

**Mayor**  
Derek Easterling  
**City Manager**  
Jeff Drobney  
**City Clerk, MMC**  
Debra Taylor



**Council**  
Mayor Pro-Tem, Chris Henderson  
James Eaton  
Tracey Viars  
Pat Ferris  
David Blinkhorn

**City Council  
Meeting Agenda  
August 5, 2019 6:30 PM  
Council Chambers**

- I. INVOCATION**
- II. PLEDGE OF ALLEGIANCE**
- III. CALL TO ORDER**
- IV. ANNOUNCEMENTS**
- V. PRESENTATIONS**
- VI. PUBLIC COMMENT/BUSINESS FROM THE FLOOR**
- VII. OLD BUSINESS**
- VIII. NEW BUSINESS**
- IX. COMMITTEE AND BOARD REPORTS**
- X. PUBLIC HEARING(S)**

Swearing-in of any witnesses or individuals offering comments on any of the following items.

**XI. CONSENT AGENDA**

A. Approval of the July 15, 2019 Mayor and City Council meeting minutes.

B. Approval of RESOLUTION to proceed with a new 800 MHZ Radio System Users License Agreement with Cobb County Government.

In 2007, Cobb County and its municipalities entered into a User's License Agreement that defined the costs and responsibilities of the County and the Users. The agreement was amended in 2015 and is set to expire between 2020 and 2025, depending on the individual agency. Cobb County began negotiating new multiple year agreements for Annual Maintenance; the System Upgrade Agreement (SUA II) and Migration Assistance Program (MAP) were designed to keep the Radio System at an optimal operating level thru 2027. The SUA II and MAP agreements were approved in 2018, changing the method of cost reimbursement as defined in the earlier documents to a more manageable model that allows for the forecasting of the annual costs to each agency over the entire

contract period. The new agreement aligns all of the users to the same contract expiration date instead of the current individual dates. Police Chief Westenberger recommends approval pending legal review.

## **DEPARTMENT REPORTS**

### **XII. GENERAL AND ADMINISTRATIVE**

GINA AULD, Finance Director

- A. Consideration for approval of an Alcohol License for Beer and Sunday Sales for Taqueria La Villa II d/b/a Tacos La Villa located at 2851 N Cobb Parkway, Suite 206, Kennesaw, GA 30152. Applicant: Ciro Covarrubias

The applicant has completed the required alcohol workshop per Sec. 6-69. Signs have been posted and it has been properly advertised per Sec. 6-36. Current application and background check results are on file. Finance Director recommends approval.

100.0000.32.1100 Application Fee \$350.00

### **XIII. PUBLIC SAFETY**

BILL WESTENBERGER, Police Chief  
LINDA DAVIS, 911 Communications Director

- A. Receipt of the June 2019 crime statistics.

### **XIV. INFORMATION TECHNOLOGY**

RICK ARNOLD, CO-IT Director  
JOSHUA GUERRERO, CO-IT Director

### **XV. PUBLIC WORKS**

RICKY STEWART, Public Works Director  
ROBBIE BALENGER, Facilities Manager

### **XVI. RECREATION AND CULTURE**

RICHARD BANZ, Museum Director  
STEVE ROBERTS, Parks and Recreation Director  
ANN PARSONS, Smith-Gilbert Gardens Director

### **XVII. COMMUNITY DEVELOPMENT**

ROBERT FOX, Economic Development Director  
DARRYL SIMMONS, Zoning Administrator  
SCOTT BANKS, Building Official

- A. Consideration for approval of a Central Business District (CBD) project for



property located at 2974 Moon Station Road to be known as Prichard Park.

CBD Project incorporates a proposal for a residential project comprised of approximately seventy-five (75) units which is a mix of single-family detached homes and new stacked condo design. The Mayor and Council approved a previous CBD project concept on 12-5-16 for eighty six residential units that was comprised of townhomes and stack flat condominiums. This new concept will have a lower density. Central Business District projects require approval with review and approval by the Kennesaw Downtown Development Authority (KDDA) and Historic Preservation Commission (HPC), prior to final approval by the Mayor and Council. The KDDA heard this application on July 9, 2019 and Voted 6-0 to approve the concept plan for the CBD project. The HPC having a hearing on July 16, 2019. and Voted 4-0 to approve the concept plan for the CBD project with the following stipulations: 1) Pursuant to 4.2.02 of the Design Standards, the building height should not exceed 45 feet. 2) Pursuant to 4.2.01 of the Design Standards, no structure may exceed height of an adjacent structure by more than one floor. Eastern four units shall be no more than one story above adjacent residence. 3) Submit landscape plan for HPC review and approval prior to installation. 4) the applicant agree to install a plaque to commemorate the historic Pritchard home site. Staff Recommendation: Darryl Simmons, Zoning Administrator, recommends approval of the proposed Central Business District project with the four stipulations stated by the HPC.

#### **XVIII. PUBLIC COMMENT/BUSINESS FROM THE FLOOR**

#### **XIX. CITY MANAGER'S REPORT (Jeff Drobney)**

- A. City Manager reports, discussions and updates.

#### **XX. MAYOR'S REPORT**

- A. Mayoral and City Council (re)appointments to Boards and Commissions. This item is for (re)appointments made by the Mayor and/or City Council to any Board, Committee, Authority or Commission requiring an appointment to fill any vacancy, resignation, and to create or dissolve committees, as deemed necessary.

#### **XXI. COUNCIL COMMENTS**

#### **XXII. EXECUTIVE SESSION - Land, Legal, Personnel**

Pursuant to the provisions of O.C.G.A. 50-14-3, the City Council could, at any time during the meeting, vote to close the public meeting and move to executive session to discuss matters relating to litigation, legal actions and/or communications from the City Attorney; and/or personnel matters; and/or real estate matters

#### **XXIII. ADJOURN**



**Regular Meeting Agenda  
8/5/2019 6:30 PM  
Council Chambers**

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<b>Title of Item:</b>	Approval of the July 15, 2019 Mayor and City Council meeting minutes.
<b>Agenda Comments:</b>	
<b>Funding Line(s)</b>	

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**ATTACHMENTS:**

Description	Upload Date	Type
Minutes	7/19/2019	Minutes

**MINUTES OF MAYOR & CITY COUNCIL MEETING**  
**CITY OF KENNESAW**  
**Council Chambers**  
**Monday, July 15, 2019**  
**6:30 p.m.**

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Present: Mayor Derek Easterling  
Mayor Protem Chris Henderson  
Councilmember James Eaton  
Councilmember Tracey Viars  
Councilmember Pat Ferris  
Councilmember David Blinkhorn  
Assistant City Manager Marty Hughes  
City Clerk Debra Taylor  
City Attorney Randall Bentley

**I. INVOCATION**

The invocation was led by City Attorney Randall Bentley.

**II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by resident Anne Pratt, as introduced by Mayor Easterling.

**III. CALL TO ORDER**

**IV. ANNOUNCEMENTS**

No items.

**V. PRESENTATIONS**

No items

*[The City Attorney swore-in any witnesses or individuals offering comments on the agenda.]*

**VI. PUBLIC COMMENT/BUSINESS FROM THE FLOOR**

6:31 PM Floor Open for Public Comments on agenda items

No public comments.

6:32 PM Floor Closed to Public Comments on agenda items

**VII. OLD BUSINESS**

No items.

**VIII. NEW BUSINESS**

No items.

**IX. COMMITTEE AND BOARD REPORTS:**

No items.

**X. PUBLIC HEARING(S)**

No items.

**XI. CONSENT AGENDA**

- A. Approval of the July 1, 2019 Mayor and City Council meeting minutes.
- B. On July 3, 2019, Elizabeth Mines purchased one (1) cemetery lot in the Kennesaw City Cemetery. The lot is located in Section III, Plot 68, Lot B. Authorize Mayor to sign the supporting deed for purchase of the lot. City Clerk recommends approval.
- C. Ratify actions by the License Review Board from their due cause hearings held June 26, 2019 on Adiji Inc. d/b/a/ Cherokee Food Mart, located at 3326 Cherokee Street NW, and RK Fortitude LLC d/b/a/ RK Market, located at 3338 Cherokee Street NW; and receipt of the meeting minutes. The ratification is to uphold the actions of the License Review Board due cause hearings and receipt of the meeting Minutes in accordance with the Kennesaw Code of Ordinances, Section 2-115(e). On June 26, 2019 the License Review Board held two due cause hearings for selling alcohol to a minor in violation of Ch. 6-89 of the Code of Ordinances. After receiving testimony, the action by the License Review Board was as follows: Cherokee Food Mart received a two-week suspension and is to present to the City Clerk an alcohol/tobacco training manual that is specific to the store. The establishment is also to bring proof that all of its employees are signed up for outside alcohol training from a reputable company. If proof is not provided the license will be suspended for an additional four weeks. If at the end of four weeks the establishment still has not provided proof, their license will be pulled. RK Market two weeks suspension and is to present to the City Clerk an alcohol/tobacco training manual that is specific to the store. The establishment is also to bring proof that all of its employees are signed up for outside alcohol training from a reputable company. If proof is not provided their alcohol license will be suspended for an additional four weeks. If at the end of four weeks the establishment still has not provided proof, their alcohol license will be pulled. The City Clerk recommends ratifying the decisions of the License Review Board from their June 26, 2019 hearings and receive the Minutes of said meeting.
- D. Consideration of a **RESOLUTION NO. 2019-26, 2019** approving a sixty-three day (63) temporary suspension on the acceptance and processing of permit applications to erect off premise outdoor advertising signs in the City of Kennesaw. The Planning and Zoning Department and the City Attorney recommend a sixty-three (63) day temporary suspension on the acceptance and processing of permit applications to erect off premise outdoor advertising signs in the City of Kennesaw. The City sign ordinance prohibits the permitting and erection of off premise outdoor advertising signs. (Section 5.03.06) Off premise outdoor advertising signs are defined in Chapter 1 of the Unified Development Code as *a sign with a commercial message which identifies, advertises or promotes a product, service, person,*

*place, activity, event, idea or any other thing not sold, offered or conducted on the lot where the sign is located or which may be sold, offered or conducted only incidentally, if at all, on the premises where this sign is located. This shall include those signs commonly referred to as a billboard. For purposes of this UDC, "off-premises outdoor advertising sign" shall not include any sign not requiring a permit or any sign requiring a temporary permit under this UDC. Changing the sign face on an off-premises outdoor advertising sign from a commercial message to a noncommercial message will not change the grandfathered or non-conforming status of the sign under this UDC.* The City would like to temporarily suspend the acceptance and processing of permits to erect off premise outdoor advertising signs so that the City can evaluate the prohibition of these signs in Section 5.03.06 of the UDC and potentially adopt code amendments, if necessary.

- E. Authorize final site plan approval for proposed development of parcel located at 4090 Jiles Road. Property is identified as Land Lot 91, Tax Parcel 63 consisting of 1.18+/- acre tract. Subject property is required under Ordinance 2003-45, item #7 that all parcels are required to submit to the Mayor and Council a site plan for their review. The development is for a proposed dental facility.
- F. Approval for a consolidation plat submitted by TW Kennesaw Real Estate, LLC for property located along Jiles Way (3915 Jiles Way). Properties located within Land Lot 62 of 20th District, 2nd Section, Cobb County. Properties identified as 3915, 3925 & 3945 Jiles Way and zoned General Commercial (GC). Owner requesting the combination of three (3) parcels into one for commercial development. The request from owners is to redevelop the existing automated car wash. Plan Review Committee recommends approval of the consolidation plat.

Motion by Councilmember Eaton to approve the Consent Agenda engross, seconded by Mayor Protem Henderson. Vote taken, approved unanimously, 5-0. Motion carried.

## **XII. FINANCE AND ADMINISTRATION**

### **GINA AULD, Finance Director**

- A. Approval of **RESOLUTION NO. 2019-27, 2019** and authorization for the Mayor to execute the Lease Supplement with Georgia Municipal Association (GMA) for the direct leasing program for one (1) 2019 Chevrolet Impala. The total amount of the loan is \$21,427. Through GMA the City will finance the vehicle for a five year period with annual payments of \$4,894.59 at an annual interest rate of 4.60%. Funding will be through Magnolia Bank via GMA. Finance Director recommends approval. Funding Lines: 100.8000.58.1200 Total principal \$21,427.00 over lease term; 100.8000.58.2200 Total interest \$3,045.95 over lease term.

Finance Director Gina Auld presented the Resolution to authorize the Mayor to execute the Lease Supplement with Georgia Municipal Association (GMA) for the direct leasing program for one (1) 2019 Chevrolet Impala. The total amount of the loan is \$21,427, as budgeted. Through GMA the City will finance the vehicle for a five year period with annual payments of \$4,894.59 at an annual interest rate of 4.60%. Funding will be through Magnolia Bank via GMA. Questions raised at the work session were explained. The City leases through Georgia Municipal Association and is subject to annual appropriations. If

not performed in this manner it would require a referendum, so this meets State law. Council cannot enter into a long-term agreement thereby binding future Councils.

Motion by Councilmember Viars to approve the Resolution as presented, seconded by Councilmember Blinkhorn. Vote taken, approved unanimously 5-0. Motion carried.

**XIII. PUBLIC SAFETY**

**BILL WESTENBERGER, Police Chief**

**LINDA DAVIS, 911 Communications Director**

No items.

**XIV. INFORMATION TECHNOLOGY**

**RICK ARNOLD, Co-Director**

**JOSHUA GUERRERO, Co-Director**

No items.

**XV. PUBLIC WORKS**

**RICKY STEWART, Director**

**ROBBIE BALENGER, Building & Facilities Manager**

- A. Approval of **RESOLUTION NO. 2019-28, 2019** to amend sanitation collection service agreement. The City of Kennesaw entered into a sanitation collection service agreement with Republic Services in 2013. Under the terms of the agreement, Republic is allowed to submit requests for adjustments in price and/or services that vary from the original agreement. These requests must be mutually agreed upon before they can be implemented. Republic has submitted a request this year to increase the per unit fee to \$16.58. The increase takes into account the allowable consumer price index increase and the new Georgia HB 792 host fee. No additional changes to service were included. The Public Works Director recommends to Mayor and Council the Resolution be approved. Funding Line: 540.4500.52.125000.00000.

Public Works Director Ricky Stewart presented the Resolution to amend sanitation collection service agreement with Republic Services. The City of Kennesaw entered into a sanitation collection service agreement with Republic Services in 2013. Under the terms of the agreement, Republic is allowed to submit requests for adjustments in price and/or services that vary from the original agreement. These requests must be mutually agreed upon before they can be implemented. Republic has submitted a request this year to increase the per unit fee from \$14.46 to \$16.58. The increase takes into account the allowable consumer price index increase and the new Georgia HB 792 host fee. One change to the contract was the addendum from Republic to not exceed five-percent (5%) via the Consumer Price Index (CPI).

Councilmember Blinkhorn noted the CPI has remained consistent for the last 20 years. There is confusion about the CPI capping at 5%. Mr. Stewart noted Republic agreed to cap the CPI except for any unforeseen circumstances like legislative requirements.

Monica Moseley (Republic Services Representative): Ms. Moseley is a 25-year employee with Republic Services. They agree it is a good idea to use the CPI. There was an

extraordinary event this year because they cannot control legislation and HB 792 added a new fee of \$1.50 per ton. All private companies with dumpsites have been given an increase plus slope slide expenses were incurred by the EPD therefore more landfill costs which are difficult to site. They are currently using the transfer station Marble Hill in Marietta. This is why they cannot cap the overall cost to a percentage and must use the water/sewer index. Annually there is an opportunity to give each other notice in April if the partnership isn't working for either party.

Mr. Blinkhorn noted stats on their website, even though the index is used it does not include extraordinary circumstances but does establish caps. House Bill 792 is a legislative action. The CPI = 3.65% and we would negotiate up to 5%. Ms. Moseley noted this helps them with projections and to buy equipment that is replaced every seven years. They cannot do a total cap of 5% but can do a not-to-exceed water/sewer/trash CPI up to 5% per their submitted letter. Mr. Blinkhorn feels we are above the average, has concerns about the cap going forward and doesn't want conversations over the next five years. Ms. Moseley feels it may be reasonable and will show her district manager. Mr. Blinkhorn confirmed the rate increase from \$14.46 to \$16.58 is not an issue.

Motion by Councilmember Pat Ferris to approve the Resolution, seconded by Mayor Protem Chris Henderson.

Amended motion by Councilmember David Blinkhorn that approval is subject to legal review with a five-percent (5%) cap per year for the next five years but does not include any government-mandated circumstances, seconded by Councilmember Pat Ferris. Vote taken, approved unanimously 5-0. Motion carried.

Vote on the original motion to approve was unanimous 5-0. Motion carried.

#### **XVI. RECREATION AND CULTURE**

**RICHARD BANZ, Museum and Agency Director**  
**STEVE ROBERTS, Parks and Recreation Director**  
**ANN PARSONS, Smith-Gilbert Gardens Director**

No items.

#### **XVII. COMMUNITY DEVELOPMENT**

**ROBERT FOX, Economic Development Director**  
**DARRYL SIMMONS, Zoning Administrator**  
**SCOTT BANKS, Building Official**

No items.

#### **XVIII. PUBLIC COMMENT/BUSINESS FROM THE FLOOR**

6:52 PM      Floor Open for Public Comments

ANN PRATT (Resident): Two potential vendors for the special needs playground made presentations today and there will be two more tomorrow. This playground will be a very important addition to the City.

6:54 PM      Floor Closed for Public Comments

## **XIX. CITY MANAGERS REPORT – Jeff Drobney**

No items.

## **XX. MAYOR’S REPORT**

- A. Mayor and Council (re)appointments to Boards and Commissions. This item is for (re)appointments made by the Mayor to any Board, Committees, Authority or Commission requiring an appointment to fill any vacancies, resignations, and to create or dissolve committees, as deemed necessary.

No items.

## **XXI. COUNCIL COMMENTS**

Councilmember Pat Ferris officially retired June 21<sup>st</sup> and he’s enjoying it. Now he has time for a pet project which are cemeteries in the City and is looking forward to new things.

Councilmember Tracey Viars participated in the race last weekend - it was great and noted the roads reopened at 8:57 AM. Dinner at the Depot and Farmers Market have moved location to Watts Drive.

Councilmember David Blinkhorn noted the Police Department is going through a CALEA renewal this week. Congratulations to Mayor Easterling for his appointment by Governor Kemp to the Georgia Professional Standards Commission.

Mayor Protem Chris Henderson spent his final summer weekend at his daughter’s sports. Next will be the fall season.

Mayor Derek Easterling thanked David Blinkhorn for all his extra work and research on agenda items.

## **XXII. EXECUTIVE SESSION –Land, Legal, Personnel**

- A. Pursuant to the provisions of O.C.G.A. §50-14-3, the City Council could, at any time during the meeting, vote to close the public meeting and move to executive session to discuss matters relating to litigation, legal actions and/or communications from the City Attorney; and/or personnel matters; and/or real estate matters.

No items.

## **XXIII. ADJOURN**

Mayor Easterling adjourned at 7:03 p.m. The next regularly scheduled meeting will be held Monday, August 5, 2019 at 6:30 p.m. in the Council Chambers. The public is encouraged to attend.

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Debra Taylor, City Clerk





**Regular Meeting Agenda  
8/5/2019 6:30 PM  
Council Chambers**

<b>Title of Item:</b>	Approval of RESOLUTION to proceed with a new 800 MHZ Radio System Users License Agreement with Cobb County Government.
<b>Agenda Comments:</b>	In 2007, Cobb County and its municipalities entered into a User's License Agreement that defined the costs and responsibilities of the County and the Users. The agreement was amended in 2015 and is set to expire between 2020 and 2025, depending on the individual agency. Cobb County began negotiating new multiple year agreements for Annual Maintenance; the System Upgrade Agreement (SUA II) and Migration Assistance Program (MAP) were designed to keep the Radio System at an optimal operating level thru 2027. The SUA II and MAP agreements were approved in 2018, changing the method of cost reimbursement as defined in the earlier documents to a more manageable model that allows for the forecasting of the annual costs to each agency over the entire contract period. The new agreement aligns all of the users to the same contract expiration date instead of the current individual dates. Police Chief Westenberger recommends approval pending legal review.
<b>Funding Line(s)</b>	

**ATTACHMENTS:**

Description	Upload Date	Type
800 mhz license agreement	7/16/2019	Contract/Agreement

## **800 MHZ RADIO SYSTEM USER LICENSE AGREEMENT**

This 800 MHZ Radio System User License Agreement (the "License Agreement") is made and entered into, by and between Cobb County, Georgia, a political subdivision of the state of Georgia (the "County"), and \_The City of Kennesaw, GA, (the "User"), collectively referred to as the "Parties."

### **RECITALS**

Whereas, the County is the sole owner and operator of an 800 MHz radio system (hereinafter "the County System" or the "System"); and

Whereas, numerous County departments, including the Department of Public Safety, Sheriff's Office, Department of Transportation, and Water System are presently users on the System; and

Whereas, certain municipalities located within Cobb County, including Acworth, Austell, Kennesaw, Marietta, Powder Springs, and Smyrna, are presently users on the System; and

Whereas, certain Agencies located within Cobb County, including The United States Army Corps of Engineers, Cobb County Board of Education Campus Police, Kennesaw State University Campus Police, WellStar Health System Inc., Puckett EMS and Metro Ambulance Service, are presently users on the System; and

Whereas, User is a municipality or agency located or operating within Cobb County and provides assistance to Cobb County and the other System users in emergency situations; and

Whereas, User is an Entity or Agency that has demonstrated the need and requirement for access to the System to further the goal of protecting the health, safety, and welfare of all the citizens of Cobb County; and

Whereas, it is desirable to have a unified system to include entities on the System who affect and further the goal of protecting the health, safety, and welfare of all the citizens of Cobb County; and

Whereas, User therefore affects and furthers the goal of protecting the health, safety, and welfare of the citizens of the County; and

Whereas, User entered into an "800 MHZ Radio System User License Agreement" with the County, dated \_9 September 2015\_\_\_\_\_, (the "Original Agreement") which allowed User to use a certain number of subscriber units on the County's system and set forth the terms and conditions of such license; and

Whereas, User wishes to continue to license subscriber units on the County System pursuant to the terms and conditions of this License Agreement which is intended by both parties to supersede and take the place of the Original Agreement; and

Whereas, User's Original Agreement has an effective date and term that may differ from other users of the System, and the Parties desire to have all like user agreements contain the same effective dates and terms to the extent practicable; and

Whereas, the Parties agree that this License Agreement shall have an effective date retroactive to 1 October 2018 ("Effective Date"); and

Whereas, the County and User are authorized to enter into this License Agreement pursuant to the provisions of Article IX, Section III, Paragraph 1(a) of the Constitution of the State of Georgia, the Intergovernmental Contracts Clause; and

Whereas, the County and User agree that this document will supersede and replace the current agreement in force upon signature of this document; and

**NOW, THEREFORE,** for and in consideration of Ten Dollars and the mutual promises and covenants contained herein, the receipt and sufficiency of which are hereby acknowledged, the County and User agree as follows:

**A. Grant of License/Term:**

(1) Authorized Units. The County grants to User a revocable license (the "License") for the annually certified number of units as determined from the agency inventory maintained on the County's Asset Management System from the Effective Date thru 30 September 2027 unless sooner terminated or extended pursuant to the terms of this License Agreement. Units that are programmed for daily use on the County System shall be considered "Authorized Units" and shall be subject to the terms and conditions of this Agreement. Authorized Units shall not include units that are not programmed and assigned Radio Identification Numbers (Radio ID's) or Mutual Aid Units as defined below. Such License is not intended to and does not grant to User any property interest in or control over the County System.

(2) Mutual Aid Units. The County also grants to User as a part of this License the ability to operate up to 75 additional radio units on the County's system for the term of this agreement unless sooner terminated or extended pursuant to the terms of this License Agreement. These additional radios will be exempt from all charges set forth in this License Agreement when such radios are used for disaster training and disaster operations. The County will review the use history of these Mutual Aid Units from time to time to confirm they are being utilized for the aforementioned limited purposes. If such review discloses a different use of such Mutual Aid Unit(s) that exceeds 30 days in the billing year, then the exemption from charges set forth in this License Agreement will be lost and the unit status will be changed to "Authorized Unit" and will then be subject to all such charges. User shall have the option to return the Unit to a "Mutual Aid Unit" status or remove the unit from the system after the Unit has been accounted for in the current billing cycle.

(3) All Authorized or Mutual Aid Units will meet The Project 25 ("P25") suite of standards, developed by the Association of Public Safety Officials ("APCO") and the Telecommunications Industry Associates ("TIA"). This suite of standards is an evolving digital public safety communications technical standard for radios and Land Mobile Radio ("LMR") systems; for the purpose of enabling multi-

manufacturer interoperability of “interfaces, services, and features” for digital public safety communications equipment. A number of P25 standards have not been finalized and are still in the development stage.

All subscriber units (mobile, portable, consollette or desktop radio) must be approved by type by the County, and such approval shall not unreasonably be withheld. Before the County will approve the use of a subscriber unit on the System, the County with the participation of the Radio Technical Advisory committee or an individual agency will perform functional testing of P25 compliant subscriber unit, to verify functionality in accordance with the County’s radio system. The functional testing will evaluate the performance of essential non-P25 standards. The Parties agree that APPENDIX I contains the current Subscriber Acceptance Test Plan (“Plan”). The Radio System Administrator will notify the Radio Managers Committee of all changes. The County along with the Radio Technical Advisory Committee will also perform coverage and performance testing of the subscriber unit. It will not be necessary to test all subscriber units; only a sample of the particular make and model will be tested and evaluated. Once a P25 compliant radio vendor has successfully conducted the Compliance Assessment Program (CAP) tests for their radio product(s), there is not a requirement for the radio vendor or the radio system vendor to continue dialogue regarding any changes made to either product. For this reason the County is not responsible for subscriber related issues that result in failures or financial costs.

Subscriber Units that pass the Subscriber Acceptance Test, and whose vendors or service shops adhere to security protocols and operational standards equal to or greater than those established in writing by the County will be acceptable. The Cobb County, GA Radio System Security Policy documents are attached hereto as Appendix J and by reference made a part of hereof. A conforming products list is available from the Cobb County 800MHz Radio Systems Administrator (the “Administrator”) or designee, and will be updated when new conforming products are available. County will notify all Users of the intent to change the System or vendor not less than 1 year prior to any change to the System or vendor. User shall be responsible for purchasing and maintaining all equipment necessary to function as a User on the new or modified System on or before the time such change takes effect.

## **B. System User Fee**

(1) The System User Fee is defined as the cost to maintain the County System. These costs shall include all items deemed necessary by the Administrator for the support and operation of the Radio System.

(2) The System User Fee will be computed by establishing the total number of radios in use on the radio system from an annual inventory of each Agency. This inventory will determine (a) the total number of radios in use by all agencies and (b) the total number of radios in use by individual Agencies. These totals will be used to determine the Agency share of each category cost. All categories will then be added together to determine the total Agency System User Fee.

The Annual Inventory will be conducted between June 1<sup>st</sup> and August 31<sup>st</sup> annually, using the County Asset Management Program. All inventory information found in that database on September 1<sup>st</sup> of each year will be considered as the Agency Final Count.

The System User Fee will be made up of the following areas described below;

1. **Annual Maintenance** - This category defines the existing System and Subscriber Annual Maintenance Agreement Contract costs. It is divided into four divisions, Infrastructure, Special Infrastructure, Subscribers and Radio Maintenance License Fee. They are defined as follows:

- a. **Infrastructure Maintenance:** All equipment and software found at the Tower Sites, Master Site, Prime Site and Dispatch Centers or other locations as designated in the Annual Maintenance Agreement. This will not include the Special Infrastructure equipment. The total Infrastructure Cost will be computed by dividing the total number of radios into the cost of the Infrastructure Maintenance to determine a 'per radio' cost. This cost will be multiplied by the total Agency Authorized Unit count to determine the Agency Share.
- b. **Special Infrastructure Maintenance:** Is equipment that includes but not limited to MCC 7500 consoles, VHF equipment and subscribers, Fire Station Alerting and the Jail ASR Site. Only the agencies associated with these items are charged the associated costs. This is an exact cost and will be added to the individual agency costs.
- c. **Subscriber Maintenance:** This provides for the repair and maintenance of all handheld, mobile, consollette and control station radios. Only those agencies that participate in the subscriber maintenance program are charged the associated costs. This cost will be computed by dividing the total number radios of the participating agencies into the cost of the Subscriber Maintenance to determine a 'per radio' cost. This cost will be multiplied by the total Agency Authorized Unit count to determine the Agency Share.
- d. **Radio Management License Fee:** This fee provides automated programming update support thru the 800 MHz Department Radio Management System. This cost is computed by multiplying the Agency Authorized Unit count by the Annual License cost established in the Annual Maintenance Agreement to determine the Agency Share.

The amounts determined from the Infrastructure, Special Infrastructure, Subscriber Maintenance and Radio Management License Fee costs will be added together to determine the Agency Annual Maintenance Share.

For purposes of this License Agreement, the cost of the Annual Maintenance Contract will be equal to the Contract Price obtained by the County before September 30th of each year or as established by a multi-year agreement. Appendix B details a 10yr Projected Cost for the Annual Maintenance.

2. **10 Year Migration Assurance Plan (MAP)** - This category defines all Radio System enhancements, lifecycle maintenance or replacement projects on equipment that is not covered under either the Annual Maintenance Contract or the Systems Upgrade Agreement II (SUA II). This list will be determined by the Administrator.

In the event that offset funding would not be made available or any item(s) on the list are not eligible for inclusion of the funds or an item is added after the MAP contract has been executed, the County is required to present such item(s) to the Technical and Radio Manager's committees per Paragraph D (10) and D (11) prior to submission to the Board of Commissioners.

The amount to be billed will be computed by determining the cost of all of the Line Items over the term of the MAP Agreement. This amount will be divided by the length of the contract creating an Annual amount. This Annual Cost will be divided by the annual total number of radios found on the system for the current billing year to determine the 'per radio' cost. The 'per radio' cost is then multiplied by the total number of Agency Authorized Units to determine the Agency Share.

If a Line Item affects the SUAII or Annual Maintenance costs, those adjustments will be made in the year that all warranties end and the Agency share will be recomputed at that point. All efforts will be made to determine those costs during the MAP contract process.

A list of MAP items will be found in Appendix A of this agreement. A list of the projected projects cost can be found in Appendix B.

3. **SUA II** - This category defines the cost for the ten (10) year Systems Upgrade Agreement II. This agreement provides for the software and equipment upgrades (Core Replacement) necessary to keep the Radio System at the most recent available technology and version. Appendix B details the annual payment schedule for this agreement.

The amount to be billed will be computed by using the agreement payment annual scale. The Annual Cost will be divided by the annual total number of radios found on the system to determine the 'per radio' cost. The 'per radio' cost is then multiplied by the total number of Agency Authorized Units to determine the Agency Share. This is a set annual cost and is not divided by the agreement term.

For purposes of this License Agreement, the cost of the Systems Upgrade Agreement II will be equal to the annual payment schedule obtained by the County as published in Appendix B.

If a Line Item affects the SUAII or Annual Maintenance costs, those adjustments will be made in the year that all warranties end and the Agency share will be recomputed at that point. All efforts will be made to obtain those costs during the MAP contract process.

4. **Year 10 Fund Credit** - In the event that the total amount estimated for collection in the agreement is not completely expended on the Project List (Appendix A) and no other projects are approved for use, the following will be the options of the Radio Managers Committee;

- a. The total unused balance of collected funds will be divided by the certified total radio count in year ten (10) of this agreement to determine a 'Per Radio' amount. This amount will be multiplied by the year ten (10) of the Agency Authorized unit count and credited to the next billable cycle.
- b. The total unused balance of collected funds will be divided by the certified total number of radios in year ten (10) of this agreement to determine a 'Per Radio' amount. This amount will be multiplied by the Agency Authorized unit count for year ten (10) and remitted to the individual agencies.
- c. The total unused balance of collected funds will be carried over to the new 10 year agreement. It will be subtracted from the determined total System User Fee amount and all computations will be based on the adjusted amount.

**C. User Agrees To:**

- (1) Never sell, assign or otherwise transfer its License, in whole or in part, to any other person or entity.



(2) Provide the contact information and keep said information updated for a Point of Contact for both the Technical Advisory Committee and the Radio Managers Committee. This can be either a single or separate individual appointed for each committee.

(3) Be solely responsible for purchasing and maintaining all equipment, in accordance with the manufacturer's recommendation, necessary to be a User on the County System.

(4) Be solely responsible for meeting the required Time Division Multiple Access ("TDMA") operational compliance. All legacy (non TDMA) subscribers will no longer be supported by the current radio system provider.

(5) User may add additional units by making formal application on Agency Letterhead. A list of required information can be found in Appendix C. The request with any supporting documentation will be submitted to the Administrator. The application for additional units shall be reviewed and may be approved, denied, or modified by the Administrator. The Administrator, in reviewing an application, will take into account system loading, air time usage, number of system busies, and any other relevant factors, and will make a decision based on maintaining the efficiency of the County's System for all users. Any required additional System Resources such as Transmitters, Frequencies and all related equipment and services will be the financial responsibility of the requesting agency at the time the radios are added. All Equipment Specifications will adhere to the current Radio System Vendor requirements. In order for all users to be able to reasonably budget for the costs associated with operating on the County System, the number of Authorized Units must remain consistent. To this end, except in instances where User is unable to comply with regulatory mandates within the applicable time set forth in Paragraph C(11) or chooses to terminate this License Agreement pursuant to the terms of Paragraph J or Paragraph K, User agrees it shall maintain all of its public safety radio units on the County System during the entire term and any Renewal Term of this License Agreement.

All requests for additional Authorized Units should be made at least thirty (30) days prior to the beginning of the County's fiscal year (October 1). Authorized Units may be requested and added after October 1 of each year. The County will invoice the User and the User shall have 12 months to make full payment to the County for such addition.

Any application denied may be appealed to the Appeals Board constituted for such purposes as set out in Paragraph D (9).

(6) Be solely responsible for purchasing and maintaining all equipment necessary to be a user on the County System. All subscriber units must be approved by type by the County. Appendix D details a conforming products list is available from the Administrator and will be updated when new conforming products are available. The Administrator will notify the Technical Committee of any changes to Appendix D. Products not listed will not be accepted. In the event the County changes the System or the vendor, User shall be responsible for purchasing and maintaining all equipment necessary to function as a User on the new or modified System on or before the time such change takes effect. All maintenance performed on User's units must be a vendor certified technician, or otherwise consented to in writing by the Administrator.

(7) Provide the Vendor's Declaration of Compliance (SDoC) or Trunking Summary Test Report (STR) for the Phase 1/2 Conventional and Trunking CAP testing.

- (8) Comply with County vendor software security constraints.
- (9) Have any of its devices, equipment, or subscriber units, which, in the determination of the Administrator, cause any problems on the System, be immediately taken out of service and repaired by the User at the User's expense. User shall be responsible for all repair costs and shall be responsible for paying for any damages to the County System arising directly or indirectly out of such problematic device, equipment, or unit.
- (10) Ensure that all persons who will be operating subscriber units are adequately trained. The County will provide training to a User representative, upon the User Agency request, who will in turn be responsible for training all persons authorized to operate a unit on the County System.
- (11) Ensure that its employees who are trained and authorized to use the System do so in compliance with federal, state, and county laws, codes, regulations and ordinances, as well as this License Agreement. The Administrator will review alleged violations of any applicable law, code, regulation, ordinance, or this Agreement. Upon finding a violation has occurred, the Administrator, in his/her discretion may require the User to remove a unit(s) from the System, place the User on probation for a certain period of time not to exceed six (6) months, and/or take other reasonable action. Persistent violations or misuse of the County System may result in User's license being revoked after User has had an opportunity to show cause why it's License should not be revoked before the Appeals Board constituted for such purpose as set out in Paragraph D(9).
- (12) Restrict its use of the County System to legitimate business-related purposes of the User. The County System shall not be used to conduct personal or unrelated business, except that which is incidental and occasional.
- (13) Comply with any and all mandate(s) issued by authorized regulatory agencies. If, subsequent to this License Agreement being entered into, technical or other changes are mandated by a regulatory agency, User will have the opportunity to remain on the System if User is able to timely comply with the mandate(s). The County will in no way be responsible for bringing User into compliance with the mandate(s) or be responsible for any direct or indirect, tangible or intangible costs, damages, or losses incurred due to the mandates. Notwithstanding the foregoing, User agrees that should the County decide to comply with the mandate(s) in a time period that is shorter than required by the regulatory agency, User agrees to comply within that shorter time period so long as the County provides User at least three (3) years prior written notice of its intent to comply sooner than required. If User is unable to comply with the mandate(s) within the applicable time allowed (either by a regulatory agency or the County), User agrees it shall be removed in whole or in part from the County System.
- (14) Respond and Certify in writing as to the accuracy of the agency's radio equipment as found in the Cobb County Asset Management database. This inventory shall commence on 1 June of each year and end by 30 July of each year. All radio totals found in the Asset Database after 30 August of the current year will be considered final.
- (15) Never permit or request the use of personally owned Radio Equipment. All such equipment must be wholly owned by the Agency of Record for this License.



(16) Remit to the County in a timely fashion its pro rata share of the estimated (or actual if available) cost of the System Users Fee as described in Section B. The County Finance Department will calculate the per unit cost based on the total number of Authorized Units that have been authorized for use to all Users at the time of billing and will invoice User at least thirty (30) days before the Due Date, which shall be September 30 of each year. User shall make full payments to the County by the Due Date.

(17) In the event that the System Users Fee balance is Less than the amount required and contributed by the users and the County, User's pro rata portion of the difference will be adjusted accordingly. The Users agree to pay its pro rata share to supplement the amount required by the County to reach the amount needed. In such case, the County shall invoice User and User shall have twelve (12) months to make full payment to the County for such shortage. Each User's share of reimbursement or additional assessment will be based on the overall number of Authorized Units on the System and the User's Authorized Units as of the current billable year.

(18) Abide by any rules and regulations promulgated by the County regarding the use of the County System. User shall have the right to review the rules and regulations prior to their adoption and to make suggested changes if any rules or regulations present a conflict with the reasonable operation of User's System. The County will act in good faith to attempt to accommodate User's concerns, changes, or exceptions to the rules or regulations.

(19) Immediately report lost, missing, or stolen radio(s) to the Radio System Administrator. Such report shall include a copy of a police report or number (as applicable), date and time missing, radio serial number, make, and model. The initial report to the Administrator may be verbal but must be followed by a written notice.

(20) Permanently remove all County System information from the radios prior to the sale, surplus, or disposal of radios operated on the County System at the Users cost.

**D. The County Agrees To:**

(1) Maintain and support the County Trunked Radio System, and use best efforts to answer questions and facilitate use of the County System by User, including providing training to User representative.

(2) Comply with Federal, State, and County rules.

(3) Give timely notification to User of User violations, service interruption, and temporary removal of User's units from operation on the County System or other actions, including proposed revocation of License.

(4) Provide User notice of the Administrator's intent to change the System or Vendor in accordance with Paragraph D(6). Prior to presentation of such recommended change to the Board of Commissioners, the issue will be presented to the Technical Advisory and Radio Managers Committees as set forth in Paragraphs D(10) and D(11). The County shall retain the sole discretion to change the System or Vendor, and will not be responsible to User for any expenditure, losses, or other claims caused by or attributable to such voluntary change(s) to the County System or Vendor.

(5) Provide User prior written notice of its decision to comply earlier than required with State or Federal mandates as set forth in Paragraph C (13) herein.

(6) Provide User written notice of the Administrator's intent to repair, upgrade or enhance the mission critical voice communications network function of the System at least twelve (12) months prior to requesting approval from the County's Board of Commissioners for such upgrade or enhancement, and provide an estimate of User's pro rata share of such repair, upgrade and/or enhancement. The County shall not be bound to the timeframes set forth above in situations it deems to be of an emergency repair to restore the system back to its intended capacity and functionality.

(7) Apply any related balance amounts from previously collected funds toward the Total System User Fee described in this agreement, Paragraph B (4).

(8) Make every effort to consider future needed capital upgrades and/or enhancements of the 800 MHZ Radio System for inclusion in any Special Purpose Local Option Sales Tax Program or similar funding sources as they are available.

(9) Establish an Appeals Board ("Appeals Board") to review any adverse action taken by the Administrator as authorized by this license. The Board shall be comprised of the Cobb County Manager, the Director of the Cobb County Public Safety Department, the Director of the Cobb County Finance Department, one individual chosen by the user appealing to the Board and who is an official or an employee of the appealing user's organization and one member from a non-County agency that is not directly involved in the dispute, determined by the largest radio count. Any adverse decision of this Board shall be appealable to the Cobb County Board of Commissioners. User retains all rights to pursue judicial resolution. All direct expenses arising out of violations or misuse by User and/or its employees and agents shall be borne by User. Additionally, User shall be responsible, at the request of the County, for responding to or assisting the County in responding to any correspondence or complaint received by the County from state or federal regulatory agencies involving User's units.

(10) Establish a Radios Managers Committee (The "Radio Managers Committee") to be comprised of the County Manager, Cobb County Director of Public Safety, or his designee and one representative from each Agency or Municipality who is a contractual User on the System. All representatives shall be non-elected employees. The County Manager shall act as the Chairperson for the committee and shall be responsible for setting all meeting dates and agendas with input from other members, and providing notice or meetings. The "Radio Managers Committee" will meet semi-annually or more often if necessary to discuss system related funding issues, policy issues or recommended actions referred to them by the "Technical Advisory Committee" (para D11) concerning site specific complaints, recommended changes and upgrades or enhancements to the System. The intent in establishing the Radio Managers Committee is to facilitate communication amongst all users of the System and to work together towards the accomplishment of an integrated, interoperable and technically advanced System. There shall be minutes taken at all meetings and the same shall be disseminated to all members. Reports and recommendations of the Radio Managers Committee will be given to the County Board of Commissioners for its information when the Board of Commissioners is considering an item that the Radio Managers Committee has considered.

(11) Establish a Radio System Technical Advisory Committee (the "Technical Committee") to be comprised of representatives from all of the agencies and municipalities who are users of the system. "Mutual Aid" Users may attend committee meetings, but hold no voting rights. All representatives shall be non-elected employees of the County and Cities. The Chairperson of the Technical Committee shall be the Cobb County Radio Systems Administrator, and will be responsible for setting meeting dates and

agendas with input from other members, providing notice of meetings and communication with the Radio Managers Committee (para D10). The Advisory Committee will meet quarterly or more often if necessary, to discuss system related or site-specific complaints, recommended changes, training strategies and upgrades or enhancements to the System. The intent in establishing this Advisory Committee is to facilitate communication amongst all users of the System and to work together towards the accomplishment of an integrated, interoperable and technically advanced System. Recommendations concerning system changes and costs will be referred to the Radio Managers Committee (para D10) for approval as required or needed. There shall be minutes taken at all meetings and the same shall be disseminated to all members. Reports and recommendations of the Technical Advisory Committee will be given to the Radio Managers Committee for its inclusion with information or recommendations when the Board of Commissioners is considering an item.

(12) Invoice User as Set Forth in this License Agreement.

(13) Establish a System Users Fee Fund into which the County's and User's System Users Fee's will be deposited.

(14) Provide the User with access to its Radio Equipment Inventory found in the Cobb County Asset Management system. This will be a web based product and the User will be granted one (1) Username and Password to monitor and adjust its individual radio fleet.

(15) The County shall provide within 180 days of the end of the County Fiscal Year, to the Radio Managers Committee a detailed Expenditure Report reporting the use of the invoiced monies for the previous year. This Report will be cumulative from the Effective Date thru the License Term.

#### **E. Severability**

If any provision of this Agreement is held as a matter of law to be unenforceable or unconscionable, the remainder of this Agreement shall be enforceable without such provision.

#### **F. Law and Venue**

This Agreement shall be governed by the laws of the State of Georgia. The obligations of the parties to this Agreement are performable in Cobb County, Georgia and, if legal action is necessary to enforce same, the parties agree exclusive venue shall lie in Cobb County, Georgia.

#### **G. Notices**

All notices and other communications required or permitted under this Agreement shall be in writing to the address set forth for such party below, and shall be deemed to be effective when actually received or refused. Either party may change the address to which future notices or other communications shall be sent.

If to User: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

With Copy to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If to County: Radio System Administrator  
Cobb County 911 Emergency Communications  
140 North Marietta Parkway  
Marietta, GA 30060

With Copy to: Cobb County Manager  
100 Cherokee Street, Suite 300  
Marietta, Georgia 30090

And to: Director, Cobb County Finance Department  
100 Cherokee Street, Suite 400  
Marietta, GA 30090

#### **H. Entire Agreement**

The terms and conditions contained herein supersede all prior oral or written understandings between the parties and constitute the entire agreement between them concerning the subject matter of this License Agreement. This License Agreement shall not be modified or amended except by a writing signed by authorized representatives of the parties.

#### **I. Disputes**

Any claim, controversy or dispute, related directly or indirectly to this License Agreement, shall be resolved by a court of competent jurisdiction located in Cobb County, Georgia. The parties agree in good faith to participate in a mediation process if requested by the other party with all costs of mediation to be borne equally between the parties.

#### **J. Initial Term, and Renewal**

The Initial Term of this License Agreement shall be 10 years from the Effective Date. The County will notify Users of the intent to renew this agreement at least 1 year prior to the expiration of the Initial Term. The User must provide written notice to the County within 90 days of receipt of the renewal notification of User's intent not to renew. Should User provide timely written notice to the County expressing its intention not to renew this License Agreement for a second 10-year term, User shall be obligated to make its System User Fee Payment due in the tenth year prior to the end of the Initial Term. If the County has given the notice to renew and User fails to give timely notice of its intent not to renew, this License Agreement shall automatically renew for a second 10 year term. All funds received by the County pursuant to this section shall be deposited in the County's System User Fee Fund and utilized exclusively for the stated purpose. If this License Agreement is renewed, it shall be governed by the same terms and conditions as the Initial Term except the County may adjust the estimated cost of the System User Fees as is deemed necessary and prudent.

#### **K. Default; Termination**

Except as otherwise set forth herein, should either party to this Agreement violate or default on any provisions of this Agreement, the non-defaulting party shall, in addition to any other legal or equitable remedies provided by law, have the right to terminate this Agreement after first providing the violating Party with written notice which shall initiate a thirty-day time period for an opportunity to cure such violation(s) or default. In the event the County terminates this agreement pursuant to this paragraph, User shall be obligated to remit to the County payment equaling the remaining User cost share as estimated at the Initial Term of this agreement. All funds received by the County pursuant to this section shall be deposited in the County's System Users Fee Fund and utilized exclusively for the stated purpose.

#### **L. Revocation of License**

User's License may be revoked only for good cause and only after User has had an opportunity to show cause why it's License should not be revoked before the Appeals Board constituted for such purpose as set out in Paragraph E(9) herein.

#### **M. Failure to Pay**

In the event of any failure to pay when due any amount due under this License Agreement, interest shall automatically accrue on such delinquent amount at the rate of 7 percent per annum from the date such payment is due until the date of full payment of such delinquent amount and accrued interest thereon.

#### **N. Successors and Assigns**

The terms and conditions contained in this License Agreement shall bind and inure to the benefit of the County, User, and their respective successors and assigns.

#### **O. No Third Party Beneficiaries**

Nothing herein expressed or implied is intended to confer on any person, other than the parties hereto or their respective successors and assigns, any rights, remedies, obligations or liabilities under or by reason of this License Agreement.

#### **P. Time of the Essence**

User acknowledges that time is of the essence for its obligations under this License Agreement.

#### **Q. Integration.**

This Agreement, together with all exhibits attached hereto, represents the sole and entire agreement between the parties named herein and supersedes all previous or prior agreements, understandings, representations or commitments between the parties and their respective officials, officers, directors, consultants, employees and/or representatives with respect to the subject matter hereof, including without limitation, any and all unexpired agreements relating to the use of the 800 MHz Radio System described herein. No oral promises, conditions, representations, understandings, interpretations or terms of any kind are in effect between the parties or have been offered as an inducement for either party to execute this document.

**R. Survival**

All obligations of User relating to monies owed, as well as those provisions that reasonably survive termination or expiration of this License Agreement, shall so survive termination or expiration of this License Agreement.

**S. Mutual Negotiations**

The parties hereto have negotiated this License Agreement with assistance of legal counsel and therefore its terms shall be enforced equally amongst the parties and there shall be no construction more favorable to either party.

[Signatures on following page]

**WHEREFORE,** the parties having read and understood the terms of this agreement, they do hereby agree to such terms by execution of their signatures below.

COBB COUNTY, GEORGIA

By: \_\_\_\_\_  
Michael Boyce, Chairman  
Cobb County Board of Commissioners

Seal

Sworn to and subscribed before me this  
day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

Attest: \_\_\_\_\_  
Clerk, Board of Commissioners

**USER**

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

Title: \_\_\_\_\_

Sworn to and subscribed before me this  
day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

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

Seal

**APPENDIX A**  
**10yr Migration Assurance Plan (MAP) Project List**

<i>TRAK Replacement Sec 1.1</i>	<i>2018</i>
<i>High Availability Data, Redundant CNI and Enhanced Data (Inf &amp; Sub) Sec 1.2</i>	<i>2019</i>
<i>Geo-Redundant Prime Site Sec 1.3</i>	<i>2019</i>
<i>Group Services (Inf &amp; Sub) Sec 1.4</i>	<i>2019</i>
<i>FS9 Building Refurbishment Sec 1.5</i>	<i>2019</i>
<i>MultiProtocol Label Switching (MPLS) Sec 1.6</i>	<i>2019</i>
<i>Aviat Microwave Waveguide and Antenna Placement Sec 1.7</i>	<i>2020</i>
<i>System Feature Licensing Sec 1.8 .1-.4</i>	<i>2020</i>
<i>UPS Replacement Sec 1.9</i>	<i>2023</i>
<i>Generator Replacement Sec 1.10</i>	<i>2022</i>
<i>Aviat Microwave Radio Replacement Sec 1.11</i>	<i>2027</i>
<i>RF Antenna System and Combiner Replacement Sec 1.12</i>	<i>2027</i>
<i>Tower &amp; Building Refurbishment Sec 1.13</i>	<i>Contract Term</i>
<i>PremierOne CAD Integration w/ Responder Location Sec 1.15</i>	<i>2019</i>
<i>Two (2) Channel Addition Sec 1.16</i>	<i>2019</i>
<i>MCM Upgrade Sec 1.17</i>	<i>2020</i>



**APPENDIX B**  
**Annual Costs**

**SUAII Costs - Estimated**

FY 2017	\$573,873.00
FY 2018	\$590,176.00
FY 2019	\$498,043.06
FY 2020	\$499,863.06
FY 2021	\$506,478.06
FY 2022	\$508,402.06
FY 2023	\$510,426.06
FY 2024	\$512,450.06
FY 2025	\$653,003.06
FY 2026	\$521,480.66
FY 2027	\$46,068.06
<b>SUA II Total Cost</b>	<b>5,420,262.58</b>

*Note: All SUA II Costs paid for thru SPLOST 2016 funds*

*Note: FY 2027 SUAII Base Costs not determined due to end of current contract*

**MAP Costs – Not Covered Under MAP Proposal, SPLOST Funded**

Project	Estimated Cost	Project Year
Tower Site HVAC Replacement	\$100,000.00	2027

**MAP Costs – Covered MAP Proposal**

TRAK Replacement Sec 1.1	2018	\$309,130
High Availability Data, Redundant CNI and Enhanced Data (Inf & Sub) Sec 1.2	2019	\$779,198
Geo-Redundant Prime Site Sec 1.3	2019	\$758,227
Group Services (Inf & Sub) Sec 1.4	2019	\$414,590
FS9 Building Refurbishment Sec 1.5	2019	\$ 99,221
Multiprotocol Label Switching (MPLS) Sec 1.6	2019	\$318,177
Aviat Microwave Waveguide and Antenna Placement Sec 1.7	2020	\$608,916
System Feature Licensing Sec 1.8 .1-.4	2020	\$167,460
UPS Replacement Sec 1.9	2023	\$665,201
Generator Replacement Sec 1.10	2022	\$476,709
Aviat Microwave Radio Replacement Sec 1.11	2027	\$1,099,254
RF Antenna System and Combiner Replacement Sec 1.12	2027	\$1,742,573
Tower & Building Refurbishment Sec 1.13	Contract Term	\$ 175,000
PremierOne CAD Integration w/ Responder Location Sec 1.15	2019	\$415,633
Two (2) Channel Addition Sec 1.16	2019	\$1,269,645
MCM Upgrade Sec 1.17	2020	\$ 59,568

*Note: All MAP Costs paid for thru SPLOST 2016 funds*

**APPENDIX B (continued)**

**Annual Maintenance Costs – 10yr Projected Costs**

<b>FY 2018</b>	<b>\$2,743,456</b>
<b>FY 2019</b>	<b>\$2,795,828.66</b>
<b>FY 2020</b>	<b>\$3,025,631.74</b>
<b>FY 2021</b>	<b>\$3,264,366.22</b>
<b>FY 2022</b>	<b>\$3,328,217.55</b>
<b>FY 2023</b>	<b>\$3,390,355.88</b>
<b>FY 2024</b>	<b>\$3,384,415.19</b>
<b>FY 2025</b>	<b>\$3,431,135.80</b>
<b>FY 2026</b>	<b>\$3,498,321.80</b>
<b>FY 2027</b>	<b>\$3,561,928.05</b>

**APPENDIX C**  
**Additional Radio Units Application Information**

- 1. Radio Model Number**
- 2. Radio Model Name**
- 3. Radio Manufacturer**
- 4. Radio Model Type ( Mobile, Portable, Control Station, Consollette)**
- 5. All Accessories**
- 6. Frequency Operating Range**
- 7. FDMA or TDMA operations**
- 8. Is Encryption being used**
- 9. Brief explanation for the addition of the reason for adding the radio(s)**
- 10. Include a quote showing all features that will be provided on the radios**
- 11. Timeline of when the radios will need to be active on the system**

**APPENDIX D**  
**Radio Type and Feature Set List**

**Motorola Radios (Current Approved Models APX 6000, 6000xe, 6500, 8000, 8000xe, 8500)**

- Full Version M2.5 minimum, M3.5 recommended
  - o Lite (Li) versions will be accepted
- 7/800 MHz Band (minimum)
- SMARTZONE operation
- P25 9600 Baud Trunking
- FDMA/TDMA operations
- ASTRO DIGITAL CAI Operation
- WIFI capability
- GPS
- Packet Data
- Advanced (Enhanced) Data
- Hardware Key Operation (Advanced System Key)
- Group Services (Mobile/Control Stations/Console only)
- OTAP
- Geo-Fencing
- Multi-Key Operation (Secure Radios only)
- AES Encryption (Secure Radios only)
- IMPRESS 2 Battery (portable only)
- Multi-band operation (UHF/VHF) (as desired) ( APX 8000/8500 series only)

This list is not inclusive and may change as the system requires

**OTHER APPROVED RADIOS**

**EF Johnson/Kenwood Series Radios**

- SMARTZONE Operation
- TDMA Operation
- AES Encryption
- P25 9600 Baud Trunking
- ASTRO DIGITAL CAI operation
- 7/800 MHz Band
- Multi-band operation as available or desired

**Harris Series Radios**

This list is not inclusive and may change as the system requires

## APPENDIX E

### Assigned and Authorized Talkgroups

[illegible]

**APPENDIX E**  
**Assigned Radio ID Number Range**

**Range Name** \_\_\_\_\_

**Starting ID** \_\_\_\_\_

**Ending ID** \_\_\_\_\_

**APPENDIX F**  
**Cobb County, Georgia**  
**System Key User Authorization**

Cobb County, GA is the owner and operator of a Motorola Solutions Inc. ASTRO P25 Digital Trunked Radio System. The System Key is critical to the integrity, functionality, and security of all trunked radio systems. This information is proprietary and is to be kept confidential. Misuse of the Cobb County, GA System Key can be cause for disciplinary action and/or prosecution pursuant to GA Computer System Protection act OCGA 16-9-90 or other appropriate charges.

This agreement gives the signatory(s), also known as **"authorized personnel"**, permission to possess and use the Cobb County Radio System Key and is subject to the following terms and conditions. As such, we retain the exclusive rights to the Cobb County Radio System Key.

1. A System Key will only be issued to those agencies that have signed a current Radio System User License Agreement and/or Talkgroup Memorandum of Understanding.
  - a. The System Key will only contain the authorized talkgroups and ID ranges that the Radio System User License Agreement and/or Talkgroup Memorandum of Understanding identifies.
  - b. The expiration date for an Advanced System Key (ASK) will not exceed 5 years.
2. Provide documentation showing the completion of a certified vendor programming course for each person responsible for programming their subscriber equipment.
3. The System Key is to be used by **"authorized personnel"** for purposes of programming radio equipment.
4. Permission to use the System Key can be modified and/or revoked as warranted by the Cobb County Radio System Administrator.
5. Upon termination of employment the **"authorized personnel"** agrees to turn over all System Keys to the Cobb County Radio System Administrator.
6. All System Keys are to be kept in a secure location and will not permanently reside in any computer or programming device.
7. Unauthorized modifications, reverse engineering, sharing, copying, publicizing, or use of other that the intended use of the System Key information is expressly prohibited.
8. This System Key will be used in either the "Soft System Key (SSK)" or "Advanced System Key (ASK)" configuration. The type of issued key will be the determination of the Radio System Administrator.

**Select one**   ☐ Soft System Key                      ☐ Advanced System Key

The signatory agrees to the terms and conditions listed above and acknowledge receipt of the number of storage device(s) containing System Key data listed in the table below.

Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Company/Agency: \_\_\_\_\_

**APPENDIX F**  
**(continued)**

**Cobb County, Georgia**  
**System Key User Authorization**

I Button Serial Number	Expiration Date



## **APPENDIX G**

[Reserved - No Appendix G]

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**APPENDIX H**  
**Talkgroup Access Agreement**

MEMORANDUM OF UNDERSTANDING BETWEEN  
<USER AGREEMENT LICENSEE> AND < AGENCY NAME>  
FOR ACCESS TO 700/800 MHZ TRUNKING TALKGROUPS

WHEREAS, <USER AGREEMENT LICENSEE> and < AGENCY NAME > are both interested in taking steps to better protect our citizens, visitors and businesses

WHEREAS, <USER AGREEMENT LICENSEE> and < AGENCY NAME > respond and provide assistance to each other during emergencies and training exercises

WHEREAS, Cobb County, Georgia owns and operates a P25 Trunked Radio System and this agreement limit's the operational use of <AGENCY NAME> radios to the access described below.

THEREFORE, Be it resolved, that <USER AGREEMENT LICENSEE> and < AGENCY NAME > agree to the following procedures for the use of the Cobb County, Georgia Trunked Radio System:

1. <USER AGREEMENT LICENSEE> will provide the < AGENCY NAME > with the following talkgroups for interoperability uses.

Talkgroup Name	Alias	TG Number	TG Priority

2. < AGENCY NAME > will provide serial numbers of all radios that require these talkgroups to <USER AGREEMENT LICENSEE> initially and when requested.
3. Cobb County, Georgia will provide the required number of System ID's based on the number of serial numbers provided as necessary.
4. < AGENCY NAME > will pay for all costs associated with programming the authorized talkgroups into their equipment. If < AGENCY NAME > programs their own radios, they must complete and maintain a Cobb County, Georgia Radio System Key Agreement with Cobb County, Georgia. If a System Key Agreement is not completed, < AGENCY NAME > will only use authorized programming sources as identified by the Cobb County Radio Systems Administrator. The Radio System Key Agreement may be obtained with a copy of this signed document from <USER AGREEMENT LICENSEE>.
5. Cobb County, Georgia will provide the necessary technical information for programming radios. This information will not be shared with any other person or agency without prior written permission by Cobb County, Georgia.
6. This agreement may be cancelled with a 90-day written notice by either agency.
7. Access to these channels is for Public Safety purposes only and unauthorized use should be avoided at all costs.

\_\_\_\_\_  
<USER AGREEMENT LICENSEE>

\_\_\_\_\_  
< AGENCY NAME >

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**APPENDIX I**  
**P25 Subscriber Acceptance Test Plan**  
*(to be attached prior to execution)*

**APPENDIX J**  
**Cobb County Radio System Security Policy**

**COBB COUNTY, GA RADIO SYSTEM SECURITY  
POLICY**

**Purpose**

The purpose of this document is to establish policies and procedures for maintaining the security and integrity of Cobb County's ASTRO DIGITAL P25 800 MHz Radio System and the ITAC Simulcast System, otherwise known as "The County System" in an effort to decrease the vulnerability and risk of public safety communications, and to provide secure communications which are vital to the successful and safe completion of all operations utilizing the County System.

**General Information**

The Cobb County Astro Digital Radio system is associated with the Urban Area Security Initiative (UASI). The policies and procedures outlined in this security document are adopted from UASI's policies and procedures and have been accepted by and incorporated in all Core UASI agencies policies and procedures.

**Application**

The terms of this document shall apply to all authorized users of the Cobb System and all authorized users shall incorporate them into their local radio policies.

**A. County System Security Standards**

With the evolution of the public safety radio systems from conventional analog networks to primarily voice communications systems integrated with data and imagery, the technology for the networks has become heavily computer-based. This evolutionary change requires a more stringent level of system security to guard against intentional and unintentional attacks or threats. The following warning was published in a Public Safety Wireless Network Security Problem Statement dated June 1998, "Digital radio systems must be configured and managed in a way that will provide adequate protection from computer-based threats." Along with the radio network infrastructure, the radios themselves are small computers that receive and transmit over a radio frequency environment. The following restrictions and conditions apply to all authorized users on the County System.

**Confidentiality**

1. Radio wide: All system information is considered **confidential** and is not to be released to the public. It is expressly prohibited for any user or agency to verbally request or broadcast any system or radio identifiers over the radio network in part or in whole.
2. Documents: All documents containing system related information are to be marked as **confidential** and disposed of properly by shredding outdated or used documentation. System related information is not to be viewed or read by unauthorized personnel. See Appendix A for current list of authorized personnel and service shops. Additional authorized personnel and service shops may be added by or at the request of an authorized user pursuant to the terms of a license or user agreement and Part B of this document.

3. Radios: All radios contain **confidential** information and are not to be electronically read by any unauthorized personnel. See Appendix A for list of authorized personnel and service shops. Do not allow unauthorized personnel to attach any computers or electronic equipment to any radio for the purpose of repairing or to view system programming information.
4. System wide: The radio system is a closed network. All non-authorized radio IDs and talkgroup IDs will be kept disabled.

### **Personally Owned Radios**

1. Radios operated on the County System must be owned and maintained by an agency that is responsible for the maintenance and care of the radio, as well as the behavior of the individual user.
2. Radios that are bought and maintained by an individual are not allowed on the County System.

### **Authorized Access**

Only those agencies operating under a fully executed "Radio User Agreement" with Cobb County or approved for mutual aid access are authorized to access the County's System.

### **Encryption**

Participating agencies that require secure communications will be required to use the Advanced Encryption Standard (AES) algorithm. Because of the multiple agencies participating on the County System, radios with the AES option will need to be configured with a multi-key option that will support up to 48 encryption keys and 16 algorithms. Cobb County will coordinate system key generations in conjunction with the UASI Technical Committee as necessary.

The future advancement planned for the Astro Digital radio system (wireless) will require radios to have installed the Over the Air Re-keying (OTAR) option. Until wireless administration of the encryption key OTAR is employed, secure users employing encryption will be required to have their radios programmed by the Cobb County Radio System Administrator, and reprogrammed as determined by the System Manager for known breaches of security or other security concerns.

All Cobb County talk groups will be programmed as "clear" communications except for the identified special response talk groups (i.e. SWAT, IA, Narcotics, Intelligence, Command, Bomb, Crisis Negotiations, etc.)

Agencies requiring additional secure talk groups will need to submit their requests in writing, on departmental letterhead, explaining their requirement.

### **Encryption Key Loader or Key Management Facility Server**

The encryption key loader and/or Key Management Facility server will be secured in a restricted access facility. Until the system can support the OTAR configuration, the Radio System Manager will address encryption needs.

In order to prevent erroneous keying of secure radios and to ensure the security of the system key and system key loader information, the Cobb Radio System Manager will maintain the Encryption Key Loader for all authorized users of the Radio System.

## **B. Radio Service Shop Provider Standards**

### **Authorized Service Shops**

Authorized Service Shops shall be identified as either;

- a. **Authorized System and Subscriber Service Shop** - Service providers who are placed in this category are designated by the vendor as being able to provide the highest level of offered services available by the vendor (Premier Service Level). They are also authorized to repair vendor specific subscriber units or interact in the behalf of the customer at the Factory/Depot level.
- b. **Authorized Subscriber Service Shop**- Service Providers who are placed in this category as limited to providing subscriber repair or programming services to specific agencies. They will not be allowed access to any System level functions or equipment.

\*The service shops currently authorized are listed in the table below.

Other service shops and may be added to this list by the Radio Systems Administrator after an evaluation of the proposed shop credentials and reasons for access.

Service Shops that have been authorized can be removed by the Radio Systems Administrator for the following reasons;

- a. Not required to provide services to any Radio System User Agency
- b. Does not meet the vendor requirements to provide services

**Authorized System and Subscriber Service Shop**

**Diversified Electronics, Marietta**

Joel Brotman, Service Manager  
1290 Fields Pkwy, Marietta, Georgia 30066  
(770) 427-8181, Fax (770) 427-3269

**Atlanta Communications (Douglas County/ City of Douglasville)**

Ron Thomas, Service Manager  
1510 Huber Street, NW  
Atlanta, GA 30318  
(404) 875-9316 fax (404) 893-1669

**Mobile Communications America (Forsyth County)**

Joe Banas, Vice President, North Georgia  
(678) 666-0680, Cell (678) 618-0818

**Authorized Subscriber Service Shop**

**Louden Communications (City of Marietta, Ga only)(Harris Radios)**

**5680 Stitcher Ct**  
**Douglasville, GA 30134**  
**(770) 948-9556**

**Metropolitan Communications ( Douglas County Sheriff's Office)**

**103 Commercial Ave**  
**Carrollton, GA 30117**  
**(770) 834-7704**



# Cobb Regional Trunked Radio System

## Subscriber Acceptance Test Plan

Trunked Radio Infrastructure Tested	
Manufacturer	Motorola
Infrastructure Release/Version Identifier	ASTRO 25 7.17.2
Infrastructure Type	APCO Project 25 Trunking
Operating Freq. Range	700 MHz / 800 MHz

Table 1

Subscriber Units Tested		
Manufacturer	Model and Description	Hardware/Software Release/Version Identifier

Table 2

Test location	
System	Cobb Regional Radio System
Test Location/Address	140 N Marietta Parkway MW Marietta GA, 30080
Date(s) of test	
Report Date of Issue	

Table 3

Normative References		
Publication	Date	Title
TIA-102.CABC-A		Project 25 Interoperability Test Procedures Voice Operation in Trunked Systems

Table 4

Informative References
------------------------





Publication	Date	Title
PN-3-0312 (TSB-102.CBBJ)		Project 25 Compliance Assessment Program – Definition of Compliance Assessment – Trunking Interoperability

Table 5

Test Case Verdicts	
No test performed	-
Test does not apply to the test object	N/A
Test object meets requirements	P (Pass)
Test object does not meet requirements	F (Fail)
Test object is not conclusive	I (Inconclusive)

Table 6

[illegible]

Table 7

The radio under test should be programmed with the following talk groups:

Alias	TG (Dec)	TG (Hex)	Notes
Staging 1	0020	0020	Unencrypted
Staging 2	0021	0021	Unencrypted
Staging 3	0022	0022	Unencrypted
Staging 4	0023	0023	Unencrypted
Staging ATG	2010	07DA	Unencrypted, Multigroup
Staging 5	0024	0024	Unencrypted, 700 MHz capable (as available)
INVALID	9999	270F	Unencrypted, Invalid talk group



Subscriber Unit Acceptance Test Detail	
Test Reference	Test Description/Procedure
1.1 – Valid registration	Use Affiliation Display: Radio Viewer to verify unit and talkgroup affiliation from radio under test.
1.2 – Registration, invalid radio	Program radio under test with invalid individual ID 999999/0xF423F. Use Affiliation Display: Radio Viewer to verify no talkgroup or unit affiliation.
2.1 – Talkgroup Tx voice call	Use ZoneWatch grid to verify talkgroup call is active from the radio under test. Transmit test voice traffic and verify it is received by a console and another subscriber radio.
2.2 – Talkgroup Rx voice call	Transmit test voice traffic on another subscriber radio and use ZoneWatch grid to verify talkgroup call is active. Verify voice traffic is received by the radio under test.
2.3 – Talkgroup Rx voice call, late entry	Start with radio under test powered down. Transmit test voice traffic on another subscriber radio and use ZoneWatch grid to verify talkgroup call is active. Power on the radio under test. Verify radio under test joins the voice call and receives voice traffic.
2.4 – Talkgroup call, invalid radio	Program radio under test with invalid individual ID 999999/0xF423F. Press PTT on radio under test and use ZoneWatch grid to verify that no talkgroup call is active. Verify no voice traffic on that talk group is heard on a console and a subscriber radio.
2.5 – Talkgroup call, request queued	Use ZoneWatch grid to verify that the talkgroup call request from radio under test is placed in the busy queue. Verify that the radio sounds an audible indication to the user to indicate that the call request has been queued. Once the call request is released from the busy queue, verify that the radio under test alerts the user that he/she may talk and that voice traffic is heard on a console or another radio.
2.6 – Talkgroup call, site trunking	While the site that the radio under test is affiliated with is in site trunking (not involved in wide area calls) transmit test voice traffic from the radio under test and verify it is received by another subscriber radio on the same site.
3.1 – Multigroup (ATG) Tx voice call	Radio under test places a call on the multigroup, DEMO ATG. Verify that a subscriber radio monitoring a talkgroup in the multigroup, such as DEMO 3, participates in the call. Use ZoneWatch grid to verify that there is no message 3runking hang time.
3.2 – Multigroup (ATG) Rx voice call	Another subscriber radio places a call on the multigroup, DEMO ATG. Verify that the radio under test participates in the multigroup call when selected on one of the talkgroups in the multigroup, such as DEMO 3.
4.1 – Radio permitted to affiliate to new talkgroup	Use Affiliation Display: Radio Viewer to verify new talkgroup affiliation from radio under test. Verify radio under test no longer hears previous talkgroup audio and hears new talkgroup audio.
4.2 – Affiliation, invalid talkgroup	Program the radio under test with invalid talk group 9999/0x270F and use ZoneWatch to verify a talk group call is not placed on the invalid talk group.



4.3 – Radio re-affiliates to approved site from denied site	Use ZoneWatch raw display and/or Affiliation Display: Radio Viewer to verify radio under test moves to approved sites from denied sites.
4.4 – Radio de-affiliates on power down	Use Affiliation Display: Radio Viewer to verify radio under test shows "Deaffiliated" when the radio is powered down.
4.5 – Radio de-affiliates when changed to a conventional channel	Use Affiliation Display: Radio Viewer to verify radio under test shows "Deaffiliated" when the radio is changed to a conventional channel.
5.1 – Emergency alarm	Use Radio Control Manager and a dispatch console to verify the emergency alarm is activated by the radio and received by RCM and the dispatch console.
5.2 – Emergency alarm, revert feature	Program the radio under test to send all emergencies to a specific talk group. Select the radio under test on a different talk group and activate an emergency alarm. Use Radio Control Manager and a dispatch console to verify the emergency alarm is activated by the radio and received by RCM and the dispatch console on the specified talk group for emergencies.
5.3 – Emergency alarm, site trunking	While the site that the radio under test is affiliated with is in site trunking (not involved in wide area calls) transmit an emergency alarm from the radio under test. Use third party software to verify that an emergency alarm is broadcast at the site.
5.4 – Emergency alarm, invalid radio	Program the radio under test with invalid individual ID 999999/0xF423F. Use Radio Control Manager (RCM) and a dispatch console to verify the emergency alarm is not activated by the radio and not received by RCM or the dispatch console.
6.1 – Emergency call	Use ZoneWatch grid to verify the emergency status of the call when the radio under test is in the emergency state after pressing the emergency button. Verify that voice traffic is received by another radio and a dispatch console from the radio under test. Use ZoneWatch grid to verify there is no emergency call placed when another (non-emergency) radio is transmitting after the 30 second emergency call message trunking hang timer expires.
6.2 – Emergency call, revert feature	Program the radio under test to send all emergencies to a specific talk group. Select the radio under test on a different talk group and transmit an emergency call. Use ZoneWatch grid to verify the emergency status of the call and that the emergency call is placed on the specified talk group. Verify that a dispatch console is receiving the call as an emergency call. Verify that voice traffic is received by another radio and a dispatch console from the radio under test.
6.3 – Emergency call, site trunking	While the site that the radio under test is affiliated with is in site trunking (not involved in wide area calls) transmit an emergency call from the radio under test. Use third party software to verify that the call is an emergency call. Verify that voice traffic is received by another radio on the same site as the radio under test.
6.4 – Emergency call, invalid radio	Program the radio under test with invalid individual ID 999999/0xF423F. Verify with ZoneWatch grid and a console



	that an emergency call is not placed.
6.5 – Emergency call request queued	Use ZoneWatch grid to verify that the emergency call went into the busy queue and that the radio under test transmitted an emergency call once the request exited the queue.
6.6 – Clear emergency, subsequent calls are not emergency	Use ZoneWatch grid to verify that, after clearing the emergency on the radio under test, subsequent calls from that radio are not emergency calls.
6.7 – Clear emergency, subsequent calls are not emergency, site trunking	While the site that the radio under test is affiliated with is in site trunking (not involved in wide area calls), use third party software to verify that, after clearing the emergency on the radio under test, subsequent calls from that radio are not emergency calls.
7.1 – Encrypted Call Tx ( <i>not mandatory for acceptance</i> )	Program radio under test and a radio from another vendor with a common encryption key using a common encryption algorithm. Verify that the radio from another vendor hears audio from the radio under test. Document what common encryption algorithm is tested: _____.
7.2 – Encrypted Call Rx ( <i>not mandatory for acceptance</i> )	Program radio under test and a radio from another vendor with a common encryption key using a common encryption algorithm. Verify that the radio under test hears audio from the other vendor's radio. Document what common encryption algorithm is tested: _____.
7.3 – Call privacy for encrypted call	Program the radio under test with the NE MAINT talk group in an unencrypted mode. Verify that the radio under test remains muted when transmitting an encrypted call on NE MAINT from another radio.
8.1 – Idle radio	Use Affiliation Display: Radio Viewer to verify that the radio under test affiliates with one site, then by moving the radio or forcing the radio to change sites, affiliates with another site.
8.2 – Adjacent control channel (ACC) list roaming	Program radio under test with one control channel and user Affiliation Display: Radio Viewer to verify the radio roams to other sites based on the adjacent control channel (ACC) list broadcast from those sites.
9.1 – Radio inhibit	While the radio under test is turned on and affiliated with the system, use Radio Control Manager (RCM) to send a radio inhibit command to the radio. Verify that radio under test is no longer able to transmit calls on the system.
9.2 – Radio cancel inhibit	While the radio under test is turned on and affiliated with the system in the inhibited mode, use Radio Control Manager (RCM) to send a radio cancel inhibit command to the radio. Verify that the radio under test becomes able to transmit calls on the system.
9.3 – Radio inhibit (passive)	While the radio under test is turned off and deaffiliated with the system, use Radio Control Manager (RCM) to send a radio inhibit command to the radio. Verify that radio under test is no longer able to transmit calls on the system once it is turned on.
9.4 – Radio cancel inhibit (passive)	While the radio under test is turned off and deaffiliated with the system in the inhibited mode, use Radio Control Manager (RCM) to send a radio cancel inhibit command to the radio. Verify that the radio under test becomes able to transmit calls on the



	system once it is turned on.
9.5 – Radio check <i>(not mandatory for acceptance)</i>	While radio under test is turned on and affiliated with the system, use Radio Control Manager (RCM) to send a radio check command to the radio. Verify that the radio check screen becomes populated with the site and talkgroup that the radio is affiliated on/with.
10.1 – Rx of talkgroup involved in a patch	With the scanning function turned off, select DEMO 4 on the radio under test. Patch the DEMO 4 talk group to the SERVICE talkgroup on a console and transmit on SERVICE using another radio. Verify that the radio under test is receiving the audio.
10.2 – Rx of talkgroup involved in a multiselect	With the scanning function turned off, select DEMO 4 on the radio under test. Add the DEMO 4 talk group and the SERVICE talkgroup to a multiselect on a console and transmit on the multiselect from the console. Verify that the radio under test is receiving the audio.
10.3 – Tx on a talkgroup involved in a patch	Patch the DEMO 4 talk group to the SERVICE talk group on a console and transmit on DEMO 4 using the radio under test. Verify that another radio selected on SERVICE is receiving the audio.
10.4 – Rx of a scanned talkgroup involved in a patch	Program the radio under test's scan list to scan the DEMO 4 talk group and then select the SERVICE talk group on the radio's channel selector knob. Patch DEMO 4 to ENGINEERING on a console and activate the scan function on the radio under test. Key up on ENGINEERING (unencrypted) using another subscriber radio and verify that the radio under test is receiving the audio on DEMO 4 while scanning.
10.5 – Rx of a scanned talkgroup involved in a multiselect	Program the radio under test's scan list to scan the DEMO 4 talk group and then select the SERVICE talk group on the radio's channel selector knob. Add DEMO 4 and ENGINEERING to a multiselect on a console and activate the scan function on the radio under test. Key up on the multiselect from the console and verify that the radio under test is receiving the audio on DEMO 4 while scanning.
11.1 – 700 MHz / 800 MHz operation, 800 MHz only site, Tx voice call	Place radio under test on a site that uses 800 MHz for control and all voice channels. Use ZoneWatch grid to verify talkgroup call is active from the radio under test. Transmit test voice traffic and verify it is received by a console and another subscriber radio.
11.2 – 700 MHz / 800 MHz operation, 800 MHz only site, Rx voice call	Place the radio under test on a site that uses 800 MHz for control and all voice channels. Transmit test voice traffic on another subscriber radio and use ZoneWatch grid to verify talkgroup call is active. Verify voice traffic is received by the radio under test.
11.3 – 700 MHz / 800 MHz operation, 700 MHz only site, Tx voice call	Place radio under test on a site that uses 700 MHz for control and all voice channels. Use ZoneWatch grid to verify talkgroup call is active from the radio under test. Transmit test voice traffic and verify it is received by a console and another subscriber radio.
11.4 – 700 MHz / 800 MHz	Place the radio under test on a site that uses 700 MHz for



operation, 700 MHz only site, Rx voice call	control and all voice channels. Transmit test voice traffic on another subscriber radio and use ZoneWatch grid to verify talkgroup call is active. Verify voice traffic is received by the radio under test.
11.5 – 700 MHz / 800 MHz operation, mixed site with 800 MHz control channel, 800 MHz voice channels and 700 MHz voice channels, Tx 800 MHz voice call.	Place radio under test on a site that uses 800 MHz for control and has 800 MHz and 700 MHz voice channels. Select a talk group on the radio under test that will only use 800 MHz voice channels and transmit a voice call. Use ZoneWatch grid to verify talkgroup call is active from the radio under test on an 800 MHz voice channel. Verify that the voice call is received by a console and another subscriber radio.
11.6 – 700 MHz / 800 MHz operation, mixed site with 800 MHz control channel, 800 MHz voice channels and 700 MHz voice channels, Rx 800 MHz voice call.	Place radio under test on a site that uses 800 MHz for control and has 800 MHz and 700 MHz voice channels. Select a talk group on the radio under test that will only use 800 MHz voice channels. Transmit a voice call from another radio on that talk group. Use ZoneWatch grid to verify talkgroup call is active from the radio under test on an 800 MHz voice channel. Verify that the voice call is received by the radio under test.
11.7 – 700 MHz / 800 MHz operation, mixed site with 800 MHz control channel, 800 MHz voice channels and 700 MHz voice channels, Tx 700 MHz voice call.	Place radio under test on a site that uses 800 MHz for control and has 800 MHz and 700 MHz voice channels. Select a talk group on the radio under test that is enabled to use 700 MHz voice channels and transmit a voice call. Use ZoneWatch grid to verify talkgroup call is active from the radio under test on an 700 MHz voice channel. Verify that the voice call is received by a console and another subscriber radio.
11.8 – 700 MHz / 800 MHz operation, mixed site with 800 MHz control channel, 800 MHz voice channels and 700 MHz voice channels, Rx 700 MHz voice call.	Place radio under test on a site that uses 800 MHz for control and has 800 MHz and 700 MHz voice channels. Select a talk group on the radio under test that is enabled to use 700 MHz voice channels. Transmit a voice call from another radio on that talk group. Use ZoneWatch grid to verify talkgroup call is active from the radio under test on an 700 MHz voice channel. Verify that the voice call is received by the radio under test.
12.1 – Call alert (radio page) functionality ( <i>not mandatory for acceptance</i> )	If necessary, program the radio under test to enable receiving call alerts (radio page). Use a console or another subscriber radio to send a call alert to the radio under test. Verify that the radio under test sounds audible tones and/or sends visual indications that the call alert has been received.
12.2 – Transmitter time out timer	Enable or program the radio under test with a transmit time out timer. Transmit a voice call for a length of time exceeding the time out timer and use the ZoneWatch grid, a console or another subscriber radio to verify that the radio under test has inhibited itself from transmitting.
12.3 – Site trunking, avoidance	Program the radio under test to avoid sites that are in site trunking (not involved in wide area calls). Place the site that the radio under test is affiliated with in site trunking. Use ZoneWatch: Affiliation Display to verify the radio under test moves and affiliates to a site that is not in site trunking.
12.4 – Site trunking, site preference	Program the radio under test with the highest site preference level available for the site that will be put into site trunking (not





	involved in wide area calls). Use third party software to verify that the radio under test remains on the highest preference site while it is in site trunking.
Note: Unit-to-Unit Calls	Unit-to-unit calls are not used on the system due to the amount of channel resources those calls occupy. Therefore, tests of unit-to-unit call functions will not be performed.
Note: PSTN / Telephone Interconnect Calls	PSTN/telephone interconnect calls are not used on the system. Therefore, tests of PSTN/telephone interconnect call functions will not be performed.

Table 8



Cobb Regional Radio System Subscriber Acceptance Test Plan – Test Results									
Test Case	Description	Test Case Verdict							
<b>1</b>	<b>Unit Registration</b>								
1.1	Valid registration								
1.2	Registration, invalid radio								
<b>2</b>	<b>Group Voice Call</b>								
2.1	Talkgroup Tx voice call								
2.2	Talkgroup Rx voice call								
2.3	Talkgroup Rx voice call, late entry								
2.4	Talkgroup call, invalid radio								
2.5	Talkgroup call, request queued								
2.6	Talkgroup call, site trunking								
<b>3</b>	<b>Multigroup (ATG) Voice Call</b>								
3.1	Multigroup (ATG) Tx voice call								
3.2	Multigroup (ATG) Rx voice call								
<b>4</b>	<b>Affiliation</b>								
4.1	Radio permitted to affiliate to new group								
4.2	Affiliation, invalid group								
4.3	Radio re-affiliates to approved site from denied site								
4.4	Radio de-affiliates on power down								
4.5	Radio de-affiliates when changed to a conventional channel								
<b>5</b>	<b>Emergency Alarm</b>								
5.1	Emergency alarm								
5.2	Emergency alarm, revert feature								





Cobb Regional Radio System Subscriber Acceptance Test Plan – Test Results											
Test Case	Description	Test Case Verdict									
5.3	Emergency alarm, site trunking										
5.4	Emergency alarm, invalid radio										
6	<b>Emergency Group Call</b>										
6.1	Emergency call										
6.2	Emergency call, revert feature										
6.3	Emergency call, site trunking										
6.4	Emergency call, invalid radio										
6.5	Emergency call request queued										
6.6	Clear emergency, subsequent calls are not emergency										
6.7	Clear emergency, subsequent calls are not emergency, site trunking										
7	<b>Encrypted Calls</b>										
7.1	Voice call Tx using common algorithm and key across manufacturers ( <i>not mandatory for acceptance</i> )										
7.2	Voice call Rx using common algorithm and key across manufacturers ( <i>not mandatory for acceptance</i> )										
7.3	Call privacy for encrypted call										
8	<b>Intra-Location Registration Area Roaming</b>										
8.1	Idle radio										
8.2	Adjacent control channel (ACC) list roaming										
9	<b>Radio Commands</b>										
9.1	Radio inhibit (radio affiliated with system)										
9.2	Radio cancel inhibit (radio affiliated with system)										
9.3	Radio inhibit (radio turned off, then turned on)										



Cobb Regional Radio System Subscriber Acceptance Test Plan – Test Results									
Test Case	Description	Test Case Verdict							
9.4	Radio cancel inhibit (radio turned off, then turned on)								
9.5	Radio check ( <i>not mandatory for acceptance</i> )								
10	<b>Supergroup Calls (Patch, Multiselect)</b>								
10.1	Rx of talk group involved in a patch								
10.2	Rx of talk group involved in a multiselect								
10.3	Tx on a talk group involved in a patch								
10.4	Rx of a scanned talk group involved in a patch								
10.5	Rx of a scanned talk group involved in a multiselect								
11	<b>700 MHz / 800 MHz Operation</b>								
11.1	800 MHz only site, Tx voice call								
11.2	800 MHz only site, Rx voice call								
11.3	700 MHz only site, Tx voice call ( <i>if radio is equipped with 700 MHz</i> )								
11.4	700 MHz only site, Rx voice call ( <i>if radio is equipped with 700 MHz</i> )								
11.5	Mixed site with 800 MHz control channel, 800 MHz voice channels and 700 MHz voice channels, Tx 800 MHz voice call.								
11.6	Mixed site with 800 MHz control channel, 800 MHz voice channels and 700 MHz voice channels, Rx 800 MHz voice call.								
11.7	Mixed site with 800 MHz control channel, 800 MHz voice channels and 700 MHz voice channels, Tx 700 MHz voice call. ( <i>if radio is equipped with 700 MHz</i> )								
11.8	Mixed site with 800 MHz control channel, 800 MHz voice channels and 700 MHz voice channels, Rx 700 MHz voice call. ( <i>if radio is equipped with 700 MHz</i> )								
12	<b>Miscellaneous</b>								



Cobb Regional Radio System Subscriber Acceptance Test Plan – Test Results										
Test Case	Description	Test Case Verdict								
12.1	Call alert (radio page) functionality ( <i>not mandatory for acceptance</i> )									
12.2	Transmitter time-out timer									
12.3	Site trunking, avoidance									
12.4	Site trunking, site preference									

Table 9



## Cobb Regional Trunked Radio System Subscriber Acceptance Test Plan – Test Results

Test Notes/Comments:

If a manufacturer's subscriber radio requires the use of a software or hardware key in order to program the DTR system into it, the distribution of this key shall go through the Cobb Regional Radio System approval process prior to distribution. See Cobb County Radio System Security Policy for instructions.

*A recommendation for approval of a radio for use on the Cobb Regional Trunked Radio System only guarantees that the radio performs the basic operations in the test plan and does not ensure that all features or functions of each vendor's radios will operate identically.*

\_\_\_\_\_ Recommend to **APPROVE** radio for use on the Cobb Regional Trunked Radio System.

\_\_\_\_\_ Recommend to **DENY** radio for use on the Cobb Regional Trunked Radio System.

\_\_\_\_\_ Recommend to **APPROVE** radio for use on the Cobb Regional Trunked Radio System.**WITH THE**

**FOLLOWING CONDITIONS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

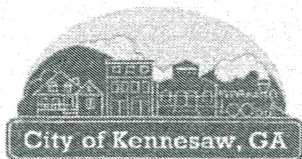


**Regular Meeting Agenda  
8/5/2019 6:30 PM  
Council Chambers**

<b>Title of Item:</b>	Consideration for approval of an Alcohol License for Beer and Sunday Sales for Taqueria La Villa II d/b/a Tacos La Villa located at 2851 N Cobb Parkway, Suite 206, Kennesaw, GA 30152. Applicant: Ciro Covarrubias
<b>Agenda Comments:</b>	The applicant has completed the required alcohol workshop per Sec. 6-69. Signs have been posted and it has been properly advertised per Sec. 6-36. Current application and background check results are on file. Finance Director recommends approval.
<b>Funding Line(s)</b>	100.0000.32.1100 Application Fee \$350.00

**ATTACHMENTS:**

Description	Upload Date	Type
Application 1 of 5	7/23/2019	Backup Material
Application 2 of 5	7/23/2019	Backup Material
Application 3 of 5	7/23/2019	Backup Material
Application 4 of 5	7/23/2019	Backup Material
Application 5 of 5	7/23/2019	Backup Material
07-29-19 - Ad	7/30/2019	Legal Ad
07/22/19 - Ad	7/22/2019	Legal Ad



**Business License**  
2529 J.O. Stephenson Ave.  
Kennesaw, GA 30144

**Contact Information:**  
Phone: (770) 424-8274  
Fax: (770) 429-4559  
www.kennesaw-ga.gov

**License Application:**  
Alcoholic Beverage

## APPLICATION

### Applying For (Check All That Apply):

- ☐ Liquor
- ☒ Beer
- ☐ Wine
- ☐ Growler
- ☒ Sunday Sales

### License Type (Choose one):

- ☐ Manufacturer
- ☐ Wholesaler
- ☐ Retail Package
- ☒ Retail Pouring

### Type of Establishment (Choose one):

- ☒ Restaurant
- ☐ Night Club
- ☐ Grocery Store
- ☐ Lounge
- ☐ Private Club
- ☐ Bottle House
- ☐ Convenience Store
- ☐ Indoor Entertainment Hall
- ☐ Hotel/Motel
- ☐ Package Store

### Business Type (Choose one):

- ☐ Sole Proprietor
- ☐ Corporation
- ☒ LLC
- ☐ Partnership
- ☐ LLP

### Please fill out the below information:

1. Full name of business: Taqueria La Villa II, LLC  
Doing Business As (DBA): Tacos La Villa  
Anticipated start date of business: December 4, 2018
  
2. Business location: 2851 N Cobb Pkwy Ste 206 Kennesaw, GA  
Email address: supercobblavilla@att.net  
Phone Number: 678-653-9353  
Mailing address: 2851 N Cobb Pkwy Ste 206 Kennesaw, GA

3. Do you have a certified survey of the location of the property? Yes

Does the certified survey indicate that the business is within the designated distance of the following:

- |                                     |                 |         |  |
|-------------------------------------|-----------------|---------|--|
| a. Private residence                | 300 feet radius | ___ Yes | <input checked="" type="checkbox"/> No |
| b. School or college                | 600 feet radius | ___ Yes | <input checked="" type="checkbox"/> No |
| c. Church                           | 600 feet radius | ___ Yes | <input checked="" type="checkbox"/> No |
| d. Public building                  | 600 feet radius | ___ Yes | <input checked="" type="checkbox"/> No |
| e. Hospital                         | 600 feet radius | ___ Yes | <input checked="" type="checkbox"/> No |
| f. Public park                      | 600 feet radius | ___ Yes | <input checked="" type="checkbox"/> No |
| g. Day care center*                 | 600 feet radius | ___ Yes | <input checked="" type="checkbox"/> No |
| h. Alcohol or drug treatment center | 600 feet radius | ___ Yes | <input checked="" type="checkbox"/> No |

**Package Sales have additional distance limitations as follows:**

Package Sales Only (Liquor): N/A

- |                                     |                 |                              |  |
|-------------------------------------|-----------------|------------------------------|--|
| a. School or college                | 300 feet radius | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| b. Church                           | 300 feet radius | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| c. Day care center*                 | 300 feet radius | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| d. Alcohol or drug treatment center | 300 feet radius | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

Package Sales Only (Beer or Wine): N/A

- |                                     |                 |                              |                             |
|-------------------------------------|-----------------|------------------------------|-----------------------------|
| a. School or college                | 300 feet radius | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Alcohol or drug treatment center | 300 feet radius | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

\* Must accept GA Pre-K or HOPE Scholarship Monies

\* Must follow a prescribed state curriculum

See Code Sections 6-1, 6-42 and 6-43 for distance measurement definition and limitations.

4. For Retail Pouring license, please indicate the following:

Number of pool tables:

Number of video game machines:

Size of dance floor:

Amount of cover charge:

Will the location have a DJ, and if so, number of times per week:

N/A  
N/A  
N/A  
N/A  
N/A

5. How many square feet are the following:

a. Dining area:

b. Bar area:

c. % of total dining space that is a bar area:

1200 SF  
N/A  
N/A



Is this location new construction or pre-existing? Pre-existing

How is the proposed location zoned?

HGB  
Highway General Commercial

**This section is to be completed and signed by the City of Kennesaw Zoning staff:**

Zoning verified by City of Kennesaw Zoning Division staff member

[Signature]

*If this is an application for a new establishment, attach proof of adequate parking facilities of one (1) off street parking space for each (200) square feet of total floor area within the building in conformity with the zoning ordinance and regulations of the City of Kennesaw.*

If new establishment, parking verified by the Zoning Division staff member \_\_\_\_\_

**If Partnership or LLP:**

6. Partnership of LLP Name: \_\_\_\_\_

Partner/Member: \_\_\_\_\_  
Position: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Social Security #: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
% of Ownership: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_  
State: \_\_\_\_\_  
ZIP: \_\_\_\_\_

Partner/Member: \_\_\_\_\_  
Position: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Social Security #: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
% of Ownership: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_  
State: \_\_\_\_\_  
ZIP: \_\_\_\_\_

**\*\*Attach additional sheets if needed\*\***



**If Corporation or LLC:**

7. Corporation or LLC Name: Taqueria La Villa II, LLC

President/Member: Ciro Covarrubias  
Email Address: cirocova@me.com  
Phone Number: [REDACTED]

Social Security #: [REDACTED]  
Date of Birth: [REDACTED] 1966  
% of Ownership: 100

Home Address: 2721 Cottesford Drive S  
\_\_\_\_\_

City: Smyrna  
State: Georgia  
ZIP: 30080

VP/Member: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Social Security #: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
% of Ownership: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_  
State: \_\_\_\_\_  
ZIP: \_\_\_\_\_

Secretary/Member: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Social Security #: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
% of Ownership: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_  
State: \_\_\_\_\_  
ZIP: \_\_\_\_\_

Treasurer/Member: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Social Security #: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
% of Ownership: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_  
State: \_\_\_\_\_  
ZIP: \_\_\_\_\_

**\*\*Attach additional sheets if needed\*\***

If the business listed in questions 6 or 7 is owned by another firm or corporation, provide the information requested in questions 8 and 9.

8. List corporate name, business name, and % of business owned by the corporation

Corporate Name	Business Name	% Owned
N/A		

9. List name, position, social security number, address, and % owned for each board member of the corporation listed in question 8.

Name	Position	SSN	Home Address	% Owned
N/A				

10. Is the licensee or any owner listed in questions 6 – 9 currently holding an interest or ever been associated with any alcoholic beverage establishment? If yes, list below.

Licensee/Owner Name	Business Name	Address
Ciro Covarrubias	Taqueria La Villa LLC	2415 Cobb Pkwy Smyrna, GA 30080

11. List full name and other required information of relatives of the licensee or owners who have or have had any license or any financial or ownership interest in any alcoholic beverage business.

Name/Relationship	Home Address	Business Name/Address
N/A		

12. List the full name and address of the property owner on which the business is to be conducted.

Property Owner: Covalasco Properties LLC  
 Address: 737 Roswell Street NW Ste 204 [REDACTED] GA 30060 (Marietta)

13. State the total amount of capital funds to be invested in this business.

\$ [REDACTED]

14. State the amount of personal funds invested by the following:

Licensee/Owner \$ [REDACTED]  
 Other Owners \$ [REDACTED]

15. If capital is borrowed, provide the following and attach a copy of the note (s) or evidence of indebtedness, with all attachments, to this application.

Name of Lender	Address	Amount	Date	Interest Rate
N/A				

16. Name the person (s) that will be the manager of this business and provide the following information.

Name	Address	Compensation
Abraham De Niz	1034 Allgood Road Marietta, GA	
Jose Enrique Velasquez	1326 Brookview Lane Smyrna, GA	

17. Provide the name and address of your CPA or accounting firm:

Name	Address
Richard Ross	3745 Cherokee Street NW Ste 702 Kennesaw, GA 30144

18. Has the *business or any business associated with this business* been cited, charged, indicted, have a pending charge or been convicted at any time for any violation of Georgia Law, Federal Law or any rule or regulation of the State revenue commissioner or any rule, regulation or ordinance of the City of Kennesaw, Cobb County or other governmental unit? Yes ☐ No ☒

If yes, give full details.

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19. Has the licensee, the licensee's spouse or any person having ownership interest in this business or their spouse been:

Arrested	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Convicted	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Detained	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Indicted	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Pled Guilty	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Pled Nolo Contender	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
On Probation	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Any Pending Criminal Charge	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

If you answered "YES" to any of these questions, list below in complete detail the name, dates, charges, places of arrest and disposition of charge (s). Failure to make a full disclosure in response to this question will result in denial of the application or a revocation of the license if information requested was not provided.

N/A

20. Has the licensee, the licensee's spouse or any person having ownership interest in this business or their spouse ever had any interest in any business, ever been a licensee or ever been an officer in any business that was cited, had an employee of any business cited, detained, arrested, indicted or convicted for any offense by any federal, state, county or city government or has any business been warned or had any license placed on probation, denied, suspended or revoked by any federal, state, county or city government? Failure to make a full disclosure in response to this question will result in denial of the application or a revocation of the license if information requested was not provided.

No

21. Indicate the type of alcohol awareness training and the number of hours of training that is required of owners and employees selling alcoholic beverages for the business. Also, indicate if training is required annually and the number of hours required.

ServSafe online training course and exam.

22. What types of materials (written materials, signs, badges, etc.) are provided with the training of the employees?

Videos/DVD to reinforce online course learning using real life situations.

23. Have you read and do you understand all the provisions of the City of Kennesaw and State of Georgia Alcoholic Beverage requirements as stated in Chapter Six (6) of the City of Kennesaw Code of Ordinances and Title III of the Official Code of Georgia.

Yes ☒ No ☐

24. Are you aware that the sale of alcoholic beverages to an underage person (s) by you or your employees may result in the suspension or revocation of the alcoholic beverage license?

Yes ☒ No ☐



25. What procedures do you have in place to ensure that alcoholic beverages are not sold to underage person (s) or any other violation of the City of Kennesaw Code of Ordinances and State Law? Please attach all documentation relating to such procedures and include an explanation as their usage.

Employee training regarding alcohol safety and how to identify falsified forms of identification.

Signed employee procedures outlining save beverage serving including not accepting expired or questionable identification.

26. What technology, equipment and products have been or will be implemented in the location to ensure compliance with the City of Kennesaw, Cobb County and State Law? Examples include cash registers that require the date of birth to be entered, cameras, signs and calendars). Describe below:

POS system requires date of birh input for alcohol. Signage identifying required age.

Cameras are recording the sales counter.

27. Estimated gross receipts from this location for the remaining calendar year: \$

28. List occupations for the past ten years. Include dates of employment and positions.

From/To Month/Year	Company	City	State	Position/Salary
<u>11/2001-2/2011</u>	<u>Carniceris La Villa</u>	<u>Marietta</u>	<u>GA</u>	<u>Store Manager</u>
<u>2/2011-12/2019</u>	<u>Tacos La Villa</u>	<u>Smyrna</u>	<u>GA</u>	<u>Store Manager</u>
<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>

29. List previous residences of the licensee for the past ten years.

From/To Month/Year	Address	City	State
<u>3/2004-12/2015</u>	<u>2682 Pork Road</u>	<u>Smyrna</u>	<u>GA</u>
<u>12/2015-Current</u>	<u>2721 Cottesford Drive</u>	<u>Smyrna</u>	<u>GA</u>
<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>

KENNESAW, GEORGIA  
COBB COUNTY

I, Ciro Covarrubias being duly sworn according to law,  
do swear that the facts and things stated by me in the above and foregoing answers to questions are  
true and no false or fraudulent statement is made herein and such answers were made in order to  
procure the granting of such a license.

I have received a copy of the City of Kennesaw Alcoholic Beverage Code and I am aware that all  
licenses must be obtained and fees paid no later than two weeks from the date of approval of this  
application by the Mayor and Council.

*Ciro Covarrubias*  
Signature of Applicant

\_\_\_\_\_  
Signature of Spouse of Applicant

Sworn to and subscribed before me this  
13 day of June 2019

*Melissa M. [Signature]*  
Notary Public  
My Commission Expires  
November 19, 2022

\_\_\_\_\_  
Signature and title of person other than  
applicant filing out this application

\_\_\_\_\_  
Phone Number

Application received in Business License Office:

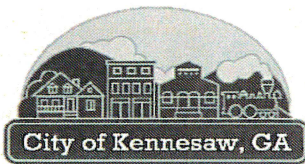
Date: 07/01/19

Received By: Traci Styles

Application to be heard by Mayor & Council

Date & Time: 08/05/19

**A REPRESENTATIVE MUST BE PRESENT AT THE MAYOR & COUNCIL MEETING**



**Business License**  
2529 J.O. Stephenson Ave.  
Kennesaw, GA 30144

**Contact Information:**  
Phone: (770) 424-8274  
Fax: (770) 429-4559  
www.kennesaw-ga.gov

**License Application:**  
Alcoholic Beverage

## FOOD SALES AND ALCOHOLIC BEVERAGE SALES AFFIDAVIT TO BE COMPLETE BY RETAIL POURING APPLICANTS ONLY

NAME OF ESTABLISHMENT: Taqueria La Villa II, LLC  
ADDRESS OF ESTABLISHMENT: 2851 N Cobb Parkway Kennesaw, GA 30152  
LICENSEE'S NAME: Ciro Covarrubias

**FOOD SALES AND ALCOHOLIC BEVERAGE SALES:** Financial reports must be attached to support the reported total or CPA certification must be completed attesting to the reported sales. This information must be provided from the financial records of the above establishment on a calendar year basis or such period during which the establishment has been open.

PERIOD FOR WHICH INFORMATION IS PROVIDED: \_\_\_\_\_ (IF EXISTING BUSINESS, MUST BE A 12 MONTH PERIOD. IF NEW BUSINESS, MUST BE 12 MONTH ESTIMATE.)

Gross Receipts from Food sales this period: \$ [REDACTED] (95 %)  
Gross Receipts from Alcoholic Beverage sales this period: \$ [REDACTED] (5 %)  
Total Food sales and Alcoholic Beverage sales this period: \$ [REDACTED] (100 %)

Briefly describe the method by which receipts are segregated daily into food sales and alcohol sales:  
The POS system performs this task automatically.

I certify that I have a working knowledge of the books and records of the establishment whose name appears above, and that to the best of my knowledge the figures presented above represent accurate sale totals for the period specified.

Richard Ross  
CPA NAME (PRINTED)

Ross Accounting & Financial Services, Inc  
NAME OF CPA FIRM

770-792-2233  
PHONE

CPA SIGNATURE

3745 Cherokee St NW Ste 702  
BUSINESS ADDRESS

Kennesaw, GA  
CITY/STATE ZIP

SIGNATURE OF NOTARY PUBLIC

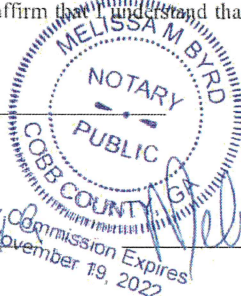
SWORN UNDER: OATH THIS 13 DAY OF June, 2019

I hereby affirm and understand that the privilege of selling alcoholic beverages on Sunday from 12:30 p.m. until Monday 2:55 p.m. requires valid alcoholic beverage pouring license, valid Sunday Sales pouring license and that at least 50% of the licensed establishment's annual gross food and alcoholic beverage sales must be derived from the sale of prepared meals and food.

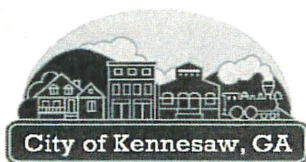
I hereby affirm that I understand that records of food sales and alcoholic beverage sales must be prepared and maintained. Failure to prepare and maintain records of food sales and alcoholic beverage sales is cause for denial or revocation of the alcoholic beverage pouring license, including the Sunday Sales pouring license. I further affirm that I understand that the City of Kennesaw Business License Division may audit our records to verify same at its discretion.

Signature of Licensee/Owner

Sworn under oath this 13 day of June 2019 My Commission Expires November 19, 2022 Notary Public







**Business License**  
2529 J.O. Stephenson Ave.  
Kennesaw, GA 30144

**Contact Information:**  
Phone: (770) 424-8274  
Fax: (770) 429-4559  
www.kennesaw-ga.gov

**License Application:**  
Alcoholic Beverage

## OWNER/LICENSEE PERSONAL STATEMENT INFORMATION

1. Full name of licensee (No initials): Ciro Covarrubias  
(Include maiden names and alias names if any)

2. Phone Numbers:  
a. Business: 678-653-9353  
b. Cell: [REDACTED]  
c. Home: \_\_\_\_\_

3. Home Address: 2721 Cottesford Drice SE Smyrna, GA  
4. Business Address: 2851 N Cobb Parkway Kennesaw, GA



5. Please fill out the following:  
Age: 52 Sex: Male Height: 5'9 Color of Hair: Black  
Race: Spanish Weight: 180 Color of Eyes: Brown

6. Social Security #: [REDACTED]

7. Place of Birth: Mexico Date of Birth: [REDACTED] 1966

U.S. Citizen: Yes ☐ By Birth ☒ Naturalized

If a naturalized citizen, provide certificate #: \_\_\_\_\_

and submit original naturalization certificate or U. S. Passport

If a legal permanent resident, provide alien registration #: \_\_\_\_\_

and submit copy of I-551 card

Derived Parents Certificate #'s: \_\_\_\_\_

Date & Port of Entry: \_\_\_\_\_

8. How long have you resided in the City of Kennesaw or Cobb County? 15  
9. Number of years at this present address? 3

10. Are you (Choose one): ☒ Single ☐ Married ☐ Widowed ☐ Divorced

11. If married, complete the following information on spouse.

Full Name of Spouse: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Place of Marriage: \_\_\_\_\_

Spouse's Maiden Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Date of Marriage: \_\_\_\_\_



Name of spouse's employer: \_\_\_\_\_

Address of employer: \_\_\_\_\_

U.S. Citizen: \_\_\_\_\_ ☐ By Birth ☒ Naturalized

If a naturalized citizen, provide certificate #: \_\_\_\_\_

and submit original naturalization certificate or U. S. Passport

If a legal permanent resident, provide alien registration #: \_\_\_\_\_

and submit copy of I-551 card

Derived Parents Certificate #'s: \_\_\_\_\_

Date & Port of Entry: \_\_\_\_\_

12. Give names and addresses of all children and stepchildren (regardless of age).

Full Name	Address	Age	Birth Place
N/A			

13. Give names and addresses of all immediate living relatives.

	Full Name	Address
Parents:	Arcadia Villa Navarro	2721 Cottlesford Drive SE Smyrna, GA 30080
Siblings:	<del>N/A</del> Martha Velasco	4971 Arbor View Parkway Acworth Ga 30101
In-Laws:	Juan Velasco	4971 Arbor View Parkway Acworth, GA 30101

14. Do you or your spouse have financial interest in any bar, lounge, tavern, restaurant, or other place of business where alcoholic beverage are sold and consumed on the premises? If yes, give details:

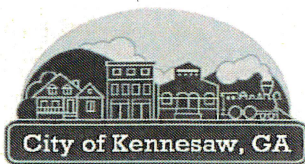
No  
\_\_\_\_\_  
\_\_\_\_\_

15. Are you or your spouse related to anyone who has ownership or is employed by any wholesale or retail alcoholic beverage business? If so, give name, relationship to licensee or licensee's spouse, business name and the amount of interest, and/or type of employment in each.

Ciro Covarrubias- Taqueria La Villa LLC, 100% owner/operator.  
\_\_\_\_\_  
\_\_\_\_\_

16. Education: List name of schools attended, address, dates of attendance and degrees earned.

M/YR	to	M/YR	School	Address	City	State	Degree
9/1984		6/1986	Jefferson High	1319 E 41st Street	Los Angeles	CA	



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www.kennesaw-ga.gov

**License Application:**  
Alcoholic Beverage

## OWNER/LICENSEE PERSONAL FINANCIAL STATEMENT

Name: Ciro Covarrubias  
Social Security #: [REDACTED]  
Residence Address: 2721 Cottesford Dr SE  
City/State/Zip: Smyrna, GA 30080  
Residence Phone: [REDACTED]

Date of Birth: [REDACTED] 1966  
Name of Spouse: [REDACTED]  
Business/Organization: Tacos La Villa II, LLC  
Business Phone: 678-653-9353  
Partner/Officer in any  
other business? ☐ Yes ☐ No

### Assets

Cash on hand in banks  
Accounts Receivable  
Stocks & Bonds  
Real Estate  
Cash value of Life Insurance  
Automobiles  
Deposit Accounts  
Credit w/ Financial Institutions  
Other Assets (Itemize)

### Total Assets

### Liabilities

Notes payable to banks - Secured  
Notes payable to banks - Unsecured  
Accounts Payable  
Unpaid Taxes  
Mortgage on Real Estate  
Other Debts (itemize)  
Total Liabilities  
Net Worth

### Total Liabilities & Net Worth

Source of Annual Income - Business Ownership  
Bonus & Commissions [REDACTED]  
Alimony, Child Support, or Separate Income  
Itemize all loan sources & Interest  
Other Income (Itemize)  
**Total Income**

Salary [REDACTED]  
Dividends N/A  
N/A  
Real Estate Mortgage  
N/A  
[REDACTED]

Unsatisfied judgments or lawsuits pending?

☐ Yes ☒ No

Are any income tax returns made by you for prior years being contested?

☐ Yes ☒ No

If so, what do you estimate as the additional amount you may be required to pay?

Are any assets pledged or joint names other than as described above?

☐ Yes ☒ No

Have you ever been declared bankrupt?

☐ Yes ☒ No

Do you have a will?

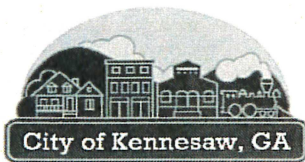
☒ Yes ☐ No

Who is named as your executor?

Beneficiary: Family  
Executor: Juan Velasco

As of June 2019





Business License  
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License Application:  
Alcoholic Beverage

## BUSINESS LICENSE CONSENT FORM

Please choose one: ☒ NEW ☐ RENEWAL

I Ciro Covarrubias, HEREBY AUTHORIZE THE CITY OF KENNESAW POLICE DEPARTMENT TO RECEIVE ANY CRIMINAL HISTORY RECORD AND/OR DRIVER'S HISTORY RECORD INFORMATION PERTAINING TO ME WHICH MAY BE IN THE FILES OF ANY STATE OR LOCAL CRIMINAL JUSTICE AGENCY IN THE STATE OF GEORGIA FOR THE PURPOSE :

- ☒ Alcohol License  
☐ Bail Bond License  
☐ Taxi Cab License  
☐ Massage Therapist License  
☐ Pawn Shop License  
☐ Precious Metal

Tacos La Villa

NAME OF ESTABLISHMENT

2851 Cobb Pkwy Ste 206 Kennesaw, GA

LOCATION

Ciro Covarrubias

FULL NAME (PLEASE PRINT)

2721 Cottesford Drive SE Smyrna, GA 30080

ADDRESS

M

SEX

W

RACE

1966

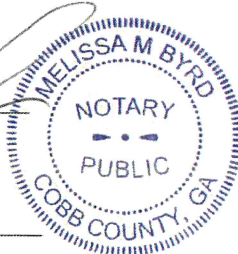
DOB

TELEPHONE NUMBER

SOCIAL SECURITY NO.

Ciro Covarrubias  
SIGNATURE OF APPLICANT

Melissa M Byrd  
NOTARY



My Commission Expires  
November 19, 2022

6/13/2019  
DATE

Nov 19, 2022  
COMMISSION DATE

**\*ALCOHOL LICENSE APPLICANTS: TO BE COMPLETED BY THE LICENSEE, OWNERS AND SPOUSES, PARTNERS AND SPOUSES, AND STOCKHOLDERS WITH 20% OR MORE SHARES AND THEIR SPOUSES.**

Official Use Only:

GCIC Operator number: CM Business License Clerk: Derek

Approved: 10/3 Denied: \_\_\_\_\_

Reviewed by Police Chief/Deputy Chief or Designee: Captain R



No History  
Georgia Only

11647 7-3-19 CM





# Training Institute for Responsible Vendors, Inc.

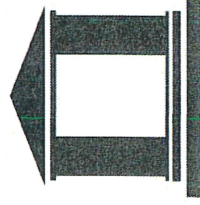
certifies that

**Ciro Covarrubias**

has successfully completed training in our RASS Workshop thus  
entitling them to all the rights and privileges appertaining thereto .

In witness thereof the undersigned have affixed their names  
this 3rd day of June, 2019

Seal

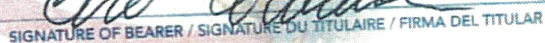


A handwritten signature in black ink, appearing to read 'C. Covarrubias', written over the word 'President'.

President



*Of the United States,  
in Order to form a more perfect Union,  
establish Justice, insure domestic Tranquility,  
provide for the common defence,  
promote the general Welfare, and secure  
the Blessings of Liberty to ourselves and  
our Posterity, do ordain and establish this  
Constitution for the United States of America*



Type / Type / Tipo      Code / Code / Código      Passport No. / No. du Passeport / No. de Pasaporte  
P      USA      575652075

COVARRUBIAS

CUVARROBIAS  
Given Names / Prénoms / Nombres

**CIRO**

Nationality / Nationalité / Nacionalidad

UNITED STATES OF AMERICA

UNITED STATES OF AMERICA  
Date of birth / Date de naissance / Fecha de nacimiento

1966

Place of birth / Lieu de naissance / Lugar de nacimiento

**MEXICO**

**MEXICO**  
Date of issue / Date de délivrance / Fecha de expedición

15 Jul 2017

15 Jul 2017  
Date of expiration / Date d'expiration / Fecha de caducidad

14 Jul 2027

14 Jul 2027  
Endorsements / Mentions Spéciales / Anotaciones

**SEE PAGE 27**

Sex / Sexe / Sexo

M

Authority / Autorité / Autoridad

United States

Department of State

USA

P<USACOVARRUBIAS<<CIRO<<<<<<<<<<<<<<<<<<<  
5756520756USA66[REDACTED]9M2707141284025035<860102

# STATE OF GEORGIA

## Secretary of State

Corporations Division

313 West Tower

2 Martin Luther King, Jr. Dr.

Atlanta, Georgia 30334-1530

### CERTIFICATE OF ORGANIZATION

I, **Brian P. Kemp**, the Secretary of State and the Corporation Commissioner of the State of Georgia, hereby certify under the seal of my office that

**Taqueria La Villa II, LLC**  
a Domestic Limited Liability Company

has been duly organized under the laws of the State of Georgia on **10/23/2018** by the filing of articles of organization in the Office of the Secretary of State and by the paying of fees as provided by Title 14 of the Official Code of Georgia Annotated.

WITNESS my hand and official seal in the City of Atlanta  
and the State of Georgia on **11/01/2018**.

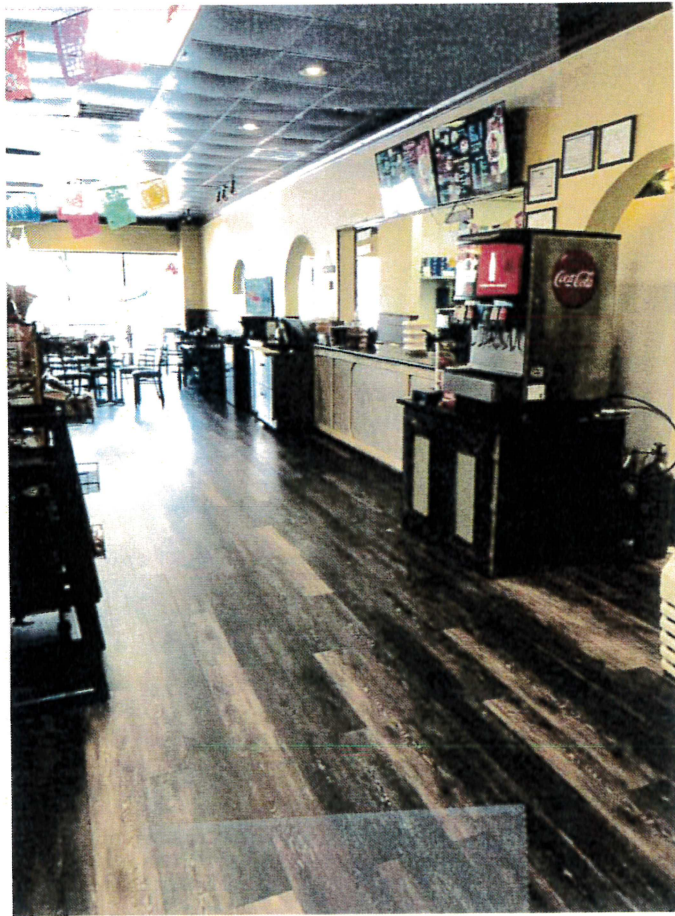


Brian P. Kemp  
Secretary of State













<b>GEORGIA DEPARTMENT OF PUBLIC HEALTH</b> <b>Food Service Establishment Inspection Report</b> Establishment Name: <u>TAQUERIA LA VILLA II</u> Address: <u>2851 N COBB PKWY STE 206</u> City: <u>KENNESAW</u> Time In: <u>02</u> : <u>30</u> PM Time Out: <u>04</u> : <u>30</u> PM Inspection Date: <u>01/16/2019</u> CFSM: <u>Abraham De Niz</u> Purpose of Inspection: Routine <input checked="" type="radio"/> Followup <input type="radio"/> Initial <input type="radio"/> Issued Provisional Permit <input type="radio"/> Temporary <input type="radio"/> Risk Type: 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> Permit#: <u>FSP-003-003775</u>		CURRENT SCORE <div style="font-size: 48pt; font-weight: bold;">97</div>		CURRENT GRADE <div style="font-size: 48pt; font-weight: bold;">A</div>	
		100 A 12/03/18			

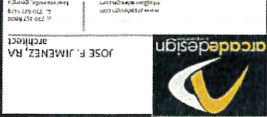
FOODBORNE ILLNESS RISK FACTORS AND PUBLIC HEALTH INTERVENTIONS									
(Mark the numbered item IN, OUT, NA, or COS/R for each numbered item. For items marked OUT, mark COS or R for each item as applicable. Repeat violation of the same code provision=2 points)									
Compliance Status					Compliance Status				
IN	OUT	NA	COS	R	IN	OUT	NA	COS	R
<b>1 IN OUT NA NO</b> Supervision 4 points 1-2A. PIC present, demonstrates knowledge, performs duties <input type="radio"/> <input type="radio"/> 1-2B. Certified Food Protection Manager <input type="radio"/> <input type="radio"/>					<b>5 IN OUT NA NO</b> Cooking and Reheating of TCS Foods, Consumer Advisory 9 points 5-1A. Proper cooking time and temperatures <input type="radio"/> <input type="radio"/> 5-1B. Proper reheating procedures for hot holding <input type="radio"/> <input type="radio"/>				
<b>2 IN OUT NA NO</b> Employee Health, Good Hygienic Practices, Preventing Contamination by Hands 8 points 2-1A. Proper use of restriction & exclusion <input type="radio"/> <input type="radio"/> 2-1B. Hands clean and properly washed <input type="radio"/> <input type="radio"/> 2-1C. No bare hand contact with ready-to-eat foods or approved alternate method properly followed <input type="radio"/> <input type="radio"/>					<b>6 IN OUT NA NO</b> Holding of TCS Foods, Date Marking of TCS Foods 5 points 6-1A. Proper cold holding temperatures <input type="radio"/> <input type="radio"/> 6-1B. Proper hot holding temperatures <input type="radio"/> <input type="radio"/> 6-1C. Proper cooling time and temperature <input type="radio"/> <input type="radio"/> 6-1D. Time as a public health control procedures and records <input type="radio"/> <input type="radio"/>				
<b>3 IN OUT NA NO</b> Approved Source 3 points 3-1A. Food obtained from approved source <input type="radio"/> <input type="radio"/> 3-1B. Food received at proper temperature <input type="radio"/> <input type="radio"/> 3-1C. Food in good condition, safe, and unadulterated <input type="radio"/> <input type="radio"/> 3-1D. Required records, shellstock tags, parasite destruction <input type="radio"/> <input type="radio"/>					<b>7 IN OUT NA NO</b> Highly Susceptible Populations 8 points 7-1. Pasteurized foods used. Prohibited foods not offered <input type="radio"/> <input type="radio"/>				
<b>4 IN OUT NA NO</b> Protection From Contamination 8 points 4-1A. Food separated and protected <input type="radio"/> <input type="radio"/> 4-1B. Proper disposition of returned, previously served, reconditioned, and unsafe food <input type="radio"/> <input type="radio"/>					<b>8 IN OUT NA NO</b> Chemicals 4 points 8-2A. Food additives approved and properly used <input type="radio"/> <input type="radio"/> 8-2B. Toxic substances properly identified, stored, used <input type="radio"/> <input type="radio"/>				
<b>4-2A</b> Food stored covered <input type="radio"/> <input type="radio"/> <b>4-2B</b> Food-contact surfaces cleaned & sanitized <input type="radio"/> <input type="radio"/>					<b>9 IN OUT NA NO</b> Compliance with Approved Procedures 4 points 9-2. Compliance with variance, specialized process and HACCP plan <input type="radio"/> <input type="radio"/>				

GOOD RETAIL PRACTICES									
(Mark the numbered item OUT, if not in compliance. For items marked OUT, mark COS or R for each item as applicable. R = Repeat Violation of the same code provision = 1 point)									
Compliance Status					Compliance Status				
IN	OUT	NA	COS	R	IN	OUT	NA	COS	R
<b>10 OUT</b> Safe Food and Water, Food Identification 3 points 10A. Pasteurized eggs used where required <input type="radio"/> <input type="radio"/> 10B. Water and ice from approved source <input type="radio"/> <input type="radio"/> 10C. Variance obtained for specialized processing methods <input type="radio"/> <input type="radio"/> 10D. Food properly labeled, original container <input type="radio"/> <input type="radio"/>					<b>14 OUT</b> Proper Use of Utensils 1 point 14A. In-use utensils properly stored <input type="radio"/> <input type="radio"/> 14B. Utensils, equipment and linens properly stored, dried, handled <input type="radio"/> <input type="radio"/> 14C. Single-use/single-service articles properly stored, used <input type="radio"/> <input type="radio"/> 14D. Gloves used properly <input type="radio"/> <input type="radio"/>				
<b>11 OUT</b> Food Temperature Control 3 points 11A. Proper cooking methods used, adequate equipment for temperature control <input type="radio"/> <input type="radio"/> 11B. Plant food properly cooked for hot holding <input type="radio"/> <input type="radio"/> 11C. Approved thawing methods used <input type="radio"/> <input type="radio"/> 11D. Thermometers provided and accurate <input type="radio"/> <input type="radio"/>					<b>15 OUT</b> Utensils, Equipment and Vending 1 point 15A. Food and nonfood-contact surfaces cleanable, properly designed, constructed, and used <input type="radio"/> <input type="radio"/> 15B. Warewashing facilities installed, maintained, used, test strips <input type="radio"/> <input type="radio"/> 15C. Nonfood-contact surfaces clean <input type="radio"/> <input type="radio"/>				
<b>12 OUT</b> Prevention of Food Contamination 3 points 12A. Contamination prevented during food preparation, storage, display <input type="radio"/> <input type="radio"/> 12B. Personal cleanliness <input type="radio"/> <input type="radio"/> 12C. Wiping cloths, properly used and stored <input type="radio"/> <input type="radio"/> 12D. Washing fruits and vegetables <input type="radio"/> <input type="radio"/>					<b>16 OUT</b> Water, Plumbing and Waste 2 points 16A. Hot and cold water available, adequate pressure <input type="radio"/> <input type="radio"/> 16B. Plumbing installed, proper backflow devices <input type="radio"/> <input type="radio"/> 16C. Sewage and waste water properly disposed <input type="radio"/> <input type="radio"/>				
<b>13 OUT</b> Postings and Compliance with Clean Air Act 1 point 13A. Posted Permit/Inspection/Choking Poster/Handwashing <input type="radio"/> <input type="radio"/> 13B. Compliance with Georgia Smoke Free Air Act <input type="radio"/> <input type="radio"/>					<b>17 OUT</b> Physical Facilities 1 point 17A. Toilet facilities properly constructed, supplied, cleaned <input type="radio"/> <input type="radio"/> 17B. Garbage/refuse properly disposed, facilities maintained <input type="radio"/> <input type="radio"/> 17C. Physical facilities installed, maintained, and clean <input type="radio"/> <input type="radio"/> 17D. Adequate ventilation and lighting, designated areas used <input type="radio"/> <input type="radio"/>				
					<b>18 OUT</b> Pest and Animal Control 3 points 18. Insects, rodents, and animals not present <input type="radio"/> <input type="radio"/>				

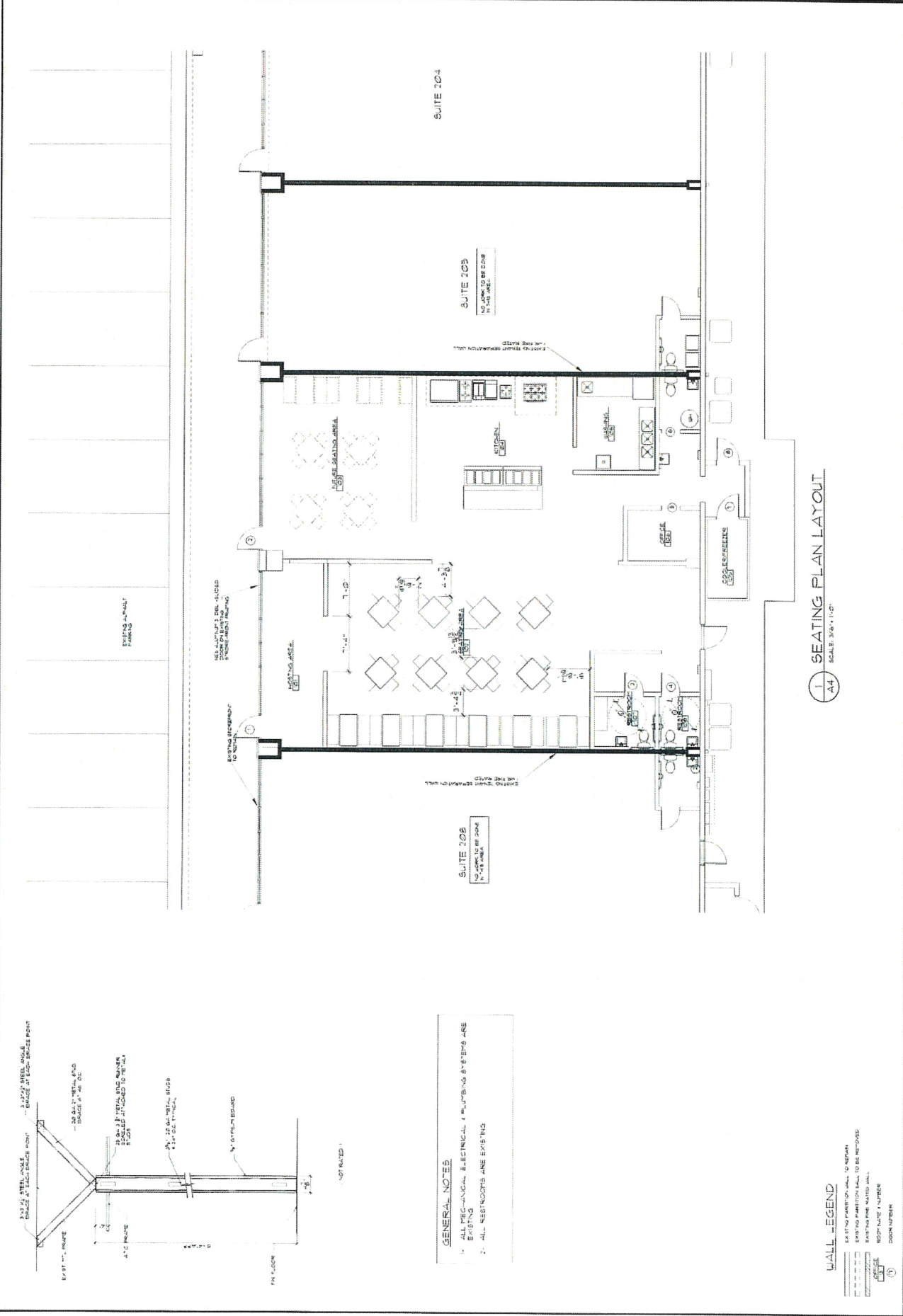
Person in Charge (Signature) <u>Abraham De Niz</u> (Print) <u>Abraham De Niz</u> Date: _____	
Inspector (Signature) <u>[Signature]</u> Follow-up: YES <input type="radio"/> NO <input checked="" type="radio"/> Follow-up Date: _____	



PROJECT NO. 2018-001  
NEW TACOS LA VILLA RESTAURANT  
2851 NORTH COBB PARKWAY NW - SUITE 206  
KENNESAW, GA 30142

REVISIONS	
NO.	DATE

DATE: 04/24/2018  
SHEET NO. A4





**Camarones a la Diabla**  
Shrimp, Arroz and Salad  
Camarones, Arroz y  
Ensalada

**House  
chicken salad**  
**Ensalada de Pollo**

## Cocktel de Camarón

Shrimp cocktail served on  
a ketchup sauce, cilantro &  
avocado.  
Cocktel de Camaron servido  
con salsa de Catchup, cilantro  
y aguacate

**Mojarra Frita**  
Fried Crappie served  
with house salad  
Mojarra Frita servida  
con ensalada de la  
casa

**Filete de Pescado**  
Breaded fried fish fillet  
served with house salad.  
Filete de Pescado  
Empanizado servido con  
ensalada de la casa

**pescado a la plancha**  
Grilled fish, served  
with house salad.  
Filete de Pescado  
servido con ensalada  
de la casa

**Vegetarianos / Vegetarian**  
Tacos - Quesadillas  
Tortas - Burritos

## KIDS MENU

**Quesadilla Kids**  
**Chicken Fingers**

Served with rice and beans

Roasted chicken strips  
served with rice & beans

## SABADOS Y DOMINGOS

**Lamb Stew**  
Consomme  
de Borrego

**Menudo  
de Res**

**Beef Stew**  
Caldo de Res

**Hominy  
Pozole**

**TACOS**

**La Villa**  
MEXICAN  
TAQUERIA

**Burrito**

Burrito "LA VILLA":  
Your choice of meat  
prepared with rice,  
beans, grilled onions  
& cheese dip on the top.

**La Villa**

Taco Plate: 3 Tacos with  
your choice of meat.  
Served with rice, beans  
and can soda.

**Taco Plate**

**Choice of Meat**

Asada  
Pastor  
Pollo  
Chorizo  
Lengua  
Carnitas  
Barbacoa  
Borrego  
Cabeza  
Pescado  
Camarón  
Milanesa de Pollo  
Milanesa de Res  
Steak  
Marinated Pork  
Chicken  
Mexican Sausage  
Beef Tongue  
Tripe  
Pork  
Shredded Beef  
Lamb  
Beef Head  
Fish  
Shrimp  
Breaded Fried Chicken  
Breaded Fried Beef

**Llama para Ordenar**

**678-653-9353**

2851 N Cobb parkway suite 206

Kennesaw, Ga 30152



## TACOS

Your choice of meat, served with Cilantro, Onion and Salsa

Escoja su Carne, y acompañados con cebolla, cilantro y salsa



Your choice of meat, with beans, lettuce, jalapeño, tomato, avocado, onions, cheese & mayo.

Escoja su carne, preparada con frijoles, lechuga, tomate, jalapeño, aguacate, cebolla, queso y mayonesa



## BURRITO

Your choice of meat, served with rice, beans or house salad.

Escoja su carne, servida con arroz, frijoles o ensalada de la casa.

## SOPES

Your choice of meat topped with lettuce, beans, tomato, onions, avocado, cheese & sour cream.

Escoja su carne, preparado con frijoles, lechuga, tomate, cebolla, aguacate, queso y crema

## La Villa Nachos

Your choice of meat topped with beans, cheese, bell peppers, onions & jalapeños.

Escoja su carne, preparado con frijoles, queso, chile pimiento, cebolla y jalapeños.



## Chimichanga

Choice your meat, Fried Chimichanga o soft, with cheese.

Carne de tu preferencia, chimichanga frita o suave, con queso.

## Taco Salad

Your choice of meat topped with beans, lettuce, tomato, onions, cheese & sour cream.

Tu Carne preferida, servida con frijoles, lechuga, tomate, cebolla, queso y crema



## Tostadas

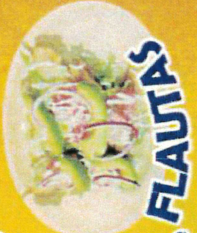
Beans, Lettuce, Tomato, Onions, Sour cream, Cheese and Avocado.

Frijoles, Lechuga, Tomate, Cebolla, Crema, Queso y Aguacate.



## TAMALES

Chicken - Pollo  
Pork - Puerco



Rolled crunchy tortillas, served with your choice of meat, avocado & sour cream.

Flautas hechas con la carne de preferencia, servidas con aguacate y crema

## FLAUTAS

Your choice of meat topped with beans, lettuce, tomato, onions, avocado, cheese & sour cream.

Huarches hechos con la carne de preferencia, servidos con lechuga, tomate, cebolla, aguacate, queso y crema

## HOUSE SPECIALTIES

Grilled Cured Beef Steak served with rice, beans & avocado.

Carne preparada Asada, servida con arroz, cebollitas asadas, aguacate y frijoles.



## Costilla de Res

Grilled shrimp & steak or shrimp & chicken. Served with avocado, rice and beans.

Camaron y Asada o camarón y Pollo, servidos con arroz, frijoles y aguacate.



## Los Compadres

\*Cooked to order, consuming raw or undercooked meats, poultry, seafood, shellfish or eggs

## Alambres

Your choice of meat, served with Cheese, Bell Pepper & Onion. Elige tu carne, servida con Queso Pimiento y Cebolla



## Fajitas de Res

Grilled Steak served with Rice, Beans & Avocado.

Fajitas de Asada servidas con Arroz, Frijoles y Aguacate.



## Fajitas de Pollo

Grilled chicken served with rice, beans & avocado.

Fajitas de Pollo servidas con Arroz, frijoles y Aguacate.



## Burrito Verde

Filled with Rice, Beans, Green Salsa & Grilled Onion.

Arroz, Frijoles, Salsa Verde y Cebolla Asada



Grilled Cured Beef Steak served with rice, beans & avocado.

Cesina de Res servida con Arroz, frijoles y Aguacate.



## Plato de Cesina

Chicken, mexican sausage, cheese, with rice and beans.

Pollo, chorizo servido con Queso, Arroz, y frijoles.



## Choripollo

Fries with Any choice of meat, Cheese, Bell Pepper & Onion

Tu selección de Carne, servido con Frijoles, Queso, Pimientos, y Cebolla



## Papas con Carne

Chicken Wings with Your choice Hot, Mild, Lemon Pepper

Alitas de Pollo con tu selección Picosas, medianas o Pimiento y Limón



## Alitas BBQ

Pork chop served with grilled onions, rice, beans & avocado.

Chuleta de Puerco servida con Arroz, Frijoles, cebollitas asadas y Aguacate



## Puerco en Salsa Verde

Pork plate seasoned on green sauce served with rice, beans & avocado.

Plato de Carnitas en salsa verde, servida con Arroz, Frijoles y Aguacate.



\*Cooked to order, consuming raw or undercooked meats, poultry, seafood, shellfish or eggs



Cobb NAACP runs Marietta Square on that date, and he thinks it will be an opportunity to honor the monument.

County Libraries Director Poyer said she hopes the project late in the year. Quinlin made a group including county leaders. "It was a very injury," she said. "He did a lot of research, history unknown would say problem were sitting at and the fact of all did the research on and the fact ended right in our

Switzer is undergoing renovations, and Poyer said the monument will go in the plaza at the intersection of Roswell and Alexander streets along with new seating and a partial wall going around it.

She said she thinks Switzer, which is home to an extensive local historical and genealogical special section and is within walking distance of the Marietta National Cemetery, is the ideal spot for the monument.

"We are a destination not only for our general collection, but also for the Georgia Room that is well known and well used around Georgia and even outside the state of Georgia, so we're real-

Two died June 27, and Matthew Moore didn't die until July 22."

Quinlin said the film project will aim to tell the stories of some of these men.

"We're going to start with 30 men and their stories, and they're going to be telling you their stories as if they're talking to you individually," he said. "We're not going to have special effects. We're not going to have any of that, but

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900 Battery Avenue, Suite 1010

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Tumlin said he hopes prices low by week via a Special nights and weekends until earlier this year.

"I think anything we're go-

I have made application with the City of Kennesaw at the business license office for a **Retail Pouring License** for: **Taqueria La Villa II LLC d/b/a Tacos La Villa** located at 2851 N Cobb Parkway, Suite 206, Kennesaw, GA 30152.

The Mayor and City Council will hear said request on **August 5, 2019 at 6:30 p.m.** at Kennesaw City Hall, 2529 J. O. Stephenson Avenue, Kennesaw, GA 30144. All interested persons are hereby notified of said hearing and invited to attend and be heard relative thereto.

Ciro Covarrubias  
Licensee

Tacos La Villa  
Name of Establishment

#### IMPORTANT INFORMATION ABOUT YOUR SPECTRUM CHANNEL LINEUP

Communities Served: County of Cobb; Naval Air Station; Town of Smyrna, GA

Effective on or after August 30th, 2019, WTBS - Estrella TV will no longer be available on Basic channel 254. To continue to view Estrella TV programming tune to Basic channels 191 & 224.

For a current channel lineup,

visit [www.Spectrum.com/channels](http://www.Spectrum.com/channels).

To view this notice online, visit

[www.Spectrum.net/programmingnotices](http://www.Spectrum.net/programmingnotices)



ment has occasionally detained migrants in hotels for decades and says it might have to split up families if hotels don't help.

It's the latest example of a private industry caught in the political fray of an over-taxed immigration system.

American and United Airlines said last year they didn't want to fly migrant children separated from their parents. Greyhound told authorities to stop dropping off immigrants inside its bus stations. More re-

the government, whether to host displaced flood victims, defense contractors or conferences.

But when the Trump administration announced immigration arrests targeting families the weekend of July 13 and said it might use hotels, the big companies responded. Marriott, Hilton, Choice Hotels, Best Western, Wyndham, Hyatt, IHG and MGM Resorts all released statements saying they don't want their hotels used to detain migrants.

let Mueller present — those facts to the American people ... because the administration must be held accountable and no president can be above the law," Nadler said.

The House Judiciary Committee and the House Intelligence Committee will question Mueller in separate hearings on his 448-page report released in April. While the report did not find sufficient evidence to establish charges of criminal conspiracy between the Trump cam-

then-Attorney General Jeff Sessions to limit Mueller's investigation.

Georgia Rep. Doug Collins, the top Republican on the committee, argued that "any thought of impeachment is waning" and that the American public has moved on. He said Republicans will be focused in their questioning on making clear that the Mueller report represents a "final episode" in the Russia probe, which he described as flawed.

## Pakistani hospital hit by suicide bomber, 9 killed

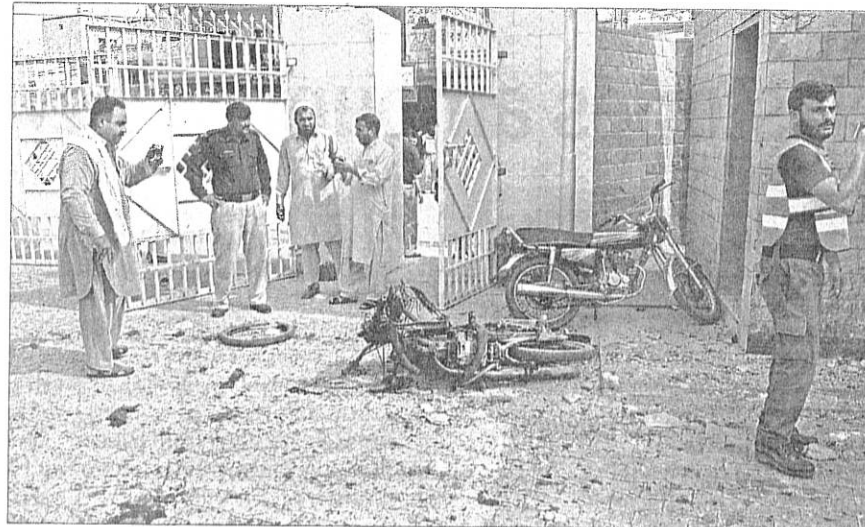
By Ishtiaq Mahsud  
Associated Press

**DERA ISMAIL KHAN, Pakistan** — A female suicide bomber struck outside a hospital in Pakistan on Sunday as the wounded were being brought in from an earlier shooting against police, in a complex assault claimed by the Pakistani Taliban that killed a total of nine people and wounded another 30.

Salim Riaz Khan, a senior police officer in Dera Ismail Khan, said gunmen on motorcycles opened fire on police in a residential area, killing two. He says the bomber then struck at the entrance to the hospital, killing another four police and three civilians who were visiting their relatives. He said eight police were among the wounded, and that many of the wounded were in critical condition.

Inayat Ullah, a local forensics expert, said the female attacker set off 15 pounds of explosives packed with nails and ball-bearings.

The blast damaged the emergency room and forced it to shut down, according to a hospital official, who said



AP-Ishtiaq Mahsud

Hospital staff gather at the site of a bombing on an entrance of a hospital in Dera Ismail Khan, Pakistan, on Sunday. Police in Pakistan say gunmen opened fire on a police post and then bombed the entrance to a hospital as the wounded were being brought in.

the bomber was a woman. The group has launched scores of attacks going back nearly two decades, but almost all of them were carried out by men.

Pakistan's military has carried out

militants still make their presence known through occasional attacks, mainly targeting security forces and religious minorities.

Later on Sunday, police said they

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The Mayor and City Council will hear said request on **August 5, 2019 at 6:30 p.m.** at Kennesaw City Hall, 2529 J. O. Stephenson Avenue, Kennesaw, GA 30144. All interested persons are hereby notified of said hearing and invited to attend and be heard relative thereto.

Ciro Covarrubias  
Licensee

Tacos La Villa  
Name of Establishment

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Expires date of appointment.

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NOT A LEASE OFFER, YOU OWN IT!

NEXT DAY INSTALLATION AVAILABLE

**Carrier**  
turn to the experts



**Regular Meeting Agenda  
8/5/2019 6:30 PM  
Council Chambers**

---

<b>Title of Item:</b>	Receipt of the June 2019 crime statistics.
<b>Agenda Comments:</b>	
<b>Funding Line(s)</b>	

---

**ATTACHMENTS:**

Description	Upload Date	Type
June 2019 Crime Stats	7/9/2019	Maps



To: Chief Westenberger

Re: June 2019 Crime Stats

	June 2019	Prev. Month + -	YTD	Prev. Year + -
<b>Incidents</b>	1150	-135	6808	-115
<b>Citations</b>	589	-38	4232	-389
<b>Warnings*</b>	802	+12	5435	+994
<b>Arrests</b>	51	-9	323	-165
<b>Part 1 Crime</b>	53	-6	242	+25
Homicide	0	NC	0	NC
Rape	-1	-1	2	-3
Robbery	0	NC	5	+1
Aggravated Assault	4	+2	15	+2
Larceny	46	-4	186	+25
Burglary	1	-2	18	-5
Auto Theft	3	NC	16	+5
Arson	0	NC	0	NC

\*Does not include verbal warnings.

Sincerely,

*Wm. Craig Graydon*

Lieutenant Craig Graydon  
Commander – Criminal Investigations Division





**Regular Meeting Agenda  
8/5/2019 6:30 PM  
Council Chambers**

<b>Title of Item:</b>	Consideration for approval of a Central Business District (CBD) project for property located at 2974 Moon Station Road to be known as Prichard Park.
<b>Agenda Comments:</b>	<p>CBD Project incorporates a proposal for a residential project comprised of approximately seventy-five (75) units which is a mix of single-family detached homes and new stacked condo design. The Mayor and Council approved a previous CBD project concept on 12-5-16 for eighty six residential units that was comprised of townhomes and stack flat condominiums. This new concept will have a lower density. Central Business District projects require approval with review and approval by the Kennesaw Downtown Development Authority (KDDA) and Historic Preservation Commission (HPC), prior to final approval by the Mayor and Council. The KDDA heard this application on July 9, 2019 and Voted 6-0 to approve the concept plan for the CBD project. The HPC having a hearing on July 16, 2019. and Voted 4-0 to approve the concept plan for the CBD project with the following stipulations: 1) Pursuant to 4.2.02 of the Design Standards, the building height should not exceed 45 feet. 2) Pursuant to 4.2.01 of the Design Standards, no structure may exceed height of an adjacent structure by more than one floor. Eastern four units shall be no more than one story above adjacent residence. 3) Submit landscape plan for HPC review and approval prior to installation. 4) the applicant agree to install a plaque to commemorate the historic Pritchard home site. Staff Recommendation: Darryl Simmons, Zoning Administrator, recommends approval of the proposed Central Business District project with the four stipulations stated by the HPC.</p>
<b>Funding Line(s)</b>	

---

**ATTACHMENTS:**

Description	Upload Date	Type
Central Business District Approval - application	7/5/2019	Backup Material
HPC COA application - 2974 Moon Station Road	11/7/2018	Backup Material
HPC packet with color renderings and floor plans	7/25/2019	Backup Material
Site Plan - Prichard Park Development	7/5/2019	Backup Material
Elevation Photos Prichard Park	7/5/2019	Backup Material
Business Plan - Prichard Park	7/5/2019	Backup Material
KDDA 7.9.19 Draft Minutes	7/24/2019	Minutes
HPC 7.19.19 Draft Minutes	7/24/2019	Minutes
Arborist report	7/25/2019	Backup Material
Previous Mayor and Council CBD approval 12-5-16	7/25/2019	Maps





CENTRAL BUSINESS DISTRICT  
PROJECT APPROVAL

Date Received 7.3.19  
Staff's Initials ds

Is this property located within the Kennesaw Historic District (yes) x (no) \_\_\_\_\_

**A minimum of one consultation to review project concept and factors to consider in the planning & design phase prior to initial site plan and architectural review, submission and hearing before the Mayor and Council is mandatory.**

Procedures for filing for CBD Approval:

- One (1) original application and supporting documentation, photos, architectural rendering, elevations in PDF format (CD). Application must be filled out completely, signed and returned to the Zoning Administrator
- Copy of Business Plan
- Copy of warranty deed that reflects the current property owner
- Copy of site plan with proposed project consistent with the Kennesaw Design Guidelines
- Submittal to KDDA for review and comment
- Submittal to HPC for Certificate of Appropriateness (if in HPC district) not in HPC district comments only required from HPC
- Review Mayor and Council
- KDDA Review, HPC Review (copy of minutes)

PROPERTY ADDRESS 2974 Moon Station Road

Land Lot 129,138 Tax Parcel 20013801490 Lot Size 4.58 acs Present Zoning CBD

Proposed Project for Property

Prichard Park will have 49 individual buildings consisting of 23 single-family homes and 26 two-unit homes (stacked condominiums) for a combined total of 75 homes.

APPLICANT Prichard Park Development, LLC

APPLICANT EMAIL jdespana@piedmontresidential.com AND dmm@piedmontinv.com

Applicant address 285 Parkway 575, Woodstock, GA 30188

(Fax #) \_\_\_\_\_ (Work #) \_\_\_\_\_ (Cell #) 404-456-1305

Applicant Signature \_\_\_\_\_

Signed, sealed and delivered in presence of \_\_\_\_\_

Notary

TITLEHOLDER: Prichard Park Development, LLC

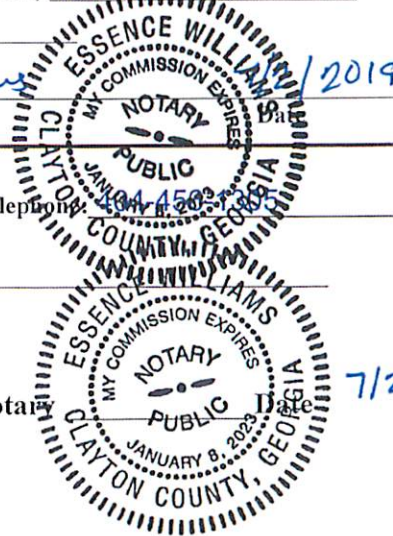
Telephone: \_\_\_\_\_

Address: 285 Parkway 575, Woodstock, GA 30188

Signature \_\_\_\_\_

Signed, sealed and delivered in presence of: Essence Williams

Notary





## CENTRAL BUSINESS DISTRICT PROJECT

CBD Project Administratively approved by:

\_\_\_\_\_  
Darryl Simmons, Planning & Zoning Administrator

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

- ☐ APPROVED
  - ☐ REQUIRES KDDA APPROVAL
  - ☐ REQUIRES HPC APPROVAL
  - ☐ MAYOR AND COUNCIL
- 

KENNESAW DOWNTOWN DEVELOPMENT AUTHORITY:

Hearing Date: 7.9.19

Recommendation: see attached minutes

\_\_\_\_\_  
Signature Kennesaw Downtown Development Authority:

HISTORIC PRESERVATION COMMISSION:

Hearing Date: 7.16.19

Recommendation: see attached minutes

\_\_\_\_\_  
Signature Historic Preservation Commission

KENNESAW MAYOR AND COUNCIL:

Hearing Date: 8.5.19 see attached minutes

## CAMPAIGN DISCLOSURE REPORT<sup>1</sup> BY APPLICANT<sup>2</sup>

A separate form must be completed by each applicant).

Has the applicant made, within two (2) years immediately preceding the filing of this application for rezoning, campaign contributions aggregating two hundred fifty dollars (\$250.00) or more or made gifts having in the aggregate a value of two hundred fifty dollars (\$250.00) or more to a member or members of the Mayor and Council or Planning Commission who will consider the application?  
No

If "Yes," the applicant and the attorney representing the applicant must file a disclosure report with the Mayor and Council of the City of Kennesaw within ten (10) days after this application is first filed.

Please supply the following information that will be considered as the required disclosure:

The name of the member(s) of the Mayor and Council or Planning Commission to whom the campaign contribution or gift was made:

\_\_\_\_\_

\_\_\_\_\_

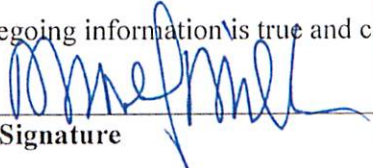
The dollar amount of each campaign contribution made by the applicant to the member(s) of the Mayor and Council or Planning Commission during the two (2) years immediately preceding the filing of this application and the date of each such contribution:

\_\_\_\_\_

\_\_\_\_\_

An enumeration and description of each gift having a value of two hundred fifty dollars (\$250.00) or more made by the applicant to the member(s) of the Mayor and Council or Planning Commission during the two (2) years immediately preceding the filing of this application:

I certify that the foregoing information is true and correct, this 2nd day of July, 2019

  
\_\_\_\_\_  
Applicants Signature

<sup>1</sup> If the answer to any of the above is "Yes," then the member of the Mayor and Council or Planning Commission must immediately disclose the nature and extent of such interest, in writing, to the Mayor and Council of the City of Kennesaw, Georgia. A copy should be filed with this application. Such disclosures shall be a public record and available for public inspection at any time during normal working hours.

<sup>2</sup> Applicant means any person who applies for a rezoning action and any attorney or other person representing or acting on behalf of a person who applies for a rezoning action.





1. NAME OF APPLICANT: Prichard Park Development, LLC

☒ Owner

☐ Other

☐ Other, please specify \_\_\_\_\_

APPLICANT MAILING ADDRESS: 285 Parkway 575, Woodstock, GA 30188

(Home#) \_\_\_\_\_ (Cell#) 404-456-1305 (Email) jdespana@piedmontresidential.com  
AND dmm@piedmontinv.com

PROPERTY ADDRESS: 2974 Moon Station Road

Land Lot 129,138 Tax Parcel 20013801490 Lot Size 4.58 acs

Current zoning on property: CBD

2. NAME OF ATTORNEY OR REPRESENTATIVE:

(Home#) \_\_\_\_\_ (Cell#) \_\_\_\_\_ (Email) \_\_\_\_\_

NAME OF OWNER:

Prichard Park Development, LLC

(Home#) \_\_\_\_\_ (Cell#) 404-456-1305 (Email) jdespana@piedmontresidential.com  
AND dmm@piedmontinv.com

3. ACTIVITY

☒ New Construction

☐ Demolition

☐ Awnings

☐ Fence

☐ Repairs or Alterations

☐ Landscaping

☐ Exterior Architectural Features

☐ Exterior Environmental Feature Change

☐ Moving a Building

☐ Sign Erection

☐ Sign Placement \*

**\* (NOTE – Business License required before signage installation)**





Please describe your proposed work as simply and accurately as possible. Use the attached submittal criteria checklist to guide you in your description. Be sure to indicate materials to be used. Accurate drawings and photographs are required. (Use extra sheet, if necessary.) **Signed and sealed drawings from an architect, engineer or other design professional are required when construction of a new building, alterations and/or additions to existing structures are being made (Code 800.14.1).**

There are no existing structures on the property. This is a new development of 4.58 acres just east of downtown which will consist of approximately 60 single family, detached homes. The homes will be 2 and 3 stories with three bedrooms, two and one-half baths, two-car, rear entry garages and will be in varying widths of 20' - 24'. The site will be developed such that the homes fronting on Moon Station are two stories.

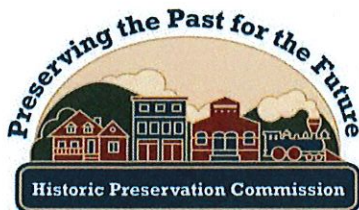
Important: This form must be completed before the Historic Preservation Commission will consider the approval of any material change to a property within a Historic District. This form, along with supporting documents must be filed with 1 Original (4) copies including color photos (excluding models, material and color samples, where one (1) is sufficient). The application and supporting documents are to be placed on a **CD in a PDF format**.

Incomplete applications will not be docketed for consideration by the Historic Preservation Commission.

**The City of Kennesaw will not issue any permits until 7 days after the Commission's decision,** per City Ordinance No. 2003-51, Section Two. 800.20 –Any person or persons jointly or severally aggrieved by any decision of the Kennesaw HPC may appeal to the Mayor and City Council. The appeal must be filed within 7 days of the decision of the Commission and must be made by written petition delivered to the zoning administrator. The appeal shall be on the application exactly as presented to the commission.

	
Signature of Applicant	Date
	
Signature of Owner	Date

(If different from applicant, consenting to work to be performed on said property.)



## CERTIFICATE OF APPROPRIATENESS

### APPROVAL SIGNATURES

\_\_\_\_\_  
Darryl Simmons (Application Deemed Complete)  
Planning & Zoning Administrator

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

\_\_\_\_\_  
(Application Administratively Approved)  
HPC Chair

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

☐ GRANTED

☐ DENIED Reason for denial \_\_\_\_\_

☐ REQUIRES HPC APPROVAL

.....  
Historic Preservation Commission consideration:

HEARING DATE: \_\_\_\_\_

ACTION BY COMMISSION:

☐ GRANTED

☐ DENIED

APPROVED WITH CONDITIONS:

\_\_\_\_\_  
DENIED: Reason for denial

\_\_\_\_\_  
(May re-submit within 60 days)

POSTPONED/TABLED \_\_\_\_\_

\_\_\_\_\_  
Signature, Historic Preservation Commission

\_\_\_\_\_  
Date

*Upon Administrative Approval scan and send document to Commission for review*

## **Business Plan for Development of Prichard Park**

(residential project planned for Moon Station Road)

In 2016, the City approved a conceptual plan for an eighty-six unit residential development at 2974 Moon Station Road. The current approved plan is a mix of townhomes and several four story stacked flat buildings. This application revises the concept to a seventy-five unit, mix of single family detached homes and a new sacked condo design.

As Prichard Park was being designed, we approached the City staff to help us better understand the housing objectives for the downtown area. The main theme we heard is a diversity of housing styles to include townhouses, multi-family and single family. With Staff's guidance we were able to design a neighborhood of single family homes and stacked condo buildings that help meet this vision. This will help establish an aesthetic at the edge of the CBD that is more consistent with the intimate character of existing, historic homes in the downtown area.

City of Kennesaw staff have been integral in helping Piedmont Residential stay true to the original approved concept by creating a new unique design that truly creates a diversity of housing in the City core.

### **Financial Structure:**

Moon Station Holdings, LLC (an entity controlled by Mr. Pace Halter) purchased the property in late July 2015 and removed the old home that was located on the property, as was required by the city, due to condemnation by the city Building Official. The property is now owned by Piedmont Residential, LLC which worked with Moon Station, LLC to plan the project. Piedmont Residential will be the developer and builder of this neighborhood.

Prichard Park will be developed in a single phase. It is estimated that the development will take nine to twelve months upon issuance of a land disturbance permit, with a total acquisition and development cost of approximately \$4 million. The build out of the project will have an approximate cost of \$15 million to \$20 million and take about three years to complete assuming a sales rate of three homes per month. Construction will commence upon recording of the plat. Development and construction funding will be provided by a combination of equity from the owner and debt from a local lender.

## **Business Plan for Development of Prichard Park**

(residential project planned for Moon Station Road)

### **The Sponsors:**

This project has been the effort of The Halter Companies and Piedmont Residential, both of whom are local Cobb County based real estate companies. While The Halter Companies has historically developed around the Southeast, the majority of its current developments are located in Georgia. The Halter Companies has been involved in projects that total approximately 2,000 units since the company's founding in 2001.

Piedmont Residential is a locally owned residential home builder, currently building in 20 neighborhoods from Ball Ground to Newnan. Originally founded in 2007 by JD Espana, Jr., Bill Evans, Jr., and George Hovis, who have combined experience of over eighty years in the residential development and construction industry and JD, Bill, and George are key leaders in this industry in metro-Atlanta. Piedmont Residential has grown from building two homes in 2007 to over three hundred homes per year in each of the last three years. Piedmont Residential is a top fifteen home builder in Atlanta having built in Cobb, Paulding, Cherokee, Jackson, Douglas and Coweta counties.

### **The Market:**

As you would suspect, tremendous diligence has gone into the development plan for this project. We have designed a site plan that is meant to offer a unique mix of product at a variety of price points. A market study provided by Market Advisory Services, LLC shows that in this area approximately 60% of the single-family homes were sold in the \$275,000-\$350,000 price point range during the last 12 months. Demand for homes in this price range has increased over the past several quarters with very little supply available, thus the majority of sales have been in the resale market. In terms of new construction, there are no single-family detached homes or stacked condominiums currently under construction in the downtown Kennesaw area where there is an even greater demand for product.

We expect the condominiums to start in a range of the mid to high \$200's. The single family homes are planned to start in the \$300's.

## **Business Plan for Development of Prichard Park**

(residential project planned for Moon Station Road)

### **Target Market:**

The Prichard Park site has been designed and planned to target primarily the population of professionals that currently work in the more than 3,500,000 sq. feet of class "A" office and industrial space in and around the Kennesaw, KSU and Town Center markets. The concentration of employment centers, totaling over 3,500,000 square feet of office and distribution facilities, including the Chastain Meadows business park are all within three miles of the development. Chastain Meadows alone, consists of 230 acres and 1,200,000+/- square feet of midrise office and distribution facilities, including the recent addition of Home Depot's new customer call center, which is now home to 700 employees. Additionally, Town Park Center is home to 1,300,000 square feet of office space with tenants including Bank of America, SunTrust Bank, Paychex, State Farm Insurance, Kaiser-Permanente, AT&T Uverse call center and many more.

The office market in this submarket is mostly class "A" space with highly paid staff and working professionals. Additionally, the Battery and SunTrust Park has proven to be having a positive economic affect that stretches throughout Cobb County.

Our goal is to target these working professionals who are in the top paid working segment within the market. Some may be young couples with dual income; others may be singles with high paying jobs. With so much focus on the growing student body at KSU, one can lose sight of the fact that KSU is one of the top 10 employers in Cobb County providing an additional source for targeted buyers.



## **Business Plan for Development of Prichard Park**

(residential project planned for Moon Station Road)

### **Layout:**

- **Buildings:** Prichard Park will have 49 individual buildings consisting of 23 single-family homes and 26 two-unit homes (stacked condominiums as described below) for a combined total of 75. All condos will conform to the maximum height allowance of the historic district (Maximum = 45'), the homes along Moon Station Rd will be approximately 25 feet in height.

Our homes along Moon Station Rd comply with the 'build-to-line' requirement of the Central Business District. The six houses along this corridor of Moon Station vary in distance from the right of way; having front set backs ranging from 11 feet to 44 feet from right of way with an average setback of 24 feet. We also measured the setbacks from back of curb with the existing structures varying in distance from 16 to 48 feet from back of curb (See attached aerial with measurements). The single family homes facing Moon Station Road within Prichard Park are approximately 24 to 26 feet from back of curb, which is consistent with the aesthetic of the existing area.

- **Parking:** Prichard Parks has 219 planned parking spaces comprised of garages, driveways, and designated parking areas.

Single family units will have 2 resident spaces in the garage and 2 guest spaces in the driveway. Driveways in Prichard Park have been specifically designed deep enough to accommodate automobile parking without obstructing street or sidewalk access or usage.

Two-unit condominium buildings will have 4 resident parking spaces. Each unit will have 1 resident garage space and 1 resident driveway space.

Required guest parking for condos:  $35\% \text{ of Condo units}$  or  $(52 \times .35) = 20$   
(actual guest spaces = 23 spaces)

Actual Guest Parking:  $69$  (includes single family detached drives)

- **Open & Green Space:** There will be no amenity constructed within the project as the site is within walking distance to all of the amenities in the downtown area including parks and public parking. The site plan has been modified to reduce the number of buildings and allow us to aggregate & increase the amount of open space.

In previous meetings there has been discussion of a large tree located towards the rear of the property. Unfortunately, the tree has since been determined 'deceased and in decline' by a certified arborist and does not qualify for specimen status. Because of this, we have relocated the green space to create a sense of arrival and space as you enter the neighborhood.



## **Business Plan for Development of Prichard Park**

(residential project planned for Moon Station Road)

### **Unit Mix:**

#### **Single Family Detached**

We will offer three-story homes with multiple floor plans and elevations each containing three bedrooms, two and one-half baths and a full two car garage. Homes will range in size from 1,800 to 2,400 sq. feet and be 20, 22 and 24 feet wide. Attached are the elevations, floor plans and options currently under final design.

#### **Stacked Condominium Units:**

We will be introducing a new stacked condominium that has been aesthetically designed to resemble townhomes. Our floor plans allow for a single building to house 2 separate units, while a recessed entry way gives the impression of a single residential dwelling.

Unit A – approx. 1550 square feet – occupies the first two floors of the building (three bedroom, two and one-half bath)

Unit B – approx. 2000 square feet – occupies the third floor plus finished space within the roof of the building (three bedroom, two and one-half bath)

The overall design of the buildings (elevation, materials, height, architectural features, etc.) will be aesthetically similar to single-family, free simple homes. Attached are examples of the elevations and floor plans currently under design. All stacked condos built will be located on the interior of the project, not along Moon Station Road.

### **Materials:**

All of our homes will be constructed of brick, manufactured stone, natural stone, wood siding, and/or cementitious siding in accordance with the Permitted Building Materials outlined in HPC Design Standards (see attached photos of samples). A formal landscape plan will be submitted and will be comprised of the materials listed in the attached letter from Bilson & Associates.

## **Business Plan for Development of Prichard Park**

(residential project planned for Moon Station Road)

### **Homeowners Association:**

The neighborhood will be governed by a master set of covenants and restrictions and will have a Homeowners Association. The Homeowners Association will be responsible for all common areas within the neighborhood.

The stacked townhome units will be governed by a subset of condominium documents (in addition to the overall HOA) to appropriately manage the difference in ownership (condominium vs. fee simple).

### **Sales & Marketing:**

The sales and marketing for the project will be done by an in-house sales team. All marketing, ads, collaterals etc. are also designed in-house.

### **HPC/City Requirements:**

As you will note on the elevations, the homes will include gable style roofs, lap siding and asphalt shingle roofs in an effort to pull from the historical nature of the old Prichard family home. Additionally, the development will be home to a plaque commemorating the historical nature of the site and Prichard Family and former Mayor George W. Prichard, who was a two term Mayor in 1898 then again from 1919-1920.

**City of Kennesaw**

**Central Business District Compliance Checklist**

**And**

**Historic Planning Commission Compliance**

**Prichard Park, Piedmont Residential**

**6-10-2019**

#### 4.02.03 Site Design Standards for Central Business District

- 1) Minimum lot size, widths, and depths: None. It is the intent that each enterprise or use be located on a site commensurate with its use and sufficient to meet the requirements of off-street parking, loading and unloading, and setback requirements, where applicable.
  - ✓ No minimum lot sizes
- 2) Maximum Lot Coverage: Not more than eighty-seven (87) percent of the area of any lot may be covered by buildings, structures, or stormwater facilities.
  - ✓ Actual Maximum Lot Coverage does not exceed allowance
- 3) Minimum Setbacks
  - (a) Front – Establish “build-to-line” which equals the averaged distance from the property lines measured from the existing structures along right-of-way adjoining properties as measured from existing structures.
    - ✓ Right-of-way lines vary relative to curb & sidewalk along this section of Moon Station Road. Set backs from right of way range from 11 to 44 feet with an average setback of 24 feet. Curb setbacks range from 16 - 49 feet with an average setback of 30 feet. The houses of Prichard Park facing Moon Station Rd will have a setback from curb of approximately 24 to 26 feet. (See attached aerial with measurements)
  - (b) Side – None, except when abutting a residential zoning district where there is no intervening right-of-way, the setbacks requirement is ten feet. Where alleys exist between districts the setbacks shall be five feet from the property line/ alley right-of-way.
    - ✓ Property abuts Industrial and Business zoning districts
  - (c) Rear – None, except when abutting current residential district where there is no intervening right-of-way the setback requirement is 25 feet.
    - ✓ Property abuts railroad to the rear
  - (d) Where any alley exists between districts, the setback shall be five feet from the property line/ alley right-of-way
    - ✓ Non-conflicting
- 4) Residential development standards:
  - ✓ Condominiums: Minimum floor area for all units - 1,000 square feet
  - ✓ Single family detached: The minimum floor area of residential dwellings shall be 1,100 square feet.

5) Maximum building height: Subject to HPC guidelines:

- ✓ Maximum 12/12 roof
- ✓ Not to exceed 45' in height

6) Maximum floor area ratio (FAR) – 1.1

(FAR = Floor Area/ Lot Area)

	Units on Property	Sqft/ Unit	Total Sqft.
<i>Single Family Units</i>	23		
24' units	21	1,200	25,200
22' units	-	1,100	-
20' units	2	1,000	2,000
 <i>Two-Unit Condominiums</i>	52	1,300	33,800
Top units	26		
Bottom units	26		
 <i>Total Floor Area</i>	61,000 sqft.		
<i>Total Lot Area</i>	196,000 sqft.		

✓ FAR Allowed: 1.1

✓ FAR Actual: .31

7) Parking:

- Guest parking capacity must equal at least 35% of the total number of units on the property

- ✓ Required Guest Parking for Condominiums: 35% of Condo Units or  $(52 \times .35) = 20$   
(actual = 23)
- ✓ Actual Guest Parking: 80% of Total Units or  $(75 \times .8) = 69$  (includes single family detached driveways)





# Cobb County Georgia Online Mapping



100.0 0 50.00 100.0 Feet

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
© Cobb County Georgia

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

1:600



Proposed Homes: 26' from right-of-way  
Prior Home: 11.7' from right-of-way  
Adjacent Home: 26.7' from right-of-way  
Avg of 6 Homes: 24.7' from right-of-way



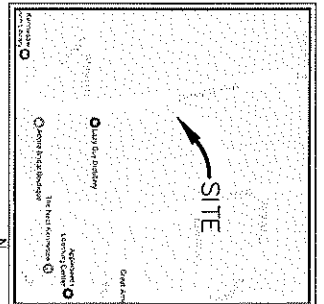
Proposed homes	26' from back of curb
Prior home on the property	23' from back of curb
Adjacent property	24' from back of curb
Avg of 6 properties including prior home on subject property	30' from back of curb

Image composed from Cobb County GIS maps and measuring tools using 2011 and 2018 imagery





**UNIT CALCULATION**  
 SINGLE FAMILY= 23 HOMES  
 CONDOS=26 BUILDINGS=52 UNITS  
 TOTAL UNITS=75



WESTERN & ATLANTIC RAILROAD  
 VARIABLE R/W  
 PER DB 2502, PG.282

VICINITY MAP

N.T.  
 CARSON TOOL & HOLD INC  
 2010 MOON STATION RD  
 ATL PARCEL: 20012901160

N.T.  
 JET K BLAND  
 DB 1247, PG.1787  
 ATL PARCEL: 20013801400

MOON STATION ROAD  
 VAR. WIDTH PUBLIC R/W  
 PER DB 10870, PG.467



**SITE PLAN**

SCALE: 1" = 40'  
 0 20 40  
 FEET

**SHEET TITLE**  
**C202**  
**SITE PLAN**

FOR  
 PRICHARD PARK DEVELOPMENT, LLC  
 285 PARKWAY 575  
 WOODSTOCK, GA 30183

PROJECT  
 PRICHARD PARK  
 MOON STATION RD.  
 KENNESAW, GA 30144

DATE  
 JUNE 10TH, 2019

PROJECT NUMBER  
 16430



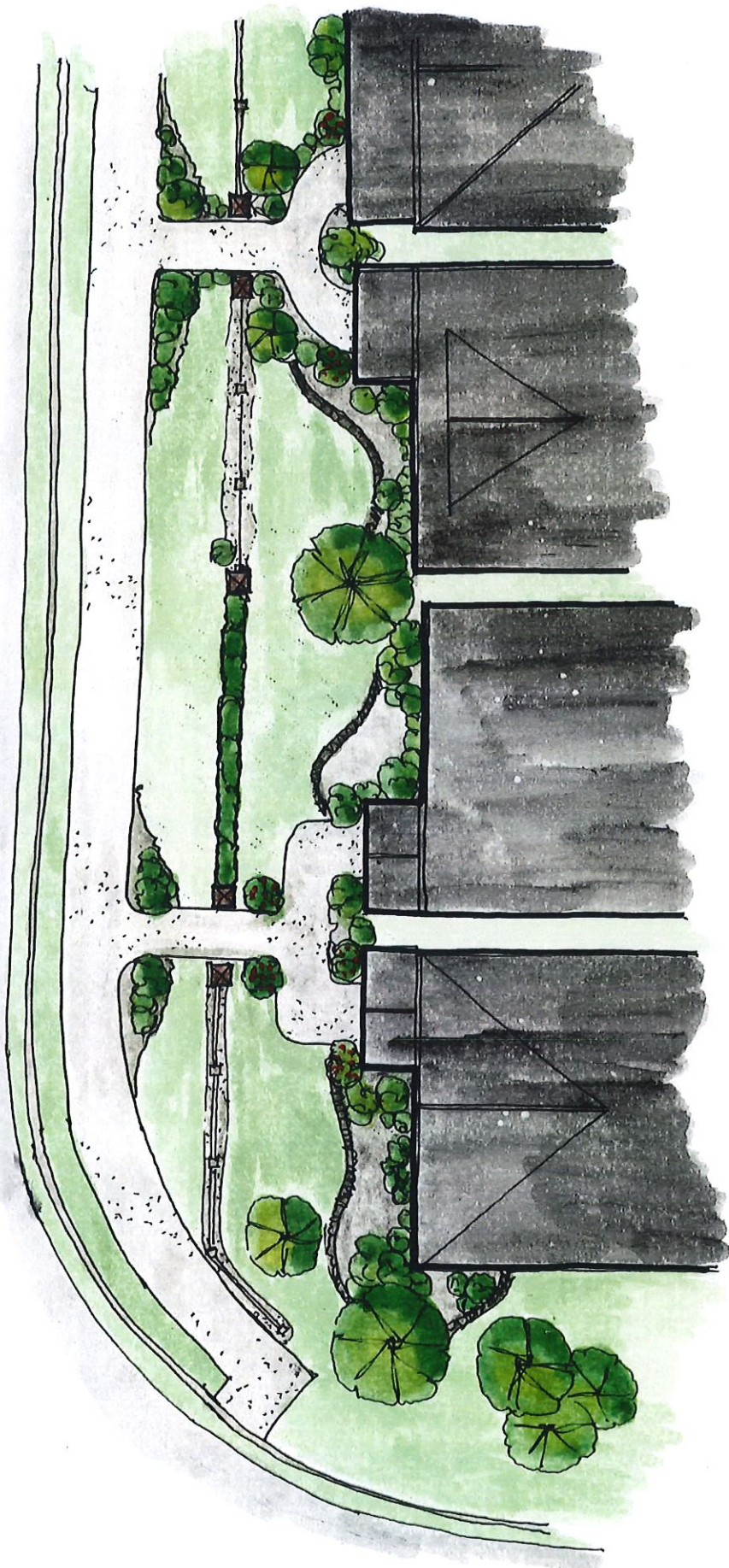


PIEDMONT RESIDENTIAL

PRICHARD PARK

**CALDWELL CLINE**  
ARCHITECTS • DESIGNERS  
2211 TULLOCH ROAD, SUITE 100, FARMINGDALE, NY 11735  
TEL: 516.334.1100 FAX: 516.334.1101





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PIEDMONT RESIDENTIAL

RICHARD PARK  
MOON STATION ROAD

**CALDWELL • CLINE**  
ARCHITECTS • DESIGNERS  
222 CRESCENT CIRCLE, MARIETTA, GA 30064  
PHONE 770-424-3882 678-588-5830 FAX





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PIEDMONT RESIDENTIAL

STACKED TOWNHOME

**CALDWELL CLINE**  
ARCHITECTS • DESIGNERS

222 CRESCENT DRIVE, MARIETTA, GA 30064  
PHONE: 770-424-3882 578-888-9330 FAX





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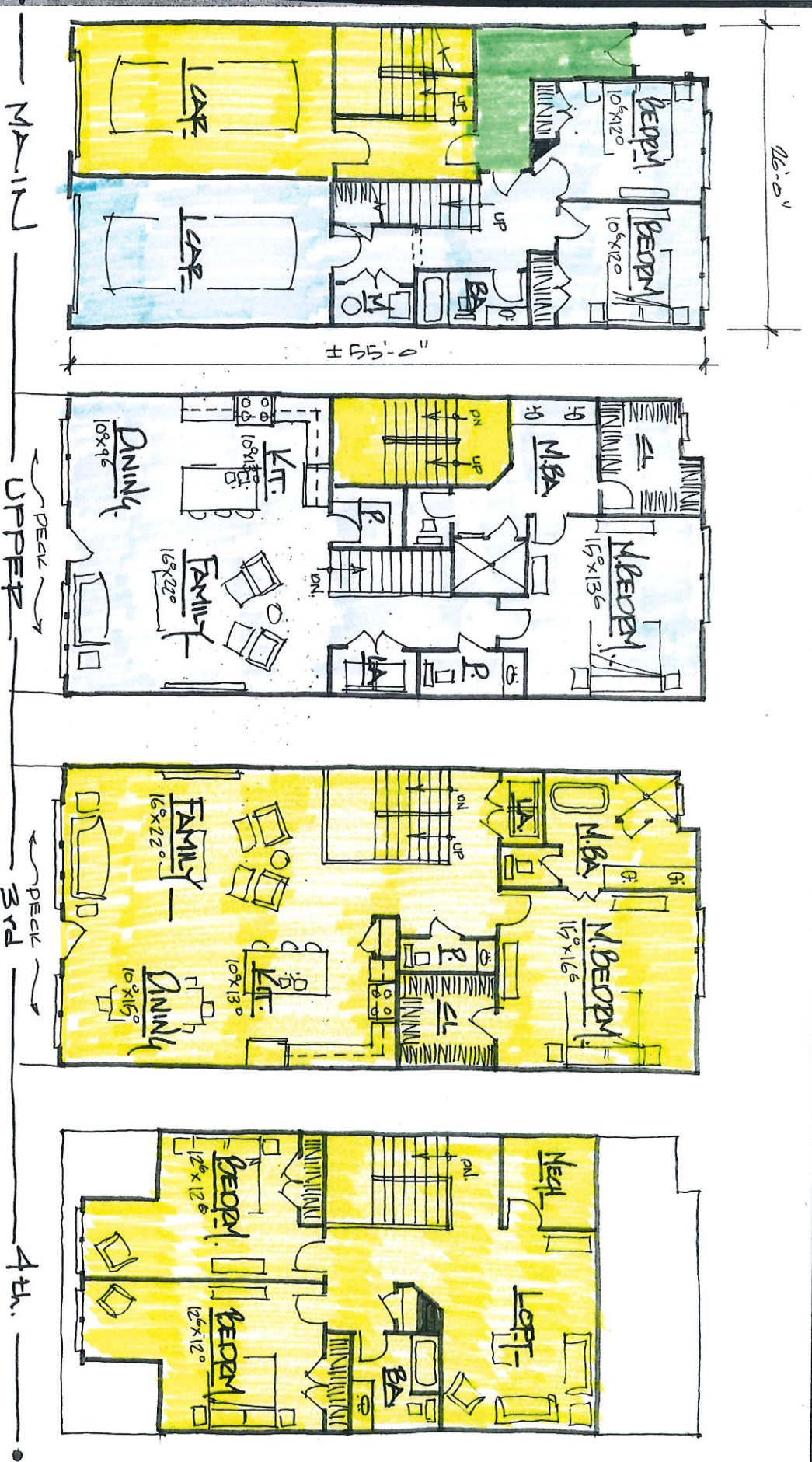
PIEDMONT RESIDENTIAL

RICHARD PARK  
SIDE ELEVATION

CALDWELL CLINE  
ARCHITECTS • DESIGNERS

222 CRESCENT CIRCLE N.W. ATLANTA, GA 30304  
PHONE 770-424-3882 678-555-8300 FAX





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PIEDMONT RESIDENTIAL

FOUR STORY TOWNHOME STUDY

CALDWELL CLINE  
ARCHITECTS • DESIGNERS

222 DESSANT CIRCLE MARIETTA GA 30064  
PHONE 770-424-5882 678-888-8330 FAX

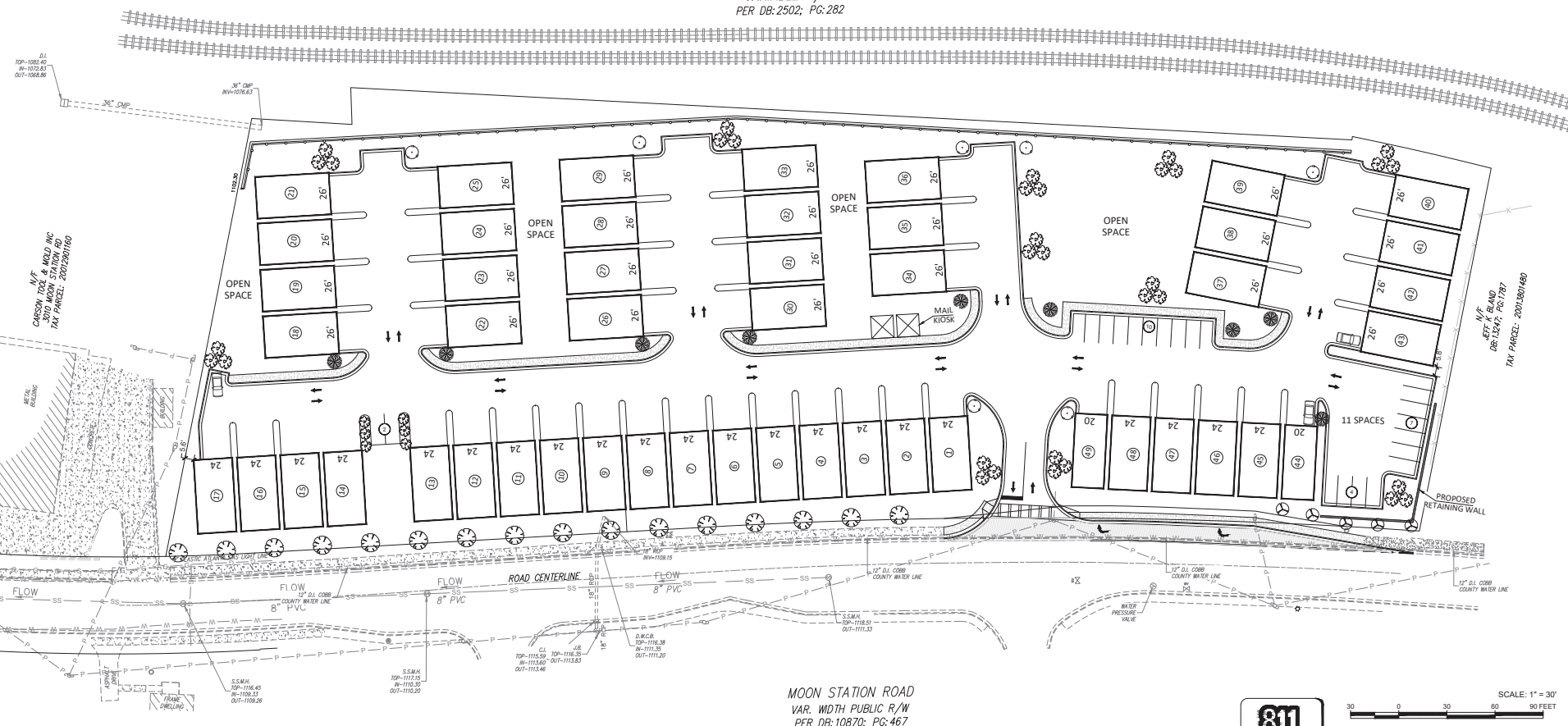
SINGLE FAMILY= 23 HOMES (all fronting on Moon Station Road)  
CONDOS=26 BUILDINGS=52 UNITS (all interior lots)



VICINITY MAP



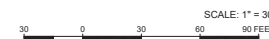
WESTERN & ATLANTIC RAILROAD  
VARIABLE R/W  
PER DB: 2502; PG: 282



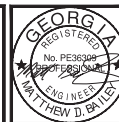
MOON STATION ROAD  
VAR. WIDTH PUBLIC R/W  
PER DB:10870; PG:467



Know what's below.  
Call before you dig.



## SITE PLAN



SHEET TITLE

SITE PLAN

OR

PROJECT

PRICHARD PARK DEVELOPMENT, LLC

PRICHARD PARK  
MOON STATION RD.  
KENNESAW, GA 30144

SHEET TITLE  
SITE PLAN

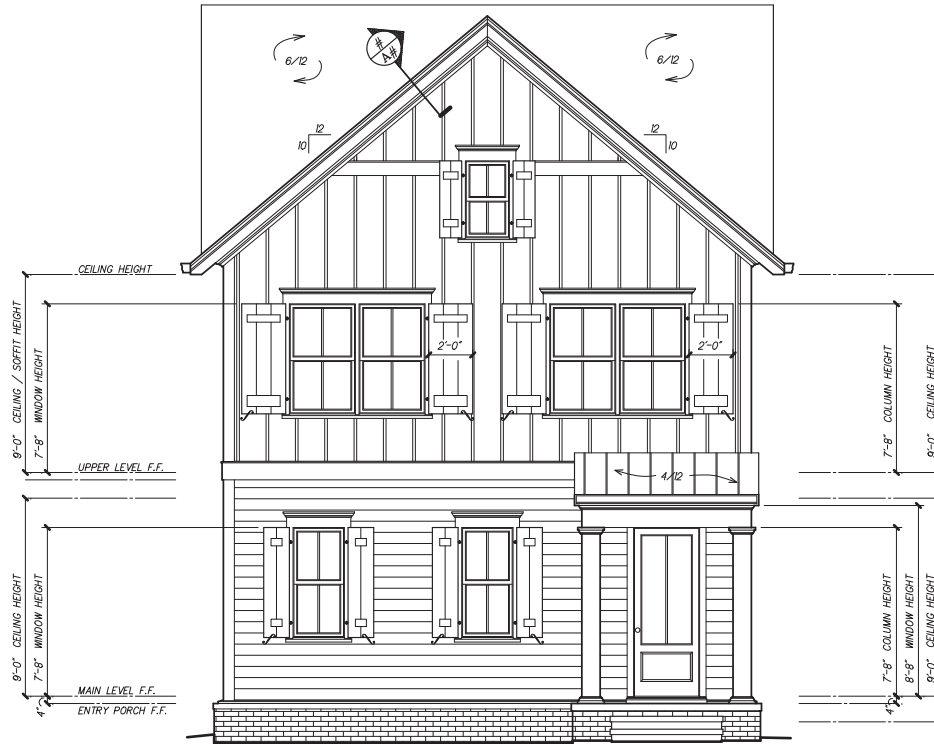
SHEET NUMBER

C202

PROJECT NUMBER  
16430

DATE  
JUNE 10TH, 2019

172 VISIONS

1 FRONT ELEVATION  
A6 SCALE: 1/4" = 1'-0"

IMPORTANT:  
ALL SHUTTERS SHALL BE ONE HALF  
THE WIDTH OF THE WINDOW THEY ARE  
PLACED ON UNLESS NOTED OTHERWISE.

PROJECT  
PRICHARD PARK  
THE CANDLER 24 X 46  
MOON STATION ROAD  
KENNESAW, GEORGIA 30144

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- 2) Contractor must verify compliance with ALL LOCAL BUILDING CODES  
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- 3) Plans indicate locations only, engineering aspect should  
incorporate actual site conditions.

All revisions or modifications to the plans must be reviewed and  
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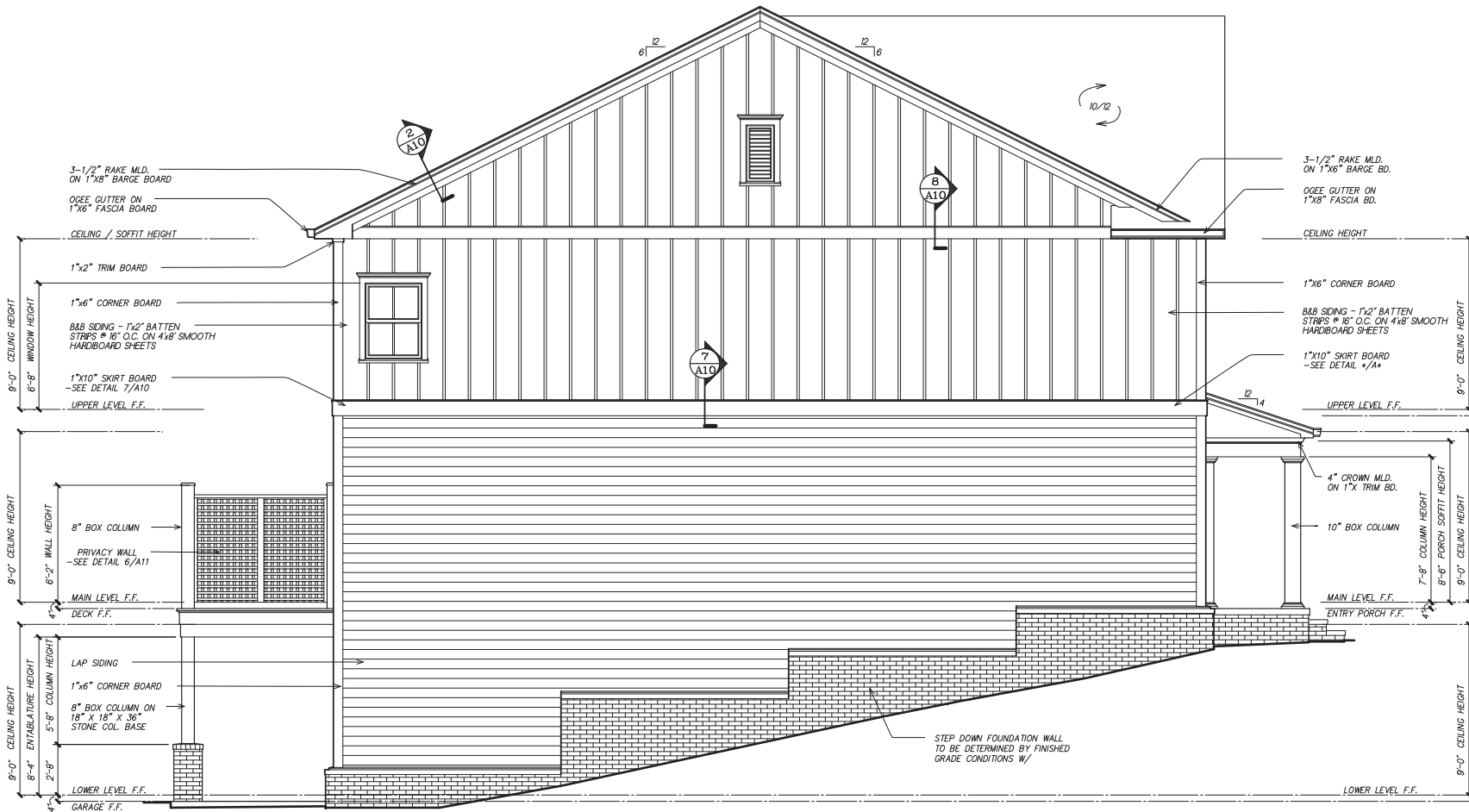
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DATE	PROJECT NUMBER
11-14-18	218071.05
DRAWN BY	REVISIONS
TCM	

NOT FOR CONSTRUCTION

A6 SHEET 9  
of





1 LEFT ELEVATION  
A7 SCALE: 1/4" = 1'-0"

PROJECT  
PRICHARD PARK  
THE CANDLE 24 X 46  
MOON STATION ROAD  
KENNESAW, GEORGIA 30144

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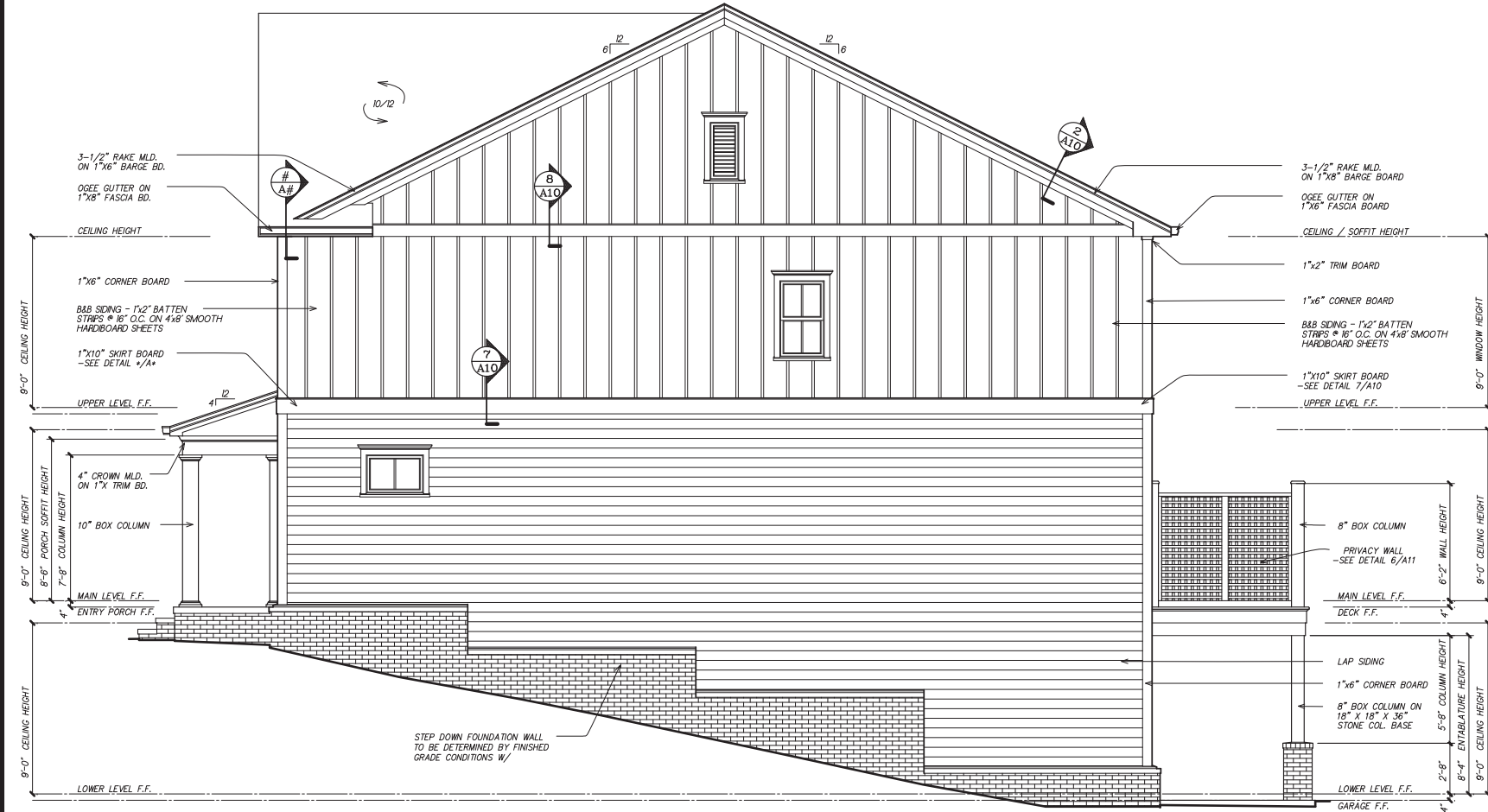
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DATE	PROJECT NUMBER
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TCM	

NOT FOR CONSTRUCTION

A7 SHEET 9 of 1



1 RIGHT ELEVATION  
A8 SCALE: 1/4" = 1'-0"

PRICHARD PARK  
THE CANDLER 24 X 46  
MOON STATION ROAD  
KENNESAW, GEORGIA 30144

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**ARCHITECTS ♦ DESIGNERS**

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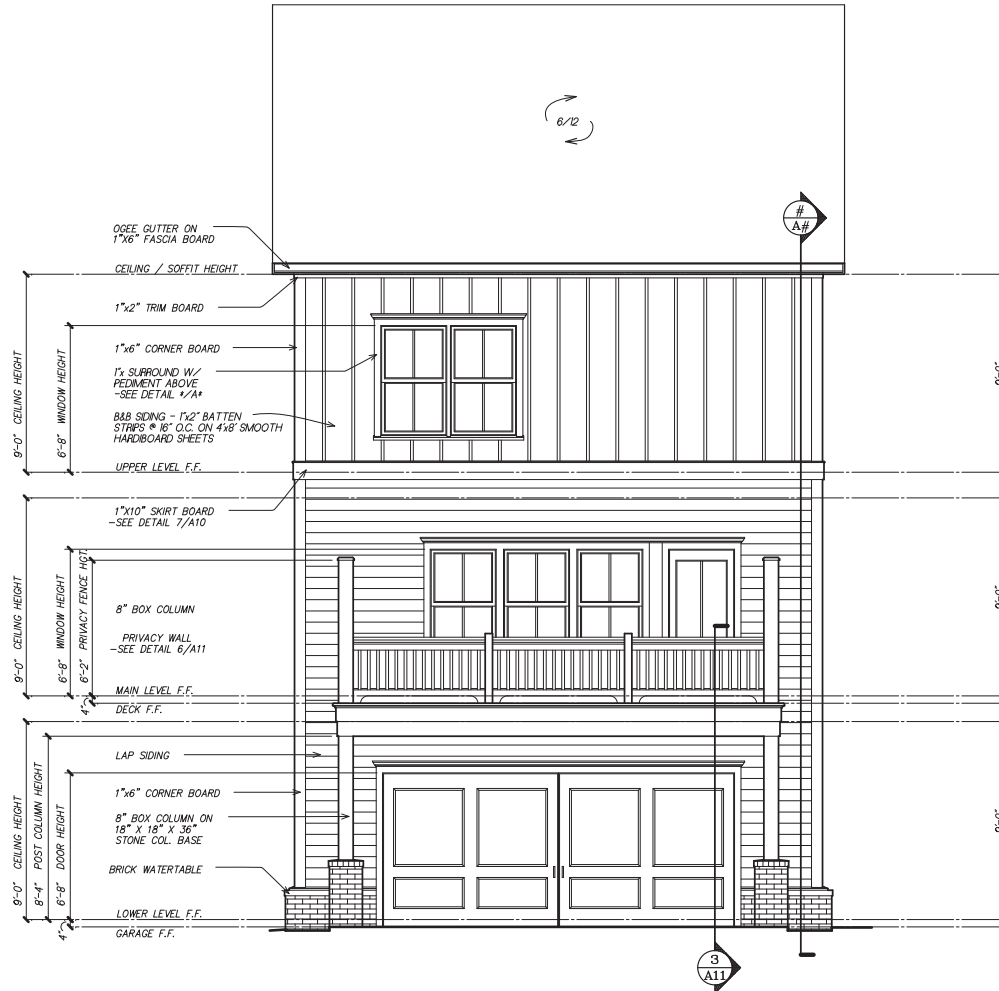
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DATE 11-14-18	PROJECT NUMBER 218071.05
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NOT FOR CONSTRUCTION

A8 SHEET 9  
of



1 REAR ELEVATION  
A9 SCALE: 1/4" = 1'-0"

PROJECT  
PRICHARD PARK  
THE CANDLER 24 X 46  
MOON STATION ROAD  
KENNESAW, GEORGIA 30144

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DATE	PROJECT NUMBER
11-14-18	218071.05
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TCM	

NOT FOR CONSTRUCTION

A9 SHEET 9  
of

## **Business Plan for Development of Prichard Park**

(residential project planned for Moon Station Road)

In 2016, the City approved a conceptual plan for an eighty-six unit residential development at 2974 Moon Station Road. The current approved plan is a mix of townhomes and several four-story stacked flat buildings. This application revises the concept to a seventy-five unit, mix of single family detached homes and a new stacked condo design.

As Prichard Park was being designed, we approached the City staff to help us better understand the housing objectives for the downtown area. The main theme we heard is a diversity of housing styles to include townhouses, multi-family and single family. With Staff's guidance we were able to design a neighborhood of single-family homes and stacked condo buildings that help meet this vision. This will help establish an aesthetic at the edge of the CBD that is more consistent with the intimate character of existing, historic homes in the downtown area.

City of Kennesaw staff have been integral in helping Piedmont Residential stay true to the original approved concept by creating a new unique design that truly creates a diversity of housing in the City core.

### **Financial Structure:**

Moon Station Holdings, LLC (an entity controlled by Mr. Pace Halter) purchased the property in late July 2015 and removed the old home that was located on the property, as was required by the city, due to condemnation by the city Building Official. The property is now owned by Piedmont Residential, LLC which worked with Moon Station, LLC to plan the project. Piedmont Residential will be the developer and builder of this neighborhood.

Prichard Park will be developed in a single phase. It is estimated that the development will take nine to twelve months upon issuance of a land disturbance permit, with a total acquisition and development cost of approximately \$4 million. The build out of the project will have an approximate cost of \$15 million to \$20 million and take about three years to complete assuming a sales rate of three homes per month. Construction will commence upon recording of the plat. Development and construction funding will be provided by a combination of equity from the owner and debt from a local lender.



## **Business Plan for Development of Prichard Park**

(residential project planned for Moon Station Road)

### **The Sponsors:**

This project has been the effort of The Halter Companies and Piedmont Residential, both of whom are local Cobb County based real estate companies. While The Halter Companies has historically developed around the Southeast, the majority of its current developments are located in Georgia. The Halter Companies has been involved in projects that total approximately 2,000 units since the company's founding in 2001.

Piedmont Residential is a locally owned residential home builder, currently building in 20 neighborhoods from Ball Ground to Newnan. Originally founded in 2007 by JD Espana, Jr., Bill Evans, Jr., and George Hovis, who have combined experience of over eighty years in the residential development and construction industry and JD, Bill, and George are key leaders in this industry in metro-Atlanta. Piedmont Residential has grown from building two homes in 2007 to over three hundred homes per year in each of the last three years. Piedmont Residential is a top fifteen home builder in Atlanta having built in Cobb, Paulding, Cherokee, Jackson, Douglas and Coweta counties.

### **The Market:**

As you would suspect, tremendous diligence has gone into the development plan for this project. We have designed a site plan that is meant to offer a unique mix of product at a variety of price points. A market study provided by Market Advisory Services, LLC shows that in this area approximately 60% of the single-family homes were sold in the \$275,000-\$350,000 price point range during the last 12 months. Demand for homes in this price range has increased over the past several quarters with very little supply available, thus the majority of sales have been in the resale market. In terms of new construction, there are no single-family detached homes or stacked condominiums currently under construction in the downtown Kennesaw area where there is an even greater demand for product.

We expect the condominiums to start in a range of the mid to high \$200's. The single-family homes are planned to start in the \$300's.

## **Business Plan for Development of Prichard Park**

(residential project planned for Moon Station Road)

### **Target Market:**

The Prichard Park site has been designed and planned to target primarily the population of professionals that currently work in the more than 3,500,000 sq. feet of class "A" office and industrial space in and around the Kennesaw, KSU and Town Center markets. The concentration of employment centers, totaling over 3,500,000 square feet of office and distribution facilities, including the Chastain Meadows business park are all within three miles of the development. Chastain Meadows alone, consists of 230 acres and 1,200,000+/- square feet of midrise office and distribution facilities, including the recent addition of Home Depot's new customer call center, which is now home to 700 employees. Additionally, Town Park Center is home to 1,300,000 square feet of office space with tenants including Bank of America, SunTrust Bank, Paychex, State Farm Insurance, Kaiser-Permanente, AT&T Uverse call center and many more.

The office market in this submarket is mostly class "A" space with highly paid staff and working professionals. Additionally, the Battery and SunTrust Park has proven to be having a positive economic affect that stretches throughout Cobb County.

Our goal is to target these working professionals who are in the top paid working segment within the market. Some may be young couples with dual income; others may be singles with high paying jobs. With so much focus on the growing student body at KSU, one can lose sight of the fact that KSU is one of the top 10 employers in Cobb County providing an additional source for targeted buyers.

## Business Plan for Development of Prichard Park

(residential project planned for Moon Station Road)

### Layout:

- Buildings: Prichard Park will have 49 individual buildings consisting of 23 single-family homes and 26 two-unit homes (stacked condominiums as described below) for a combined total of 75. All condos will conform to the maximum height allowance of the historic district (Maximum = 45'), the homes along Moon Station Rd will be approximately 25 feet in height.

Our homes along Moon Station Rd comply with the 'build-to-line' requirement of the Central Business District. The six houses along this corridor of Moon Station vary in distance from the right of way; having front setbacks ranging from 11 feet to 44 feet from right of way with an average setback of 24 feet. We also measured the setbacks from back of curb with the existing structures varying in distance from 16 to 48 feet from back of curb (See attached aerial with measurements). The single-family homes facing Moon Station Road within Prichard Park are approximately 24 to 26 feet from back of curb, which is consistent with the aesthetic of the existing area.

- Parking: Prichard Parks has 219 planned parking spaces comprised of garages, driveways, and designated parking areas.

Single family units will have 2 resident spaces in the garage and 2 guest spaces in the driveway. Driveways in Prichard Park have been specifically designed deep enough to accommodate automobile parking without obstructing street or sidewalk access or usage.

Two-unit condominium buildings will have 4 resident parking spaces. Each unit will have 1 resident garage space and 1 resident driveway space.

Required guest parking for condos:  $35\% \text{ of Condo units}$  or  $(52 \times .35) = 20$   
(actual guest spaces = 23 spaces)

Actual Guest Parking:  $69$  (includes single family detached drives)

- Open & Green Space: There will be no amenity constructed within the project as the site is within walking distance to all of the amenities in the downtown area including parks and public parking. The site plan has been modified to reduce the number of buildings and allow us to aggregate & increase the amount of open space.

In previous meetings there has been discussion of a large tree located towards the rear of the property. Unfortunately, the tree has since been determined 'deceased and in decline' by a certified arborist and does not qualify for specimen status. Because of this, we have relocated the green space to create a since of arrival and space as you enter the neighborhood.

## **Business Plan for Development of Prichard Park**

(residential project planned for Moon Station Road)

### **Unit Mix:**

#### **Single Family Detached**

We will offer three-story homes with multiple floor plans and elevations each containing three bedrooms, two and one-half baths and a full two car garage. Homes will range in size from 1,800 to 2,400 sq. feet and be 20, 22 and 24 feet wide. Attached are the elevations, floor plans and options currently under final design.

#### **Stacked Condominium Units:**

We will be introducing a new stacked condominium that has been aesthetically designed to resemble townhomes. Our floor plans allow for a single building to house 2 separate units, while a recessed entry way gives the impression of a single residential dwelling.

Unit A – approx. 1550 square feet – occupies the first two floors of the building (three bedroom, two and one-half bath)

Unit B – approx. 2000 square feet – occupies the third floor plus finished space within the roof of the building (three bedroom, two and one-half bath)

The overall design of the buildings (elevation, materials, height, architectural features, etc.) will be aesthetically similar to single-family, free simple homes. Attached are examples of the elevations and floor plans currently under design. All stacked condos built will be located on the interior of the project, not along Moon Station Road.

### **Materials:**

All of our homes will be constructed of brick, manufactured stone, natural stone, wood siding, and/or cementitious siding in accordance with the Permitted Building Materials outlined in HPC Design Standards (see attached photos of samples). A formal landscape plan will be submitted and will be comprised of the materials listed in the attached letter from Bilson & Associates.



## **Business Plan for Development of Prichard Park**

(residential project planned for Moon Station Road)

### **Homeowners Association:**

The neighborhood will be governed by a master set of covenants and restrictions and will have a Homeowners Association. The Homeowners Association will be responsible for all common areas within the neighborhood.

The stacked townhome units will be governed by a subset of condominium documents (in addition to the overall HOA) to appropriately manage the difference in ownership (condominium vs. fee simple).

### **Sales & Marketing:**

The sales and marketing for the project will be done by an in-house sales team. All marketing, ads, collaterals etc. are also designed in-house.

### **HPC/City Requirements:**

As you will note on the elevations, the homes will include gable style roofs, lap siding and asphalt shingle roofs in an effort to pull from the historical nature of the old Prichard family home. Additionally, the development will be home to a plaque commemorating the historical nature of the site and Prichard Family and former Mayor George W. Prichard, who was a two term Mayor in 1898 then again from 1919-1920.

**City of Kennesaw**

**Central Business District Compliance Checklist**

**And**

**Historic Planning Commission Compliance**

**Prichard Park, Piedmont Residential**

**6-10-2019**

#### 4.02.03 Site Design Standards for Central Business District

- 1) Minimum lot size, widths, and depths: None. It is the intent that each enterprise or use be located on a site commensurate with its use and sufficient to meet the requirements of off-street parking, loading and unloading, and setback requirements, where applicable.
  - ✓ No minimum lot sizes
- 2) Maximum Lot Coverage: Not more than eighty-seven (87) percent of the area of any lot may be covered by buildings, structures, or stormwater facilities.
  - ✓ Actual Maximum Lot Coverage does not exceed allowance
- 3) Minimum Setbacks
  - (a) Front – Establish “build-to-line” which equals the averaged distance from the property lines measured from the existing structures along right-of-way adjoining properties as measured from existing structures.
    - ✓ Right-of-way lines vary relative to curb & sidewalk along this section of Moon Station Road. Set backs from right of way range from 11 to 44 feet with an average setback of 24 feet. Curb setbacks range from 16 - 49 feet with an average setback of 30 feet. The houses of Prichard Park facing Moon Station Rd will have a setback from curb of approximately 24 to 26 feet. (See attached aerial with measurements)
  - (b) Side – None, except when abutting a residential zoning district where there is no intervening right-of-way, the setbacks requirement is ten feet. Where alleys exist between districts the setbacks shall be five feet from the property line/ alley right-of-way.
    - ✓ Property abuts Industrial and Business zoning districts
  - (c) Rear – None, except when abutting current residential district where there is no intervening right-of-way the setback requirement is 25 feet.
    - ✓ Property abuts railroad to the rear
  - (d) Where any alley exists between districts, the setback shall be five feet from the property line/ alley right-of-way
    - ✓ Non-conflicting
- 4) Residential development standards:
  - ✓ Condominiums: Minimum floor area for all units - 1,000 square feet
  - ✓ Single family detached: The minimum floor area of residential dwellings shall be 1,100 square feet.

5) Maximum building height: Subject to HPC guidelines:

- ✓ Maximum 12/12 roof
- ✓ Not to exceed 45' in height

6) Maximum floor area ratio (FAR) – 1.1

(FAR = Floor Area/ Lot Area)

	Units on Property	Sqft/ Unit	Total Sqft.
<i>Single Family Units</i>	23		
24' units	21	1,200	25,200
22' units	-	1,100	-
20' units	2	1,000	2,000
 <i>Two-Unit Condominiums</i>	52	1,300	33,800
Top units	26		
Bottom units	26		
 <i>Total Floor Area</i>	61,000 sqft.		
<i>Total Lot Area</i>	196,000 sqft.		
✓ FAR Allowed: 1.1		✓ FAR Actual: .31	

7) Parking:

- Guest parking capacity must equal at least 35% of the total number of units on the property

- ✓ Required Guest Parking for Condominiums: 35% of Condo Units or  $(52 \times .35) = 20$   
(actual = 23)
- ✓ Actual Guest Parking: 80% of Total Units or  $(75 \times .8) = 69$  (includes single family detached driveways)





**KENNESAW DOWNTOWN DEVELOPMENT AUTHORITY**  
**DRAFT MEETING MINUTES**  
**July 9, 2019**  
**Mayor & Council Chambers**  
**7:30 A.M.**

- I. Call to Order:** The meeting was called to order at 7:30 am by Chair, Mark Allen.  
Members Present: Mark Allen, Gary Hasty, Donna Hogan, Chad Howie, David Lyons, Leslie Steinle  
Members Absent: Joe Badgett  
Staff Present: Bob Fox, Miranda Taylor, Darryl Simmons  
Guests Present: Mary Whitlock, JD Espana Jr, Michael Miller, Tracey Viars, Pat Ferris
- II. Approval of Minutes** – Minutes from the May 14, 2019 meeting were reviewed, David Lyons made a motion to approve as presented, seconded by Chad Howie. Vote taken; motion passed unanimously with a vote of 6-0.
- III. Announcements/Public Comment:** Mary Whitlock spoke and shared that she thought the food truck event was good in the new location.
- IV. Financials**  
(a) Financial Report: David Lyons reviewed the financial report. The ending cash balance for the month ending June 30, 2019 is \$23,903.82. Gary Hasty made a motion to approve the financial report as presented; motion seconded by Donna Hogan. Vote taken; motion passed unanimously (6-0).
- Following the financial report, the agenda was taken out of order to allow the presentation from Piedmont Residential to go first. New business item VI.a was heard at 7:33 am. At 8:05 am, the meeting resumed the normal order of the agenda with Old Business.
- V. Old Business**  
(a) Special Projects for Downtown Update: Depot Park, Public Art: Bob Fox provided updates on special projects. Site work is underway at Depot Park, and the city is moving through the phases of construction. The partnership with KSU Art continues. The next round of decorative benches and manhole covers will be installed by the end of summer; a ribbon cutting will be scheduled to celebrate the installation. We are also working with the KSU Art Department on a sculpture piece for the new event facility at Smith-Gilbert Gardens.  
David Lyons inquired about the older benches downtown – should we look into replacing them with KSU benches, and should KDDA take the lead on monitoring/maintaining the art benches and the

other park benches downtown? Bob Fox advised that he would verify which city department is responsible for the maintenance and upkeep of the park benches.

Darryl Simmons shared that the Art & Culture Commission recently approved an Art Masterplan for downtown. KDDA members expressed interest in creating an art walk/art guide for the art installations downtown.

- (b) Farmers Market/Dinner at the Depot Update/Review: Mark Allen provided an update on the Farmers Market and Food Truck events. Both have been relocated to Watts Drive due to the construction at Depot Park. He heard a few negative comments about leaving the depot, but heard much more positive feedback about the new venue. Patrons liked the event layout and access to parking. Last evening, there were 24 Farmers Market vendors onsite (20 seasonal and 4 walk-up). Donna Hogan stated that she noticed good signage to direct people to the new location.

## **VI. New Business**

- a. Review of CBD Project submitted by Piedmont Residential: JD Espana, Jr. and Michael Miller presented updated plans for the Piedmont Residential project, Pritchard Park, at 2974 Moon Station Road. The property is within the historic district; the project was previously approved as a CBD project, and is now coming back through the process with updated site plans and residential products. JD Espana shared that there will be 49 individual buildings; 23 single-family homes and 26 2-unit homes (stacked townhomes) for a combined total of 75 residential units. A complete updated CBD Project Application has been submitted to the City. Mr. Espana and Mr. Miller shared updated architectural renderings for the buildings, landscape plans, and streetscape plans. Chad Howie inquired if they would have a sales agent on-site; Mr. Espana indicated they would. Mr. Howie suggested that they be sure that their on-site agents have information on downtown activity to be able to sell the benefits of being in downtown Kennesaw. He also suggested that Piedmont Residential consider creating a co-marketing package/move-in incentive to help promote downtown (meals at local restaurants, other downtown business discounts, etc). KDDA could assist in identifying businesses to work with. Based on the CBD Project Approval schedule, Mr. Espana reported that they anticipate applying for a land disturbance permit in 60-90 days to start site work. This application is scheduled to be heard by the Historic Preservation Commission (HPC) on July 16, 2019, and the Mayor & Council on August 5, 2019.

David Lyons made a motion to approve the application as presented; motion seconded by Donna Hogan. Vote taken; motion passed unanimously (6-0).

- b. Projects for KDDA Members: Mark Allen asked each member to come to the next meeting with an idea of something that members could do to get more activity downtown. He would like the board to discuss the ideas at the next meeting and outline action plans. Mark suggested that staff send out a reference email to KDDA members with the KDDA charter and the role of board members to help guide members as they create their list of project ideas. Several guiding documents would be helpful to review, including the city's LCI Study, depot park implementation, Central Business District (CBD) ordinance, and the Form Based Code. Staff will compile an email for board members with this information to review.

## **VII. Board Comments: None**

**VIII. Community Development Director Comments:** Bob Fox advised the board that the city is currently working on finalizing budget requests for fiscal year 2020; we will review any changes to the KDDA budget at the next meeting. Royal American is moving forward with construction of 78 affordable senior housing units, and site work is underway. The buildout of the historic church will continue soon; it will house both an events/music venue and a cold brew coffee manufacturing business. The townhomes at Fullers Chase are continuing construction. Darryl Simmons shared that the Art & Culture Commission's Public Art Master Plan and the Cemetery Commission's Strategic Plan were recently approved. Both will be good tools to help guide future activity downtown.

**IX. EXECUTIVE SESSION – Land, Legal, Personnel**

Pursuant to the provisions of O.C.G.A. 50-14-3, the KDDA could, at any time during the meeting, vote to close the public meeting and move to executive session to discuss matters relating to litigation, legal actions and/or communications from the City Attorney as provided under O.C.G.A. 50-14-2(1); and/or personnel matters as provided under O.C.G.A. 50-14-3 (4) and/or real estate matters as provided under O.C.G.A. 50-14-3(6).

**X. ADJOURN:** With no further business, David Lyons made a motion to adjourn; seconded by Donna Hogan. Vote taken; motion passed unanimously. Meeting adjourned at 9:03 am.

**The next scheduled meeting of the Kennesaw Downtown Development Authority will be  
7:30 a.m. on August 13, 2019**

Minutes recorded and submitted by:  
Miranda Jones Taylor  
Economic Development Specialist



Brandi May, Chair  
Kevin Whipple, Vice Chair  
Robert Sterling, Treasurer  
Mary Baldwin, Secretary  
Mike Ferguson  
Rachel Butler  
Patrick Gallagher

**HPC Minutes  
July 16, 2019  
Mayor & Council Chambers  
8:00 A.M.**

Members present: Whipple, Ferguson, May, Baldwin, Butler. Members absent: Gallagher, Sterling

Staff and visitors attending: Darryl Simmons, JD Espana, Mary Whitlock, Andrew Bramlett.

I. Call to Order. Chair May called the meeting to order at 8:03 am.

II. Approval of Minutes – June 18, 2019

Ferguson moved to approve minutes for the June 2019 meeting. Butler seconded motion. Motion carried.  
Ayes: Butler, Ferguson, Baldwin (Whipple abstained, not present at the June 2019 meeting.)

III. Financial Report

Simmons took the floor to present the financial report. Referencing the report (attached) Simmons reported no new changes in expenditures or donations. Revenues are still \$24,675, which is a combination of donations and settlements which have contributed to the balance. There were no new expenditures for the HPC. There is a remaining balance of \$600 in the budget for HPC. Simmons asked that if there are any expenses that the commission wishes to have encumbered, to do this by the middle of August so that end of the fiscal year reports can be put together without new bills or receipts. The only anticipated expense will be the upcoming HPC training session in September.

Baldwin moved to approve financial report. Ferguson seconded motion. Motion carried. Ayes: Butler, Whipple, Ferguson, Baldwin

IV. Old Business- none

V. New Business-

- Central Business District Project – 2974 Moon Station Road. –applicant Pritchard Park Development

Simmons remarked that this project will come before Mayor and Council on August 5. A previous concept was approved in 2016 with 86 units. At this time the developer, having worked with planning and zoning, and reviewed the market, are prepared to re-submit a new concept that differs from the one previously approved. It has 75 units, with lower density than what was previously approved.

JD Espana with Piedmont Residential, took the floor to discuss the proposed project. He explained the original concept of 4-story stacked units which was determined to be unfeasible. A revised project is now being



proposed, and Espana presented the new plan (attached) of detached town homes which are more in character with the neighborhood and a “livable” street-scape. The structures are four stories, with the first two stories being one unit, the second two stories being the second unit.

Chair May asked about the height of the units and Espana answered that it was around 38-40 feet in compliance with the CBD limitations. Chair May also mentioned a nearby residential home, and the concern that the height remains in scale with this structure. Chair May also asked for a materials list, and Espana replied that it is the same as in the previously submitted project. May asked about a landscape plan and Espana said a plan will be submitted.

Further discussion ensued about the height/scale requirements of the project in relation to the nearby houses.

Ferguson asked about the total number of single family homes in the project and Espana answered that it was 23.

Whipple moved to approve the project with the following stipulations:

- Pursuant to 4.2.02 of the Design Standards, the building height should not exceed 45 feet.
- Pursuant to 4.2.01 of the Design Standards, no structure may exceed height of an adjacent structure by more than one floor. Eastern four units shall be no more than one story above adjacent residence.
- Submit landscape plan for HPC review and approval prior to installation.

Simmons asked that in addition to these stipulations, the applicant agree to install a plaque to commemorate the historic Pritchard home site.

Butler seconded the motion. Motion carried. Ayes: Butler, Whipple, Ferguson, Baldwin

#### VI Certificate of Appropriateness - Administrative Approval by Staff and Chairperson-

- 2982 N. Main Street- applicant Andrew Mackey- repair/replace driveway surface with new concrete and address existing drainage issues in front yard areas, new sod lawn material

This was approved administratively, according to Simmons. The homeowner is going to re-pour the concrete.

#### VII Discussion

- Properties of Concern

Chair May mentioned the Tommy Aaron building and the hardware store/B&B on Main Street in which the brick has been recently been painted. Simmons replied that the owners have been put on notice that this has not been approved and may have to be removed if it can be determined that it will not cause more damage to do so.

Chair May asked whether Miss Black’s property on Lewis Street, which is adjacent to the nearby construction site, is being protected from damage. Simmons answered that there have been measures taken to keep an eye on this property. The building inspectors are at the site frequently to check for erosion, run off, and other issues that may affect this property.

## VIII Public Comments

Mary Whitlock took the floor to discuss the stop work orders on Main Street and asked whether the sign is in compliance. Simmons answered that the city will look into that.

Andrew Bramlett took the floor to distribute pamphlets to the commission about his cemetery tour.

## IX Planning & Zoning Administrator Comments

Simmons reminded the commission about upcoming HPC training in Rome, GA in September. He asked that members respond as soon as possible whether they can attend so registration and lodging arrangements can be made.

Simmons also asked for members to submit any further comments on the New South report. The next phase is that they will take the preliminary draft to SHPO to see if the recommendations meet their guidelines. At that point, it will come back to the city and then a community outreach program will begin. He asked that members submit final remarks this week.

Simmons then discussed the city's new mobile app and encouraged members to review and take advantage of it.

He then mentioned that he is on a committee to conduct the 2020 Census, and that there will be a campaign to encourage city residents to be aware of it to make sure underserved areas are properly represented.

## X Adjourn

Chair May adjourned the meeting at 8:39 am.

Minutes taken and typed by Mary Baldwin, Secretary

**The next scheduled meeting of the Historic Preservation Commission will be  
Tuesday August 20, 2019, 2019**

**NOTICE:** Any person who desires to appeal any decision from this meeting will need a record of the proceedings, and for the purpose may need to insure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is based. The Agenda is designed to make more efficient use of the HPC's time. It is not designed to curtail discussion or input. If you need special accommodations to attend or participate in our meetings, please contact City Hall at least 24 hours in advance of the specific meeting you are planning to attend.



SPECIMEN TREE REPORT

FOR

2974 MOON STATION ROAD

LOCATED IN  
LAND LOTS 129 & 138, 20TH DISTRICT, 2ND SECTION,  
CITY OF KENNESAW, COBB COUNTY, GEORGIA

PREPARED BY  
JULIA B. SCHIEBEL, RLA  
CERTIFIED ARBORIST  
ISA NUMBER SO-5445A

DATE: APRIL 3, 2019  
FIELD SURVEY DATE: MARCH 13, 2019



1266 Powder Springs Road, Marietta, Georgia 30064  
Phone: (770) 424-7168 Fax: (770) 424-7593

TREE NO. 324 (not tagged or flagged in field)  
*Quercus falcata*  
43.5" CAL. SOUTHERN RED OAK

Tree Data:

LOCATION:

Southwestern portion of site, near Moon Station Rd. R/W, forested area.

FOLIAGE:

Tree budding at time of site visit. Foliage not present but canopy appears to be thinning. Deadwood, numerous stubs of several large broken/dead limbs present. One major dead limb.

STRUCTURE:

Poor, Asymmetrical structure, No central leader.

TRUNK:

Appears to be normal, good condition.

ROOTS:

Partial root flare present.

BARK:

Appears to be normal, good condition. Typical for species.

DECAY/DISEASE/PESTS:

At least one large limb has sap rot (wood decay fungus, which develops in dead/dying trees). No evidence of insect infestation at this time (late winter/early spring).

COMMENTS:

Not specimen quality due to amount of deadwood in crown and one major dead limb. Tree is in a general state of decline.









TREE NO. 816 (not tagged or flagged in field)  
*Quercus falcata*  
55" CAL. SOUTHERN RED OAK

Tree Data:

LOCATION:

Center of site, forested area.

FOLIAGE:

Tree budding at time of site visit. Foliage not present but canopy appears to be thinning. Numerous stubs of several large broken/dead limbs present. Three major dead limbs.

STRUCTURE:

Average, generally symmetrical form. Branching structure typical for species.

TRUNK:

Large fungal conk present at base of trunk, indicates possible heart rot (decay).  
3' long cavity in upper trunk.

Appx. 2-

ROOTS:

Root flare present. Soil at root collar very soft, possible buttress root decay due to fungal growth.

BARK:

Appears to be normal, good condition. Typical for species.

DECAY/DISEASE/PESTS:

No evidence of insect infestation at this time (late winter/early spring). Large fungal conk present at base of trunk, indicates decay.

COMMENTS:

Not specimen quality due to amount of deadwood in crown, three major dead limbs, and presence of wood decay fungal conk at base of trunk. Tree is in a general state of decline.









rezoning, land uses, central business district projects, plats, zoning map, administrative review approvals and administrative variances. Staff recommends acceptance of the final year-end report.

Motion by Councilmember Patel to approve the Consent Agenda engross, seconded by Councilmember Daniel. Vote taken, approved 4-0-1 (Councilmember Dickens absent). Motion carried.

**XI. PUBLIC SAFETY**

**BILL WESTENBERGER, Police Chief**

**LINDA DAVIS, 911 Communications Director**

No items.

**XII. INFORMATION TECHNOLOGY**

**RICK ARNOLD, Co-Director**

**JOSHUA GUERRERO, Co-Director**

No items.

**XIII. PUBLIC WORKS**

**RICKY STEWART, Director**

No items.

**XIV. RECREATION AND CULTURE**

**RICHARD BANZ, Museum and Agency Director**

**DOUG TAYLOR, Parks and Recreation Director**

**ANN PARSONS, Smith-Gilbert Gardens Director**

No items.

**XV. COMMUNITY DEVELOPMENT**

**ROBERT FOX, Economic Development Director**

**DARRYL SIMMONS, Zoning Administrator**

**SCOTT BANKS, Building Official**

- A.** Central Business District (CBD) project approval application submitted for 2974 Moon Station Road by Moon Station Holding LLC. Application submitted by Pace Halter. Property located in CBD district and the Big Shanty historic district. CBD project approval application submitted proposes a mixture of 30 townhomes units and 56 stack flat condominium units for a total of 86 residential for sale units to be located on 4.45 acres. The CBD project approval process requires project approval from the Kennesaw Downtown Development Authority (KDDA), Historic Preservation Commission (HPC) and the Mayor and Council. The project was placed on the KDDA regular scheduled meeting November 8, 2016 for preliminary review. The KDDA held a special called meeting November 15, 2016 and took action to recommend approval of the CBD project with two conditions. 1) rental cap of 10% maximum, 2) townhome documents shall include a provision to allow their board of directors to be able to unilaterally submit the declaration to the POAA after declarant turnover. KDDA vote 6-0 to approve. The applicant made a preliminary project presentation to the HPC during their regular scheduled meeting November 15, 2016. Project was discussed and

feedback was submitted to the applicant regarding architecture and scale of buildings pertaining to the height as well as the two conditions imposed on the property due to the loss of the original Prichard home due to neglect. The architecture for new construction must borrow architectural elements from the original structure and there must be a plaque memorializing the historic site installed by the developer. The HPC has a special called meeting November 29, 2016 to take final action on this application. All revised elevations, plans and any additional conditions specified by the HPC from their November 29, 2016 meeting will be submitted for Mayor and Council consideration prior to the December 5, 2016 Mayor and Council meeting. Staff Recommendation: Darryl Simmons, Zoning Administrator, recommends conceptual approval with the following conditions: 1) The preliminary engineering site plans with building floor elevations are brought back to the HPC for review once completed; 2) The design will be reviewed with the HPC at 50%, 80% and 100% completion; 3) A plaque will be installed for the Prichard family prior to construction completion with guidance by the HPC on location; 4) Architectural features from the Prichard House shall be incorporated into the design of new structures; 5) Rental cap of 10% maximum; and 6) Townhome documents shall include a provision to allow their board of directors to be able to unilaterally submit the declaration to the POAA after declarant turnover.

Zoning Administrator Darryl Simmons presented the Central Business District (CBD) project application submitted for 2974 Moon Station Road by Moon Station Holding LLC. Application was submitted by Pace Halter who was present this evening. Property is located in CBD district and the Big Shanty historic district. CBD project approval application submitted proposes a mixture of 30 townhomes units and 56 stack flat condominium units for a total of 86 residential for sale units to be located on 4.45 acres. Approval is for the concept of the project. As this property is in these special districts it requires Historic Preservation Commission and Kennesaw Downtown Development Authority review and approval. The following six conditions will apply: 1) The preliminary engineering site plans with building floor elevations are brought back to the HPC for review once completed; 2) The design will be reviewed with the HPC at 50%, 80% and 100% completion; 3) A plaque will be installed for the Prichard family prior to construction completion with guidance by the HPC on location; 4) Architectural features from the Prichard House shall be incorporated into the design of new structures; 5) Rental cap of 10% maximum; and 6) Townhome documents shall include a provision to allow their board of directors to be able to unilaterally submit the declaration to the POAA after declarant turnover. Mayor Easterling confirmed the requirement to maintain the Homeowners Association is in the original document.

Motion by Councilmember Daniel to approve the Central Business District (CBD) project application submitted Pace Halter for 2974 Moon Station Road by Moon Station Holding LLC, as conditioned, seconded by Councilmember Patel. Vote taken, approved 4-0-1 (Councilmember Dickens absent). Motion carried.

## **XVI. FINANCE AND ADMINISTRATION**

### **GINA AULD, Finance Director**





**Regular Meeting Agenda  
8/5/2019 6:30 PM  
Council Chambers**

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<b>Title of Item:</b>	City Manager reports, discussions and updates.
<b>Agenda Comments:</b>	
<b>Funding Line(s)</b>	

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**Regular Meeting Agenda  
8/5/2019 6:30 PM  
Council Chambers**

<b>Title of Item:</b>	Mayoral and City Council (re)appointments to Boards and Commissions. This item is for (re)appointments made by the Mayor and/or City Council to any Board, Committee, Authority or Commission requiring an appointment to fill any vacancy, resignation, and to create or dissolve committees, as deemed necessary.
<b>Agenda Comments:</b>	
<b>Funding Line(s)</b>	

**ATTACHMENTS:**

Description	Upload Date	Type
Board Liaisons	3/28/2019	Backup Material
911 Advisory Board	4/2/2019	Backup Material
Art & Culture Commission	6/5/2019	Backup Material
Cemetery Preservation Commission	2/21/2019	Backup Material
City/Sports Association	1/7/2019	Backup Material
Construction Board of Adjustment and Appeals	1/7/2019	Backup Material
Depot Park Amphitheatre Committee	4/16/2019	Backup Material
Ethics Board	1/29/2019	Backup Material
Events Committee	7/15/2019	Backup Material
Historic Preservation Commission	7/9/2019	Backup Material
Keep Kennesaw Beautiful	7/15/2019	Backup Material
Kennesaw Citizens Advisory Committee	5/1/2019	Backup Material
Kennesaw Development Authority	1/7/2019	Backup Material

Kennesaw Downtown Development Authority	1/24/2019	Backup Material
License Review Board	1/7/2019	Backup Material
Planning Commission	1/7/2019	Backup Material
Public Art Commission	3/6/2019	Backup Material
Recreation Center Development Committee	1/7/2019	Backup Material
Urban Redevelopment Agency	1/7/2019	Backup Material

# 2019 Mayor's Appointments

<b>COUNCIL LIAISON TO BOARDS</b>
<b>ART &amp; CULTURE COMMISSION</b>
David Blinkhorn
<b>CITY SPORTS EXECUTIVE</b>
Pat Ferris
Chris Henderson
<b>CEMETERY PRESERVATION</b>
James Eaton
David Blinkhorn
<b>KEEP KENNESAW BEAUTIFUL</b>
Tracey Viars
<b>HPC</b>
Pat Ferris
<b>KDA</b>
Chris Henderson
<b>KDDA</b>
Tracey Viars
<b>PLANNING COMMISSION</b>
David Blinkhorn
<b>YOUTH COUNCIL</b>
<b>COUNCIL APPT OF MAYOR PRO TEM</b>
Chris Henderson

**COURTS** (term indefinite):

PHILIP TAYLOR, Chief Judge

CHARLES CHESBRO, Assisting Judge

JOEL SIEGEL, Judge Emeritus

H. LUKE MAYES (Assisting Probable Cause Judge)

BENTLEY, BENTLEY & BENTLEY, Law Firm and Solicitor

MAULDIN & JENKINS, LLC, Auditor

CROY ENGINEERING, City Engineer

JEFF DROBNEY, City Manager

DEBRA TAYLOR, City Clerk



## 2019 KENNESAW/ACWORTH 9-1-1 ADVISORY BOARD

**Members ratified by the City Council**

**Meet as needed**

MEMBERS	PHONE, FAX, EMAIL
Jeff Drobney Kennesaw City Manager	770-424-8274(w) <a href="mailto:jdrobney@kennesaw-ga.gov">jdrobney@kennesaw-ga.gov</a>
Brian Bulthuis Acworth City Manager	770-974-3112 (w) <a href="mailto:bbulthuis@acworth.org">bbulthuis@acworth.org</a>
Bill Westenberger Kennesaw Chief of Police	770-422-2505 (w) 678-414-9651 (c) <a href="mailto:wwestenberger@kennesaw-ga.gov">wwestenberger@kennesaw-ga.gov</a>
Wayne Dennard Acworth Chief of Police	770-974-1232 (w) 770-652-9948 (c ) <a href="mailto:wdennard@acworth.org">wdennard@acworth.org</a>
Pat Ferris, Primary Kennesaw Councilmember	404-599-5761 (c) <a href="mailto:pferris@kennesaw-ga.gov">pferris@kennesaw-ga.gov</a>
Chris Henderson, Alternate Kennesaw Councilmember	404-599-6189 (c) <a href="mailto:chenderson@kennesaw-ga.gov">chenderson@kennesaw-ga.gov</a>
Tim Richardson Acworth Alderman	770-974-3112 (City Hall) <a href="mailto:trichardson@acworth.org">trichardson@acworth.org</a>
Gene Pugliese Acworth Alderman	770-974-3112 (City Hall) <a href="mailto:gpugliese@acworth.org">gpugliese@acworth.org</a>
Linda Davis Kennesaw 911 Director	404-664-3665 (c) <a href="mailto:ldavis@kennesaw-ga.gov">ldavis@kennesaw-ga.gov</a>
Randy Crider Cobb County Fire	770-528-8000 (w) <a href="mailto:randy.crider@cobbcounty.org">randy.crider@cobbcounty.org</a>
Metro Ambulance	Devan Seabaugh 770-693-8402 (w) <a href="mailto:Devan.Seabaugh@MAAS911.com">Devan.Seabaugh@MAAS911.com</a>

## 2019 ART AND CULTURE COMMISSION

**Est. by Ordinance 2013-15; 7 members (1 architect, 1 art council or foundation member, 2 residents, 1 college/university professor or student, 1 City business owner, 1 KDA member); staggered 2-year and 3-year terms; Commission meets 3<sup>rd</sup> Thursday of each month at 6:30 PM in the Council/Court Chambers.**

MEMBERS	PHONE, FAX, EMAIL	TERM EXPIRES
Karen Backus, Chair	2705 Windsor Ct NW Kennesaw 30144 <a href="mailto:backuskaren@gmail.com">backuskaren@gmail.com</a> 404-229-7529	2019 [2 yr term]
Clemens Bak	13 Boones Ridge Parkway Acworth 30102 <a href="mailto:crbakdesign@yahoo.com">crbakdesign@yahoo.com</a> 770-676-4156	2019 [3 yr term]
Daniel Barnard	3365 Fawn Trail Marietta, GA 30066 Danielbarnard68@att.net (c) 678-551-3823	2019 [3 yr term]
Valerie Dibble	9609 Loblolly Lane Roswell 30075 <a href="mailto:vdibble@kennesaw.edu">vdibble@kennesaw.edu</a> 404-702 2960 (cell)	2019 [2 yr term]
Kim R Meacham, Secretary	3793 N Hampton Dr., Kennesaw 30144 <a href="mailto:krmeacham@bellsouth.net">krmeacham@bellsouth.net</a> (c) 770.354.6963	2019 [3 yr term]
Jessica Patterson	4522 Rambling Road Kennesaw 30144 <a href="mailto:jessica.patterson@cobbcounty.org">jessica.patterson@cobbcounty.org</a> 404 713-5345	2019 [2 yr term]
Carol Sills	1514 Barksdale Court NW Kennesaw 30152 <a href="mailto:csills2859@att.net">csills2859@att.net</a> 678-290-9199	2019 [3 yr term]
Staff Liaison: Darryl Simmons	(770) 424-8274 ext 3121 <a href="mailto:dsimmons@kennesaw-ga.gov">dsimmons@kennesaw-ga.gov</a>	---
Council Liaison: David Blinkhorn	<a href="mailto:dblinkhorn@kennesaw-ga.gov">dblinkhorn@kennesaw-ga.gov</a> 404-599-6185	---
P&R Staff Liaison: Amanda Glass	<a href="mailto:aglass@kennesaw-ga.gov">aglass@kennesaw-ga.gov</a> 770-424-8274 ext 3205	

Kennesaw Council Chambers  
2529 J. O. Stephenson Avenue, Kennesaw 30144

## 2019 CEMETERY PRESERVATION COMMISSION

Cemetery Preservation Commission Members – 9 members - 4 year staggered terms. Created by Ordinance No. 2001-03, updated by Ord. No. 2002-33, 2007-28 and 2014-06. Meets every 2<sup>nd</sup> Thursday at 4:00 p.m. in City Hall Training Room.

MEMBERS	PHONE, FAX, EMAIL	TERM EXPIRES
Mark Bishop	5636 Forest Place Acworth, GA 30102 <a href="mailto:tmark.bishop@comcast.net">tmark.bishop@comcast.net</a> 678-910-9859	Dec 2021
Joe Bozeman, Jr. Vice Chair	<a href="mailto:Jbox807349@aol.com">Jbox807349@aol.com</a> 1510 Wimbledon Dr., NW Kennesaw, GA 30144 (c) 404-444-2018 (h) 770-428-1607	Dec. 2021
Mickey Bozeman	3359 Kimberly Road Kennesaw 30144 <a href="mailto:charlesbozeman@comcast.net">charlesbozeman@comcast.net</a> (c) 770-315-7505	Dec. 2020
Andrew Bramlett	Honorary Commission Member <a href="mailto:lpbramlett@hotmail.com">lpbramlett@hotmail.com</a>	
Lewis P. Bramlett Secretary	2990 Summerfield Court Kennesaw 30152 <a href="mailto:lpbramlett@hotmail.com">lpbramlett@hotmail.com</a> (c) 770-235-5888	Dec. 2020
Mary Helyn Hagin Chair	<a href="mailto:mhhagin@gmail.com">mhhagin@gmail.com</a> (h) 770-427-5563 (c) 404-316-2154 1459 Ridgeway Drive Acworth, GA 30102	Dec. 2020
Loriann White	1140 Liberty Grove Road Alpharetta 30004 (404) 406-0617 <a href="mailto:loriannwhite83@gmail.com">loriannwhite83@gmail.com</a>	Dec. 2021
<i>Vacant</i>		Dec. 2017
<i>Vacant</i>		Dec. 2020
Council Liaison: James Eaton, Primary	(c) 404-496-2565 <a href="mailto:jeaton@kennesaw-ga.gov">jeaton@kennesaw-ga.gov</a>	---
Council Alternate: David Blinkhorn	(c) 404-599-6185 <a href="mailto:dblinkhorn@kennesaw-ga.gov">dblinkhorn@kennesaw-ga.gov</a>	

Staff Liaison: Jeff Drobney City Manager	<a href="mailto:jdrobney@kennesaw-ga.gov">jdrobney@kennesaw-ga.gov</a>	---
Staff Liaison: Lea Addington, Assistant City Clerk	<a href="mailto:laddington@kennesaw-ga.gov">laddington@kennesaw-ga.gov</a>	---
Staff Liaison: TBD Public Works Director	<a href="mailto:rstewart@kennesaw-ga.gov">rstewart@kennesaw-ga.gov</a>	---
Staff Liaison: Rod Bowman, Public Works Sexton	<a href="mailto:rbowman@kennesaw-ga.gov">rbowman@kennesaw-ga.gov</a>	



**2019**  
**CITY/SPORTS ASSOCIATION EXECUTIVE COMMITTEE**

Committee meets the 3<sup>rd</sup> Tuesday of January, April, July and October @ 7:30 AM  
at the Ben Robertson Community Center, Administrative Conference Room.  
Ordinance No. 2007-07 Establishing.

MEMBERS	PHONE, FAX, EMAIL
Jeff Drobney	<a href="mailto:jdrobney@kennesaw-ga.gov">jdrobney@kennesaw-ga.gov</a>
Steve Roberts, Parks & Recreation Director	<a href="mailto:sroberts@kennesaw-ga.gov">sroberts@kennesaw-ga.gov</a>
Deann Aldridge (President, Kennesaw Futbol Club)	<a href="mailto:Ahight15@gmail.com">Ahight15@gmail.com</a> cell: 678-428-2636
Brandi Miller (President, Kennesaw Girls Softball)	<a href="mailto:bmiller.masondev@gmail.com">bmiller.masondev@gmail.com</a> cell: 770-329-8741
Zack Typher (Kennesaw Baseball), Chair	<a href="mailto:presidenttofka@gmail.com">presidenttofka@gmail.com</a> cell: 678-749-8018 home:
Kenny Phillips (President, Kennesaw Youth Football Association)	<a href="mailto:phillipskenn@gmail.com">phillipskenn@gmail.com</a> Cell: 404-396-9181
Billy Warren, P&R Assistant Director	<a href="mailto:bwarren@kennesaw-ga.gov">bwarren@kennesaw-ga.gov</a> cell: (404) 664-2771
Trici Styles, Secretary	<a href="mailto:dstyles@kennesaw-ga.gov">dstyles@kennesaw-ga.gov</a> 770-422-9714 ext. 3211
Pat Ferris Council Liaison	<a href="mailto:pferris@kennesaw-ga.gov">pferris@kennesaw-ga.gov</a> 404-599-5761
Chris Henderson Alternate Council Liaison	<a href="mailto:chenderson@kennesaw-ga.gov">chenderson@kennesaw-ga.gov</a> 404-599-6189
Joshua Hunter P&R, Program Coordinator	<a href="mailto:jhunter@kennesaw-ga.gov">jhunter@kennesaw-ga.gov</a> 770-422-9714 ext. 3013

## 2019 CONSTRUCTION BOARD OF ADJUSTMENT AND APPEALS

Board formed by Ordinance No. 2006-06 and Resolution No. 2006-31, 2006. 7 members, will include an architect/engineer, building contractor, electrical contractor, mechanical contractor, plumbing contractor, and two (2) at-large positions. 4-year terms. Board meets on an as-needed basis. Bylaws adopted by Resolution 2006-51.

MEMBERS	PHONE, FAX, EMAIL	TERM EXPIRES
Mike Graham	Mike Graham Construction Inc. 3481 Canton Road Marietta, GA 30066 <a href="mailto:mgci89@yahoo.com">mgci89@yahoo.com</a> Phone: 770-928-6036	Dec. 2022
Don Massaro	Integrity Fire Extinguisher LLC 1606 Donovans Ridge Kennesaw, GA 30152 <a href="mailto:integrityextg@gmail.com">integrityextg@gmail.com</a> Phone: 404-680-3328	Dec. 2022
Dennis McKeon, Sr. Vice-Chairman	D. McKeon Heating & Air Conditioning Inc. 2260 Moon Station Court Bldg 300 Kennesaw, GA 30144 <a href="mailto:dennis@dmckeon.com">dennis@dmckeon.com</a> Phone: 770-425-8779	Dec. 2022
Rob Moon	Stone Forest Materials General Manager 2501 South Main Street Kennesaw, GA 30144 <a href="mailto:rob@stoneforest.net">rob@stoneforest.net</a> Phone: 770-590-1700	Dec. 2022
Jim Quigley Chairman	North Cobb Electrical Services, Inc. P.O. Box 613 Kennesaw, GA 30156 <a href="mailto:jquigley@ncobbelectrical.com">jquigley@ncobbelectrical.com</a> Phone: 678-449-6028	Dec. 2022
Greg Teague	Croy Engineering 200 Cobb Parkway North #413 Marietta, GA 30062 <a href="mailto:gteague@croyengineering.com">gteague@croyengineering.com</a> Phone: 770-971-5407	Dec. 2022
<i>Vacant</i>		Dec. 2022
Scott Banks, Building Official	City of Kennesaw 2529 J.O. Stephenson Avenue Kennesaw 30144 <a href="mailto:sbanks@kennesaw-ga.gov">sbanks@kennesaw-ga.gov</a> 404-964-3298	---

## 2019 DEPOT PARK AMPHITHEATRE COMMITTEE

Meets as needed. Established April 15, 2019

MEMBERS	PHONE, FAX, EMAIL
Mike Everhart	<a href="mailto:michael@greatgigdance.com">michael@greatgigdance.com</a> 678-793-8435
Bob Fox	<a href="mailto:rfox@kennesaw-ga.gov">rfox@kennesaw-ga.gov</a> 770-424-8274 ext.3101
Gary Hasty, KDDA rep.	<a href="mailto:ghasty@kennesaw-ga.gov">ghasty@kennesaw-ga.gov</a> (c) 404-219-1801
Dale Hughes	<a href="mailto:dale@jeremiah360.com">dale@jeremiah360.com</a> 678-575-4396
Marty Hughes	<a href="mailto:mhughes@kennesaw-ga.gov">mhughes@kennesaw-ga.gov</a> 770-424-8274 ext. 3017
Keith Perissi	<a href="mailto:keithperissi@mindspring.com">keithperissi@mindspring.com</a> 678-575-4396
Steve Roberts	<a href="mailto:sroberts@kennesaw-ga.gov">sroberts@kennesaw-ga.gov</a> 770-424-8274 ext 3210
Tracey Viars	<a href="mailto:tvians@kennesaw-ga.gov">tvians@kennesaw-ga.gov</a> 404-822-8589
Candice Wharton	<a href="mailto:candicewharton@gmail.com">candicewharton@gmail.com</a> 770-596-2594
Joyce Yung	<a href="mailto:joycekyung@bellsouth.com">joycekyung@bellsouth.com</a> 404-987-9181

## 2019 ETHICS BOARD MEMBERS

**5 members, 2-year terms - Board meets 3<sup>rd</sup> Tuesday of April & October, 6:30 p.m. in the Ben Robertson Community Center. Qualifications: City resident with residency of 12 months prior to serving as a member. Shall not be a member of any other board or commission. Established by Ordinance dated December 19, 1994.**

MEMBERS	PHONE, FAX, E-MAIL	TERM EXPIRES
Brian Boughner	<a href="mailto:bkboughner@bellsouth.net">bkboughner@bellsouth.net</a> 678-595-5759	Dec. 2019
Ron Davis	2619 Winterthur Main NW Kennesaw, GA 30144 <a href="mailto:Rodavis57@gmail.com">Rodavis57@gmail.com</a> 404-909-9157	Dec. 2020
Chelsey Kinsinger	3153 Kirkwood Drive NW Kennesaw, GA <a href="mailto:chelsey.kinsinger@gmail.com">chelsey.kinsinger@gmail.com</a> 404-543-4970	Dec. 2019
Robert Quigley	2633 Morningside Trail Kennesaw, GA 30144 <a href="mailto:rquigley@cobbcounty.org">rquigley@cobbcounty.org</a> (c) 404-941-4603 (w) 770-499-4617	Dec. 2020
Karen Whipple	3748 Park Trace, Kennesaw Ga 30144 <a href="mailto:kwhipple@bellsouth.net">kwhipple@bellsouth.net</a> 404-538-8085	Dec. 2019



## 2019 EVENTS COMMITTEE

Effective February 1, 2010, appointed by the Mayor. Members comprised of the following department heads or their designees – Parks & Recreation, Police, Public Works, Smith-Gilbert Gardens, Museum, Public Relations, Assistant to City Manager, Economic Development, and Building Services. Committee meets on the 1<sup>st</sup> Thursday of each month at 3:30 PM at Ben Robertson Community Center, and has the authority to make policy decisions. One vote per department.

DEPARTMENT	E-MAIL & PHONE
<b>PARKS &amp; RECREATION</b> Amanda Glass  Brittani Farmer  Steve Roberts	<a href="mailto:aglasss@kennesaw-ga.gov">aglasss@kennesaw-ga.gov</a> 770-422-9714 ext 3028 <a href="mailto:bfarmer@kennesaw-ga.gov">bfarmer@kennesaw-ga.gov</a> 770-422-9714 ext 3013 <a href="mailto:sroberts@kennesaw-ga.gov">sroberts@kennesaw-ga.gov</a> 770-422-9714 ext 3210
<b>POLICE</b> <i>Vacant</i>  Sgt. Adam Hainline	<a href="mailto:ahainline@kennesaw-ga.gov">ahainline@kennesaw-ga.gov</a> 404-423-8271
<b>PUBLIC WORKS</b> Ricky Stewart  David Wilson	<a href="mailto:rstewart@kennesaw-ga.gov">rstewart@kennesaw-ga.gov</a> 678-458-4179 <a href="mailto:dwilson@kennesaw-ga.gov">dwilson@kennesaw-ga.gov</a> 404-857-6263
<b>SMITH-GILBERT GARDENS</b> Mark Wolfe	<a href="mailto:mwolfe@kennesaw-ga.gov">mwolfe@kennesaw-ga.gov</a> 770-919-0248 ext 3249
<b>MUSEUM</b> <i>Vacant</i>  Nichole Alexander	<a href="mailto:nalexander@kennesaw-ga.gov">nalexander@kennesaw-ga.gov</a>
<b>CITY MANAGER</b> <i>Vacant</i>	
<b>COMMUNICATIONS</b> Rebecca Graham	<a href="mailto:bgraham@kennesaw-ga.gov">bgraham@kennesaw-ga.gov</a> 770-424-8274 ext 3018
<b>ECONOMIC DEVELOPMENT</b> Miranda Jones-Taylor	<a href="mailto:mjones@kennesaw-ga.gov">mjones@kennesaw-ga.gov</a> 678-255-7836
<b>BUILDING SERVICES</b> Scott Banks	<a href="mailto:sbanks@kennesaw-ga.gov">sbanks@kennesaw-ga.gov</a> 678-794-0730
<b>FACILITIES</b> Robbie Balenger	<a href="mailto:rbalenger@kennesaw-ga.gov">rbalenger@kennesaw-ga.gov</a> 678-674-3387
<b>KDDA</b> Mark Allen	<a href="mailto:mark@lazyguybrands.com">mark@lazyguybrands.com</a>

## 2019 HISTORIC PRESERVATION COMMISSION

**7 members, 2-year terms - Board meets 3<sup>rd</sup> Tuesday @ 8:00 a.m. in Council Chambers. Qualifications: City and County residents with a majority being City residents. Members serve 2 year terms.**

MEMBERS	PHONE, FAX, EMAIL	TERM EXPIRES
Mary Baldwin Secretary	3846 Maybreeze Road Kennesaw 30144 <a href="mailto:marykb@gmail.com">marykb@gmail.com</a> (c) 770-401-2121	Dec 2020
Rachel Butler	4192 Gramercy Main Kennesaw 30144 <a href="mailto:rachelzmadrid@gmail.com">rachelzmadrid@gmail.com</a> 770-842-9902	Dec 2019
Mike Ferguson	3939 Jim Owens Road Kennesaw 30152 <a href="mailto:Mferguson3939@gmail.com">Mferguson3939@gmail.com</a> (c) 770-235-2302	Dec. 2020
Patrick Gallagher	2575 Fairlawn Downs NW Kennesaw 30144 <a href="mailto:pgallagher@partneresi.com">pgallagher@partneresi.com</a> <a href="mailto:patgallagher2019@gmail.com">patgallagher2019@gmail.com</a> 404-661-2420	Dec. 2020
Brandi May Chair	4318 Brighton Way Kennesaw, GA 30144 (c) 770-500-0598 <a href="mailto:maybrandi@att.net">maybrandi@att.net</a>	Dec. 2019
Robert Sterling	3843 Nowlin Road Kennesaw 30144 <a href="mailto:bsterling@dot.ga.gov">bsterling@dot.ga.gov</a> (c) 770-885-5669	Dec 2020
Kevin Whipple	1261 Wynford Colony NW Marietta 30064 <a href="mailto:whipple.kevin@gmail.com">whipple.kevin@gmail.com</a> (c) 404-309-4988	Dec. 2019
Council Liaison: Pat Ferris	404-599-5761 <a href="mailto:pferris@kennesaw-ga.gov">pferris@kennesaw-ga.gov</a>	---
Staff Liaison: Darryl Simmons	(w) (770) 424-8274 <a href="mailto:dsimmons@kennesaw-ga.gov">dsimmons@kennesaw-ga.gov</a>	
Staff Liaison: Jeff Drobney	(w) (770) 424-8274 <a href="mailto:jdrobney@kennesaw-ga.gov">jdrobney@kennesaw-ga.gov</a>	---

## 2019 KEEP KENNESAW BEAUTIFUL BOARD

Formerly GreenSpace Committee then Environmental Committee. Created 06/20/05 Resolution No 2005-39, revised 02/06/12 Resolution No. 2012-10. The Board shall consist of no less than seven (7) members. Membership is open to City residents, Cobb County residents, and City staff, with the majority of members being City residents; the residency requirements may be waived in the event there are not enough interested City residents to fill a majority of vacant memberships. City Council members may serve as liaison members of the Board but shall not be voting members; Mayor is an ex-officio member. Members (re)appointed by the Mayor and City Council. Two-year terms. Meets the 2nd Thursday of each month, 6:00 p.m. in the Chambers.

MEMBERS	PHONE, EMAIL, ADDRESS	TERM EXPIRES
Aaron Budsock	3214 Shirley Drive NW Kennesaw 30144 <a href="mailto:aaron.m.budsock@gmail.com">aaron.m.budsock@gmail.com</a> (c) 404-987-3783	Dec. 2020
Annette Clark:	2931 Stilesboro Ridge Court Kennesaw 30152 <a href="mailto:annetteclark4116@att.net">annetteclark4116@att.net</a> (c) 770-597-4116	Dec. 2019
Carrie Pinson	3147 Justice Mill Court NW Kennesaw 30144 <a href="mailto:clpinson@comcast.net">clpinson@comcast.net</a> (c) 770-310-5222	Dec. 2020
Kimberly Taylor	4420 Wooded Oaks NW Kennesaw 30152 <a href="mailto:kimberlytaylor102012@gmail.com">kimberlytaylor102012@gmail.com</a> (c) 678-815-4880	Dec. 2020
Trent Trees	3423 Owens Pass Kennesaw, GA 30152 (h & w) 770-917-8699 <a href="mailto:trenttrees@aol.com">trenttrees@aol.com</a>	Dec. 2020
Grey Won, Public Works Staff Liaison	(c) 470-651-8610 <a href="mailto:gwon@kennesaw-ga.gov">gwon@kennesaw-ga.gov</a>	
Mayor Derek Easterling, ex-officio member	(c) 404-496-2563 <a href="mailto:deasterling@kennesaw-ga.gov">deasterling@kennesaw-ga.gov</a>	
Ricky Stewart, Public Works Director ex-officio member	(c) 678-458-4179 <a href="mailto:rstewart@kennesaw-ga.gov">rstewart@kennesaw-ga.gov</a>	
Council Liaison: Ex-officio member Tracey Viars	(c) 404-822-8589 <a href="mailto:tvians@kennesaw-ga.gov">tvians@kennesaw-ga.gov</a>	

## 2019 KENNESAW CITIZENS ADVISORY COMMITTEE

Meets the 4th Thursday of each month (except Nov. & Dec. then they meet on 3<sup>rd</sup> Thursday) at 6:30 p.m. in the Training Room, established March 30, 2011. An advisory committee to the City Manager; 2-year terms

MEMBERS	PHONE, EMAIL, ADDRESS	TERM EXPIRES
Bobby Copeland, Secretary	P.O Box 1119 Kennesaw, GA 30156 323-816-7347 <a href="mailto:bcopelan2003@yahoo.com">bcopelan2003@yahoo.com</a>	Dec. 31, 2019
Jacque Cullins	P. O. Box 475, Kennesaw 30156-0475 770-422-7667 <a href="mailto:Jc7667@aol.com">Jc7667@aol.com</a>	Dec. 31, 2020
Glenn Dawkins	2641 Ives Way NW Kennesaw 30152 <a href="mailto:dawkinsg@gmail.com">dawkinsg@gmail.com</a> (c) 954-247-8573	Dec. 31, 2020
Carlene Fregeolle	2549 Park Drive NW Kennesaw 30144 <a href="mailto:carlenefregeolle@yahoo.com">carlenefregeolle@yahoo.com</a> 678-464-4146	Dec. 31, 2019
<del>Karen Gitau</del>	<del>2749 Country Creed Way NW Kennesaw 30152 <a href="mailto:Karen-gitau@yahoo.com">Karen-gitau@yahoo.com</a> 404-414-7244</del>	<del>Dec. 31, 2019</del>
<del>Teresa Huey</del>	<del>2081 Twelve Oaks Circle NW <a href="mailto:thuey2@bellsouth.net">thuey2@bellsouth.net</a> 770-429-8079 (h) 678-200-5162 (c)</del>	<del>Dec. 31, 2019</del>
Antonio Jones	1870 Grant Court NW Kennesaw 30144 <a href="mailto:Antoniojones89@gmail.com">Antoniojones89@gmail.com</a> 267-625-3379 (c)	Dec. 31, 2019
Bill Maxson	2500 S. Main Street Kennesaw, GA 30144 (c) 404-823-3177 (w) 770-423-1969 <a href="mailto:wamaxson@aol.com">wamaxson@aol.com</a>	Dec. 31, 2019
Michelle Newman	1620 Clifton Downs Court Kennesaw 30144 404-416-9243 (c) <a href="mailto:new8241@bellsouth.net">new8241@bellsouth.net</a>	Dec. 31, 2019
Kathy Rechsteiner	3291 McGarity Lane Kennesaw 770-330-3297 (c) <a href="mailto:Srechst3@kennesaw.edu">Srechst3@kennesaw.edu</a>	Dec. 31, 2020
David Shock, Chair	2010 Jebbs Ct. NW Kennesaw 30144 <a href="mailto:Davidshock30144@outlook.com">Davidshock30144@outlook.com</a> 770-425-0590	Dec. 31, 2020
Candice Wharton	1957 Barrett Knoll Circle Kennesaw 30152 <a href="mailto:candicewharton@gmail.com">candicewharton@gmail.com</a> (c) 770-596-2594	Dec. 31, 2020
Joyce Yung Vice Chair	2046 Ellison Way 404-987-9181 <a href="mailto:Joycekyung@bellsouth.net">Joycekyung@bellsouth.net</a>	Dec. 31, 2019

## 2019 KENNESAW DEVELOPMENT AUTHORITY

7 members 4-year terms created by Resolution 1995-15 - Board meets the 3<sup>rd</sup> Wednesday of each month at 6:00 p.m. in Council Chambers. Qualifications: The directors shall be taxpayers residing in the county or municipal corporation for which the authority is created, and their successors shall be appointed as provided by the resolution provided for in Code Section 36-62-4. The governing authority of a county or municipality may appoint no more than one member of the governing authority as a director.

MEMBERS	PHONE, FAX, EMAIL	TERM EXP.
Richard Blevins, Jr.	3895 Collier Trace Kennesaw 30144 <a href="mailto:richardblevins@cobbcountylaw.com">richardblevins@cobbcountylaw.com</a> (w) 678-354-2290 (c) 678-428-2264	Dec. 2021
Jay Brimberry	4225 Highcroft Main NW Kennesaw 30144 <a href="mailto:jbrimberry@kennesaw-ga.gov">jbrimberry@kennesaw-ga.gov</a> (c) 678-794-5332	Dec. 2019
Bob Cook	3618 N. Hampton Drive Kennesaw <a href="mailto:bcook@kennesaw-ga.gov">bcook@kennesaw-ga.gov</a> (c) 678-524-9953 (h&w) 770-422-2487	Dec. 2019
Lisa Neff	3843 Princeton Oaks Kennesaw 30144 <a href="mailto:Lneff@kennesaw-ga.gov">Lneff@kennesaw-ga.gov</a> (c) 678-491-9179	Dec. 2019
Keith Palmer	2318 Holden Way Kennesaw 30144 <a href="mailto:kpalm@kennesaw-ga.gov">kpalm@kennesaw-ga.gov</a> 404-983-4099	Dec. 2021
Nimesh Patel	4154 Havenwood Court Kennesaw, GA 30144 <a href="mailto:npatel@kennesaw-ga.gov">npatel@kennesaw-ga.gov</a> (H & cell) 404-597-1063	Dec. 2021
Matt Riedemann	4111 Kentmere Main NW Kennesaw 30144 <a href="mailto:mriedemann@kennesaw-ga.gov">mriedemann@kennesaw-ga.gov</a> (c) 678-231-4579	Dec. 2021
Wanda Steele (Staff)	(w) 770-424-8274 <a href="mailto:wsteele@kennesaw-ga.gov">wsteele@kennesaw-ga.gov</a>	
Council Liaison: Chris Henderson	(c) 404-599-6189 <a href="mailto:chenderson@kennesaw-ga.gov">chenderson@kennesaw-ga.gov</a>	
Staff Liaison: Bob Fox	(w) 770-424-8274 <a href="mailto:rfox@kennesaw-ga.gov">rfox@kennesaw-ga.gov</a>	---



## 2019 KENNESAW DOWNTOWN DEVELOPMENT AUTHORITY

7 members, 4-year terms - Board meets 2<sup>nd</sup> Tuesday at 7:30 am in the Council/Court Chambers.

Qualifications are: (a) City resident, and/or (b) Owner/Operator of business in Downtown Development Area and resident of County, or (c) Owner/Operator of a business in the Downtown Development Area and a resident of the State of Georgia (1 member only); 8 hours of training in downtown development and redevelopment programs within 12 months. Created by Resolution 1995-16, OCGA 36-42-7

MEMBERS	PHONE, FAX, EMAIL	TERM EXPIRES
Mark Allen	2950 Moon Station Road NW Kennesaw 30144 <a href="mailto:mallen@kennesaw-ga.gov">mallen@kennesaw-ga.gov</a> (w) 770-485-0081 (c) 678-480-9740	Dec. 2021
Joe W. Badgett, Jr.	3166 Cherokee Street Kennesaw, Ga 30144 (w) 770-928-4550 (c) 404-435-7850 <a href="mailto:jbadgett@kennesaw-ga.gov">jbadgett@kennesaw-ga.gov</a>	Dec. 2021
Gary Hasty,	2887 Boone Dr., NW Kennesaw, GA 30144 (w) 404 216-7299 (c) 404-219-1801 <a href="mailto:ghasty@kennesaw-ga.gov">ghasty@kennesaw-ga.gov</a>	Dec. 2019
Donna Hogan	2126 Randolph Circle Kennesaw 30144 (c) 404-787-6599 <a href="mailto:dhogan@kennesaw-ga.gov">dhogan@kennesaw-ga.gov</a>	Dec 2019
Chad Howie	3008 Cherokee Street NW Kennesaw 30144 <a href="mailto:chowie@kennesaw-ga.gov">chowie@kennesaw-ga.gov</a> (w) 770-702-1223 (c) 770-789-3350	Dec. 2021
David Lyons,	3573 Bramwell Crossing Kennesaw, GA 30144 (cell) 678-300-6302 <a href="mailto:dlyons@kennesaw-ga.gov">dlyons@kennesaw-ga.gov</a>	Dec. 2019
Leslie Steinle	3895 Greensward View NW Kennesaw 30144 <a href="mailto:lsteinle@kennesaw-ga.gov">lsteinle@kennesaw-ga.gov</a> (w) 678-581-6567 (c) 205-706-7999	Dec 2021
Council Liaison: Tracey Viars	(c) 404-822-8589 <a href="mailto:tviars@kennesaw-ga.gov">tviars@kennesaw-ga.gov</a>	
Staff Liaison: Bob Fox	(w) 770-424-8274 ext 3101 <a href="mailto:rfox@kennesaw-ga.gov">rfox@kennesaw-ga.gov</a>	
Staff: Miranda Jones-Taylor (recording secty)	(w) 770-424-8274 <a href="mailto:mjones@kennesaw-ga.gov">mjones@kennesaw-ga.gov</a>	

## 2019 LICENSE REVIEW BOARD

Effective October 1, 2002. 3 members. Board meets as necessary to consider Due Cause Hearings. Qualifications: Either a resident of the City or have an ownership interest as principal shareholder, general partner or sole proprietor in at least one business located in the City of Kennesaw. A maximum of 1 alcoholic beverage license holder, if any, may serve on the Board. Post 1 and 2 serve 2-year terms, Post 3 serves 1 year terms. No term limits.

MEMBERS	PHONE, FAX, E-MAIL	TERM EXPIRES
Post 1 David Burns	2410 Confederate Trail Kennesaw, GA 30152 (h) 770-420-2441 (c) 404-314-3744 <a href="mailto:crazyvol@bellsouth.net">crazyvol@bellsouth.net</a> <a href="mailto:DBurns@IAAI.com">DBurns@IAAI.com</a>	Dec. 2020
Post 2 Maulik (Jr.) Patel	2778 Main St, Kennesaw, GA 30144 <a href="mailto:maulikhetal513@gmail.com">maulikhetal513@gmail.com</a> (c) 678-858-4755	Dec. 2020
Post 3 Kevin Tidwell	2865 Shillings Chase Court Kennesaw, GA 30152 (c) 404-273-4517 <a href="mailto:kevinctidwell@gmail.com">kevinctidwell@gmail.com</a>	Dec. 2019

For hearings, also contact:		
Attorney Jamie Wingler	Bentley, Bentley & Bentley 272 Washington Avenue Marietta, GA 30060 <a href="mailto:jamie.wingler@bbandblaw.com">jamie.wingler@bbandblaw.com</a>	770-422-2300 770-424-5820 (fax)
Attorney Sam Hensley	Bentley, Bentley & Bentley 241 Washington Avenue, NE Marietta, GA 30060 <a href="mailto:sphensleyjr@hotmail.com">sphensleyjr@hotmail.com</a>	770-422-2300 770-424-5820 (fax)

## 2019 PLANNING COMMISSION MEMBERS

**7 members, 3-year terms - Board meets 1st Wednesday at 7:00pm in Council Chambers.  
Qualifications: City resident, registered voter.**

MEMBERS	PHONE, FAX, EMAIL	TERMS EXPIRES
Donald Bergwall	3140 Brookeview Lane NW Kennesaw <a href="mailto:jdbergwall@aol.com">jdbergwall@aol.com</a> (c) 937-243-2673	Dec. 2020
Keisha Danielle Edwards	4245 Carillon Trace NW Kennesaw 30144 <a href="mailto:kdanielleedwards@yahoo.com">kdanielleedwards@yahoo.com</a> (c) 404-491-5103	Dec. 2019
Dan Harrison, III	1487 Shoup Court NW Kennesaw 30152 (h + cell) 954-560-6924 <a href="mailto:danielbharrison@hotmail.com">danielbharrison@hotmail.com</a>	Dec. 2019
Joshua Logelin	4243 Brighton Way NW Kennesaw 30144 <a href="mailto:joshua.logelin@gmail.com">joshua.logelin@gmail.com</a> (c) 919-271-7596	Dec. 2019
Cindi Michael, Vice Chair	2998 North Main Street Kennesaw 30144 (c) 770-422-0463 <a href="mailto:cmichael@kennesaw-ga.gov">cmichael@kennesaw-ga.gov</a>	Dec. 2020
Cam Perdue	2986 Carrie Drive Kennesaw 30144 (c) 404-944-1179 <a href="mailto:perduecam@yahoo.com">perduecam@yahoo.com</a> and <a href="mailto:cam.perdue@orionbuild.design">cam.perdue@orionbuild.design</a>	Dec. 2019
Doug Rhodes, Chair	5670 Deerfield Place Kennesaw, GA 30144 (w) 770-684-0102 (cell) 770-362-5181 <a href="mailto:dougrhodes@att.net">dougrhodes@att.net</a>	Dec. 2020
Council Liaison: David Blinkhorn	404-599-6185 <a href="mailto:dblinkhorn@kennesaw-ga.gov">dblinkhorn@kennesaw-ga.gov</a>	
Staff Liaison: Darryl Simmons, Zoning Administrator	(w) 770-590-8268 ext 3121 (cell) 404-392-0870 <a href="mailto:dsimmons@kennesaw-ga.gov">dsimmons@kennesaw-ga.gov</a>	
Diane Wrobleski, Staff/Secretary	(w) 770-590-8268 ext 3120 <a href="mailto:dwrobleski@kennesaw-ga.gov">dwrobleski@kennesaw-ga.gov</a>	

## 2019 PUBLIC ART COMMISSION

Est. April 17, 2017; 5 members (1 KDDA, 2 Art & Culture Commissioners, Zoning Administrator, 1 Downtown Development Coordinator); 2-year terms; Commission meets as needed.

MEMBERS	PHONE, FAX, EMAIL	TERM EXPIRES
Art & Culture: Jessie Blowers	4234 West Mill Trail Kennesaw 30152 <a href="mailto:blowers.jessie@gmail.com">blowers.jessie@gmail.com</a> 678-756-1066 (c)	Dec 2019
Art & Culture: Karen Backus	2705 Windsor Ct NW Kennesaw 30144 <a href="mailto:backuskaren@gmail.com">backuskaren@gmail.com</a> 404-229-7529	Dec 2019
KDDA: Gary Hasty	2887 Boone Dr., NW Kennesaw, GA 30144 <a href="mailto:ghasty@kennesaw-ga.gov">ghasty@kennesaw-ga.gov</a> (w) 404 216-7299 (c) 404-219-1801	Dec 2019
Zoning Administrator Darryl Simmons	<a href="mailto:dsimmons@kennesaw-ga.gov">dsimmons@kennesaw-ga.gov</a> 770-424-8274 ext. 3121	
Downtown Development Coordinator Miranda Jones-Taylor	<a href="mailto:mjones@kennesaw-ga.gov">mjones@kennesaw-ga.gov</a> 770-424-8274	

Kennesaw Council Chambers  
2529 J.O. Stephenson Avenue, Kennesaw 30144

## 2019 RECREATION CENTER DEVELOPMENT COMMITTEE

**Temporary Committee – Committee meets as-needed in the  
Ben Robertson Community Center, 2753 Watts Drive, Kennesaw  
Established April 16, 2018**

<b>MEMBERS</b>	<b>PHONE, FAX, E-MAIL</b>
Tom Bills	Cobb County Parks & Recreation <a href="mailto:Tom.Bills@cobbcountry.org">Tom.Bills@cobbcountry.org</a>
Mike Dixon	<a href="mailto:Michaeldixon6560@gmail.com">Michaeldixon6560@gmail.com</a>
Jeff Drobney, Chair	City Manager, City of Kennesaw <a href="mailto:jdrobney@kennesaw-ga.gov">jdrobney@kennesaw-ga.gov</a>
Jacee Garrett	<a href="mailto:jaceegarrett@gmail.com">jaceegarrett@gmail.com</a>
Jimmy Gisi	Parks & Recreation Director, Cobb County <a href="mailto:jgisi@cobbcounty.org">jgisi@cobbcounty.org</a>
Chris Henderson	Councilmember, City of Kennesaw <a href="mailto:chenderson@kennesaw-ga.gov">chenderson@kennesaw-ga.gov</a>
Brianca Louis	Student, Kennesaw Mountain High Sch. <a href="mailto:briancamlouis17@gmail.com">briancamlouis17@gmail.com</a>
Samuel McGlashan	<a href="mailto:samuelmcglashan@gmail.com">samuelmcglashan@gmail.com</a>
Catherine Mockalis	<a href="mailto:catherinemockalis@gmail.com">catherinemockalis@gmail.com</a>
Cindi Michaels	Vice Chair, Planning Commission <a href="mailto:cmichaels@kennesaw-ga.gov">cmichaels@kennesaw-ga.gov</a>
David Shock	Secretary, Kennesaw Citizens Advisory Committee <a href="mailto:dshock@kennesaw.edu">dshock@kennesaw.edu</a>



Steve Roberts	Parks & Recreation Director, Kennesaw <a href="mailto:sroberts@kennesaw-ga.gov">sroberts@kennesaw-ga.gov</a>
Billy Warren	Building Facilities Manager, Kennesaw <a href="mailto:bwarren@kennesaw-ga.gov">bwarren@kennesaw-ga.gov</a>
Halli Watson	

## 2019 URBAN REDEVELOPMENT AGENCY

**Appointed August 18, 2003. Urban Redevelopment Agency shall consist of three members who shall serve terms of office of three years.  
Activated through Resolution #2003-13 (9/02/03)**

**Board meets on an as-needed basis.**

MEMBERS	PHONE, FAX, E-MAIL	TERM ENDS
Cindy Giles, Vice Chair	3418 English Oaks Drive Kennesaw, GA 30144 (c) 678-524-3594 <a href="mailto:cindygiles@bellsouth.net">cindygiles@bellsouth.net</a>	09/01/19
Arthur Hunt, Chair	770-423-0137 (w) 770-423-0020 (h) 6065 Woodland Court, 30152 <a href="mailto:huntrube@bellsouth.net">huntrube@bellsouth.net</a>	09/01/20
Herb Richardson, Secretary	2025 Dobbins Drive Kennesaw 30144 <a href="mailto:68herb@gmail.com">68herb@gmail.com</a> 770-265-9734 (cell)	09/01/21

11/15/04: Mayor Church appointed Arthur Hunt to complete the term of Charles Respert who moved out of the area.

11/15/04 Mayor Church reappointed Steve Zimba for another 3 year term.

01/18/05 M+C appointed Tom Headlee to replace Steve Shelton for term ending 9/01/06

07/18/06: Accepted letter of resignation from Steve Zimba

10/02/06: Appointed Mike Sesan and Theresa Ledford

10/11/06: Accepted resignation from Tom Headlee Jr.

11/05/07: Reappointed Mike Sesan to another 3 year term ending 9/1/10

01/05/09: Reappointed Arthur Hunt to another 3 year term ending 9/1/11

01/20/09: Accepted resignation from Theresa Ledford

03/02/09: Appointed Herb Richardson to fill term of Theresa Ledford ending 9/1/09

09/08/09: Reappointed Herb Richardson for another 3 year term ending 9/1/12

09/30/10: Mike Sesan did not want to be reelected to the URA committee

09/07/10: Tim Evans appointed by M&C to replace Mike Sesan for 3 year term ending 9/1/13

11/07/11: Arthur Hunt reappointed with term ending 2014

02/20/12: Tim Evans resigned and moved out of state

08/20/12: Herb Richardson reappointed with term ending 2015

01/07/13: Cindy Giles appointed to complete the term of Tim Evans

09/08/15: Herb Richardson reappointed with term ending 2018

09/06/16: Cindy Giles reappointed with term ending 2019

09/05/17: Arthur Hunt reappointed with term ending 2020

08/20/18 Herb Richardson reappointed with term ending 2021