [House Bill 456](#) – increases term for municipal court judges from one year to two, and provides a removal mechanism in the event of a breach of contract.
- \* GMA strongly encourages having a contract with Municipal Court Judge.
- \* Provisions for Mun. Ct. Judge in City Charter
- \* *(Effective July 1, 2024)*

# MUNICIPAL LEGAL UPDATE: LEGAL

- \* [Senate Bill 443](#) “Orange Crush Bill” – allows a city to recover the costs and resources associated with events not properly permitted that create a public nuisance that impedes travel by public safety officials or employees.
- \* Local governing authorities could file a complaint on behalf of the public and be reimbursed by the event's promoter or organizer.
- \* *(Effective April 8, 2024)*

# MUNICIPAL LEGAL UPDATE: LEGAL

- \* **House Bill 581** – provides an inflation tied cap on property assessments, but allows an opt-out provision for local governments.
  - \* Prior to March 1, 2025; 3 public hearings & notice posted
- \* Requires notice requirements for tax assessments and millage rate adjustments to be more transparent.
- \* Creates a new local option sales tax which could be used for property tax relief, for those jurisdictions that have a floating homestead exemption.
- \* *(Effective January 1, 2025 contingent upon Nov. election).*

# MUNICIPAL LEGAL UPDATE: FIRE

- \* Senate Bill 395 – requires certain government buildings, courthouses, and schools to provide opioid antagonists (such as Narcan).
- \* City buildings are those in which the governing authority of the city meets in its official capacity if such buildings contain automated external defibrillators.
- \* *(Effective July 1, 2024)*

# MUNICIPAL LEGAL UPDATE: FIRE

- \* **Senate Bill 334** “Helping Firefighters Beat Cancer Act” – revises the coverage eligibility for the Georgia Firefighters’ Cancer Benefit Program.
- \* **Firefighters with 12 consecutive months as a firefighter in Georgia shall be covered.**
- \* **Previously required 12 consecutive months with a specific department.**
- \* ***(Effective July 1, 2024)***

# MUNICIPAL LEGAL UPDATE: POLICE

- \* [House Bill 451](#) – establishes an insurance program to cover post-traumatic stress disorder claims for first responders and requires city participation in the program.
- \* *(Effective January 1, 2025)*

# MUNICIPAL LEGAL UPDATE: POLICE

- \* [House Bill 1105](#) – requires local law enforcement to cooperate with federal authorities in the enforcement of immigration laws.
- \* Any law enforcement agency found in violation will be subject to the withholding of state funding or state administered federal funding.
- \* GMA recommends establishing MOU with appropriate federal agencies to establish compliance with this law.
- \* *(Effective May 1, 2024)*

# MUNICIPAL LEGAL UPDATE: POLICE

- \* [House Bill 1017](#) – creates the offense of unlawful squatting when someone enters and resides upon the land or premises of the owner without the owner or rightful occupant's knowledge or consent.
- \* Squatter can be cited advising them to present documentation within three business days authorizing their presence on the land or premises.
- \* If squatter is unable to provide documentation, will be subject to arrest for criminal trespass.
- \* If squatter does provide documentation, a hearing will be set within seven days of submitting the documentation to determine its validity.
- \* *(Effective April 24, 2024)*

# MUNICIPAL LEGAL UPDATE: RECENT CASES

## MILLIRON v. ANTONAKAKIS

- \* Georgia Supreme Court – Open Records Act
- \* Issue 1: Does ORA apply to records held by a private contractor who performs services for an agency (related to services provided)
- \* Issue 2: Does ORA allow request to be sent directly to the private contractor
- \* ORA does apply to such records, and even when such an officer has been designated by an agency, a request for public records related to a private contractor's services to a public agency can be served upon non-agency custodians of the relevant public records—including the private contractor if he or she is the custodian of the records sought

# MUNICIPAL LEGAL UPDATE: RECENT CASES

## LINDKE V. FREED

- \* US Supreme Court – First Amendment / Social Media
- \* Freed deleted comments and blocked Lindke from commenting again.
- \* Deleted comments are viewed specifically to the post, page-wide block is viewed under whether Freed engaged in “state action.”
  - \* (1) actual authority to speak on behalf of the State on a particular matter, and (2) purported to exercise that authority in the relevant posts
- \* The bluntness of Facebook's blocking tool highlights the cost of a “mixed use” social-media account: If page-wide blocking is the only option, a public official might be unable to prevent someone from commenting on his personal posts without risking liability for also preventing comments on his official posts. *A public official who fails to keep personal posts in a clearly designated personal account therefore exposes himself to greater potential liability.*

# MUNICIPAL LEGAL UPDATE

**\* DISCUSSION / QUESTIONS?**



# **PUBLIC WORKS REPORT**

**Matt Saxon,  
Director of Public Works**

---

# Public Works Administration

---

MATTHEW SAXON  
Director

---

JOHN WINN  
Assistant Director

---

TARRA DUFF  
Coordinator/Office Mgr

---

STEPHANIE HOBBY  
Administrative Asst

---

7 DEPARTMENTS

---

32 EMPLOYEES

---

# Public Works Administration

- Provides information/assistance to the general public and developers and receives inquiry complaints and concerns
- Creates internal work orders for all Public Works Departments
- Manages the issuance of water and hydrant meters
- Ensures all documents/plans are submitted and recorded for pre-construction/closeout Certificate of Compliance
- Manages the department's development review process and proposed site plans
- Maintains the database of construction drawings, documentation, and information for the city's infrastructure and project development
- Schedules residential and commercial inspections, including approval letter with completion of service to the Planning and Development Department for Certificate of Occupancy issuance

# Street Department

---

SHAWN McNELLY  
Superintendent

---

4 MAINTENANCE

---

1 SIGN MAINTENANCE

---

1 STREET SWEEPER

---

Currently no open positions

# Longitudinal Cracking

## Pooler Parkway



## Cross Creek



# High Severity Alligator Cracking/Rutting

**S H Morgan**



**Pine Barren**



# Paving/Resurfacing Priorities

Road Name	Year completed
SH Morgan	
Memorial Blvd	2024
Coleman Blvd	2024
S Rogers Street	2024
Benton Blvd	2024
Columbia Blvd	2024
Westside Blvd	2024
Pine Barren Road	
<b><u>Hunters Ridge</u></b>	
Cross Creek Dr.	
Browning Drive	
Cassidy Court	
Cassidy Way	
Chamois Court	
Longleaf Circle	
Blue Moon Crossing	
Village Green	
Sydney Ln	
Lakeview Dr	
Harley Ln	
Moonlight Ln	
Bourne Ave	
Canal Bank Rd	
Pooler Parkway	

# Resurfacing, Signals, LMIG

- Resurfacing without milling costs \$51  
(varies - crude oil prices, traffic control needs)
  - For 2024, \$200,000 was budgeted for paving (.7 miles)
  - Resurfacing 1 mile costs between \$270,000-\$400,000
  - Pooler is awarded \$323,000 in LMIG funding annually
- Traffic Signals
  - 14 GDOT
  - 15 City
- \$1.6M LMIG paving completed
  - South Rogers Street
  - Benton Blvd
  - Memorial Blvd

# Awarded in 2024 (Not Yet Started)

- FYA upgrade to the Issac G LaRoche signal
- FYA upgrade to the Towne center signal
- Westside Blvd resurfacing
- Columbia Blvd resurfacing
- Restriping intersections/turn lanes:
  1. Issac G Laroche
  2. Maxwell
  3. Medical Park and Outlets way
  4. Mill Creek and Walmart entrance
  5. S Godley Station Blvd
  6. Tanger Blvd
  7. Unnamed road at Logan's Steakhouse

# Stormwater Department

---

CHRIS COSTA  
Superintendent

---

8 MAINTENANCE

---

Currently 2 open positions



# Stormwater Department

- Provides routine maintenance to 39.7 miles of residential roadside ditches and 17.2 miles of outfalls and easements; 3x year including cutting, cleaning, digging, and re-bottoming all roadside ditches as needed



# Stormwater Department

- Repairs catch basins, replaces old pipe infrastructure
- Provides erosion control enforcement and inspections, plan reviews, and roadside ditch inspections
- Replaces damaged/broken curb inlet lids; 10-15 lids annually

# Canal Department

---

BILLY MYERS  
Superintendent

---

1 MAINTENANCE

---

Currently 1 open position



# Canal Department

- Maintains 30 miles of drainage canals
- Inspects by physically driving with UTV or truck to determine work needed to maintain access and keep canals flowing, including:
  - Repairing/mowing access roads
  - Clearing downed trees
  - Removing silt buildup
  - Controlling vegetative growth
  - Maintaining several city-owned fields

# Water Department

---

MARK WILLIAMS  
Superintendent

---

9 EMPLOYEES

---

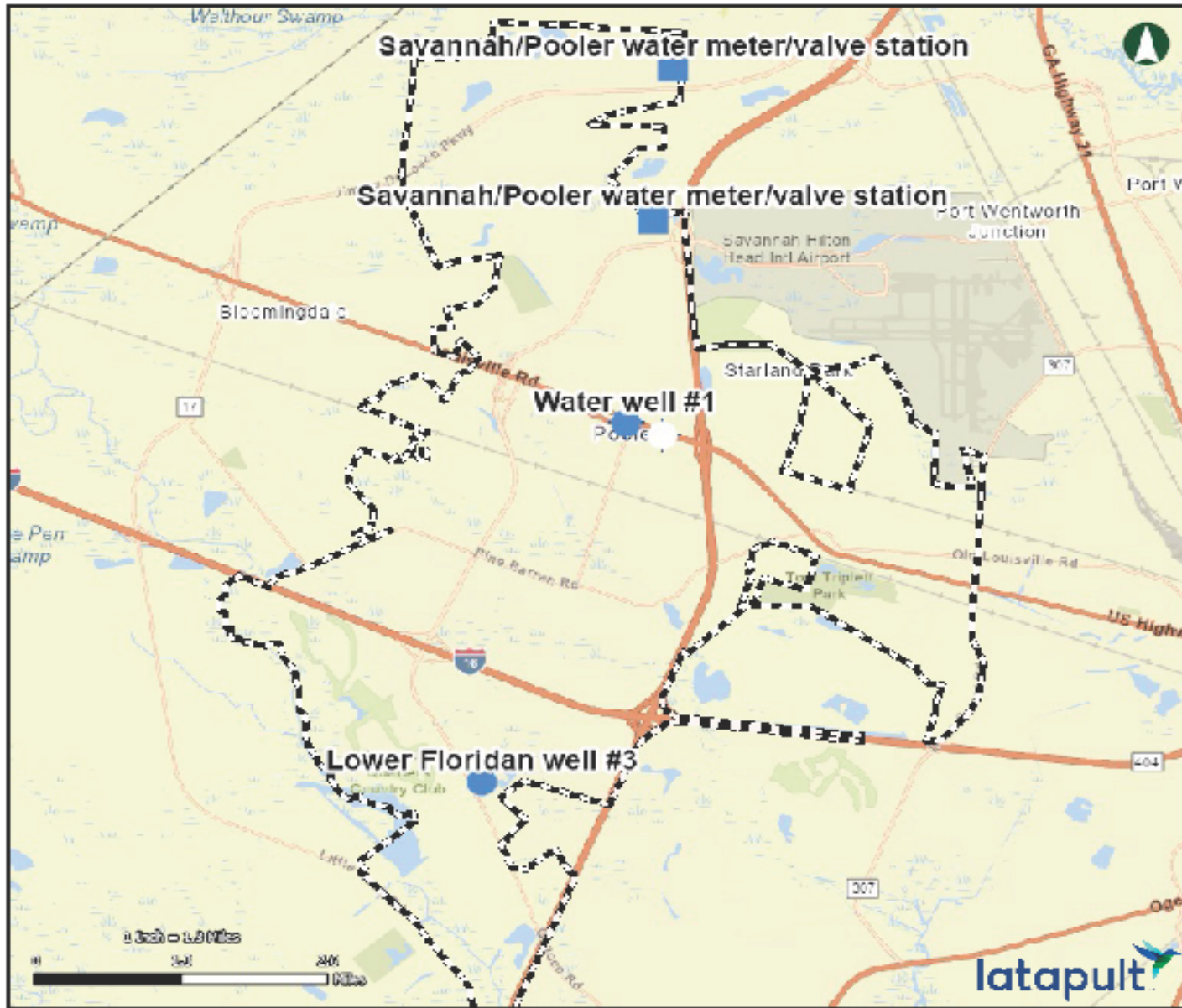
6 CERTIFIED WATER  
OPERATORS

---

Currently 1 open position

# Water Department

- Annual Inspections:
  - 800 residential certificates of occupancy and new meter inspection
  - 680 grease trap inspections
  - 2150 tests/inspections of backflow devices (Backflow Coordinator)
  - 8200 water quality tests (Laboratory Technician)
  - Water system inspections for new developments (Senior Crew Chief)
- Currently undergoing engineering to determine the feasibility of constructing a surface water drinking water facility. A future population report and a forecast of future water needs report have been completed as part of the feasibility study
- A model of the water system is currently being completed by our engineers to include the addition of another connection point with the City of Savannah and the addition of another elevated water storage facility



## Latapult Map

08/26/2024

-  Pooler City Limits
-  Wells



This map was created using Latapult | www.latapult.com | Biggus Data Faster Maps Stronger Decisions

# Fleet & Facilities Maintenance Department

---

GREG ROWLAND  
Superintendent

---

1 MECHANIC

---

1 SERVICE  
TECHNICIAN

---

1 MAINTENANCE  
TECHNICIAN

---

Currently 2 open positions

# Fleet & Facilities Maintenance Department

- Services 38 Buildings/Structures
  - 4 Public Works
  - 5 Fire Stations
  - 13 Recreation (Pump Station)
  - 3 Municipal Complex (City Hall, Police Department, Court)
  - 1 Firing Range
  - 2 Sewer Plant
  - 2 Water Wells
  - 2 Water Valve Stations
  - 4 SCADA (Water Treatment)
  - 2 Long-Term Storage Units

# Fleet & Facilities Maintenance Department

- Service 236 Pieces of Equipment
  - 149 Vehicles
  - Large Equipment
  - Miscellaneous Small Equipment (lawnmowers, weed-eaters, etc.)

Q&A



# City of Pooler 2023 Client Review

*WWTP + Wastewater Collection and Transportation System*



About EOM

## Our History

EOM, is a full-scale operations, engineering, underground solutions, and industrial services firm with a **strong focus on maintenance management.**

Our working divisions; EOM Operations, EOM Industrial, and EOM Response, serve a growing number of municipalities, and industrial installations across the Southeast.

EOM was built on **honesty, ethics and integrity** and has been proudly serving communities since **2013.**

Our core principle is **SERVICE EXCELLENCE.** We align every employee and every leader with the client's needs to achieve **unmistakable value.** Our goal is to provide the most **reliable solutions** for the **best economic outcome.**

Our mission is to **optimize and protect critical infrastructure** to make communities stronger through **systematic processes, cross-training** and **asset optimization.**



About EOM

# Dedicated Leadership Team



**Kristen Achtziger**

Chief Operations Officer



**Charlie Heino**

Regional Director



**Liberto Chacon**

Senior Vice President



**Brandon Fulton**

Director of Municipal Operations



**Mike Fountain**

Director of Industrial Operations



**David Cook**

Director of Stormwater/Underground  
Solutions



**Ivelisse Narvaez**

Director of Finance & HR



**Marcus Hobgood**

Director of Wastewater  
Operations

# REGIONAL WORKFORCE SERVICE MODEL

## INTEGRATED SKILL SETS

- Team of engineers, operators, and industrial service experts provide the necessary experience and flexibility to accommodate site-specific needs for every client
- By integrating these **critical skill sets under the umbrella of one progressive company**, EOM can provide the most reliable solutions for the best economic value

## UNPARALLELED SAVINGS

- Client experiences a proficient team with well-rounded, multi-skilled employees.
- Enhanced continuity of service with centralized maintenance tracking and work order system.
- **Un-matched emergency response times, minimal down time, increased savings and decreased delays.**



## DEPTH AND MEANS

- Access to nearly 400 employees across Georgia, South Carolina, and Texas
- Capability and depth of means to deliver full range of O&M services.
- **Cross-utilization of talent** across a wider scope of services.

## SINGLE SOURCE ACCOUNTABILITY

- Established base of resources quickly deployed to any client for routine needs, troubleshooting, or emergency support.
- Self-performing work **eliminates the need to out-source repairs** to subcontractors
- Single client interface for performance management

Providing our partners with this level of service and response is **what sets EOM apart**

About EOM

# Our Solutions



## **WATER**

Treatment & Distribution



## **WASTEWATER**

Collections & Treatment



## **STORMWATER**

Compliance & Repair



## **ENGINEERING**

Consulting & Design Services



## **FLEET**

Maintenance & Repair



## **PUBLIC WORKS**

Roads, Parks & Trees



## **EMERGENCY RESPONSE**

Plan, Protect & Manage



## **INDUSTRIAL**

Electrical, Mechanical,  
Instrumentation & Controls

About EOM

# Workforce Development

Training and development programs **improve individual and organizational performance** and help the company achieve its overall mission goals.



## SAFETY PROGRAM

Comprehensive training sessions on pertinent compliance topics



## LICENSURE CERTIFICATION

Available education assistance for professional accreditation programs



## CONTINUING EDUCATION

Training-needs assessment compared to identified skills required to perform job



## REGULATORY COMPLIANCE

QA/QC program includes data management, sampling protocols, and reporting

EOM **strictly adheres to all safety regulations** and **industry standards** set forth by federal, state and local laws in addition to regulations regarding operations **and maintenance requirements** set forth by environmental protection agencies and state licensing bodies.

About EOM

# Focused Service WASTEWATER



**Wastewater Treatment Plant  
Operations and Maintenance**



**Wastewater Pumping Station  
Maintenance and Repairs**



**Wastewater Collection  
System Maintenance and  
Repairs**



**Lab Sampling, Regulatory  
Compliance & Reporting**

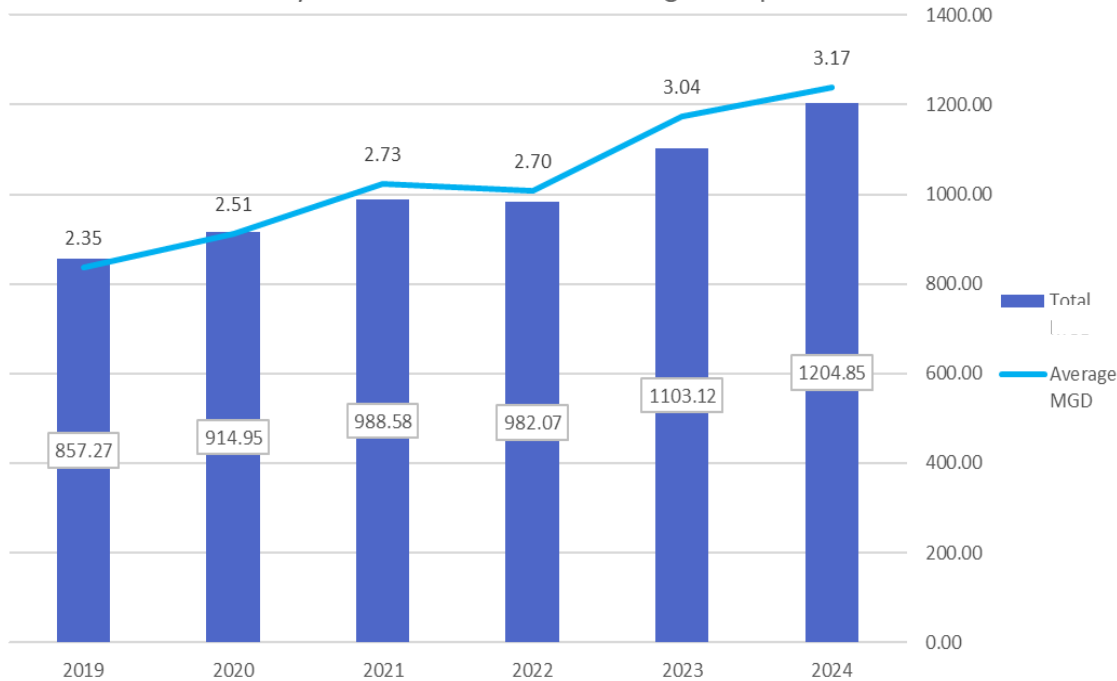


**Wastewater System  
Evaluations & Rehabilitation**

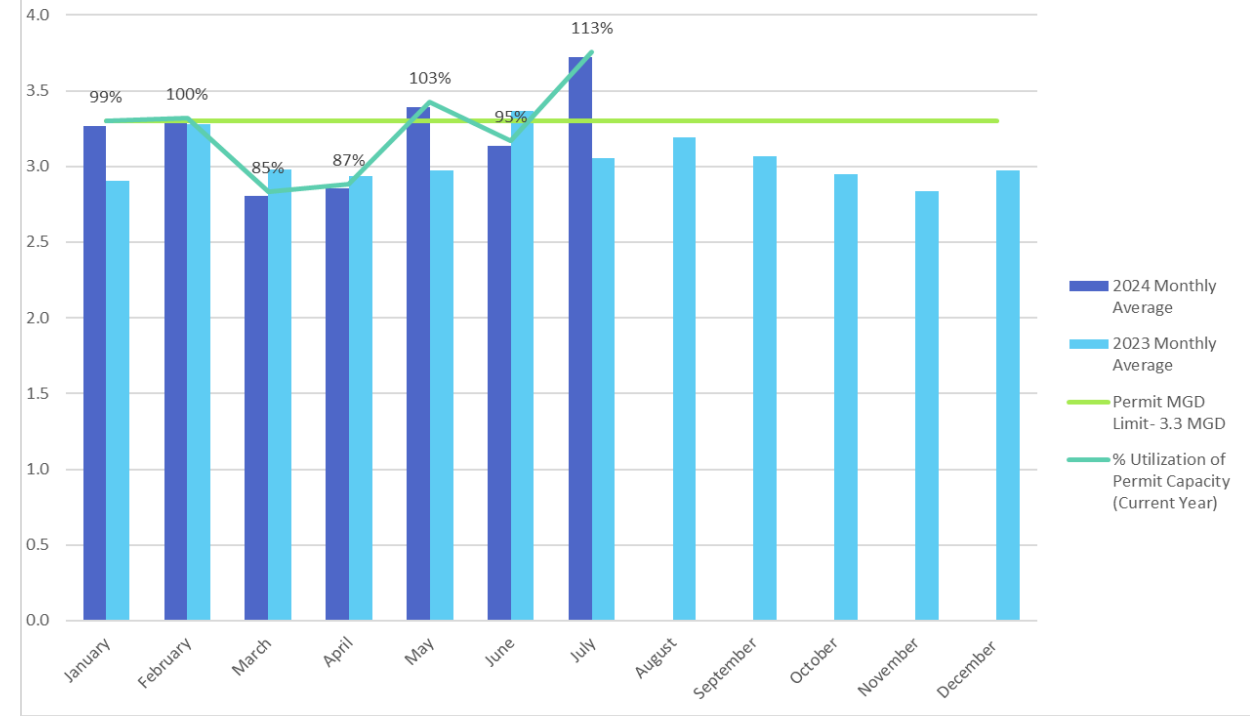
# WASTEWATER GROWTH IMPACTS



Yearly Wastewater Treatment Usage Comparison



Monthly Wastewater Treatment Plant Permit Capacity Comparison



As population increases many municipalities are faced capacity issues and must upgrade their existing systems. The 2020 Census showed a population increase of 6,571 over the last 10 years and rapid growth rate is expected over the next 10 years.

Considerations for financial planning for the future growth:

- Wastewater treatment facility upgrades
- New wastewater collection and transportation systems
- Upgrades to existing wastewater collection and transportation systems
- Increases in operating costs
- Systematic upgrades for efficiency improvements

2023

# Wastewater Collection and Transportation System Overview

2024 (Jan-July)

221

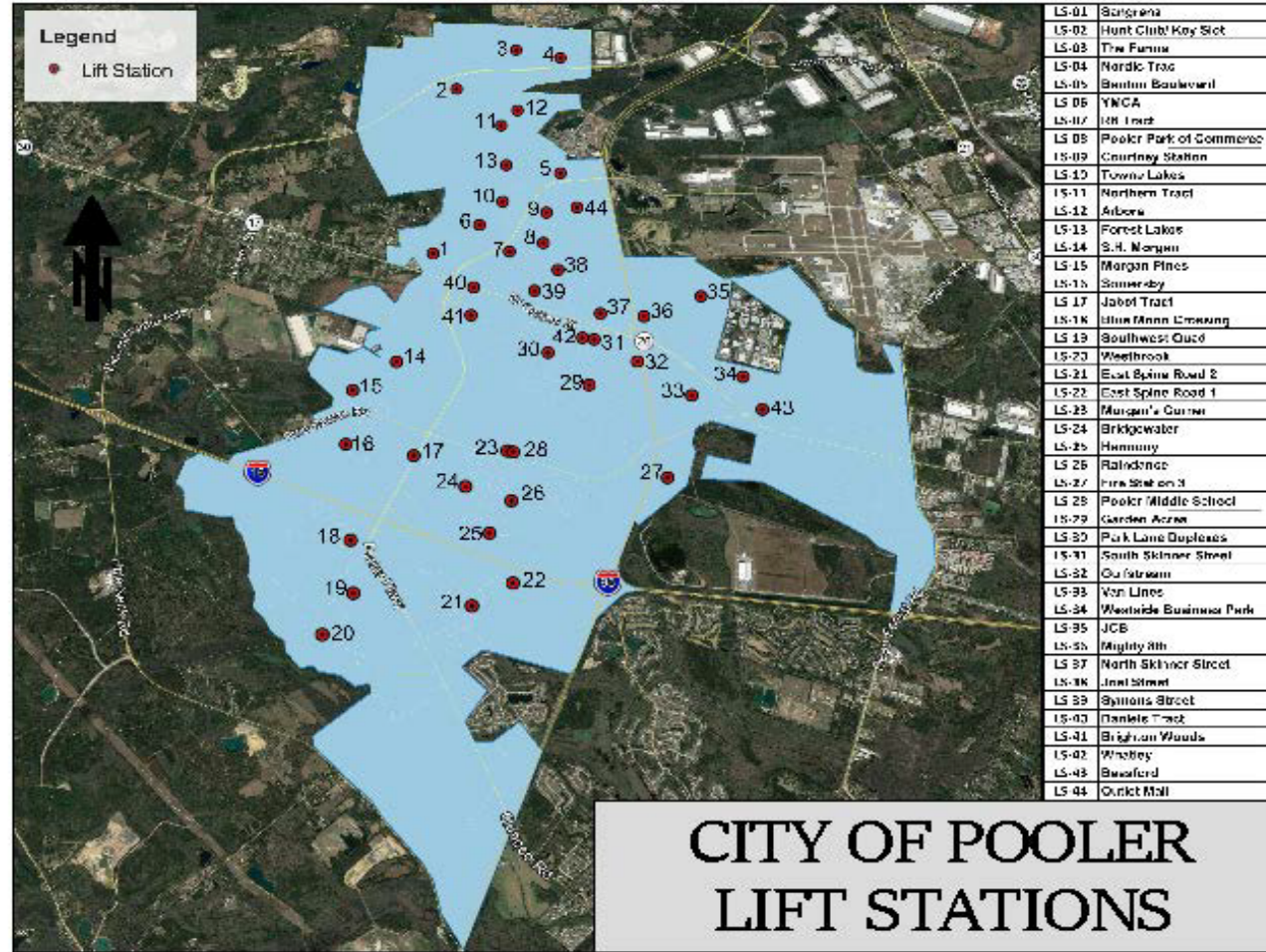
CITIZEN CALLS

4698

PREVENTIVE MAINTENANCE WORK ORDERS

216

CORRECTIVE MAINTENANCE WORK ORDERS



134

CITIZEN CALLS

1923

PREVENTIVE MAINTENANCE WORK ORDERS

109

CORRECTIVE MAINTENANCE WORK ORDERS

# UNDERGROUND Solutions



By implementing proper evaluation and maintenance schedules, communities can accurately **assess** the current condition of their infrastructure, **plan** timely rehabilitation efforts to **extend** the system's useful life, **and save** the expense of major repair or replacement.



## Inspections and Evaluation

Perform Sewer System Evaluation Surveys (SSES) and Infiltration/Inflow (I/I) Analysis to systematically examine the structural state of sewer pipes and manholes.



## Underground Rehabilitation & Repair

Use of Trenchless technologies to correct structural defects and reduce I/I.



CITY OF POOLER, GEORGIA

### INVITATION TO BIDS

FOR

### TRENCHLESS SEWER REHABILITATION

LEGAL NOTICE

The City of Pooler is seeking sealed bids for an annual contract for trenchless sewer rehabilitation. Sealed bids will be received in the Office of the City Clerk at the City of Pooler City Hall located at 100 SW US Hwy 80, Pooler, Georgia 31322 at 10:00 AM August 15<sup>th</sup>, 2024 at which time they will be publicly opened and read. A mandatory pre-bid conference will be held at the Pooler Wastewater Treatment Facility, 1091 S Rogers St, Pooler, GA 31322 at 3:00 PM on July 15<sup>th</sup>, 2024. **Only official plan holders will be allowed to attend the pre-bid conference.**

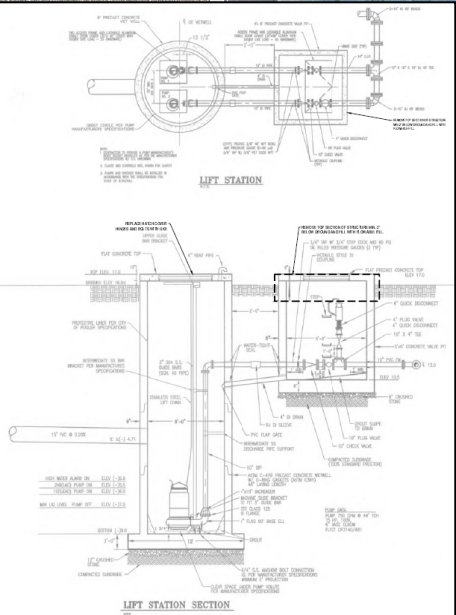
The work will consist of cleaning, removing root balls and calcium buildup, installing Cured-In-Place-Pipe (CIPP), internally reinstating service connections, and installing CIPP in the service laterals up to the property lines.

Bid documents must be purchased at Clayton Digital Reprographics (CDR) by accessing [www.cdrepro.com](http://www.cdrepro.com) and logging into DFS Public. For Technical Support contact Clayton Digital Reprographics at (912) 447-5445. CDR will maintain the official plan holder list.

City of Pooler reserves the right to waive any informalities, to reject any and all bids, to evaluate bids, to accept portions of any bids and to accept any bid, which in its opinion, may be in the best interest of the City of Pooler and reserves the right to add to or delete from the contract after the contract has been awarded. Bidders must be able to demonstrate a minimum of 5 years of municipal work experience similar in nature to the project.

Insurance certificates, meeting those limits as stated in the bid documents, 5% bid bond in the form of a bond submitted by a surety authorized to conduct business in the State of Georgia, or certified or cashier's check and a non-collusion affidavit must be completed and submitted with the bid.

# ENGINEERING Solutions



CITY OF POOLER, GEORGIA  
**REQUEST FOR PROPOSAL**  
 FOR  
**LIFT STATION 21 & 22 UPGRADES**  
 LEGAL NOTICE

The City of Pooler is seeking written proposals from qualified contractors for Lift Station 21 and 22 Upgrades. Sealed proposals will be received in the Office of the City Clerk at the City of Pooler City Hall located at 100 SW US Hwy 90, Pooler, Georgia 31322 at 10:00 AM July 16<sup>th</sup>, 2024 at which time they will be publicly opened and read. A mandatory pre-bid conference will be held at the Pooler Department of Public Works, 1095 S Rogers St, Pooler, GA 31322 at 3:00 PM on June 20<sup>th</sup>, 2024. Only official plan holders will be allowed to attend the pre-bid conference.

The work will include wet well cleaning, rerouting and recasting, pump removal and replacement, removal of below ground valve pits and placement above ground, electrical upgrades, bypassing of the station during construction, generator installation, and site grading and drainage.

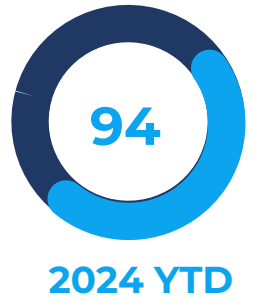
Bid documents must be purchased at Clayton Digital Reprographics (CDR) by accessing [www.cdrrepro.com](http://www.cdrrepro.com) and logging into DFS Public. For Technical Support contact Clayton Digital Reprographics at (912) 447-5445. CDR will maintain the official plan holder list.

City of Pooler reserves the right to waive any informalities, to reject any and all bids, to evaluate bids to accept portions of any bids and to accept any bid, which in its opinion, may be in the best interest of the City of Pooler and reserves the right to add to or delete from the contract after the contract has been awarded. Bidders must be able to demonstrate a minimum of 5 years of municipal work experience in asphalt paving and drainage improvements in addition to other requirements.

Insurance certificates, meeting those limits as stated in the bid documents, 5% bid bond in the form of a bond submitted by a surety authorized to conduct business in the State of Georgia, or certified or cashier's check and a non-collusion affidavit must be completed and submitted with the bid.

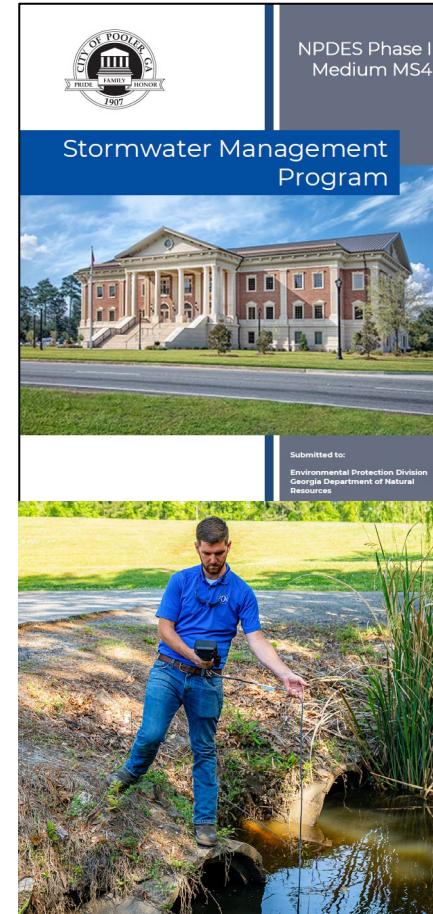
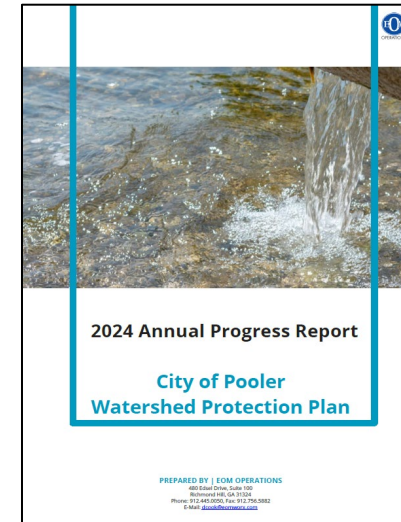
## Civil Municipal and Construction Management

- Civil Site Plan Reviews
- Standard Specifications and Details Updates
- Ordinance Reviews
- Municipal Separate Storm Sewer System Compliance



## Wastewater Solutions

- Lift Station Upgrades
- Watershed Protection Plan Implementation



Licensed Engineering Firm with over 30 years' experience providing **consulting and engineering services** in both public and private sectors.

# Asset Management PROGRAM

Manage assets to yield superior **optimization and return on facility investment** with long-range planning, life-cycle costing, proactive operations and maintenance, and capital replacement plans based on cost-benefit analyses. The primary benefits include::



## Responsible Risk Management

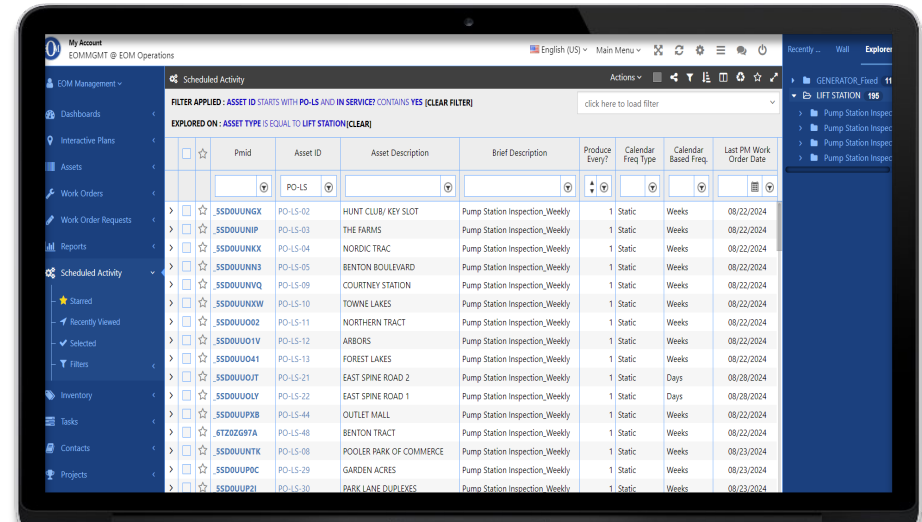


By evaluating the condition (likelihood of failure) and criticality (consequence of failure) of owned assets, the overall risk carried by each can be determined and alleviated



## Long Range Capital Planning

Understanding the remaining useful life of assets and the risk they carry enables more efficient and cost-effective planning for their replacement



## Credible Communications



Transparent mechanism to document, justify, and communicate near- and long-term budgetary requirements with community officials



## Optimized Operations and Maintenance

Enables a proactive repair and replacement program rather than reactive maintenance and emergency repairs



Assets

FILTER APPLIED : ASSET ID STARTS WITH PO-LS [CLEAR FILTER]

EXPLORED ON : SITE IS EQUAL TO POOLER [CLEAR]

Asset ID	Asset Description	Parent Asset Description	Asset Type	Asset Sub-Type
PO-LS-01	SANGRENA		LIFT STATION	Wastewater Pump Station
PO-LS-01.01	Pump_1	SANGREN	PUMP	Wastewater Pump Station
PO-LS-01.02	Pump_2	SANGREN	PUMP	Wastewater Pump Station
PO-LS-01.03	Check Valve_1	Pump_1	VALVE	Wastewater Pump Station
PO-LS-01.04	Check Valve_2	Pump_2	VALVE	Wastewater Pump Station
PO-LS-01.05	Control Panel	SANGREN	POWER	Wastewater Pump Station
PO-LS-01.06	Wet Well	SANGREN	STRUCTURE	Wastewater Pump Station
PO-LS-01.07	Building and Grounds	SANGREN	SITE	Wastewater Pump Station
PO-LS-02	HUNT CLUB/ KEY SLOT		LIFT STATION	Wastewater Pump Station
PO-LS-02.01	Pump_1	HUNT CLU	PUMP	Wastewater Pump Station
PO-LS-02.02	Pump_2	HUNT CLU	PUMP	Wastewater Pump Station
PO-LS-02.03	Check Valve_1	Pump_1	VALVE	Wastewater Pump Station
PO-LS-02.04	Check Valve_2	Pump_2	VALVE	Wastewater Pump Station
PO-LS-02.05	Control Panel	HUNT CLU	POWER	Wastewater Pump Station
PO-LS-02.06	Wet Well	HUNT CLU	STRUCTURE	Wastewater Pump Station
PO-LS-02.07	Building and Grounds	HUNT CLU	SITE	Wastewater Pump Station

Recently Viewed Wall Explorer

- Pooler 420
  - AUXILLARY POWER 3
  - GENERATOR\_Fixed 12
    - PO-LS-04.08 1
    - PO-LS-10.08 1
    - PO-LS-17.08 1
    - PO-LS-19.08 1
    - PO-LS-20.08 1
    - PO-LS-22.08 1
    - PO-LS-24.08 1
    - PO-LS-33.08 1
    - PO-LS-37.08 1
    - PO-LS-42.08 1
    - PO-LS-44.08 1
    - PO-LS-49.08 1
  - LIFT STATION 50
  - ODOR CONTROL 1
  - POWER 50

## Asset Hierarchy

The asset register is a systematic and comprehensive listing of all assets in a logical, nested order that facilitates quick location of asset records and the rolling up of data from lower levels to higher or the drilling down from higher levels to lower

# LIFT STATION ASSET LIST

THANK YOU



EXPECT MORE. LIVE BETTER.



**CITY of POOLER**  
— GEORGIA —

---

**CITY COUNCIL Regular Meeting - Agenda Item**

September 3, 2024 at 9:00 AM

Pooler City Hall, 100 US Hwy 80 SW, Pooler, GA 31322

---

**TITLE:** Finance

---

**MEETING DATE:** September 3, 2024

---

**DEPARTMENT:** Administration

---

**BACKGROUND & DISCUSSION:**

---

**COMMISSION RECOMMENDATION:**

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**STAFF RECOMMENDATION:**

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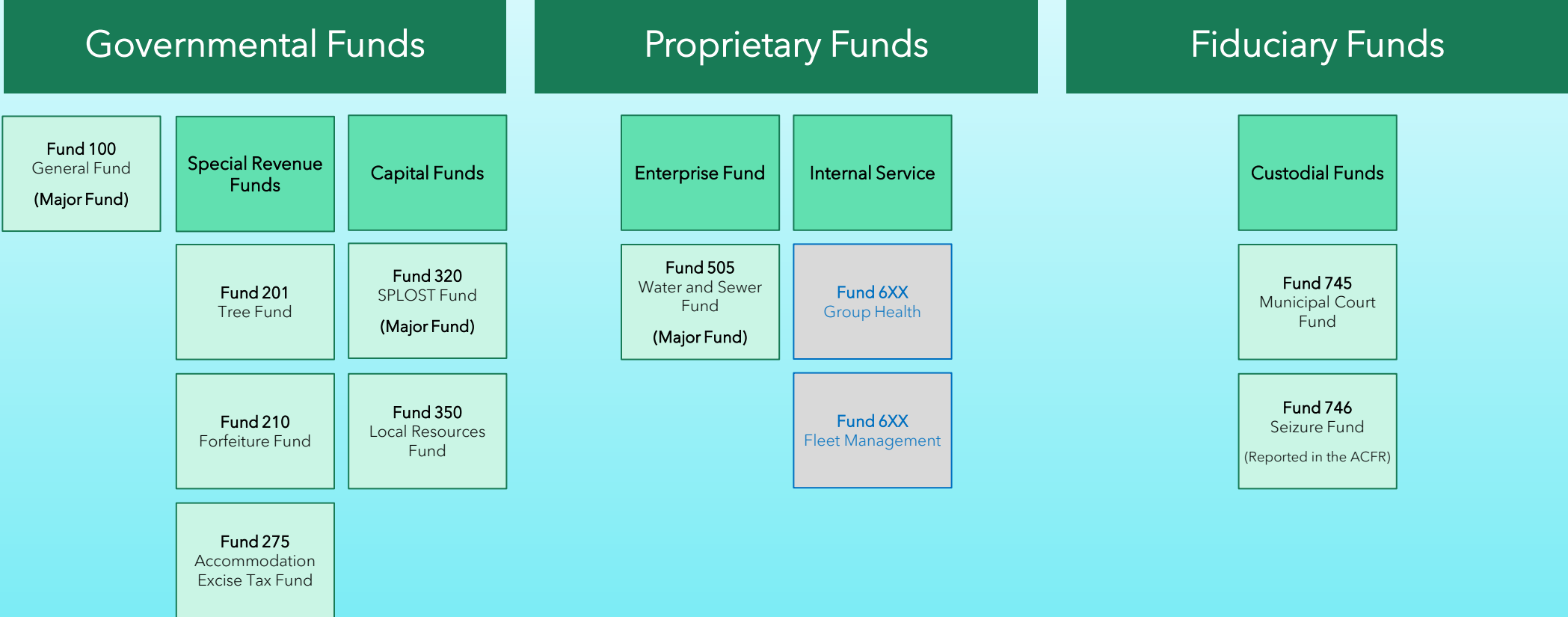
**ATTACHMENTS:**            1.        07\_Portal\_Finance\_revised

# CITY OF POOLER, GEORGIA

FALL RETREAT - September 3, 2024



# CITY OF POOLER FUNDS

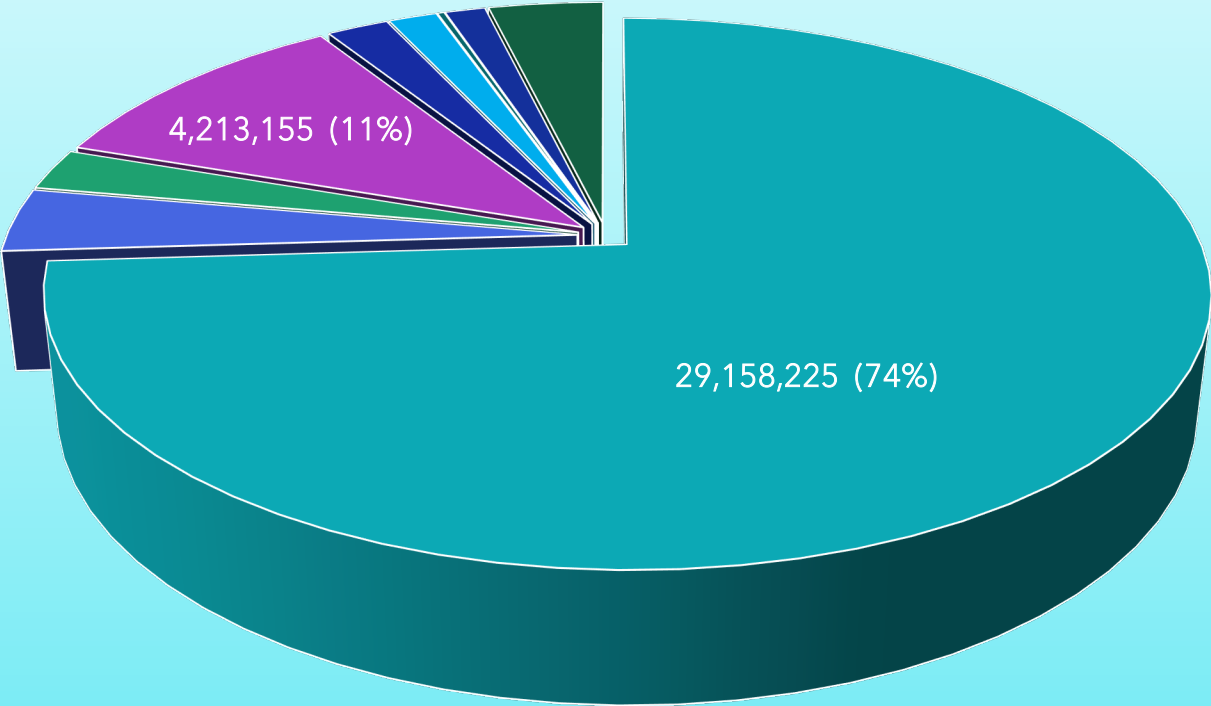


### MAJOR FUND DESCRIPTIONS

- The General Fund - the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.
- The Special Purpose Local Option Sales Tax Fund - used to account for SPLOST revenue and related capital expenditures.
- The Water and Sewer Fund - used to account for the revenues and expenses of the City's water and sewer system.

# GENERAL FUND

2023 Revenue



Taxes

Charges for services

Contributions and donations

Licenses and permits

Fines and forfeitures

Miscellaneous

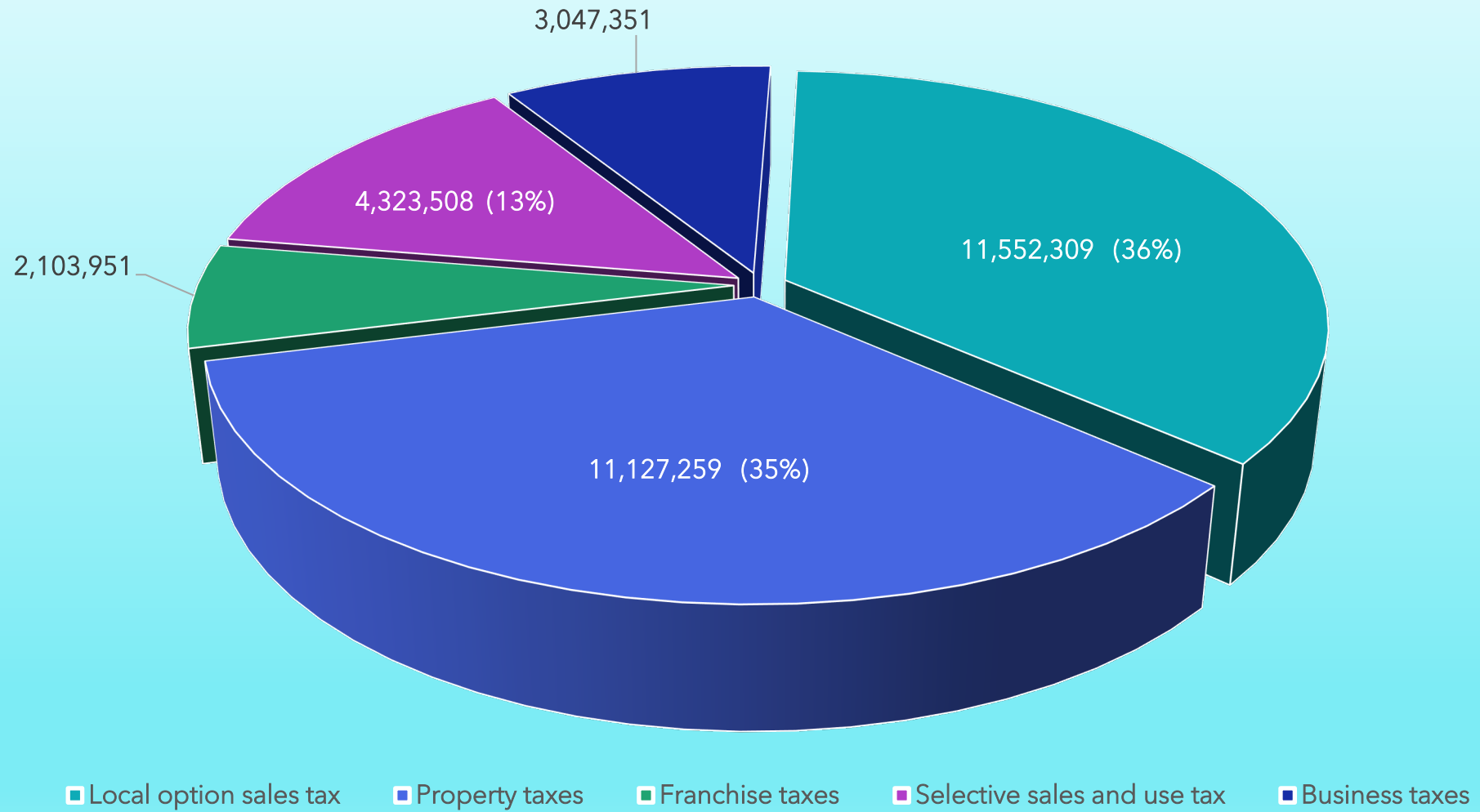
Intergovernmental

Investment earnings

Interfund transfers

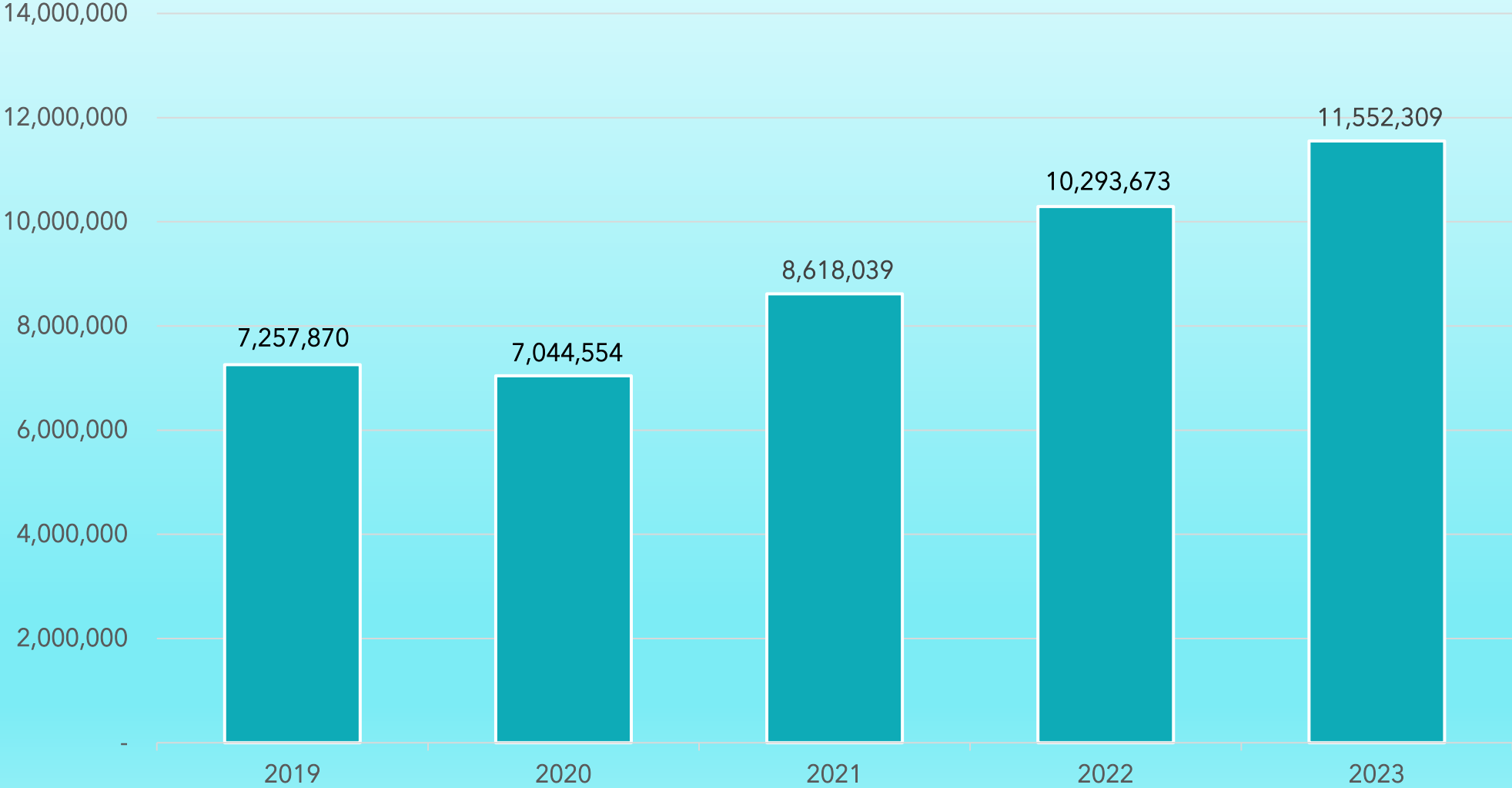


# TAX REVENUE



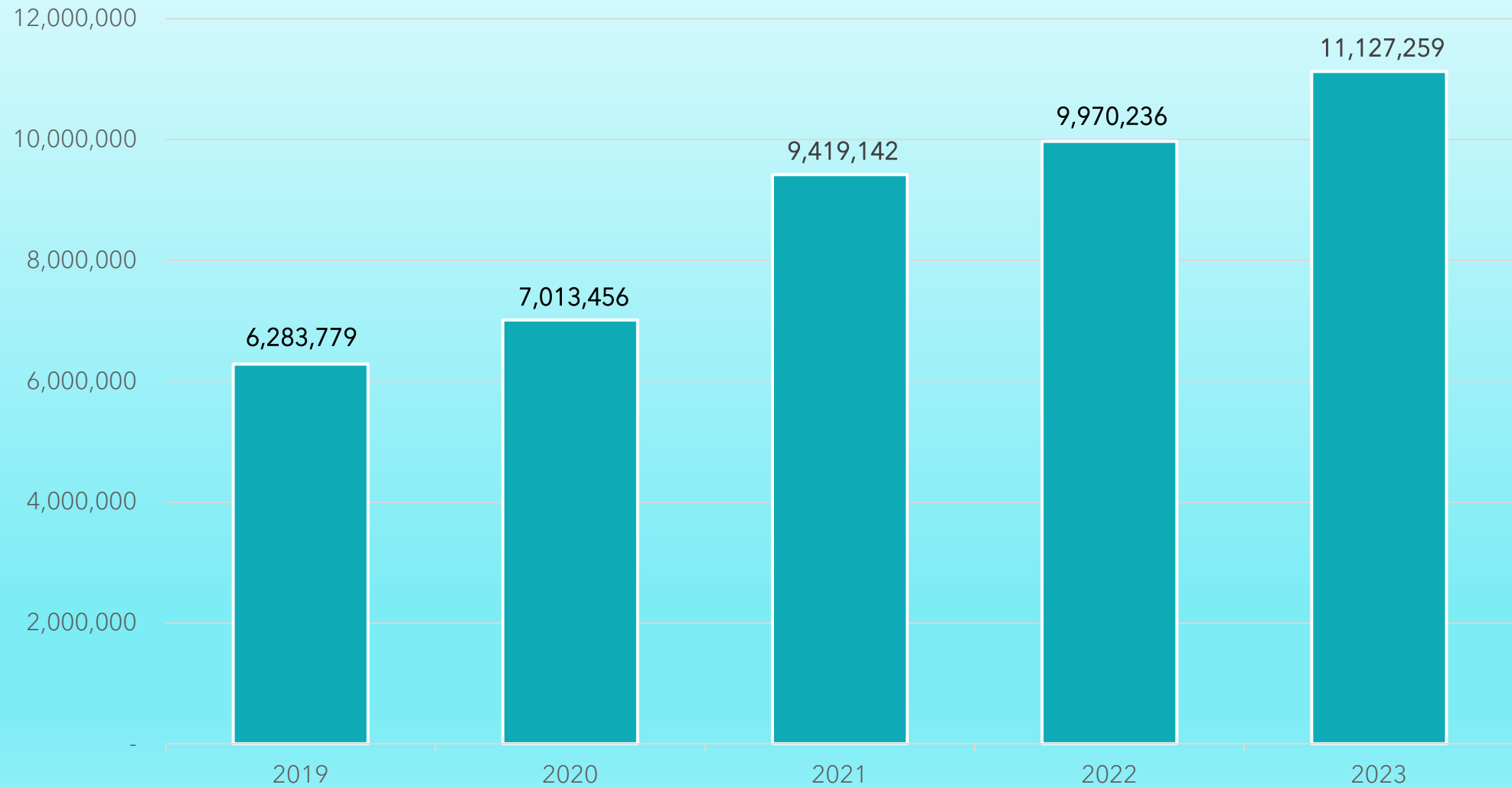


# LOCAL OPTION SALES TAX (five-year history)



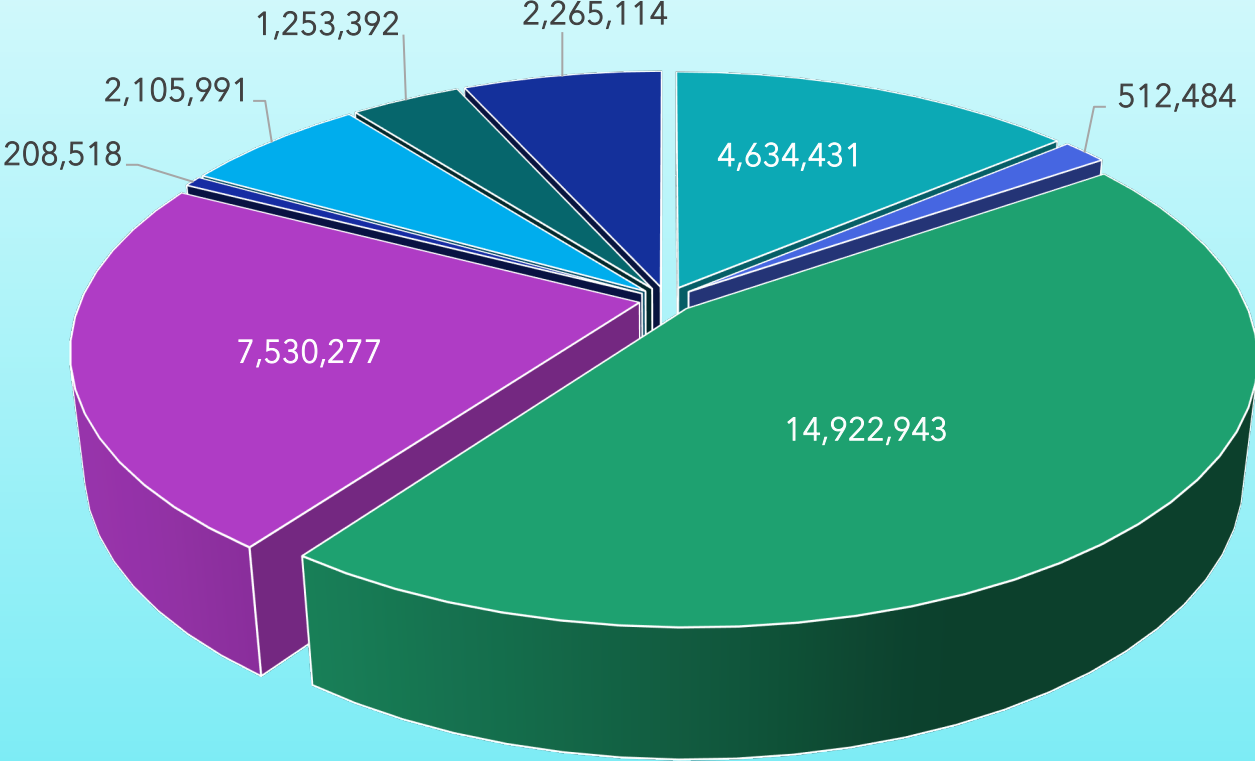


# PROPERTY TAX (five-year history)



# GENERAL FUND

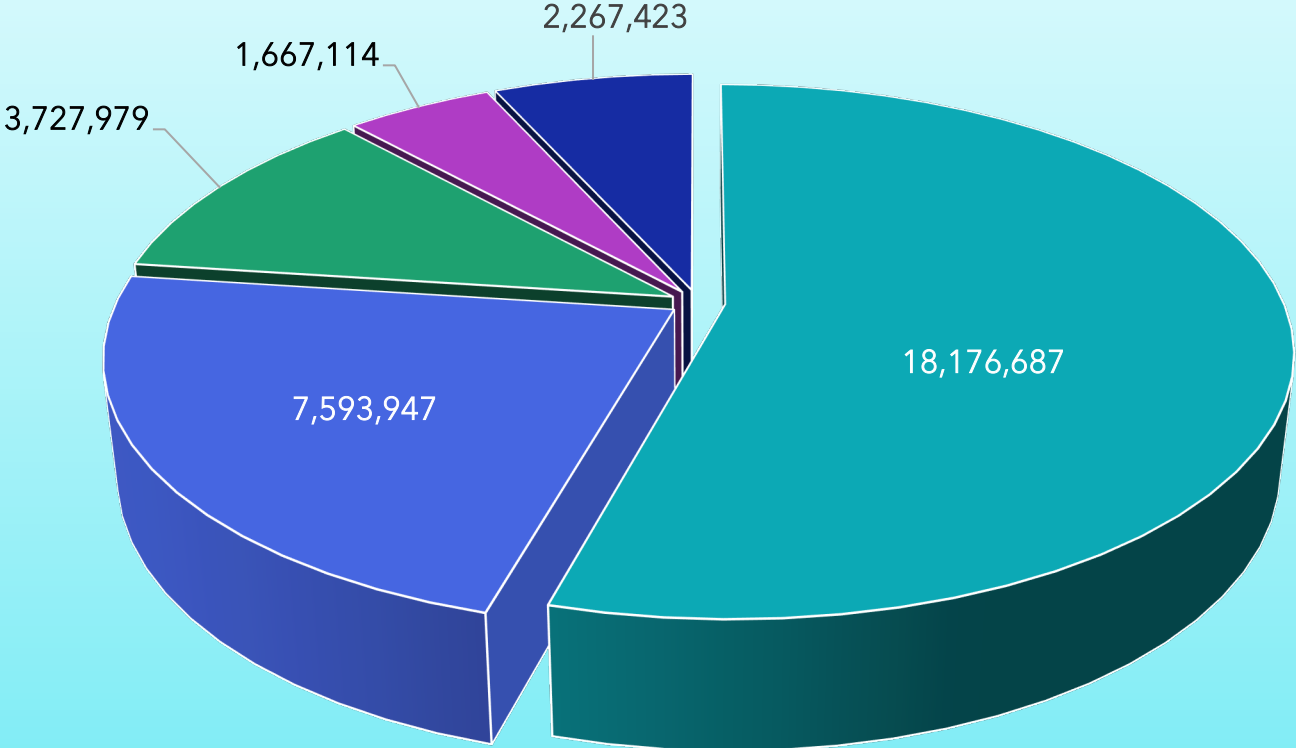
## 2023 Expenditures by Function



- General administration
- Public works
- Housing and development
- Judicial
- Health and welfare
- Debt service
- Public safety
- Recreation and parks

# GENERAL FUND

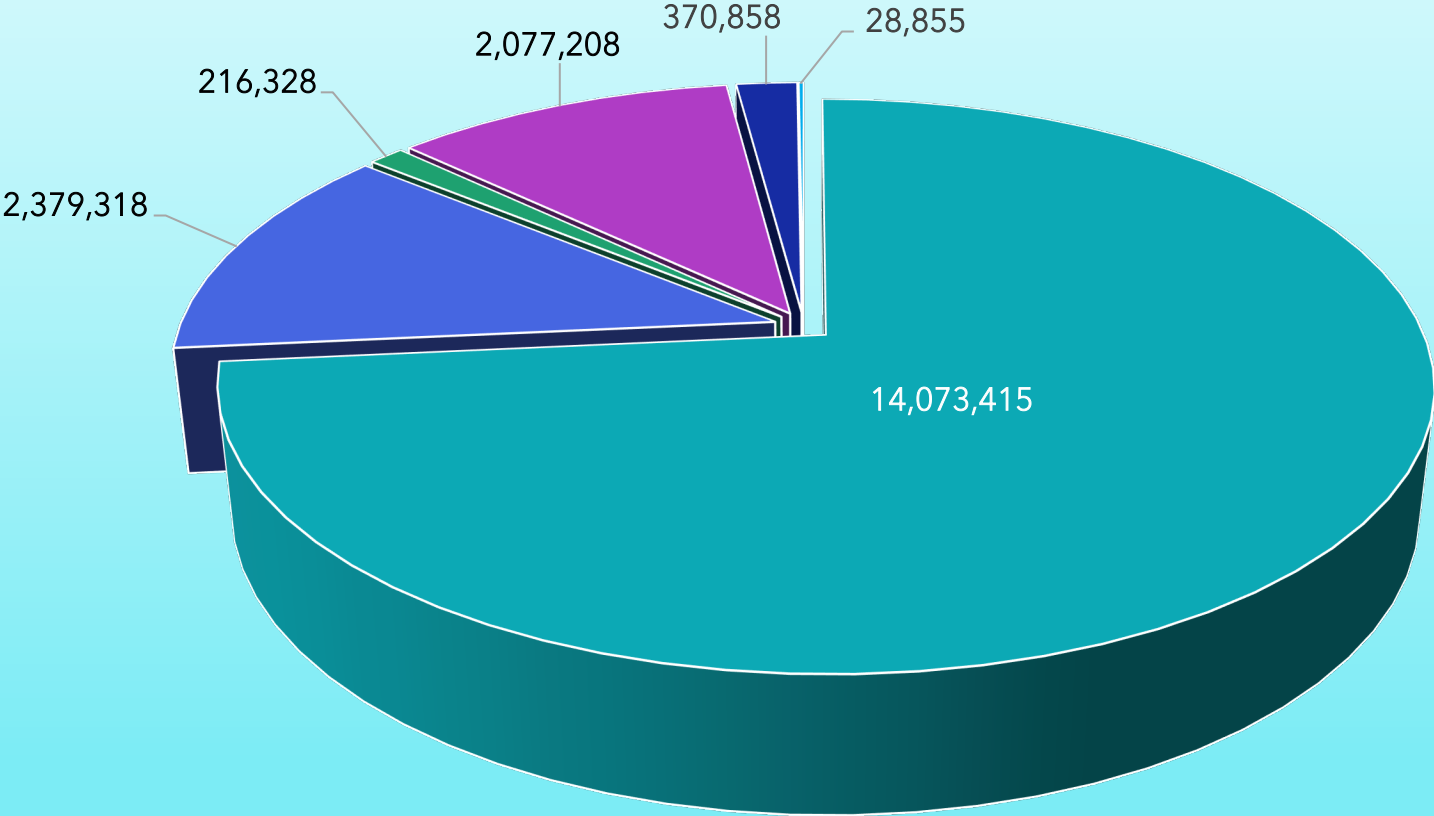
## 2023 Expenditures by Classification



- Personal Services and Employee Benefits
- Supplies
- Debt service
- Purchased and Contracted Services
- Capital outlay

# PERSONAL SERVICES AND EMPLOYEE BENEFIT

All Funds



- Salaries and wages
- Group insurance
- Employer payroll taxes
- Pension contributions
- Workers' compensation
- Other benefits

# SPECIAL PURPOSE LOCAL OPTION SALES TAX FUND

Capital Projects	SPLOST Proceeds	Interest Earnings	Total Resources	Expenditures thru 08-15-23	Remaining Available Resources	Committed	Uncommitted
<b>Public safety facilities and equipment</b>	<b>\$ 2,489,418</b>	<b>\$ 2,805</b>	<b>\$ 2,492,223</b>				
Jimmy DeLoach Parkway fire station				\$ 1,269,389			
Debt service				837,676			
Police vehicles				313,446			
Fire safety equipment				71,712			
Subtotal - public safety facilities and equipment				<u>2,492,223</u>	\$ -	\$ -	\$ -
<b>Street and road improvements</b>	<b>8,958,849</b>	<b>-</b>	<b>8,958,849</b>				
Quacco Road widening				2,816,713	6,142,136	1,760,523	4,381,613
<b>Drainage improvements and equipment</b>	<b>3,100,257</b>	<b>-</b>	<b>3,100,257</b>				
Pipemakers canal improvements				2,342,502			
Heavy equipment				757,755			
Subtotal - drainage improvements				<u>3,100,257</u>	-	-	-
<b>Culture and recreation</b>	<b>5,101,891</b>	<b>689,552</b>	<b>5,791,443</b>				
Rogers Street complex improvements				87,823			
Tennis complex				4,163,965			
Stadium field turf				584,022			
Recreation complex - pond renovation				438,900			
Recreation complex - land clearing				31,900			
Subtotal - culture and recreation				<u>5,306,610</u>	484,833	50,212	434,621
<b>Libraries</b>	<b>5,993,900</b>	<b>6,100</b>	<b>6,000,000</b>				
Pooler public library				117,583	5,882,417	843,117	5,039,300
	<u>\$ 25,644,315</u>	<u>\$ 698,457</u>	<u>\$ 26,342,772</u>	<u>\$ 13,833,386</u>	<u>\$ 12,509,386</u>	<u>\$ 2,653,852</u>	<u>\$ 9,855,534</u>



**CITY of POOLER**  
— GEORGIA —

---

**CITY COUNCIL Regular Meeting - Agenda Item**

September 3, 2024 at 9:00 AM

Pooler City Hall, 100 US Hwy 80 SW, Pooler, GA 31322

---

**TITLE:** Parks & Recreation

---

**MEETING DATE:** September 3, 2024

---

**DEPARTMENT:** Administration

---

**BACKGROUND & DISCUSSION:**

---

**COMMISSION RECOMMENDATION:**

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**STAFF RECOMMENDATION:**

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**ATTACHMENTS:**            1.        08\_Portal\_Parks & Recreation\_revised





# **PARKS & RECREATION REPORT**

**Hugh Elton,  
Director of Parks & Recreation**

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In today's hectic world, its important to take time to enjoy each day for our health and wellbeing. The Parks and Recreation Department is committed to ensuring that everyone has an opportunity to experience recreational activities and parks, to build relationships with family and friends, for a sense of community pride.

# *Parks & Facilities*

# Pooler Park

900 South Rogers Street

## AMENITIES

- Ballfields
- Picnic Areas
- Gymnasiums
- Playgrounds
- Outdoor Basketball Courts
- Batting Cages
- Parks & Recreation Offices

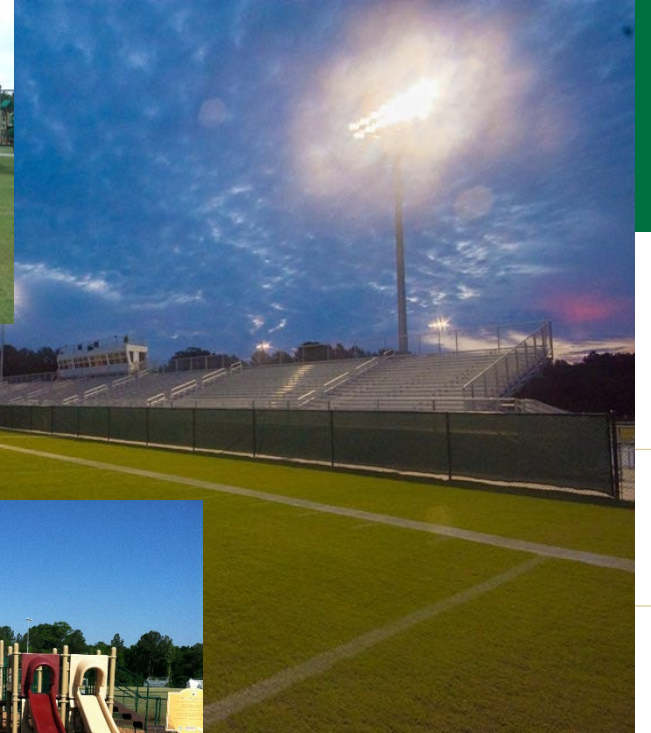


# Pooler Recreation Complex

200 Preston Stokes Drive

## AMENITIES

- Ballfields
- Picnic Areas
- Pooler Stadium
- Playgrounds
- Treadtown Playground
- Batting Cages
- Tennis & Pickleball Courts

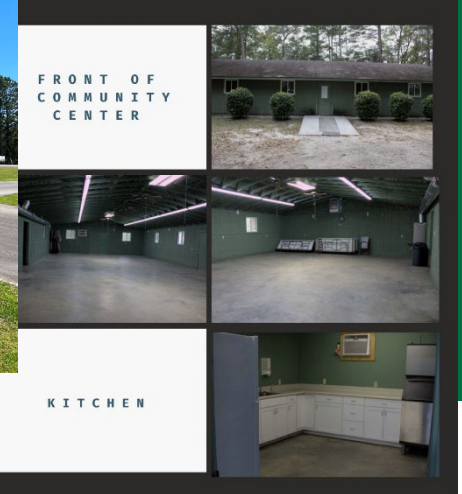


# Additional Facilities

## Parks & Cemetery

### PROPERTIES

- Gleason Park
- Milam Park
- Memorial Park
- Joe Baker Park
- Community Center
- Newton Cemetery



*Community Partnerships  
& Sponsorships*

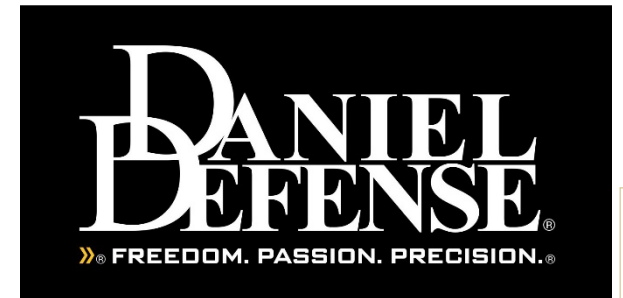
# Community Partners & Sponsorships



Sam Sharpe, Agent



(912)748-7300  
Pooler



# Sponsorship & Donation Totals

<b>Year</b>	<b>Number of Sponsors</b>	<b>Total Sponsorships &amp; Donations</b>
2021	2	\$2,667
2022	5	\$4,250
2023*	11	\$42,700
2024**	12	\$20,116

\* Includes 2 multi-year sponsors on stadium scoreboard

\*\* Numbers do not include basketball/gym sponsors for 2024/2025

*Recreation Programs,  
Tournaments & Events*

# Programs, Events, & Tournaments

Youth Sports

Basketball Tournaments

Adult Softball

Youth Classes & Camps

High School Football

Adult Basketball

Baseball Tournaments

High School Soccer

Special Events

Softball Tournaments

Summer Leagues

Facility Rentals



# Youth Activity Registration

Youth Athletics				
Program	2021	2022	2023	2024
Basketball	288	384	342	0
Baseball	222	253	275	253
Softball	58	63	72	63
Soccer (Sp)	175	227	253	263
Volleyball (Sp)	55	61	62	70
Basketball (Sum)	142	203	134	151
Football (tackle)	86	115	107	111
Football (flag)	90	103	123	123
Soccer (F)	239	236	278	264
Volleyball (F)	60	44	0	0
Pep	13	18	15	23
<b>TOTAL</b>	<b>1428</b>	<b>1707</b>	<b>1661</b>	<b>1321*</b>

Classes and Camps				
Program	2021	2022	2023	2024
Dance	104	162	256	0*
Gymnastics	398	457	417	0*
Tennis	114	146	111	0
Basketball Camps	20	55	44	83
Soccer Camp	31	33	35	40
<b>TOTAL</b>	<b>667</b>	<b>853</b>	<b>863</b>	<b>123*</b>

<b>Total Participation</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
	2095	2560	2524	1444*

# Tournaments & Rentals

	2021	2022	2023	2024
Tournaments	6	6	4	7
Comm Cntr Rentals	n/a	61	42*	70
Stadium Rentals	20	11	11	25**

\*Closed for repairs during summer

\*\*Includes flag and tackle football, as well as soccer. Does not include potential playoff games.

# Concession Sales

	2021	2022	2023	2024
Concessions	\$123,617	\$111,742	\$85,548	\$69,457*

\*Does not include fall recreation program sales,  
or additional 10-14 high school football games



# *Community Events*

# Community Events

- Pop-Up Easter Egg Hunt
- Junior Juneteenth
- Halloween Event



# *Senior Center*

# Senior Center

955 Plantation Drive

## AMENITIES

- Library
- Exercise Room
- Computer Lab
- Arts and Crafts Area
- Billiards Room
- Kitchen



# Senior Participation

- 100+ Active Members on roll
- 90 Active members participate monthly
- Average 60+ per day



# Senior Activities

Exercise Classes

Arts & Crafts

Daily Lunches

Day Trips

Bowling League

Bible Study

Red Hat Club

Movies

Seminars

BINGO

Transportation

Monthly Birthday Celebrations

Monthly Holiday Celebrations and more!



# *Projects*

# Senior Activities

- Tennis and Pickleball Courts – OPEN
- Phase 2 completion of Recreation Complex – TBD
  - baseball/softball fields, playgrounds, fitness, picnic
- Renovation of Pooler Park
  - soccer fields, playgrounds, outdoor basketball, picnic, fitness, pickleball

# Q&A



**CITY of POOLER**  
— GEORGIA —

---

**CITY COUNCIL Regular Meeting - Agenda Item**

September 3, 2024 at 9:00 AM

Pooler City Hall, 100 US Hwy 80 SW, Pooler, GA 31322

---

**TITLE:** Planning & Development

---

**MEETING DATE:** September 3, 2024

---

**DEPARTMENT:** Administration

---

**BACKGROUND & DISCUSSION:**

---

**COMMISSION RECOMMENDATION:**

---

**STAFF RECOMMENDATION:**

---

**ATTACHMENTS:**            1.        09\_Portal\_Planning & Development\_Revised



# **PLANNING & DEVELOPMENT REPORT**

**Nicole Johnson,  
Director of Planning  
& Development**

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# Planning & Development Department

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**NICOLE JOHNSON, AICP, CFM**

Director of Planning & Development

*Planning & Zoning*

*Building & Inspections*

---

**MARCY BENSON**

City Planner

*Planning & Zoning*

---

**RACHAEL BROWN**

Zoning Administrator

*Planning & Zoning*

---

**KIMAIYO JACKSON**

Building & Zoning Clerk

*Planning & Zoning*

*Building & Inspections*

---

**SCOTT MACPHERSON**

Inspections Superintendent

*Building & Inspections*

---

**FRANK GARZA**

Building & Fire Inspector

*Building & Inspections*

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**SHANNON KIRBY**

Permitting Administrator

*Building & Inspections*

# January 1 – June 30 Stats

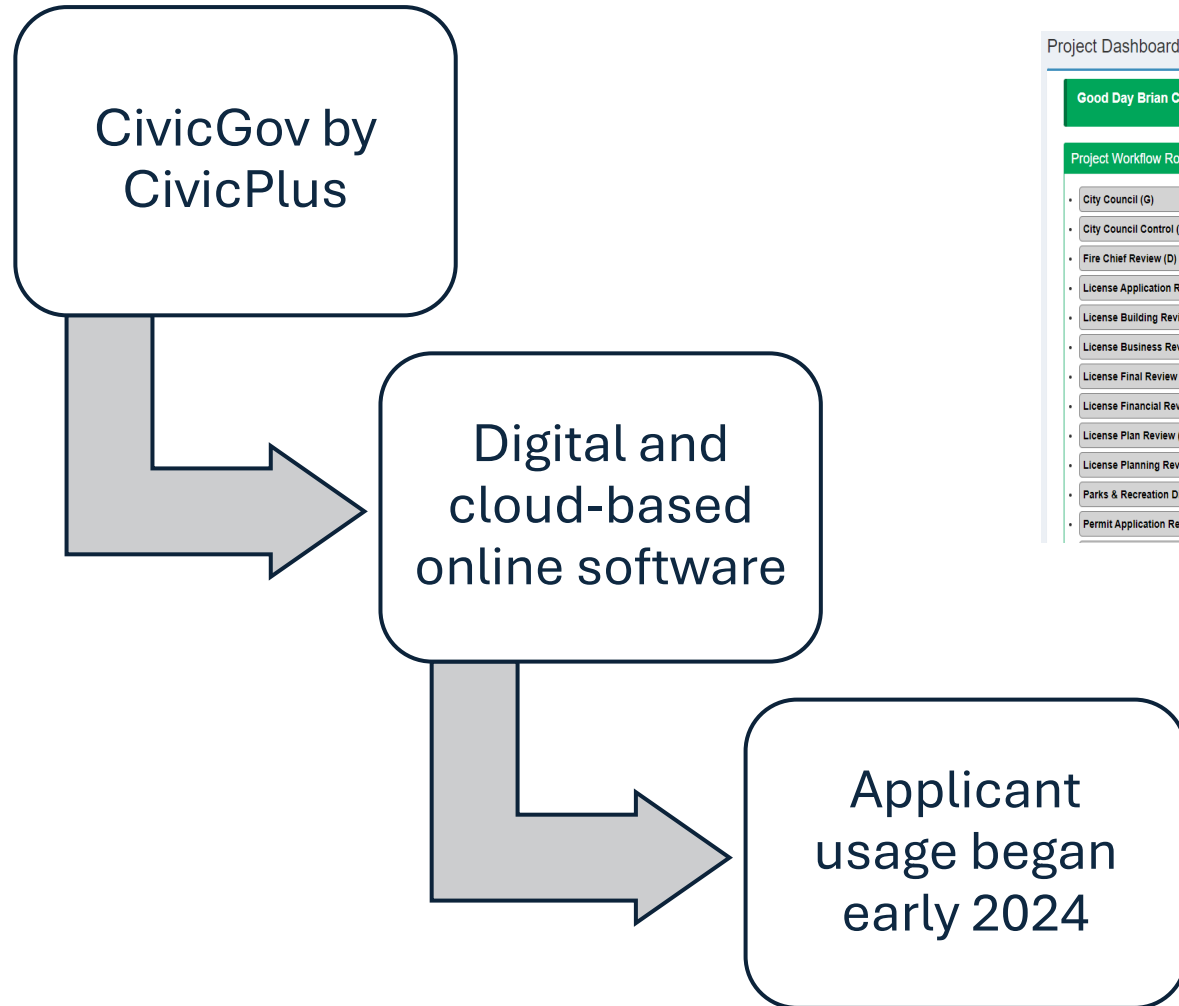
## Permits

- Single Family Detached – 86
- Single Family Attached – 89
- Multi-Family Residential – 1,199
- Mobile Homes - 1
- Commercial – 61
- Miscellaneous – 363
- Inspections – 4,702
- Certificates of Occupancy - 432

## Projects

- Site Plans – 23
- Minor Subdivisions/Plats – 7
- Major Subdivisions – 9
- Rezoning - 12
- Variances – 10
- Conditional Uses – 8
- Zoning Verifications – 30
- Pre-applications - 6

# Plan Review Software



Project Dashboard

Good Day Brian Crooks

Project Workflow Routing

- City Council (G)
- City Council Control (D)
- Fire Chief Review (D)
- License Application Review (D)
- License Building Review (D)
- License Business Review (D)
- License Final Review (D)
- License Financial Review (D)
- License Plan Review (D)
- License Planning Review (D)
- Parks & Recreation Director Review (D)
- Permit Application Review (D)


0 Applications Received Online [More info](#)

0 Pending Project Application [More info](#)

0 Projects Expiring In 30 Days [More info](#)

0 Past Due Inspections [More info](#)

Citizen Portal [Login](#) [Register](#)



Welcome to the City of Pooler GA Public Access Portal

Our online services portal provides 24/7 self-serve access in a safe and contactless environment. Property owners, residents, businesses and contractors can engage and collaborate with officials to submit applications, file complaints, request construction inspections, and pay invoices.

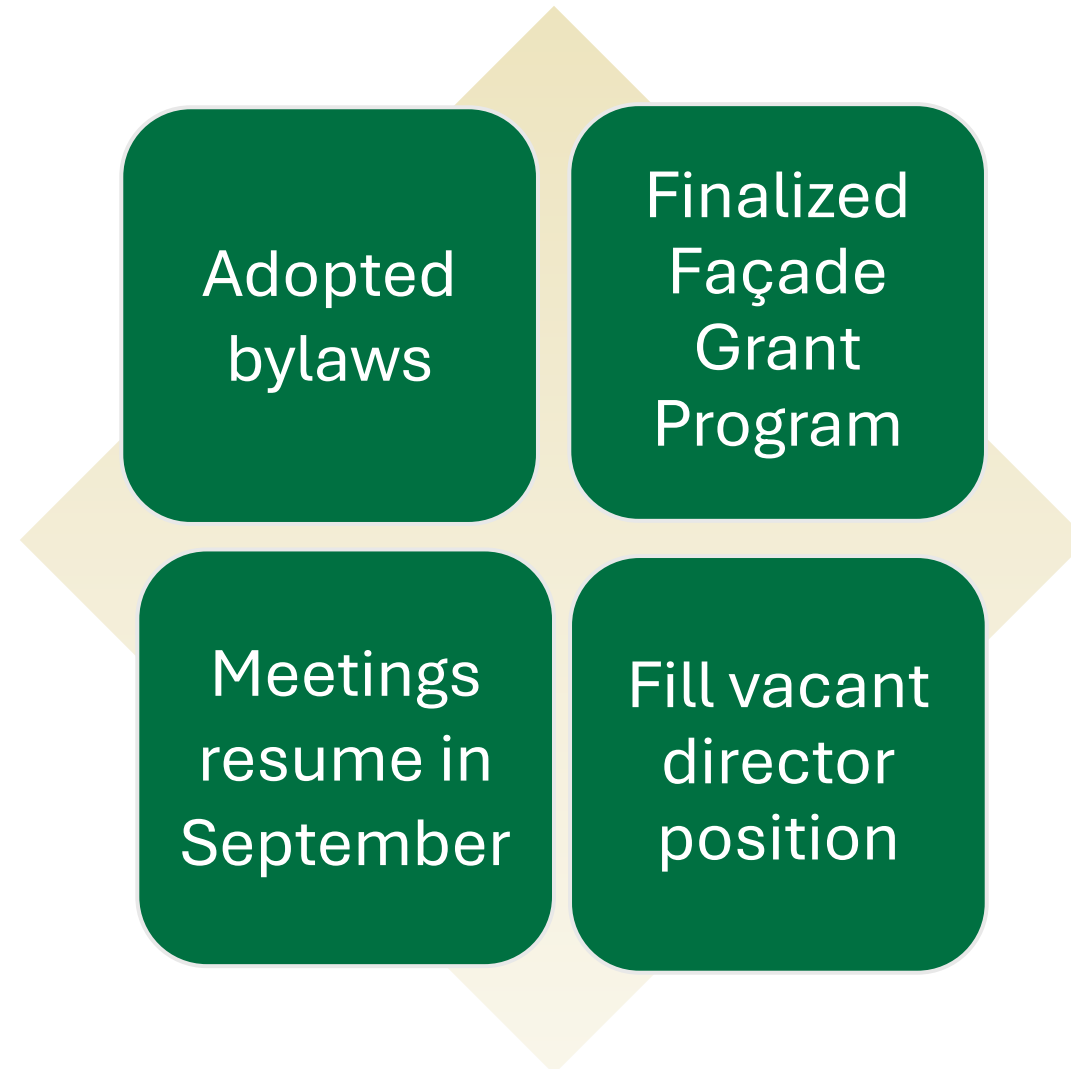
A user account is required to access the services. If you are not registered, please click the Register button below.

The following services are available:

[Apply for a Building Permits](#) [Complete a Planning and Zoning Application](#) [Request Permit Inspections](#)

[Log In](#) [Register](#)

# Development Authority



# Ordinances

## Ordinances Adopted Since 2024 Winter Retreat

2024-02.B – APPENDIX –  
ZONING, ARTICLE II –  
DEFINITIONS AND ARTICLE III –  
GENERAL PROVISIONS BY  
ADDING SECTION 32 TO  
PROVIDE PROVISIONS FOR  
MULTI-USE DEVELOPMENT

2024-03.B - CHAPTER 86 –  
UTILITIES, ARTICLE 1 - IN  
GENERAL, SECTION 86.1 TO  
PROVIDE REQUIREMENTS FOR  
PRIVATE UTILITIES

2024-04.B – APPENDIX A –  
ZONING, ARTICLE V -  
PROCEDURES FOR  
ADMINISTRATION AND  
ENFORCEMENT, SECTION 8 –  
SITE PLAN APPROVAL TO  
PROVIDE PROVISIONS FOR  
MINOR SITE PLAN REVIEW

# Upcoming Ordinances

- 2024-03.A – Short-Term Rental Ordinance
- 2024-07.A – Public Hearing Requirements
- 2024-07.C – Erosion Control Requirements
- 2024-07.D – Fence Requirements
- Telecommunication Facility Regulations
- Unified Development Ordinance

# Goals for Second Half of 2024

- Identify other ways to improve CRS rating with the National Flood Insurance Program
- Provide a Project Tracker on the website
- Rename a portion of Quacco Road (from the Old Quacco Road intersection to Canal Bank Road) to Pooler Parkway
- Continue to explore ways to improve our processes
- Continue to implement goals and strategies of the Pooler 2040 Comp Plan

Q&A



**CITY of POOLER**  
— GEORGIA —

---

**CITY COUNCIL Regular Meeting - Agenda Item**

September 3, 2024 at 9:00 AM

Pooler City Hall, 100 US Hwy 80 SW, Pooler, GA 31322

---

**TITLE:** Police

---

**MEETING DATE:** September 3, 2024

---

**DEPARTMENT:** Administration

---

**BACKGROUND & DISCUSSION:**

---

**COMMISSION RECOMMENDATION:**

---

**STAFF RECOMMENDATION:**

---

**ATTACHMENTS:**            1.     10\_Portal\_Police



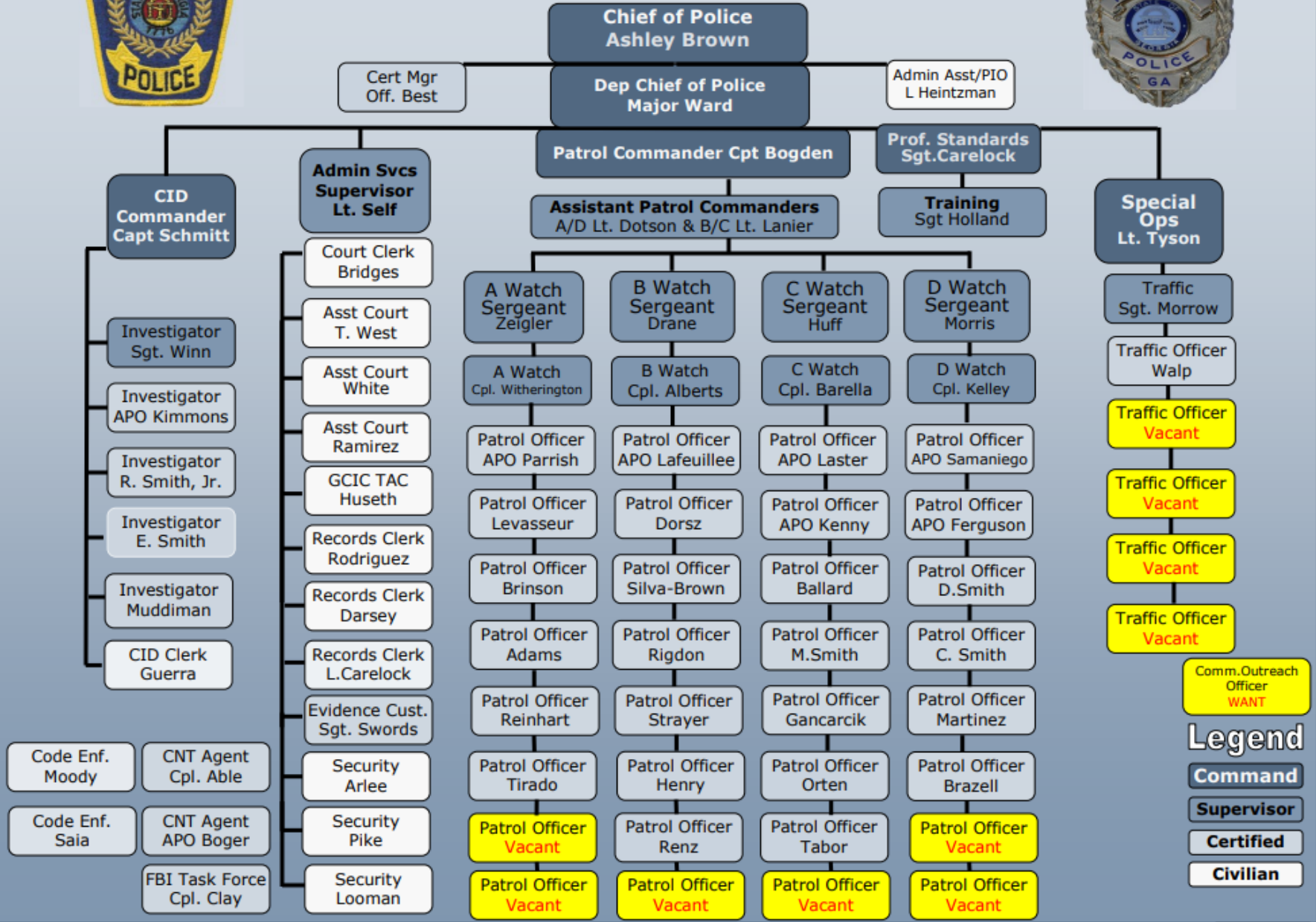
# Semi-Annual Statistics Review

JANUARY 1- JULY 2024





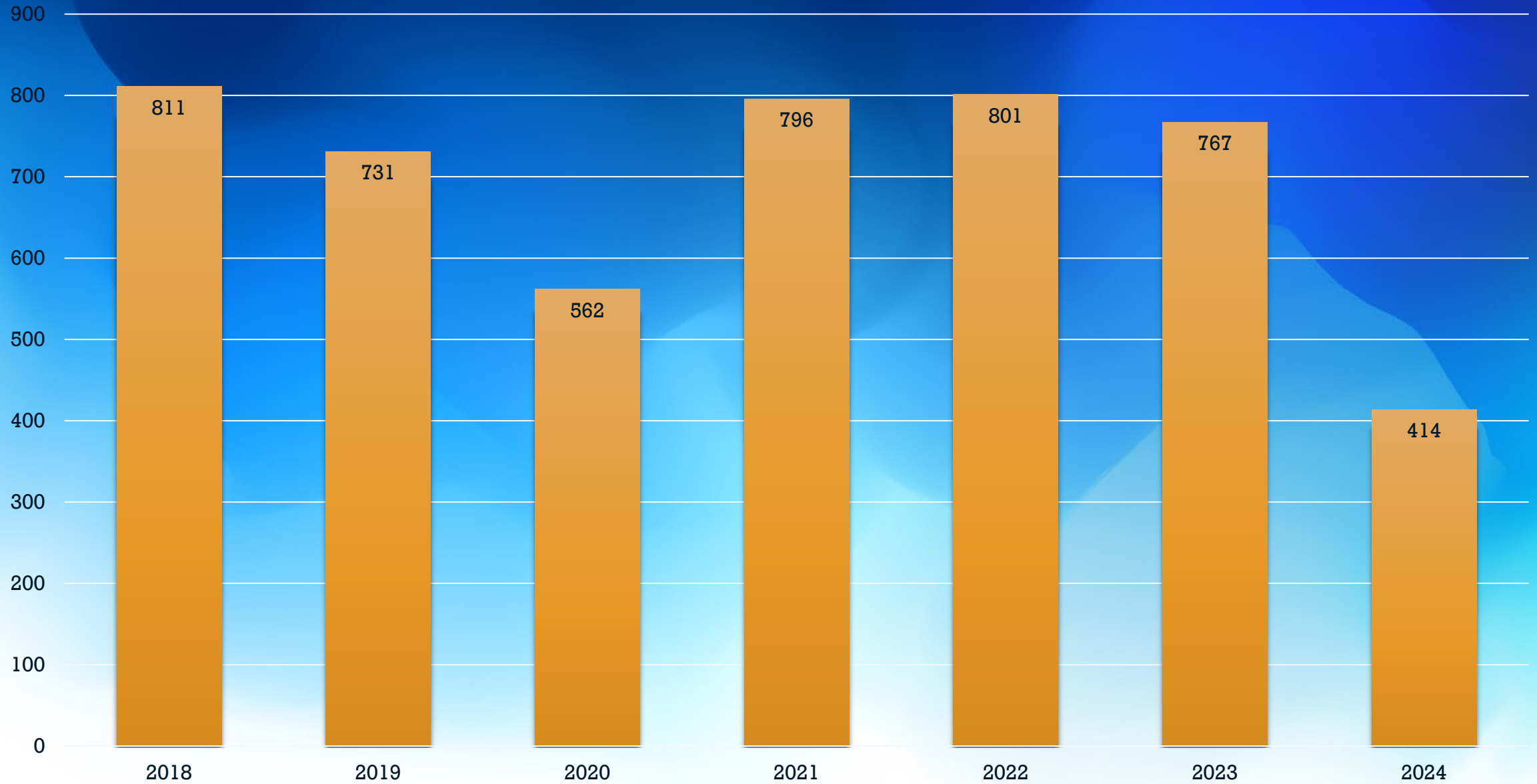
# POOLER POLICE DEPARTMENT 2024 Organizational Chart



**Legend**

- Command
- Supervisor
- Certified
- Civilian

# Part 1 Crimes 2018 - 2023



<b>Incident Type</b>	<b>2023 YTD</b>	<b>2024 YTD</b>	<b>YTD% Change</b>
Homicide	2 (Vehicular Homicide)	0	-100%
Rape	2	0	-100%
Robbery	1	2	100%
Aggravated Assault	14	17	21%
Burglary	35	28	-20%
Larceny Auto	38	52	36%
Larceny Other	347	302	-13%
Vehicle Theft	20	12	-40%
Arson	3	1	-67%
<b>Total</b>	<b>462</b>	<b>414</b>	<b>-10%</b>

<b>Month</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
January	52	52	62	61	58
February	71	58	60	70	53
March	55	64	65	67	67
April	41	52	57	74	59
May	54	74	61	69	59
June	50	65	73	63	64
July	50	73	70	55	54
August	43	89	75	66	
September	18	65	56	64	
October	43	75	74	55	
November	28	55	68	63	
December	57	74	80	60	
Yearly Total	<b>562</b>	<b>796</b>	<b>801</b>	<b>767</b>	<b>414</b>



**CITY of POOLER**  
— GEORGIA —

---

**CITY COUNCIL Regular Meeting - Agenda Item**

September 3, 2024 at 9:00 AM

Pooler City Hall, 100 US Hwy 80 SW, Pooler, GA 31322

---

**TITLE:** Fire-Rescue

---

**MEETING DATE:** September 3, 2024

---

**DEPARTMENT:** Administration

---

**BACKGROUND & DISCUSSION:**

---

**COMMISSION RECOMMENDATION:**

---

**STAFF RECOMMENDATION:**

---

**ATTACHMENTS:**            1.        11\_Portal\_Fire\_revised



# **FIRE-RESCUE REPORT**

**Wade Simmons, Chief**

---

# Vision

It is the vision of the Pooler Fire-Rescue Department to be a high-performance emergency response and mitigation organization that meets the current and future needs of the citizens of the City of Pooler in response to all emergency situations, accidental, natural and manmade.

# 2025 Priorities

- Development of the Training Facility
- Support personnel needs
- Capital projects
- Employee retention and recruitment
- City continued growth

# Training Facility

- #1 priority
- Identify funding to begin design as soon as possible
- Work to secure additional funds for facility construction

# Training Facility



# Support Personnel Needs

- Logistics/Training Officer (supports Fire & EMS)
- Fire & Life Safety Inspectors (x2, under direction of Deputy Chief)
  - \*Fees can support the program after Year 1
  - \*Garden City supports their program, plus additional funding to Fire
- Medical first response improvements

# Capital Projects - Ongoing Budget Needs

- Fire Stations - Maintenance/rehabilitation
- Rolling Stock Replacements -  
New Engine at \$1,165,000; 48 months vs.  
Refurbished Engine at \$560,000; 7 months  
**1 needed now (2013); 4 coming up on 10 years in 2026**
- Rescue Tool Systems - \$85k/system; **1 replacement needed**
- Self-Contained Breathing Apparatus - \$7k/btl, 75 units, 150 btl
- Turnout Gear - \$6k/set, 150 sets; **30 sets needed in 2025**
- New Apparatus Equipment Cache - \$250k/new aerial

# Capital Projects – In Progress

- High water/brush truck – Delivered and in use
- Water rescue boats – Delivered and in use (grant-funded)
- Replacement ladder truck – Projected April 2025
- Replacement rescue/GSAR truck – Projected September 2026

# Employee Retention & Recruitment

- Continue to identify problems and opportunities
- Latest salary adjustments have seen an improvement
- 3 lateral entry firefighters hired and on shift
- Recruit Class started today – 14 recruits
- All positions filled (first time since pre-COVID)
- Continue to review and maintain our salary/benefit regional competitiveness

# Key Issue: City Growth

- 4,500+ units planned/in progress (+/-12,000 currently)
- Significant growth south of Pine Barren along Pooler Parkway
- Future potential needs:
  - Additional unit at Station 4 (Savannah Quarters)
  - Additional Station 6 (Pine Barren at Pooler Parkway)
    - \*working on developer site donation
  - Additional crew and Station 2 relocation (Pooler Parkway)

# Fire Station 4 – Savannah Quarters

12-24 Months



# Fire Station 6 – Pine Barren/Pooler Pkwy

3-5 Years



# Fire Station 2 – Park Ave at Canal St

2-5 Years



Q&A

## RESOLUTION

**WHEREAS**, by the Mayor and City Council of the City of Pooler, Georgia, have been vested with substantial powers, rights and functions to generally regulate the practice, conduct or use of property for the purposes of maintaining health, morals, safety, security, peace, and the general welfare of the City of Pooler; and

**WHEREAS**, there is a growing concern in communities throughout the country with properties, or portions of properties, which are often rented by the owner(s) to individuals, commonly known as “Short Term Vacation Rentals”; and

**WHEREAS**, the Georgia Supreme Court, in the case of DeKalb County v. Townsend, 243 Ga. 80 (1979), has held that, “To justify a moratorium, it must appear first, that the interests of the public generally, as distinguished from those of a particular class, require such interference; and second, that the means are reasonably necessary for the accomplishment of the purpose, and not unduly oppressive upon individuals”; and

**WHEREAS**, the operation of short term vacation rentals is the subject of ongoing studies and analysis implicating zoning, regulatory and enforcement issues such that the Mayor and Council find that a moratorium is necessary in order for the City, through its staff and elected officials, to investigate and explore the impact of such operations and opportunities to improve the quality of life and to enhance public safety for all residents and visitors to the City of Pooler; and

**WHEREAS**, short term vacation rental operations create a strong public safety concern to the public generally and the Mayor and City Council of the City of Pooler wish to continue to review the City’s ordinances pertaining to zoning; and

**WHEREAS**, short term vacation rental operations often require additional parking, often operate largely unregulated, causing increased traffic throughout the City of Pooler, which activities may be potentially injurious to health, safety, and the welfare of the citizens of the City of Pooler, and therefore, the Mayor and City Council find that in the interests of the public the enactment of a moratorium is justified to study the potential impact of short term vacation rental operations; and

**WHEREAS**, the Mayor and City Council of the City of Pooler declare that their finding that the interests of the public necessitate the immediate enactment of a moratorium as set forth herein, for health, safety, morals, and general welfare purposes, and by means which are reasonable and not unduly oppressive; and

**WHEREAS**, the Mayor and City Council of the City of Pooler are aware that the City of Pooler’s Zoning Code does not presently recognize short term vacation rentals or any variation thereof and does not specifically allow for the same in any zoning district; and

**WHEREAS**, the Mayor and City Council of the City of Pooler believe that a moratorium

on the acceptance and processing of applications for zoning permit approvals for short term vacation rentals or any variation thereof will not deny property owners economically viable use of their property and will give city officials the time needed to determine the proper zoning for such businesses; and

**NOW, THEREFORE,** the City of Pooler hereby ordains the following:

**Moratorium on Accepting Applications for Short Term Vacation Rentals**

A 180 day moratorium starting from the effective date of this resolution on the establishment or expansion of any short term vacation rental or any variation thereof, whether independent or incidental to or accessory to any other permitted use. As part of this moratorium the City shall not accept or process any applications for zoning permits, certificates of occupancy, occupational tax certificates, or any other City licensing for short term vacation rentals or any variation thereof. This moratorium shall apply to all applications currently pending or under review by the City of Pooler and staff as of the effective date of this resolution.

This moratorium shall be effective in the corporate and municipal boundaries of the City of Pooler.

The Mayor and City Council may extend the moratorium established by this resolution 3 time(s) for a period not to exceed 180 day(s) upon a finding by the Mayor and City Council that the problems that gave rise to the original moratorium continue to exist and that progress is being made by the City but that additional time is necessary to adequately address the issues facing the City.

This moratorium shall only apply to residential properties as determined by The City of Pooler Ordinances.

This moratorium has been placed into effect as an emergency measure by the Mayor and City Council as a reasonable measure deemed necessary for the public health, safety, and general welfare of the City and its residents and property owners.

The Mayor and City Council may authorize exceptions to the moratorium imposed by this resolution when it finds, based upon substantial competent evidence presented to it, that the deferral of action on an application for a zoning permit or any city issued license for the duration of the moratorium would impose an extraordinary hardship on a landowner or petitioner.

Any request for an exception from the moratorium imposed by this resolution shall be filed in writing with the City Manager or designee and shall include the name of the requester, the name and address of the proposed location, the relationship of the requester to the proposed business and location, a recitation of the facts which are alleged to support a claim for an extraordinary hardship, any other information the City Manager deems necessary for the Mayor and City Council to be informed with respect to the request, and shall be signed and notarized.

At least one public hearing on any request for an exception for an extraordinary hardship under the moratorium shall be held by the Mayor and City Council before the Mayor and City Council may take action on such request.

When the Mayor and City Council is tasked with reviewing a written application for an exception from the moratorium imposed by this resolution due to a claim of an extraordinary hardship they shall consider, at a minimum, the following criteria, but final discretion shall remain with the Mayor and City Council:

- (1) Whether, prior to the effective date of this resolution, the applicant has received any permits or licenses from the city for such business location; and
- (2) Whether, prior to the effective date of this resolution, the applicant has made substantial expenditures of money or resources in reliance of those permits or licenses which may have been issued by the city; and
- (3) Whether, prior to the effective date of this resolution, the applicant has contractual commitments in reliance of those permits or licenses which many have been issued by the city; and
- (4) Whether, prior to the effective date of this resolution, the applicant has incurred any financial obligations to a lending institution which, despite a thorough review of alternative solutions, the applicant cannot meet those financial obligations unless granted an exemption and the opportunity to conduct business; and
- (5) Whether the moratorium will expose the applicant to substantial monetary liability to third parties or would leave the applicant unable to earn a reasonable return on any investment made on the real property affected by this resolution; and
- (6) The history and location of the property, including past uses of the property, if any; and
- (7) Any staff report which may have been created based upon the application for an exemption from the moratorium imposed by this resolution; and
- (8) Any other criteria the Mayor and City Council deems pertinent to deciding whether such exemption from the moratorium imposed by this resolution should be granted.

This moratorium may be terminated by the Mayor and City Council prior to the expiration of 180 days upon the adoption by the Council of appropriate zoning and licensing ordinances and/or regulations.

If any section, clause, sentence or phrase of this resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this resolution.

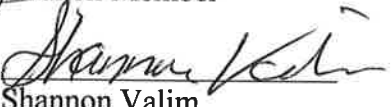
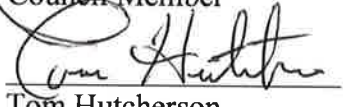
This resolution shall become effective immediately upon its adoption by the City Council.

SO RESOLVED this 18<sup>th</sup> day of March, 2024.



Karen L. Williams  
Mayor

Attest:

  
Kiley Fusco  
Clerk of Council  
Wesley Bashlor  
Council Member  
Aaron Higgins  
Council Member  
Shannon Valim  
Council Member  
Michael Carpenter  
Council Member  
Tom Hutcherson  
Council Member  
John Wilcher  
Council Member



**CITY of POOLER**  
— GEORGIA —

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STATE OF GEORGIA     }  
                                  )  
COUNTY OF CHATHAM   }

**ORDINANCE O2024-03.A**

Short-Term Rental Requirements

**AN ORDINANCE TO AMEND THE CITY OF POOLER CODE OF ORDINANCES CHAPTER 26 – BUSINESSES BY ADDING ARTICLE VIII – SHORT-TERM RENTALS; AND TO AMEND APPENDIX A, ARTICLE III – GENERAL PROVISIONS BY ADDING SECTION 32 – HOME-BASED LODGING AND TO AMEND APPENDIX A, TABLE 4.1 – ALLOWED USES BY ZONING DISTRICT; TO REPEAL ALL ORDINANCES IN CONFLICT HERewith; TO PROVIDE FOR AN EFFECTIVE DATE, AND FOR OTHER PURPOSES**

**NOW THEREFORE, BE IT ORDAINED** by the Mayor and Council of the City of Pooler that the Code of Ordinances of the City of Pooler, Georgia are hereby amended as follows:

**I**

That CHAPTER 26 – BUSINESSES be amended to add Article VIII. SHORT-TERM RENTALS as follows:

**ARTICLE VIII – Short-Term Rentals**

**Section 26-209. – Short title.**

This article shall be known as the “City of Pooler Short-Term Rental Ordinance”.

**Section 26-210. – Purpose; intent.**

The purpose of this article is to establish regulations for the use of residential dwellings as short-term rentals to transient occupants, so as to ensure the protection of public health, safety, and general welfare of individuals and the community at large; to monitor and provide reasonable means for citizens to mitigate impacts created by occupancy of short-term rentals; and to implement rationally based, reasonably tailored regulations to protect the integrity of the City’s neighborhoods.

**Section 26-211. – Definitions.**

*Home-based Lodging.* A short-term rental whereby the whole unit is provided as accommodation for a fee. This definition includes both a primary and an accessory structure when the unit is a detached secondary dwelling.

*Home-based Lodging, Hosted.* A short-term rental whereby a portion of the dwelling unit is provided as accommodation for a fee, as an accessory use to a residence, and where the owner of the property resides there.

*Short-term rental.* An accommodation where, in exchange for compensation, a residential dwelling unit, or a portion thereof, is provided for transient lodging. A short-term rental shall have a minimum one-night stay requirement with a maximum of 30 consecutive days. Abbreviated as "STR".

*Short-term rental agent.* A person or organization designated by the owner on the short-term rental license application. Such person shall be available for and responsive to contact at all times.

*Short-term rental certificate.* The certificate issued by the City to owners or designated agents of the short-term rental who have submitted the required documentation, met the requirements for the operation of a short-term rental unit, and have paid all requisite fees.

*Short-term rental guest.* Any guest(s), tourist(s), lessee(s), vacationer(s), occupant(s), or any other transient person(s) who, in exchange for compensation, occupies a short-term rental.

*Short-term rental owner.* The owner(s) of record for the property.

*Short-term rental code compliance verification form.* A document executed by the short-term rental owner certifying that the short-term rental complies with all applicable zoning, building, and health and life safety code provisions, which is required for occupancy of the unit as a short-term rental.

**Section 26-212. – Applicability.**

- (a) This article shall only apply to residential dwelling types, as determined by Section 32 of Article III of Appendix A of the City of Pooler Code of Ordinances.
- (b) This article shall not apply to hotels, motels, boarding houses, inns, or other similar lodging uses that are non-residential in nature.

**Section 26-213. – Short-term rental certificate.**

- (a) No person or entity shall operate, rent, lease, or otherwise exchange for compensation all or any portion of a dwelling unit as a short-term rental without first obtaining a business license for property management, or copy of a business license if not located within the City of Pooler, and a short-term rental certificate pursuant to the regulations contained in this article and any other applicable provisions of City or state law.
- (b) Operation of a short-term rental without a business license and a short-term rental certificate shall be unlawful.
- (c) No certificate issued under this article may be transferred or assigned or used by any person or entity other than the one to whom it is issued.
- (d) No certificate issued under this article may be transferred to another individual or assigned to any location other than the one for which it is issued.
- (e) A short-term rental certificate shall be required for each short-term rental.
- (f) Only one short-term rental certificate shall be allowed per property.
- (g) A short-term rental certificate shall expire on December 31<sup>st</sup> of each year.
- (h) A copy of the short-term rental certificate shall be furnished in a conspicuous manner within the short-term rental.

**Section 26-214. – Application for short-term rental certificate.**

- (a) Applicants for a short-term rental certificate shall submit annually an application for a short-term rental certificate to the City of Pooler. An applicant for a short-term rental certificate shall be the short-term rental owner. The application shall be furnished under oath on a form specified by the City, accompanied by the non-refundable application fee. Such application shall include, but is not limited to, the following:
- (1) The address of the unit to be used as a short-term rental and parcel number.
  - (2) The zoning of the property and the category of short-term rental as identified in the City of Pooler zoning ordinance.
  - (3) The name, address, telephone number, and email address of the short-term rental owner(s).
  - (4) The name, address, telephone number, and email address of the short-term rental agent, which shall constitute 24-hr contact information, if different from the owner(s).
  - (5) The building floorplan with the proposed number of sleeping accommodations and in which rooms those sleeping accommodations will be provided.
  - (6) The number and location of off-street parking spaces allotted to the premises. On-street parking is prohibited.
  - (7) The short-term rental owner's signed agreement to assure that the use of the premises by short-term rental guests will not disrupt the neighborhood and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their properties.
  - (8) The short-term rental owner's sworn acknowledgement that the requirements for short-term rentals have been reviewed and shall be complied with at all times the certificate is active.
- (b) Attached to and concurrent with submission of the application, the applicant shall provide:
- (1) The owner's notarized short-term rental application form.
  - (2) The owner's notarized code compliance verification form.
  - (3) A copy exemplar rental agreement, which shall consist of the form of documents to be executed between the short-term rental owner or agent and short-term rental guest(s), which shall contain the following provisions, and which shall be posted in the short-term rental:
    - a. The guest(s)' agreement to abide by all of the requirements of this article, any other City of Pooler ordinances, state, and federal law and acknowledge that his or her rights under the agreement may not be transferred or assigned to anyone else.
    - b. The guest(s)' acknowledgement that it shall be unlawful to allow or make any noise or sound that exceeds the limits set forth in the City's noise ordinance, Section 42-117.

- c. The guest(s)' acknowledgement and agreement that violation of the agreement or this article may result in immediate termination of the agreement and eviction from the short-term rental by the owner or agent, as well as the potential liability of fines levied by the City.
  - d. The guest(s)' acknowledgement on the maximum occupancy of the short-term rental, and if available, the maximum number of vehicles allowed to be parked on the premises and location of on-site parking.
  - e. The guest(s)' acknowledgement and agreement that they have read and will abide by the standards of the Good Neighbor brochure.
- (4) Proof of ownership of the short-term rental, and proof of residence as applicable.
- (5) When submitting application for a Home-Based Lodging, Hosted, provide proof of an approved homestead exemption form through Chatham County or in lieu of a valid homestead exemption, a notarized affidavit and supporting documentation establishing proof of residency that the primary dwelling unit is the legal residence of the resident. The supporting documentation must be submitted in the form of two of the following: 1) copy of a valid Georgia Driver's License or Georgia Identification Card; 2) copy of registration for vehicles owned by and registered in the name of the applicant; 3) copy of Chatham County Voter's Registration Card; 4) copy of previous year's W-2 Form or internal Revenue Service tax Return; or 5) City of Pooler utility bill.
- (6) Proof of insurance for the premises of the short-term rental and documentation from the insurance company that the policy covers the property specifically as a short-term rental.
- (7) Proof that all property owners directly adjacent to the short-term rental have been notified of the proposed use. Notification shall be issued by the short-term rental applicant in writing and shall include:
  - a. Street address of the proposed short-term rental.
  - b. Name of the property owner(s).
  - c. Name of rental agent and contact information.
 A copy of said notification shall be included with the application.
- (8) Written certification from the short-term rental agent agreeing to perform all duties specified in Sec. 26-215.
- (c) If the rental agent changes, the property owner shall notify the City and the adjacent property owners within five business days.

**Section 26-215. – Short-term rental agent.**

- (a) The applicant for a short-term rental shall designate a short-term rental agent on the application for a short-term rental certificate. The owner of the short-term rental may serve as the short-term rental agent.
- (b) The short-term rental agent shall:
  - (1) Be available to handle any problems arising from use of the short-term rental.

- (2) Keep the agent's emergency contact information, including name and phone number, posted in a readily visible place inside the short-term rental.
  - (3) Receive and accept service (at the address listed on the application of the short-term rental owner or agent) of any notice of violation related to the use or occupancy of the premises.
  - (4) Monitor the short-term rental for compliance with this article.
- (c) Only one person or contact may serve as the short-term rental agent. If an entity or company is utilized, there shall be one person from that company specified as the short-term rental agent.
- (d) The short-term rental agent may be changed temporarily or permanently by the owner, after providing written notice to the City and satisfying all conditions for short-term rental agents as set forth in the City of Pooler Short-Term Rental Ordinance.

**Section 26-216. – Grant or denial of application.**

City staff will review all applications for compliance with the requirements of this Ordinance, and provided all conditions are met, a certificate will be issued no more than 60 days from the date of submittal. The City shall have no obligation to issue a certificate to an applicant unless all conditions of this Ordinance are met and the property complies with all applicable federal, state, or local law. Any false statements or information provided in the application for a short-term rental are grounds for revocation or suspension of the short-term rental certificate, and may result in the imposition of penalties, along with denial of future applications.

**Section 26-217. – Fees.**

Prior to the issuance of a short-term rental certificate, the short-term rental application fee must be paid in accordance with the City's Schedule of Fees.

**Section 26-218. – Renewal of certificate.**

- (a) A short-term rental certificate must be renewed upon its expiration at the end of each calendar year.
- (b) Renewals shall be processed in accordance with the appropriate form provided by the City.
- (c) If a certificate is not renewed prior to its expiration, it is automatically terminated, and operation of the short-term rental shall be subject to Section 26-219 of this article for violations.
- (d) The fee for the renewal of a short-term rental certificate must be paid in accordance with the City's Schedule of Fees.

**Section 26-219. – Requirements; violations and penalties.**

- (a) All guests on any given night shall be associated with the same rental contract. The maximum number of rental contracts per short-term rental is one.
- (b) Short-term rentals shall comply with all applicable requirements and regulations related to building, health, life safety, and zoning codes and any other applicable regulations of City of Pooler Code of Ordinances, International Residential Code, International Building Code and International Fire Code.

- (c) Each bedroom used for the short-term rental shall have at least two (2) means of egress. Each bedroom shall have at least one operable 5.7 square foot window opening or door for emergency escape or rescue that opens directly to the exterior of the residence. The emergency door or window shall be operable from the inside.
- (d) Every bedroom, adjoining hallway, and common area shall be equipped with a dual powered and interconnected operational smoke detector that meets International Residential Code standards and shall always be maintained in good working order.
- (e) A short-term rental equipped with natural gas shall install a carbon monoxide detector outside of each sleep area, each carbon monoxide detector must meet applicable state law standards and shall always be maintained in good working order.
- (f) The short-term rental owner or agent shall maintain a house number that is a minimum of 4" in height and a stroke width minimum of 1/2", plainly visible from the street at all times.
- (g) One smoke alarm shall be installed on every floor and in every sleeping room. They shall be interconnected so that when one smoke alarm sounds, they all sound (alarms can be wired or wireless). Smoke alarms should be installed at least 10 feet (3 meters) from a cooking appliance to minimize false alarms when cooking. Smoke alarms shall be mounted on ceilings or on walls no more than 12 inches away from the ceiling. Smoke alarms shall be maintained in good working order and not be expired or greater than 10 years old.
- (h) Fireplaces/Wood Stoves require a non-combustible ash receptacle outside the structure. Covered receptacles shall be a minimum of 2 feet from the structure. Uncovered receptacles shall be a minimum of 10 feet from the structure. Combustible materials shall not be stored near fuel fire heating equipment, or in special rooms containing fuel fired equipment.
- (i) Each floor of the short-term rental shall be equipped with a 2A:10B:C rated fire extinguisher that is fully charged and not past its expiration date.
- (j) To ensure the continued application of the intent of this article, the City shall notify the owner of a short-term rental of all instances in which the nuisance behavior of the guest or the conduct of the agent results in a citation for a code violation or other legal action.
- (k) A short-term rental may be inspected if there is probable cause to believe there is or has been a violation or violations of this ordinance.
- (l) Any violation cited for a short-term rental must be corrected and compliance demonstrated prior to being eligible to continue use as a short-term rental.
- (m) Violations of this article are subject to the following fines, which may not be waived or reduced, and may be combined with any other legal remedy available to the City:
  - (1) First violation: \$500
  - (2) Second violation within the preceding 12 months: \$750
  - (3) Third violation within the preceding 12 months: \$1000
- (n) The City shall maintain a file of each short-term rental, including a record of code violation charges, founded accusations, and convictions occurring at or relating to a

short-term rental. When a short-term rental owner has accumulated three violations within a calendar year, the City shall temporarily suspend the certificate. The City will provide notice to the short-term rental owner of a hearing in front of City Council. Should the Council revoke the short-term rental certificate, no new short-term rental applications from the short-term rental owner for the subject premises will be accepted for a period of 12 consecutive months. A person aggrieved by the City's decision to revoke a short-term rental certificate may appeal the decision to the Superior Court.

- (o) Nothing in this section shall limit the City from enforcement of its code, state, or federal law by any other legal remedy available to the City. Nothing in this section shall be construed to limit or supplant the power of any City inspector, deputy, or other duly empowered officer under the City's ordinances, rules, and regulations and the authority granted under state law, as amended, to take necessary action, consistent with the law, to protect the public from property which constitutes a public nuisance or to abate a nuisance by any other lawful means of proceedings.

### **Section 26-220. – Taxes.**

- (a) All applicants for a short-term rental certificate shall comply with the requirements of Chapter 26, Article II. OCCUPATION TAXES AND REGULATORY FEES.
- (b) Short-term rentals are subject to applicable state and local hotel-motel excise taxes and are responsible for payment thereof as established by state law and Chapter 78, Article II. HOTEL-MOTEL EXCISE TAX.

## **II**

That APPENDIX A – ZONING, Article III. GENERAL PROVISIONS be amended by adding the following:

### **Section 32. – Short-term Rentals**

(A) Purpose.

(B) Definitions.

- (1) *Home-based Lodging.* A short-term rental whereby the whole unit is provided as accommodation for a fee. This definition includes both a primary and an accessory structure when the unit is a detached secondary dwelling.
- (2) *Home-based Lodging, Hosted.* A short-term rental whereby a portion of the dwelling unit is provided as accommodation for a fee, as an accessory use to a residence, and where the owner of the property resides there.
- (3) *Short-term rental.* An accommodation where, in exchange for compensation, a residential dwelling unit, or a portion thereof, is provided for transient lodging for a period of time not exceeding 30 consecutive days. Abbreviated as "STR".

(C) Applicability.

- (1) This section shall only apply to Home-based Lodging and Home-based Lodging, Hosted, uses.
- (2) The provisions of this section shall not apply to hotels, motels, bed & breakfasts inns, or any other Accommodations and Lodging uses.

(D) General requirements.

(1) For Home-based Lodging the following requirements shall apply:

- a. No external signage, except signage typically associated with residential dwellings, shall be allowed.
- b. Street address numbers shall be posted in a conspicuous location and of significant size that is visible and legible from the street.
- c. Adequate off-street parking spaces shall be provided. There shall be one parking space for every three adult occupants. There shall be no parking of vehicles on grass surfaces or along rights-of-ways unless otherwise allowed.
- d. The number of guests per night shall not exceed the number of occupants allowed by the building code, which varies according to the size of the home and number of bedrooms.
- e. Events and activities, including luncheons, banquets, parties, weddings, meetings, fundraisers, commercial or advertising activities, and any other gatherings of persons in association with the home-based lodging other than the authorized guests, whether for direct or indirect compensation, is prohibited.

(2) For Home-based Lodging, Hosted, the following requirements shall apply:

- a. The owner of the short-term rental must reside in the dwelling used for the short-term rental. The property must be the primary residence of the owner in order to be utilized.
- b. The number of guests per night shall not exceed the number of occupants allowed by the building code, which varies according to the size of the home and number of bedrooms.
- c. No external signage, except signage typically associated with residential dwellings, shall be allowed.
- d. Street address numbers shall be posted in a conspicuous location and of significant size that is visible and legible from the street.
- e. A minimum of one off-street parking space shall be provided for guests in addition to the minimum off-street parking spaces required for the dwelling.
- f. Events and activities, including luncheons, banquets, parties, weddings, meetings, fundraisers, commercial or advertising activities, and any other gatherings of persons in association with the home-based lodging other than the authorized guests, whether for direct or indirect compensation, is prohibited.

### **III**

That Appendix A, Article III. GENERAL PROVISIONS, Table 4.1 *Allowed Uses by Zoning District* be amended to include Home-based Lodging and Home-based Lodging, Hosted as a permitted use in the R-1, R-2, R-3, R-4, R-A, RA-1, RA-2 and PUD districts as follows:

P	Permitted by Right
C	Permitted with Conditional Use Approval
	Prohibited

**Table 4.1 Allowed Uses by Zoning District**

Uses with NAICS Codes are found within the NAICS Manual : <https://www.census.gov/eos/www/naics/>

Uses in R-1A, R-1B, R-1C are listed in this table under R-1  
 Uses in R-2A, R-2B, R-2C are listed in this table under R-2  
 Uses in R-3A, R-3B, R-3C are listed in this table under R-3

\*Uses in a PUD are determined case-by-case by the Board

NAICS Code	Use	R-1	R-2	R-3	R-4	MH-1	MH-2	MH-3	C-1	C-2	C-P	I-1	I-2	R-A	RA-1	RA-2	PUD*
72	<b>Accommodation and Food Services</b>																
	Hotels and Motels								C	P	C						
	Home-based Lodging	P	P	P	P									P	P	P	P
72119	Bed-and-Breakfast Inns	C	C	C					C	P							
7212	RV (Recreational Vehicle) Parks and Recreational Camps													C			
721214	Fishing Camps, Hunting Lodges, Wilderness Camps and Other Overnight Recreational and Vacation Camps													P			

P	Permitted by Right
C	Permitted with Conditional Use Approval
	Prohibited

**Table 4.1 Allowed Uses by Zoning District**

Uses with NAICS Codes are found within the NAICS Manual : <https://www.census.gov/eos/www/naics/>

Uses in R-1A, R-1B, R-1C are listed in this table under R-1  
 Uses in R-2A, R-2B, R-2C are listed in this table under R-2  
 Uses in R-3A, R-3B, R-3C are listed in this table under R-3

\*Uses in a PUD are determined case-by-case by the Board

NAICS Code	Use	R-1	R-2	R-3	R-4	MH-1	MH-2	MH-3	C-1	C-2	C-P	I-1	I-2	R-A	RA-1	RA-2	PUD*
922	Justice, Public Order and Public Safety including Police, Fire Protection and Courts	C	C	C	C				C	P	P						
	<b>Accessory Uses to a Principal Use</b>																
	<b>Accessory Uses to a Residential Use</b>																
	Accessory Uses Customary to a Dwelling	P	P			P	P	P						P	P	P	
	Garage Apartment	C	C	C										P	P	P	
	Guest Home	C	C	C	C												
	Farm Dwelling														P	P	
	Manufactured Home													P		P	
	Home Occupation	C	C			P	P	P						P	P	P	
	Home Business Office	P	P	P	P	P	P	P						P	P	P	
	Home-based Lodging, Hosted	P	P	P	P									P	P	P	P
	Family Day Care Home	P	P	P	P	P	P	P						P	P	P	
	Accessory Recreation Amenities to a Residential Development	P	P			P	P	P						P	P		
	Horse Stable, Personal													P			

**IV**

Any person, entity, corporation, etc., currently holding a business license to operate a short-term rental shall comply with the provisions of this Ordinance upon renewal of their business license. Any person, entity, corporation, etc., currently operating a short-term rental without a business license shall have 60 days from the effective date of this Ordinance to comply with the provisions of this Ordinance before being deemed in violation.

**V**

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

**VI**

If any section, clause, sentence, or phrase of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, the said holding shall in no way affect the validity of the remaining portions of this ordinance.

**VII**

This ordinance shall be effective immediately upon its adoption by the Mayor and City Council of Pooler, Georgia.

FIRST READING: \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

SECOND READING: \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

ADOPTED: \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

CITY OF POOLER, GEORGIA

\_\_\_\_\_  
Karen L. Williams, Mayor

ATTEST:

\_\_\_\_\_  
Kiley Fusco, Clerk of Council



**CITY of POOLER**  
— GEORGIA —

STATE OF GEORGIA     }  
                                  )  
COUNTY OF CHATHAM   }

**ORDINANCE O2024-07.A**

Public Hearing Requirements

**AN ORDINANCE TO AMEND THE CITY OF POOLER CODE OF ORDINANCES APPENDIX A- ZONING, ARTICLE V- PROCEDURES FOR ADMINISTRATION AND ENFORCEMENT, SECTION 6 – PUBLIC HEARING REQUIREMENTS TO CLARIFY LANGUAGE RELATED TO PUBLIC HEARING PROCEDURE REQUIREMENTS; TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH; TO PROVIDE FOR AN EFFECTIVE DATE, AND FOR OTHER PURPOSES**

**NOW THEREFORE, BE IT ORDAINED** by the Mayor and Council of the City of Pooler that the Code of Ordinances of the City of Pooler, Georgia are hereby amended as follows:

**I**

That APPENDIX A – ZONING, ARTICLE V. PROCEDURES FOR ADMINISTRATION AND ENFORCEMENT, SECTION 6 – PUBLIC HEARING REQUIREMENTS, be amended by deleting the strikethrough text and adding the underline text as follows:

**ARTICLE V – Procedures for Administration and Enforcement**

**Section 6. Public hearing requirements.**

The following requirements are hereby established in accordance with the Zoning Procedures Law, for zoning actions as defined by this ordinance. Whenever a zoning action takes place, a hearing must be held before the public as noticed per Section 5 above. When an applicant requires more than one zoning action ~~or subdivision procedure~~ for a development project, a separate public hearing must be held for each procedure or action. The official public hearing before the city council is the public hearing of record. A public meeting, allowing for comments, shall be held by the planning and zoning commission prior to the official public hearing and shall follow the rules of conduct in subsection (A) below. The purpose of the public hearing is to consider information pertinent to the requested zoning action. During the hearing the following rules and actions shall be followed:

(A) *General rules of conduct.* Whenever a public hearing is required by this ordinance or by state law prior to approving a zoning action, such public hearing, when conducted by the city council, or public meeting conducted by the planning and zoning commission, shall be conducted in accordance with the following procedures:

- (1) The public hearing shall be called to order by the presiding officer.

- (2) The presiding officer shall explain the procedures to be followed in the conduct of the public hearing.
- (3) The petitioner and staff shall each have a minimum of ten minutes to present the item. The presiding officer may allow additional time for each side if circumstances at the time warrant it.
- (4) ~~(3)~~ The presiding officer or administrative staff shall be heard first, introducing the item and requested action and shall present any information or materials pertinent to the request.
- (5) ~~(4)~~ If the subject of the hearing is initiated by an applicant other than the city, the petitioner requesting such zoning decision, or the applicant's agent, if present, shall be recognized first and shall be permitted to present reasoning and justification for the request for the zoning decision. Thereafter, all individuals who so desire shall be permitted to speak in favor of the zoning decision.
- (6) ~~(5)~~ If the request is initiated by the city, all members of the city council shall be allowed to speak as they are recognized by the mayor or presiding officer, regardless of whether such city council member speaks in favor of or in opposition to the proposed zoning decision. Thereafter, all individuals who so desire shall be permitted to speak in favor of the zoning decision.
- (7) ~~(6)~~ After all individuals have had an opportunity to speak in accordance with subsection 6(A)~~(-45)~~ above, those individuals present at the public hearing who wish to speak in opposition to the requested zoning decision shall have an opportunity to speak.
- (8) ~~(7)~~ When any person wishes to speak at a public hearing, he shall raise his hand and, after being recognized by the presiding officer, shall stand and give his name, address, and make any comment appropriate to the proposed zoning decision. If within two years immediately preceding the filing of the applicant's application for a zoning action, the speaker has made campaign contributions aggregating to more than \$250.00 to any member of the city council or any member of the city planning and zoning commission, it shall be the duty of the speaker to disclose the following information five days prior to the official public hearing:
  - a. The name of the local government official to whom the campaign contribution or gift was made;
  - b. The dollar amount of each campaign contribution made by the applicant to the local government official during the two years immediately preceding the filing of the application for the ~~map amendment~~ zoning action and the date of each contribution; and
  - c. An enumeration and description of each gift having a value of \$250.00 or more made by the applicant to the local government official during the two years immediately preceding the filing of the application for the zoning action.
  - d. In the event that no such gift or contribution was made, the applicant shall affirmatively so state. Campaign disclosure forms are available at the Pooler City Hall during normal hours of operation. Also, campaign disclosure forms

shall be made available to the public at the planning and zoning commission public meeting for use at the official public hearing before the city council.

(9) ~~(8)~~ No time limit shall be imposed upon any person speaking at a public hearing, but all speakers are urged to make their comments brief and avoid repeating other comments.

(10) ~~(9)~~ The applicant, if present, shall have an opportunity, after all comments in opposition have been made, to make summary remarks concerning the proposed zoning decision.

(11) ~~(10)~~ Thereafter, the presiding officer shall announce that the public hearing, or public comment period, for the requested zoning decision is closed, and the city council or the planning and zoning commission, as the case may be, shall immediately and openly discuss the proposed zoning decision and vote on action which they are authorized to take.

(12) ~~(11)~~ The public hearing shall provide the opportunity for hearing and addressing comments, questions, and concerns related to zoning actions from an applicant or members of the public. No further public comments shall be made relating to the zoning action once the public hearing has been closed, except when waived via motion approved by Council per its rules of procedure or recalling a speaker per subsection 6(C)(3) below.

(B) and (C) no changes

(D) *Public hearings records standards.* The city clerk or agent of the city clerk shall ~~mechanically~~ record the proceedings of all zoning public hearings. If requested by any party, verbatim transcripts of the public hearing can be prepared, but only if requested and purchased in advance by the requesting part, who must arrange at his expense for a certified court reporter to record and transcribe the hearing and furnish the original of the transcript to the city council for its records. The record of the public hearing and all evidence (e.g. maps, drawings, traffic studies, etc.) submitted at the public hearing ~~shall be noted as such and~~ shall become a permanent part of the particular zoning action's file.

## II

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

## III

If any section, clause, sentence, or phrase of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, the said holding shall in no way affect the validity of the remaining portions of this ordinance.

## IV

This ordinance shall be effective immediately upon its adoption by the Mayor and City Council of Pooler, Georgia.

FIRST READING: \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

SECOND READING: \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

ADOPTED: \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

CITY OF POOLER, GEORGIA

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Karen L. Williams, Mayor

ATTEST:

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Kiley Fusco, Clerk of Council

## **CRAIG CALL VIA EMAIL, JUNE 26, 2024:**

*“Pooler amended its zoning ordinance in May 2023, to include the line, “[t]ime limits may be imposed on the public speakers at the discretion of the Mayor.” Which replaced the language, “[n]o time limit shall be imposed on any person speaking at a public hearing...*

*However, Looking at this issue a little more in depth, the ZPL requires no less than ten minutes per side on zoning decisions. It doesn’t differentiate between applicants, supporters, or opponents (i.e., interested parties and members of the public). Per the ZPL, it does require a minimum time period to be specified per side but not necessarily per person. The time period allotted to proponents and opponents has to be equal.*

*I believe the way the public hearing portion of the ordinance was written previously loosely covered the minimum time requirement as it stated there were no time limits on any person speaking—but in practice was a no time limit per side rule. This is further exemplified in the set procedure of allowing the applicant/supporters to speak first, the opponents next, and the applicant allowed a rebuttal. If I recall, the intent of the 2023 amendment was to prevent filibustering to some degree and keep public speakers on topic. In doing so, Pooler (at least on paper) may have inadvertently overlooked the minimum time per side requirement under the ZPL. (I don’t feel it is a compliance issue as Pooler has never prevented anyone from speaking for or against an item.)*

*I think we can keep the discretionary per person limit in the ordinance. I do think though we must update the public hearing procedure section to specifically state each side of a zoning action item has a minimum of ten minutes to present for or against the item. This doesn’t mean we have to sit and wait ten minutes if it is not necessary, only that at a minimum we are affording that amount of time (equally) to each side. By the same token, we could include language allowing (discretionary) additional time for each side if the circumstances at the time warrant it.”*

## **EDITS:**

**Removing “or subdivision procedure”:** Because not all zoning actions are listed and subdivision procedure is just one of those, it’s cleaner to simply use zoning action alone.

**Adding “The petitioner and staff each have a minimum...”:** The change aligns our code with Georgia’s state requirements for the minimum time allowed. Please note that it only applies to applicants and staff – not to commenters.

**Removing “map amendment”:** As above, it’s cleaner to use zoning action alone.

**Removing “mechanically”:** While we will most definitely continue to mechanically record meetings, we would not want to be beholden to only mechanical recording by an ordinance and then have a failure of that obligation. (Example: if there were a loss of power, a mechanical failure, a battery failure, etc.)

**Removing “shall be noted as such and”:** It is not always evident to the clerk (or minute-taker) specifically which types of items have been submitted at the meeting as evidence, as they are generally only given to elected officials. Any items provided directly to the city clerk will continue to become a permanent part of the zoning action’s file.

We would like to propose discussing the reinstatement of a Tuition Assistance Plan (TAP) at the upcoming retreat. While the City had a TAP in place prior to 2018, this updated version is based on a reimbursement model rather than upfront funding, offering a more balanced approach that benefits both the City and its employees.

The primary objective of this policy is to enhance the value we offer to our staff and, at the same time, support the City by cultivating a more skilled and knowledgeable workforce. This demonstrates our commitment to professional development and career advancement, which may help reduce turnover rates and the associated costs of recruiting and training new staff members. Furthermore, employees who engage in higher education through this program will bring advanced skills and knowledge to their roles, which could lead to improved performance and efficiency across city operations.

Given that Chris is currently working on next year's budget, this is an opportune moment to review and discuss this proposal. If approved, the new policy could be implemented starting in 2025. We value your input and would appreciate feedback on the first draft. It includes several sections that can be adjusted to suit the City's needs, such as annual and lifetime limits, grade thresholds, and funding percentages.

Thank you in advance for your consideration. If you find the proposed draft acceptable, our staff will finalize it, incorporating any necessary changes based on your feedback. The revised policy will then be presented at an upcoming Council meeting for approval.



**CITY of POOLER**  
— GEORGIA —

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**POLICY**

Tuition Assistance Plan (TAP)

**I. OVERVIEW**

The City of Pooler is committed to supporting the professional growth of its employees through the Tuition Assistance Plan (TAP). This policy provides financial support specifically for college courses and trade schools, promoting career advancement and professional development within the City. Employees are required to pay for their courses upfront, and reimbursement is provided upon successful completion and adherence to policy requirements. This policy ensures that support for educational and vocational training is managed fairly and effectively.

**II. PURPOSE**

The City of Pooler encourages all employees to take advantage of college educational opportunities that will aid in their professional development and enhance their prospects for promotional opportunities within the City. At the same time, the City must balance financial responsibility and develop guidelines to ensure mutual benefit for both the employee and the City.

**III. SCOPE**

This policy applies to all full-time, permanent employees of the City of Pooler who have completed at least one year of continuous service. It specifically covers funding for college courses and trade schools. Funding for other types of job-related training and education is covered by separate City programs.

**IV. ELIGIBILITY**

To be eligible for participation in the Tuition Assistance Plan (TAP), employees must meet the following criteria:

- A. Employment Status:** Must be a regular, full-time employee with at least one year of continuous service.
- B. Academic Program:** The college course(s) or trade school program(s) must be directly related to the employee's current job or a job within the City to which the employee could reasonably be expected to advance.
- C. Accreditation:** The course or program must be offered by an accredited institution, whether a college, university, or trade school.
- D. Grade Requirement:** Employees must achieve a minimum grade of ["C"] or its equivalent in each course for which assistance is requested.

**V. REIMBURSABLE EXPENSES**

The following college-related expenses may be eligible for reimbursement:

- A. Tuition Fees:** Up to [insert percentage, e.g., 100%] of the tuition costs.
- B. Required Fees:** Fees required for enrollment or course materials.
- C. Books and Supplies:** Costs for textbooks and other required educational materials.

**VI. NON-REIMBURSABLE EXPENSES**

- A. Optional Fees:** Fees for extracurricular activities, parking, or late registration.
- B. Accommodation and Travel Costs:** Expenses related to travel, lodging, or meals.
- C. Certification and Examination Fees:** Fees for certifications or examinations not directly related to the degree program.

**VII. REIMBURSABLE LIMITS**

- A. Annual Cap:** The maximum amount of tuition assistance is [\$insert amount] per employee per calendar year.
- B. Lifetime Cap:** The maximum amount of tuition assistance over an employee's career with the City is [\$insert amount].

**VIII. APPLICATION PROCESS**

- A. Pre-Approval:** To receive TAP reimbursement, an employee must obtain written recommendation from their supervisor and their department head, and review by the Director of Human Resources before starting a course. The course must be directly related to the employee's job as determined by the Director of Human Resources.
- B. Documentation:** After completing the course, employees must submit a request for reimbursement, including:
  - 1. Proof of payment (receipts, invoices).
  - 2. Proof of grades (transcripts or grade reports).
  - 3. A completed reimbursement form provided by Human Resources.

**IX. REIMBURSEMENT PROCESS**

- A. Review:** Human Resources will review the documentation to ensure it meets the policy requirements.
- B. Approval:** Upon approval, reimbursement will be processed and paid through the municipal payroll system within twenty-eight (28) days.

**X. WORK TIME FOR EDUCATIONAL ACTIVITIES**

- A. Flexibility:** Employees may be permitted to complete schoolwork, including attending classes, during business hours provided it is pre-approved by their supervisor. Employees are encouraged to manage their time effectively to ensure that their educational activities do not adversely impact their job responsibilities.

**B. Approval:** Employees must request and receive approval from their supervisor for any adjustments to their work schedule to accommodate educational activities. This request should be submitted at least two (2) weeks in advance of the needed adjustment.

**XI. EMPLOYEE NOTIFICATION**

Employees are required to inform their supervisor prior to the budget process of any planned requests for TAP courses which they may take during the upcoming fiscal year. Employees shall include a justification statement indicating the course's direct relevance to their position and how it will be beneficial. The statement must be submitted to the supervisor and department head before forwarding it to the Director of Human Resources.

**XII. REPAYMENT AGREEMENT**

**A. Employment Requirement:** The employee must remain employed by the City for one (1) year from the date of completion of the approved TAP course.

**B. Repayment Obligation:** If the employee leaves employment with the City prior to the expiration of the one (1) year period (for any reason, including involuntary termination), the employee must repay all TAP monies received during the preceding one (1) year.

**C. Authorization:** Prior to receiving TAP funds, the employee must authorize (in writing) the City to deduct any TAP monies from their compensation (paycheck) and provide any additional funds owed at the time of termination if applicable.

**XIII. POLICY ADMINISTRATION**

The Human Resources Department is responsible for the administration and interpretation of this policy. Any exceptions to this policy must be approved by the City Manager and the Director of Human Resources.

**XIV. POLICY REVIEW**

This policy will be reviewed annually and updated as necessary to ensure its continued relevance and effectiveness.

This policy shall be effective immediately upon its adoption by the Mayor and City Council of Pooler, Georgia on this

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

CITY OF POOLER, GEORGIA

\_\_\_\_\_  
Karen L. Williams, Mayor

ATTEST:

\_\_\_\_\_  
Kiley Fusco, City Clerk

## **2024 EARLY VOTING AT CITY HALL**

### Review/Reminder

#### **GENERAL INFORMATION:**

- Early voting is conducted by the Chatham County Board of Registrars. They expect servicing 10,000 (!) voters at Pooler City Hall this year. To accommodate this number, the Board will have 25 Ballot Marking Devices (BMDs), 5 scanners, 6 poll pads, 6 CSR, and 1 supervisor present.
- Early voting setup: Week of October 7  
Early voting period: October 15-November 1  
Breakdown/removal: November 1
- Early voting hours: 9:00 a.m. – 5:00 p.m.  
Staff hours: 8:00 a.m. – 6:00 p.m. and possibly earlier or later, depending upon daily staff needs and number of individuals in line to vote

#### **ACCESS:**

Voting will be held in the second-floor training room. The only staff members permitted access to the room outside of voting hours are (1) City manager, (2) City Clerk, (3) One member of janitorial staff, and (4) one member of the IT Department. The room should only be accessed for emergency or necessary cleaning purposes. Staff should notify a Board of Registrars Representative if accessing the room after hours.

#### **CITY OBLIGATIONS:**

The City will:

- Provide the second-floor training room for voting (and use of the adjacent kitchenette for staff)
- Re-key the second-floor training room door to limit access, if needed
- Provide security at the first-floor public entrance throughout early voting Monday through Friday (paid for hourly by the Board of Registrars)
- Remove any tables and chairs from the space that are not needed by the Board of Registrars
- Provide signage indicating the "in" and "out" doors for the voting space and directional signs for the restrooms
- Provide janitorial services for the training room and other public spaces used by voters

#### **BOARD OBLIGATIONS:**

The Board of Registrars will:

- Provide weatherproof outdoor signage (English and Spanish) at the utility billing dropbox to prevent absentee ballot placement in error
- Provide a written letter from the Board of Registrars' attorney outlining specific instructions for any absentee ballots placed in the utility billing drop in error
- Provide post and rope/stanchions for the organization of voting lines in the atrium
- Provide all other voting staff and equipment

**PROHIBITIONS:**

The following are not permitted to be brought into the building by the public: weapons, illegal drugs or substances, alcohol/open containers, explosives or fireworks, hazardous materials, skateboards or bikes, pets (except service animals), or noisemaking devices. Signage may not be placed anywhere in or on the building other than locations pre-authorized by the City. There is a metal detector at the entrance that every member of the public will need to pass through prior to entry.

**COMMUNICATIONS:**

The Chatham County Board of Registrars will provide all official early voting communications unless permission is granted otherwise.

*Bridging Divides, Building Community.*



**All-America  
Conversations  
Toolkit  
An Introduction**



# Introduction

## What It Is:

- A program by the National Civic League designed to engage communities in meaningful dialogue about their future.

## Purpose:

- To bridge divides, build trust, and identify common ground on key issues facing the community.

## Target Audience:

- Residents, civic leaders, and local government officials.



# National Civic League





# How It Works

- **Structured Conversations:** Facilitated discussions using a guide provided by the National Civic League.
- **Key Topics:** Local challenges, opportunities for improvement, and community priorities.
- **Inclusivity:** Focuses on ensuring all voices are heard, especially underrepresented groups.





# Benefits to Our City



**Strengthened Community Bonds:** Encourages collaboration and mutual understanding among residents.



**Informed Decision-Making:** Provides elected officials with valuable insights directly from the community.



**Positive Recognition:** Participating cities can enhance their reputation by demonstrating a commitment to civic engagement.

# Next Steps for Implementation

Plan a Pilot: Identify a specific issue or opportunity for the first round of conversations.

Engage Stakeholders: Involve community leaders, local organizations, and residents in the planning process.

Timeline: Set a realistic schedule for conducting the conversations and reporting back to the council.



