



July 23, 2013 **CITY OF MORROW, GEORGIA** **Regular Meeting** **7:30 pm**

CALL TO ORDER: Mayor Burke
PLEDGE OF ALLEGIANCE: All
INVOCATION: Mayor Burke

1. **ROLL CALL**

2. **APPROVAL OF MEETING AGENDA:**

To add or remove items from the Agenda:

3. **CONSENT AGENDA:**

1. Approval of the July 9, 2013 Regular Meeting Minutes.
2. Approval of the Hecht Walker invoice #5618 in the amount of \$6,818.60 for the period June, 2013.

4. **REPORTS AND PRESENTATIONS:**

1. Report update on the success of “Tip-a-Cop” by Captain Tatroe.
2. Financial Update by Finance Officer Dan Defnall.

5. **PUBLIC HEARINGS:**

1. **PUBLIC HEARING on Millage Rate for 2013**

A Public Hearing on the approval of an Ordinance of the Mayor and Council of the City of Morrow, Georgia to set and declare the Tax Millage Rate in the City of Morrow, Georgia for Calendar Year 2013 and setting forth certain information regarding Rolled Back Rates; and for other purposes. *(Presented by City Manager, Jeff Eady)*

2. **PUBLIC HEARING on a Variance Request from Crown Communities, Inc.**

A Public Hearing on a Variance Request by Crown Communities, Inc. The applicant, Crown Communities, Inc., requests a variance from *Section 905A RS-80* which outlines allowable building materials for single-family residential dwelling units within the RS-80 zoning district. The applicant is requesting to allow additional building materials: cement fiberboard siding, with vinyl accents allowed only in soffits, gables, eaves, fascia board, and shutters, which are currently not allowed by City Code. The subject property is zoned RS-80 and located on the south side of Old Rex Morrow Road, south of Trammell Road, Morrow, GA 30260, also known as the Brookwood Estates Subdivision.

This Public Hearing was postponed at the June 25, 2013 Council Meeting.

(Presented by Brecca Johnson, Senior Planner)

6. **FIRST PRESENTATION:** None

7. **OLD BUSINESS:**

1. Approval or Denial of a Variance Request by Crown Communities, Inc. from Section *905A RS-80* which outlines allowable building materials for single-family residential dwelling units within the RS-80 zoning district. The applicant is requesting to allow additional building materials: cement fiberboard siding, with vinyl accents allowed only in soffits, gables, eaves, fascia board, and shutters, which are currently not allowed by City Code. The subject property is zoned RS-80 and located on the south side of Old Rex Morrow Road, south of Trammell Road, Morrow, GA 30260, also known as the Brookwood Estates Subdivision. *(Presented by Brecca Johnson, Senior Planner)*

2. An Ordinance to amend Title 9, Chapter 4, Article C of the City of Morrow Code of Ordinances: Coin-Operated Amusement Devices; To provide for Codification; To Repeal Conflicting Ordinances; To provide an Effective Date; and for other purposes. *(Presented by Jeff Eady, City Manager)*

8. **NEW BUSINESS:**

1. Approval of an Audit Engagement Letter with Mauldin & Jenkins, CPA, LLC for the fiscal year 2013 audit. *(Presented by Dan Defnall, Finance Officer)*

9. **GENERAL COMMENTS:**

Citizens-
City Manager-
Mayor and Council –

10. **ADJOURNMENT:**

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF MORROW,
GEORGIA TO SET AND DECLARE THE TAX MILLAGE RATE IN THE CITY OF
MORROW, GEORGIA FOR CALENDAR YEAR 2013 AND SETTING FORTH
CERTAIN INFORMATION REGARDING ROLLED BACK RATES;
AND FOR OTHER PURPOSES.**

BE IT ORDAINED by the Council of the City of Morrow, Georgia while in a regular Council Meeting on August 13, 2013 at 7:30 pm as follows:

Section I:

It is hereby ordained by the Mayor and Council of the City of Morrow, Georgia, that for calendar year 2013 the gross millage for maintenance and operation is 16.45 mils, less the rollback for Local Option Sales Tax at 6.95 mils, leaving the net millage for maintenance and operation purposes to be set at 9.5 mils. Appendix A shall be a part of this ordinance by reference.

Section II:

All ordinances or parts of ordinances in conflict herewith are hereby repealed and shall be of no further force or effect from the date of the enactment of this ordinance.

Section III:

This Ordinance is hereby enacted and shall be of full force and effect from this the 13th day of August, 2013.

ADOPTED AND APPROVED this 13th day of August, 2013.

JB Burke, Mayor

Attest:

Evyonne Browning, City Clerk
(Seal)

First Reading: July 22, 2013
Second Reading: August 13, 2013

NOTICE

The City of Morrow has tentatively adopted a millage rate which will require an increase in property taxes by 24.90 percent. All concerned citizens are invited to the public hearing on this tax increase to be held in the Council Chambers at the Morrow Municipal Complex, 1500 Morrow Road, Morrow GA 30260 on July 22nd, 2013 at 11:00 AM, July 23rd, 2013 at 7:30 PM and on August 13th, 2013 at 7:30 PM

Pursuant to the requirements of O.C.G. A Section 48-5-32, The City of Morrow does hereby publish the following presentation of the current year's tax digest and levy, along with the history of the tax digest and levy for the past 5 years.

CURRENT 2013 TAX DIGEST AND 5 YEAR HISTORY OF LEVY

COUNTY WIDE	2008	2009	2010	2011	2012	2013
Real & Personal	373,407,539	383,633,664	362,582,803	332,533,375	312,050,822	283,791,099
Motor Vehicles	12,361,360	13,200,010	13,611,450	11,652,700	10,356,060	11,729,050
Mobile Homes						
Timber - 100%						
Heavy Duty Equipment						
Gross Digest	385,768,899	396,833,674	376,194,253	344,186,075	322,406,882	295,520,149
Less M & O Exemptions	53,401,350	57,525,739	55,095,856	47,720,016	44,879,588	34,441,315
Net M & O Digest	332,367,549	339,307,935	321,098,397	296,466,059	277,527,294	261,078,834
State Forest Land Assistance Grant Value						
Adjusted Net M&O Digest	332,367,549	339,307,935	321,098,397	296,466,059	277,527,294	261,078,834
Gross M&O Millage	10.000	10.000	12.029	11.679	13.109	16.453
Less Rollbacks	5.000	5.000	6.029	5.679	5.609	6.953
Net M&O Millage	5.000	5.000	6.000	6.000	7.500	9.500
Total County Taxes Levied	\$1,661,838	\$1,696,540	\$1,926,590	\$1,778,796	\$2,081,455	\$2,480,249
Net Taxes \$ Increase		\$34,702	\$230,051	-\$147,794	\$302,658	\$398,794
Net Taxes % Increase		2.09%	13.56%	-7.67%	17.01%	19.16%

PUBLIC HEARING NOTICE

Variance Request

DATE: Tuesday, July 23, 2013, 7:30 P.M.

LOCATION: Morrow City Hall, 1500 Morrow Road, Morrow, GA 30260

Notice is hereby given that the Morrow City Council will hold a Public Hearing on Tuesday, July 23, 2013, at 7:30 p.m. The purpose of this hearing is for a Variance Request. The applicant, Crown Communities, Inc., requests a variance from Section 905A RS-80 which outlines allowable building materials for single-family residential dwelling units within the RS-80 zoning district. The applicant is requesting to allow additional building materials: cement fiberboard siding, with vinyl accents allowed only in soffits, gables, eaves, fascia board, and shutters, which are currently not allowed by City Code. The subject property is zoned RS-80 and located on the south side of Old Rex Morrow Road, south of Trammell Road, Morrow, GA 30260, also known as the Brookwood Estates Subdivision.

This item was postponed by the City Council on June 25, 2013.



come to morrow
MORROW, GEORGIA

Planning + Economic Development Department

1500 Morrow Rd. Morrow, GA 30260 678.902.0870 (T) 770.960.3002 (F)

Building Materials Variance Request- Staff Evaluation

- Applicant:** Crown Communities, Inc.
c/o Neil Koelbl
1371 Dogwood Drive, SW
Conyers, GA 30012
(678)509-0555
- Property Address:** South side of Old Rex Morrow Road, south of Trammell Road
Currently Known as Brookwood Estates Subdivision
- Zoning Classification:** RS-80 (Single-Family Residence) District
- Acreage:** 24.09+/- acres
- Proposed Request:** **Variance from Section 905A RS-80 (Subdivision Plat Revision)**
To allow an exterior finish consisting of:
 - Front Elevation: Vinyl shall be allowed only in soffits, gables, eaves, fascia board, and shutters.
 - Side and Rear Elevations: 100 percent either brick, stone, or hardiplank/cement fiberboard, or a combination of the three.
- P+Z Board Meeting:** April 16, 2013 (Tabled)
May 21, 2013 (Denied)
- City Council Meeting:** **June 25, 2013**
- Zoning History:** The subject property is zoned RS-80 (Single-Family Residence) District, according to the City of Morrow Official Zoning Map. Table 1.0 identifies the current zoning and existing land use of adjacent properties. On January 10, 2006, the City Council approved the final subdivision plat for the 80-lot Brookwood Estates subdivision.

Table 1.0 Current Zoning and Existing Land Use

Current Zoning	Existing Land Use
North (Unknown)	Single-Family Residence (Unincorporated Clayton County)
South (Unknown)	Single-Family Residence (Unincorporated Clayton County)
East (Unknown) Southeast (Park/Rec/Conservation District)	Single-Family Residences (Unincorporated Clayton County) Greenspace Property connected to Harbin Terrace Subdivision greenspace
West (Unknown)	Residential Subdivision (Unincorporated Clayton County)



come to morrow
MORROW, GEORGIA

Planning + Economic Development Department

1500 Morrow Rd. Morrow, GA 30260 678.902.0870 (T) 770.960.3002 (F)

Executive Summary of this Request:

The applicant is requesting a variance to amend one of the zoning stipulations that was placed on the property when the subdivision was final platted in January 2006. The zoning stipulation, which originated from Section 905A RS-80, requires that all exterior elevations be built of 100 percent brick, stone, or Portland cement-based stucco over wire lathe, backed by 10 pound felt.

Among the 80 lots within the subdivision, 32 homes have been built between 2006 and 2008, 6 new homes were completed this year and 8 additional homes are currently under construction; all of which have been and are being built according to the current zoning stipulations. This variance request will affect the property and remaining homes to be built within the existing Brookwood Estates subdivision.

On the side and rear elevations, the applicant has requested the following options for building materials: 1) 100 percent brick, 2) 100 percent stone, 3) 100 percent hardiplank/cement fiberboard or 4) a combination of the three. The front elevation will consist of brick, stone, or a combination of the two; however, the applicant is requesting that vinyl be allowed only in soffits, gables, eaves, fascia board, and shutters.

Ordinances, Codes affected by this Request:

- Article IX: Schedule of District Regulations, Section 905A RS-80
- Article XIV: Appeals, Section 1403 Powers and Duties

Criteria Point 1: *Special conditions and circumstances exist which are peculiar to the land, structure, or building involved and which are not applicable to other land, structures, or buildings in the same district.*

There are no special conditions or circumstances that exist that are peculiar to the land which are not applicable to other land, structures, or buildings that would give merit to this request. Other residential properties within the RS-80 zoning district are also subject to the exterior finish requirements of the Code.

Criteria Point 2: *Literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance.*

The literal interpretation of the provisions of this ordinance would not deprive the applicant of rights commonly enjoyed by other residential property owners within the RS-80 zoning district. All new homes built within the RS-80 zoning district require building materials to be 100 percent brick, stone or portland cement based stucco, installed over wire lathe, backed by ten pound felt, in accordance with the Code. A combination of the materials will be considered by the City Manager.

Criteria Point 3: *Special conditions and circumstances do not result from the actions of the applicant.*

The special conditions and circumstances that prompted this variance are the result of the applicant's actions. In exchange for the approval of the variance, the applicant has proposed a 2,000 square foot minimum for all 48 homes (heated floor space), meeting current codes.



come to morrow
MORROW, GEORGIA

Planning + Economic Development Department

1500 Morrow Rd. Morrow, GA 30260 678.902.0870 (T) 770.960.3002 (F)

Criteria Point 4: Granting the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structures, or building in the same district.

Granting the proposed variance would confer on the applicant special privileges which are denied to other lands, structures, or buildings in the same district. However, it is at the discretion of the Planning+Zoning Board and City Council to approve this variance, which could prompt other residential property owners to request alternate building materials, as redevelopment in other areas occurs. Any property owner or builder can request a variance from the Morrow Planning+Zoning Board and City Council on a case-by-case basis.

Criteria Point 5: Granting the variance is the minimum variance that will make possible the reasonable use of the land, building, or structure.

Granting this request is not the minimum variance necessary to allow the homes to be built. The minimum requirement for building materials for Brookwood Estates has been determined to consist of 100 percent brick, stone, or Portland cement based stucco on all elevations.

Criteria Point 6: Granting the variance will be in harmony with the general purpose and intent of this ordinance, and will not be injurious to the neighborhood, or otherwise detrimental to the public welfare.

Granting this variance could potentially allow 100 percent hardi/cement fiberboard siding on the exterior of the sides and rear of the remaining 42 homes, which will be out of character with the existing building materials of the established subdivision. The general purpose of the RS-80 zoning district is to "require the installation of various improvements to enhance the aesthetics of this development;" therefore set building materials have been put in place. Although vinyl is not a permitted building material, if used for soffits, eaves, fascia board, and shutters, it should have minimal adverse impacts on existing aesthetics. However, vinyl in the gables will be an apparent distinction in the type of homes currently built within the subdivision. Based on the zoning stipulation, hardi/cement fiberboard and vinyl are not permitted building materials. On March 11, 2013, at 6:30 p.m. the applicant held an open house meeting for Brookwood Estates residents to provide input on the proposed variance request.

If the variance is granted, a revision to the final plat will be required for submittal to the City of Morrow for review and approval, then filed and recorded with the Clayton County Courthouse.

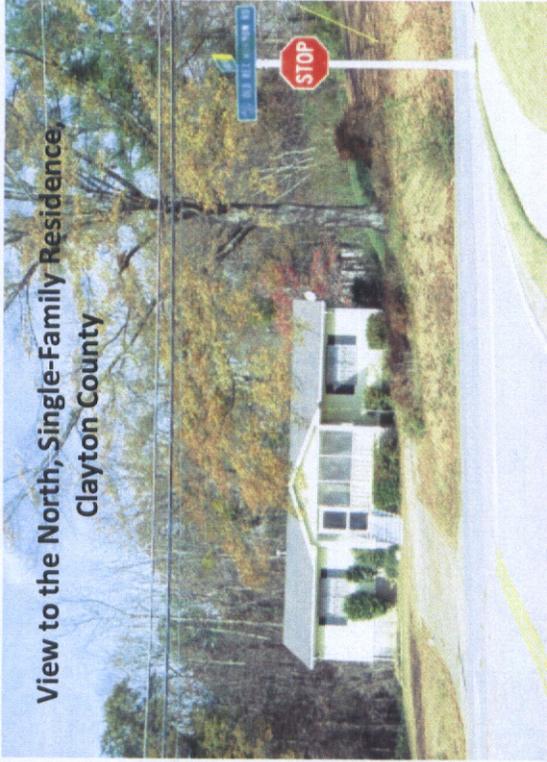
Staff Recommendation:

Planning Staff recommends **DENIAL** of the applicant's request for hardi/cement fiberboard on the side and rear elevations & vinyl in the gables, but **APPROVAL** of vinyl only in the eaves, soffits, fascia board and shutters.

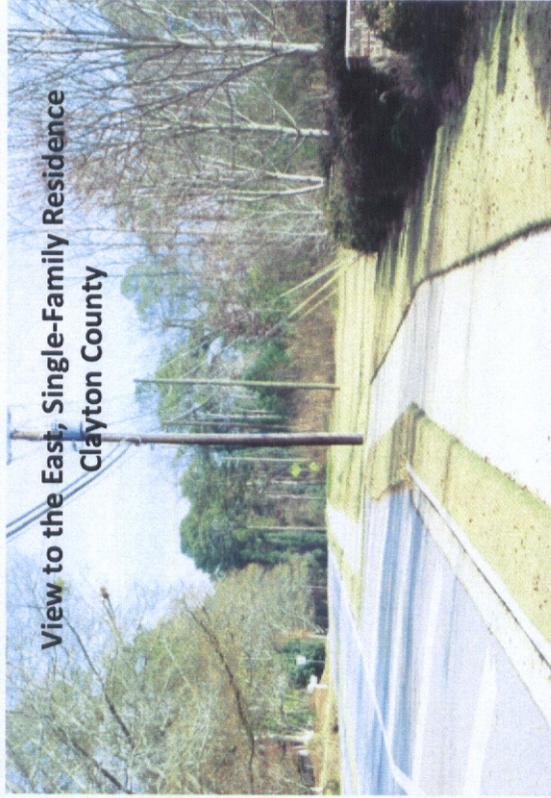
Attachments:

- **Site Photos**
- **Letter of Ownership and Intent**
- **Letters Regarding Brookwood Estates Open House, dated March 15, 2013 (2)**
- **Brookwood Estates Final Subdivision Plat**

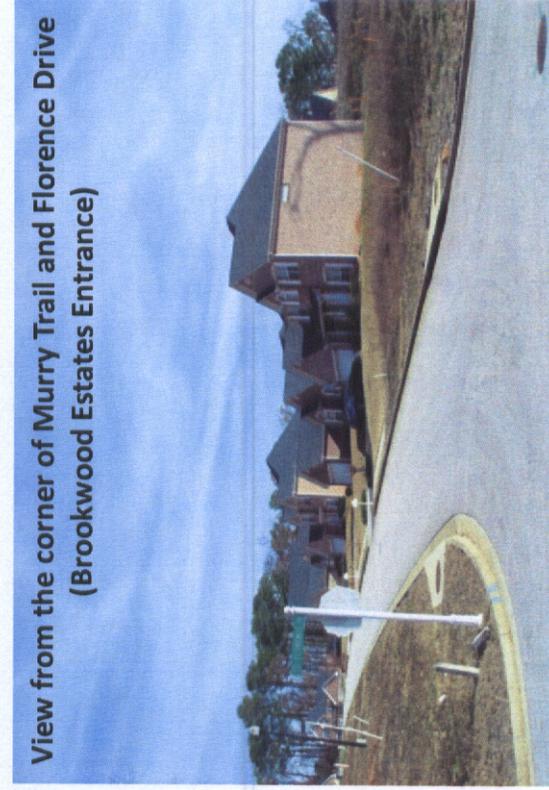
Crown Communities, Inc., Variance, Building Materials City Council Meeting 6-25-2013



View to the East, Single-Family Residence
Clayton County



View to the West, Single Family Residences,
Clayton County

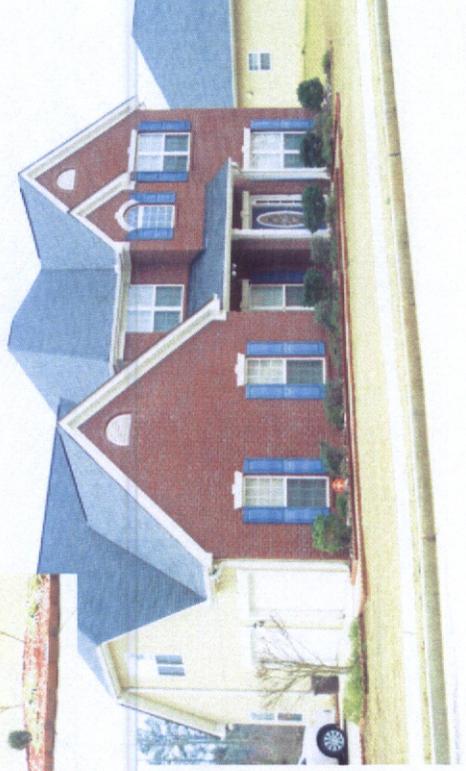
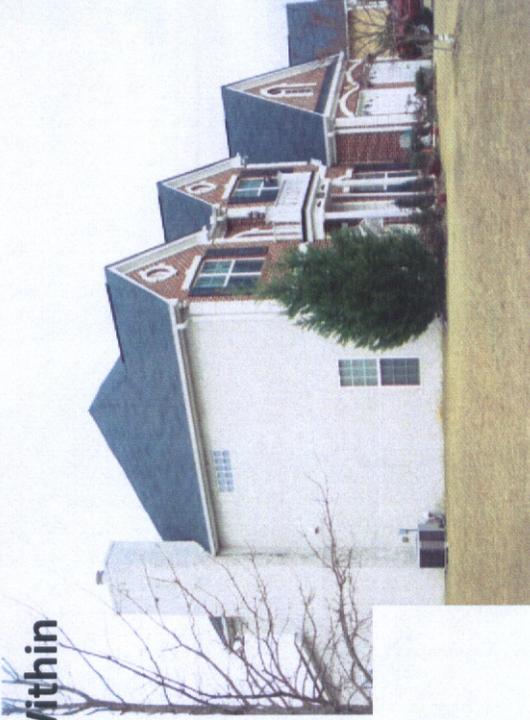


View from the corner of Murry Trail and Florence Drive
(Brookwood Estates Entrance)

Crown Communities, Inc., Variance, Building Materials

City Council Meeting 6-25-2013

View of Existing Homes Within
Brookwood Estates



CROWN COMMUNITIES

February 5, 2013

City of Morrow Planning and Economic Development
1500 Morrow Road
Morrow, GA 30260

Re: Zoning Modification re: Brookwood Estates, Old Rex-Morrow Road; currently zoned RS-80

Greetings:

Jefferson Homes, Inc. would like to amend the above zoning resolution as follows:

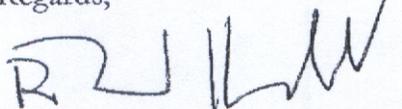
Delete section of the zoning restriction/condition which states that sides and back of all homes shall be 100% brick, stone, or hard coat stucco, and the front of all homes shall be 75% of above materials.

Replace removed section with the following: "One Hundred Percent (100%) of the front of the homes shall be all brick or stone or a combination thereof and the remaining three exterior sides of the houses shall consist solely of or a combination of brick, stone, or hardi/cement siding. Vinyl shall be prohibited except for soffits, gables, eaves, fascia board, and shutters."

In exchange for the adjustment of this condition, we are proposing an increase in the minimum heated square footage of all homes to 2,000 sf.

The applicant is the owner of the property as well as the majority property owner of the HOA and is the Declarant of the Covenants and Restrictions. I am available to discuss or answer questions at your convenience.

Regards,



R. Neil Koelbl
Land Acquisitions
neil@crownga.com
404-925-9103 mobile

RECEIVED
MAR 15 2013

Page

CROWN
COMMUNITIES

March 15, 2013

Via email to: bjohnson@cityofmorrow.com

City of Morrow
Attn: Brecca R. Johnson
1500 Morrow Road
Morrow, GA 30260

Re: Brookwood Estates, request for zoning modification

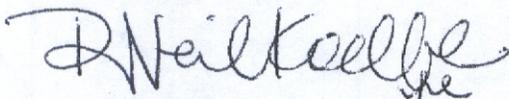
Dear Brecca,

Per the City's request, we have reached out to the existing residents of the Brookwood Estates subdivision, in an effort to introduce ourselves to the community. We were prepared to address with them; the new management company, our plans to construct within their community and to address with them our request and application to modify the current zoning conditions.

Grace Management obtained a list of residents from the previous management company when they requested the transfer of records. On March 1st, Grace Mgmt. mailed the enclosed correspondence to the homeowners to request their attendance at the Homeowner's meeting to be held in the conference room at the Drury Inn on March 11, 2013 at 6:30pm. Both Neil Koelbl, from our office, and David Grace, from Grace Mgmt, were in attendance, however, none of the homeowners attended.

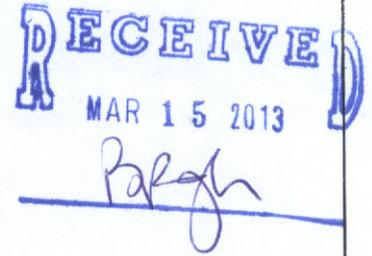
As of today, despite our efforts, we have not had any further correspondence from the homeowner's, which leads us to believe there are no serious concerns from the existing homeowners concerning our zoning modification request. We would like to remain and look forward to being heard on the agenda at the April 16th P+Z Board meeting.

Sincerely,



R. Neil Koelbl

Encl.
/hkl



March 1, 2013

Dear Member,

As a member of Brookwood Estates Homeowners Association, allow me to formally welcome you into the family of communities managed by Grace Management.

The board has recently hired Grace Management to provide financial management to the association. They will operate the bank account, invoice and collect assessments, pay board approved invoices and generate monthly financial statements. The board has also hired Subdivision Services to provide property management services such as covenant enforcement, common area maintenance management and architectural review services.

We would like to extend an invitation to you to meet with your new HOA management team as well as a representative from Crown Communities, the builder in the community.

Crown would like to discuss the pending re-zoning and review the exciting new homes planned for the community and answer any questions from members regarding new construction.

The meeting will take place on March 11, 2013 at 6:30 pm at Drury Inn, 6520 South Lee Street, Morrow, GA 30260.

You may contact Grace Management at 770.389.6528 or at info@grace-management.com. Subdivision Services may be contacted at 678.284.0244 or info@subdivisionservices.com.

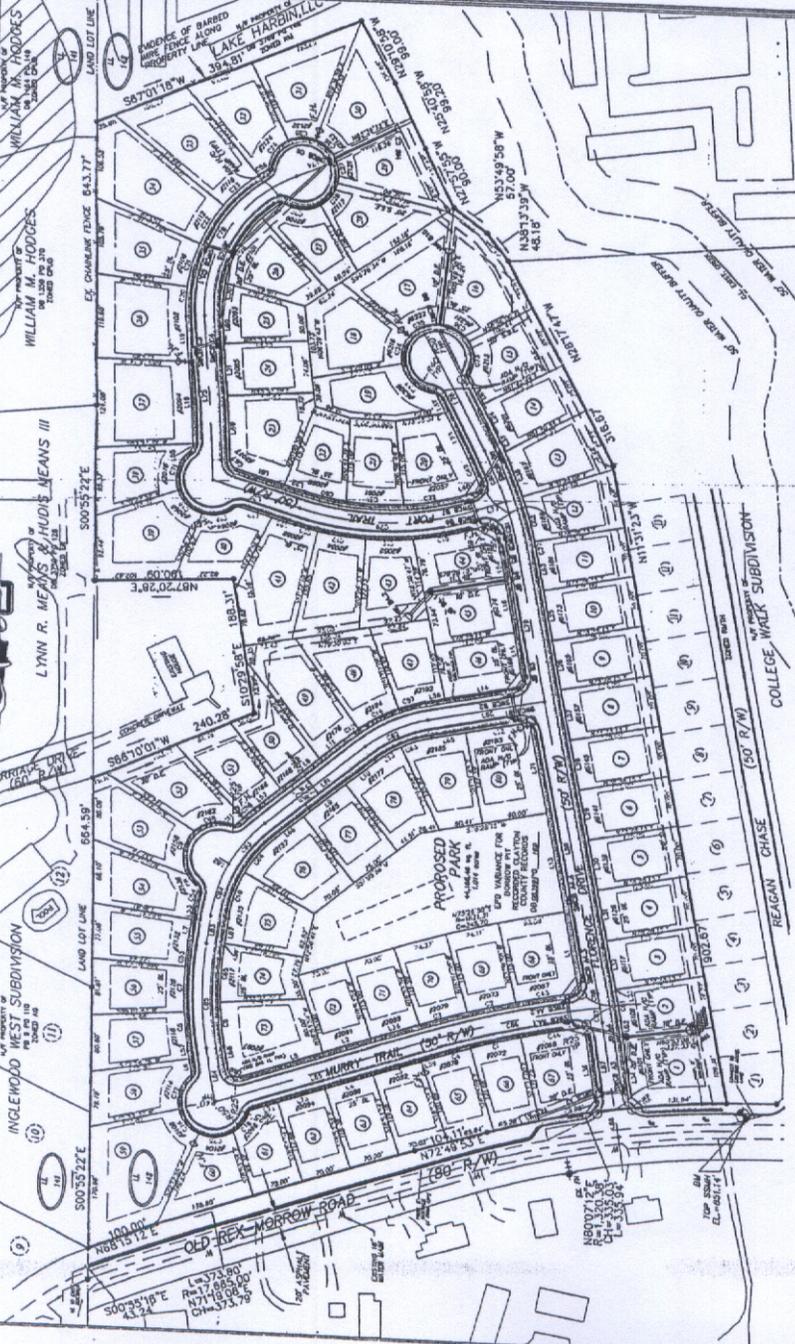
Sincerely,

David Grace

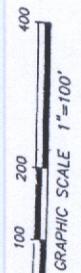
Final Plat For
BROOKWOOD ESTATES
 Land Lot 142 Of The 12th District
 City Of Morrow
 Clayton County, Georgia

LANDMARK SURVEYING & PLANNING, INC.
 218 New Drive
 Marietta, GA 30067
 Phone: (770) 802-1288
 Fax: (770) 802-1289
 e-mail: info@landmark-surveying.com
 www.landmark-surveying.com

DATE: December 01, 2005
 SHEET NUMBER: 2
 OF 2



Line	Pipe	Material	Size	Depth	Length (ft)	Construct Slope (ft/ft)
1	12"	PVC	12"	18"	100	0.00
2	12"	PVC	12"	18"	100	0.00
3	12"	PVC	12"	18"	100	0.00
4	12"	PVC	12"	18"	100	0.00
5	12"	PVC	12"	18"	100	0.00
6	12"	PVC	12"	18"	100	0.00
7	12"	PVC	12"	18"	100	0.00
8	12"	PVC	12"	18"	100	0.00
9	12"	PVC	12"	18"	100	0.00
10	12"	PVC	12"	18"	100	0.00
11	12"	PVC	12"	18"	100	0.00
12	12"	PVC	12"	18"	100	0.00
13	12"	PVC	12"	18"	100	0.00
14	12"	PVC	12"	18"	100	0.00
15	12"	PVC	12"	18"	100	0.00
16	12"	PVC	12"	18"	100	0.00
17	12"	PVC	12"	18"	100	0.00
18	12"	PVC	12"	18"	100	0.00
19	12"	PVC	12"	18"	100	0.00
20	12"	PVC	12"	18"	100	0.00
21	12"	PVC	12"	18"	100	0.00
22	12"	PVC	12"	18"	100	0.00
23	12"	PVC	12"	18"	100	0.00
24	12"	PVC	12"	18"	100	0.00
25	12"	PVC	12"	18"	100	0.00
26	12"	PVC	12"	18"	100	0.00
27	12"	PVC	12"	18"	100	0.00
28	12"	PVC	12"	18"	100	0.00
29	12"	PVC	12"	18"	100	0.00
30	12"	PVC	12"	18"	100	0.00
31	12"	PVC	12"	18"	100	0.00
32	12"	PVC	12"	18"	100	0.00
33	12"	PVC	12"	18"	100	0.00
34	12"	PVC	12"	18"	100	0.00
35	12"	PVC	12"	18"	100	0.00
36	12"	PVC	12"	18"	100	0.00
37	12"	PVC	12"	18"	100	0.00
38	12"	PVC	12"	18"	100	0.00
39	12"	PVC	12"	18"	100	0.00
40	12"	PVC	12"	18"	100	0.00
41	12"	PVC	12"	18"	100	0.00
42	12"	PVC	12"	18"	100	0.00
43	12"	PVC	12"	18"	100	0.00
44	12"	PVC	12"	18"	100	0.00
45	12"	PVC	12"	18"	100	0.00
46	12"	PVC	12"	18"	100	0.00
47	12"	PVC	12"	18"	100	0.00
48	12"	PVC	12"	18"	100	0.00
49	12"	PVC	12"	18"	100	0.00
50	12"	PVC	12"	18"	100	0.00
51	12"	PVC	12"	18"	100	0.00
52	12"	PVC	12"	18"	100	0.00
53	12"	PVC	12"	18"	100	0.00
54	12"	PVC	12"	18"	100	0.00
55	12"	PVC	12"	18"	100	0.00
56	12"	PVC	12"	18"	100	0.00
57	12"	PVC	12"	18"	100	0.00
58	12"	PVC	12"	18"	100	0.00
59	12"	PVC	12"	18"	100	0.00
60	12"	PVC	12"	18"	100	0.00
61	12"	PVC	12"	18"	100	0.00
62	12"	PVC	12"	18"	100	0.00
63	12"	PVC	12"	18"	100	0.00
64	12"	PVC	12"	18"	100	0.00
65	12"	PVC	12"	18"	100	0.00
66	12"	PVC	12"	18"	100	0.00
67	12"	PVC	12"	18"	100	0.00
68	12"	PVC	12"	18"	100	0.00
69	12"	PVC	12"	18"	100	0.00
70	12"	PVC	12"	18"	100	0.00
71	12"	PVC	12"	18"	100	0.00
72	12"	PVC	12"	18"	100	0.00
73	12"	PVC	12"	18"	100	0.00
74	12"	PVC	12"	18"	100	0.00
75	12"	PVC	12"	18"	100	0.00
76	12"	PVC	12"	18"	100	0.00
77	12"	PVC	12"	18"	100	0.00
78	12"	PVC	12"	18"	100	0.00
79	12"	PVC	12"	18"	100	0.00
80	12"	PVC	12"	18"	100	0.00
81	12"	PVC	12"	18"	100	0.00
82	12"	PVC	12"	18"	100	0.00
83	12"	PVC	12"	18"	100	0.00
84	12"	PVC	12"	18"	100	0.00
85	12"	PVC	12"	18"	100	0.00
86	12"	PVC	12"	18"	100	0.00
87	12"	PVC	12"	18"	100	0.00
88	12"	PVC	12"	18"	100	0.00
89	12"	PVC	12"	18"	100	0.00
90	12"	PVC	12"	18"	100	0.00
91	12"	PVC	12"	18"	100	0.00
92	12"	PVC	12"	18"	100	0.00
93	12"	PVC	12"	18"	100	0.00
94	12"	PVC	12"	18"	100	0.00
95	12"	PVC	12"	18"	100	0.00
96	12"	PVC	12"	18"	100	0.00
97	12"	PVC	12"	18"	100	0.00
98	12"	PVC	12"	18"	100	0.00
99	12"	PVC	12"	18"	100	0.00
100	12"	PVC	12"	18"	100	0.00



CLAYTON COUNTY MAP
 ALL BLOCK -
 PARCEL #'S SAME AS LOT
 #'S

OWNER/DEVELOPER
 BROWN, LLC
 101 Dorset Square, Suite 305
 Fayetteville, GA 30214

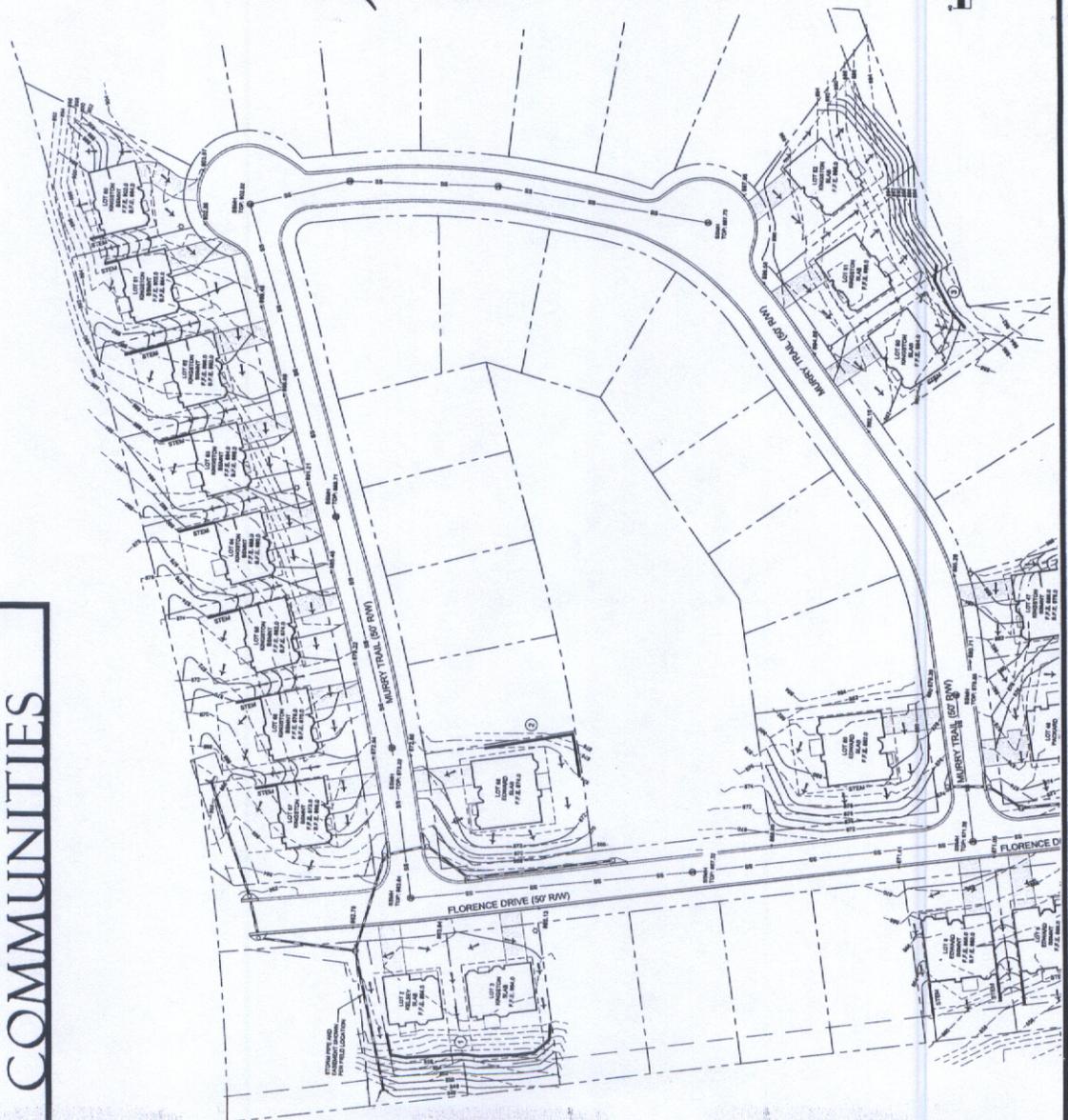
24-HOUR CONSULT
 and more
 Phone: (770) 461-3879

8132004 LE 0003 2101

SETBACKS PER FINAL PLAT
 FRONT: 25 FOOT
 REAR: 5 FOOT
 SIDES: 25 FOOT

SHEET LEGEND:

- ① DENOTES A PROPOSED RETAINING WALL
- ② DENOTES A RETAINING WALL LABEL
- DIRECTIONAL FLOW ARROW
- (STEM) DENOTES A STEM WALL ALONG DR
- (M) DENOTES A MANSION
- F.F.E. FINISH FLOOR ELEVATION
- G.F.E. GARAGE FLOOR ELEVATION
- M.F.E. MINIMUM FLOOR ELEVATION



GENERAL GRADING NOTES

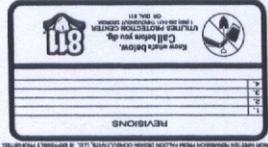
1. CONTRACTOR SHALL REMOVE AND DISPOSE EXISTING DRAINAGE AWAY FROM ALL PROPOSED HOMES.
2. THE CONTRACTOR IS RESPONSIBLE FOR PROTECTION OF ALL PROPERTY CORNERS.
3. ALL EXISTING UTILITY LOCATIONS SHALL BE MAINTAINED AND PROTECTED THROUGHOUT CONSTRUCTION.
4. CONSTRUCTION SHALL BE PAID AND CONNECTED TO NEAREST EXISTING UTILITY.
5. EXISTING PAVEMENT SHALL BE REPAIRED OR REPLACED WITH NEW PAVEMENT AS REQUIRED.
6. PROPOSED GRADED SURFACES ARE TYPICALLY IN 1/4" OR FLATTER, UNLESS OTHERWISE NOTED. IN AREAS WHERE A STeeper GRADE IS REQUIRED, THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING SUFFICIENT EROSION CONTROL MEASURES TO BE ACCORDANCE WITH ANY OTHER CONSTRUCTION REGULATIONS.
7. EROSION CONTROL MEASURES ARE TO BE ACCORDANCE WITH ANY OTHER CONSTRUCTION REGULATIONS.
8. ALL UTILITIES ENTERING STORM SEWER STRUCTURES SHALL BE GRAVITY SERVICE CONNECTION AT THE STRUCTURE.
9. ALL UTILITIES ENTERING STORM SEWER STRUCTURES SHALL BE GRAVITY SERVICE CONNECTION AT THE STRUCTURE.
10. ALL UTILITIES ENTERING STORM SEWER STRUCTURES SHALL BE GRAVITY SERVICE CONNECTION AT THE STRUCTURE.
11. ALL UTILITIES ENTERING STORM SEWER STRUCTURES SHALL BE GRAVITY SERVICE CONNECTION AT THE STRUCTURE.
12. ALL UTILITIES ENTERING STORM SEWER STRUCTURES SHALL BE GRAVITY SERVICE CONNECTION AT THE STRUCTURE.
13. ALL UTILITIES ENTERING STORM SEWER STRUCTURES SHALL BE GRAVITY SERVICE CONNECTION AT THE STRUCTURE.
14. ALL UTILITIES ENTERING STORM SEWER STRUCTURES SHALL BE GRAVITY SERVICE CONNECTION AT THE STRUCTURE.
15. ALL UTILITIES ENTERING STORM SEWER STRUCTURES SHALL BE GRAVITY SERVICE CONNECTION AT THE STRUCTURE.
16. ALL UTILITIES ENTERING STORM SEWER STRUCTURES SHALL BE GRAVITY SERVICE CONNECTION AT THE STRUCTURE.
17. ALL UTILITIES ENTERING STORM SEWER STRUCTURES SHALL BE GRAVITY SERVICE CONNECTION AT THE STRUCTURE.
18. ALL UTILITIES ENTERING STORM SEWER STRUCTURES SHALL BE GRAVITY SERVICE CONNECTION AT THE STRUCTURE.
19. ALL UTILITIES ENTERING STORM SEWER STRUCTURES SHALL BE GRAVITY SERVICE CONNECTION AT THE STRUCTURE.
20. ALL UTILITIES ENTERING STORM SEWER STRUCTURES SHALL BE GRAVITY SERVICE CONNECTION AT THE STRUCTURE.

GENERAL SURVEYING NOTES

1. THIS BEING THE SAME AS THAT WHICH IS SHOWN ON FINAL PLAT FOR BROOKWOOD ESTATE.
2. UTILITY LINES SHOWN ON SURVEY REPRESENT LOCATIONS MARKED BY INCORRECT UTILITY LOCATIONS MARKED BY CONTRACTOR.
3. ALL STORM DRAINAGE AND SANITARY SEWER STRUCTURES SHOWN ARE BASED ON ABOVE GROUND EVIDENCE.



GRADING PLAN
 FOR
 BROOKWOOD ESTATES
 SUBDIVISION
 LOCATED IN:
 CITY OF MORROW, CLAYTON COUNTY, GA
 LAND LOT 142; 12th DISTRICT



DATE:	NOV 13
FILE NUMBER:	
DRAWN BY:	BROOK

SHEET NUMBER
 2 of 4

SETBACKS PER FINAL PLAT

- FRONT: 25 FOOT
- REAR: 8 FOOT
- SIDES: 25 FOOT

GENERAL GRADING NOTES

1. CONTRACTOR SHALL PROVIDE AND ENSURE POSITIVE DRAINAGE AWAY FROM ALL PROPOSED HOMES.
2. ALL GARAGES CAPABLE OF THE REMOVAL OF EXISTING FACILITIES, IN THE AREA OF PROPOSED EXISTING GARAGES, SHALL BE REMOVED AND RECONSTRUCTED TO MEET OR EXCEED 8" IN EXTENDED PROJECTIONS AT EXISTING FACILITIES. CONTRACTOR SHALL BE RESPONSIBLE FOR ASSESSING DAMAGE TO FIELD OPERATIONS AND CONDITIONS. THE ENGINEER SHALL BE CONSULTED PRIOR TO REMOVAL AND RECONSTRUCTION.
3. CONTRACTOR SHALL MAINTAIN EXISTING UTILITY LOCATIONS AND SHALL MAINTAIN ALL UTILITY LOCATIONS MARKED BY CONTRACTOR.
4. CONTRACTOR SHALL MAINTAIN EXISTING UTILITY LOCATIONS AND SHALL MAINTAIN ALL UTILITY LOCATIONS MARKED BY CONTRACTOR.
5. CONTRACTOR SHALL MAINTAIN EXISTING UTILITY LOCATIONS AND SHALL MAINTAIN ALL UTILITY LOCATIONS MARKED BY CONTRACTOR.
6. CONTRACTOR SHALL MAINTAIN EXISTING UTILITY LOCATIONS AND SHALL MAINTAIN ALL UTILITY LOCATIONS MARKED BY CONTRACTOR.
7. CONTRACTOR SHALL MAINTAIN EXISTING UTILITY LOCATIONS AND SHALL MAINTAIN ALL UTILITY LOCATIONS MARKED BY CONTRACTOR.
8. CONTRACTOR SHALL MAINTAIN EXISTING UTILITY LOCATIONS AND SHALL MAINTAIN ALL UTILITY LOCATIONS MARKED BY CONTRACTOR.
9. CONTRACTOR SHALL MAINTAIN EXISTING UTILITY LOCATIONS AND SHALL MAINTAIN ALL UTILITY LOCATIONS MARKED BY CONTRACTOR.
10. CONTRACTOR SHALL MAINTAIN EXISTING UTILITY LOCATIONS AND SHALL MAINTAIN ALL UTILITY LOCATIONS MARKED BY CONTRACTOR.

GENERAL SURVEYING NO. 5

1. THIS BEING THE SAME AS THAT WHICH IS SHOWN ON FINAL PLAT FOR BROOKWOOD ESTATES.
 2. UTILITY LINES SHOWN ON SURVEY RECORDS OR LOCATIONS MARKED BY CONTRACTOR SHALL BE MAINTAINED AND SHALL MAINTAIN ALL UTILITY LOCATIONS MARKED BY CONTRACTOR.
 3. ALL STORM DRAINAGE AND SANITARY SEWER STRUCTURES SHOWN ARE BASED ON ABOVE GROUND EVIDENCE.
- CONTRACTOR NOTES:
1. VERTICAL DATUM - NAVD83
 2. HORIZONTAL DATUM - NAD83
 3. CONTIGUOUS INTERNAL - F

SHEET LEGEND:

- ⊕ DENOTES A PROPOSED RETAINING WALL
- DENOTES A RETAINING WALL LABEL
- DENOTES DIRECTIONAL FLOW ARROW
- DENOTES DIRECTIONAL FLOW ARROW ATTACHED TO FOUNDATION
- F.F.E. FINISH FLOOR ELEVATION
- M.F.E. MINIMUM FLOOR ELEVATION



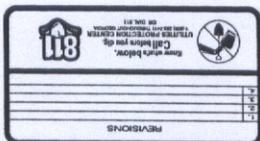
GRAPHIC SCALE



18



GRADING PLAN FOR
BROOKWOOD ESTATES
SUBDIVISION
LOCATED IN:
CITY OF MORROW, CLAYTON COUNTY, GA
LAND LOT 142; 12th DISTRICT



DATE:	10-28-13
SCALE:	N/A
FILE NUMBER:	10000000
CONTRACT NO.:	10000000
PROJECT:	
DATE:	
SCALE:	
FILE NUMBER:	
CONTRACT NO.:	
PROJECT:	

SHEET NUMBER
4 of 4

CROWN



COMMUNITIES

May 2, 2013

City of Morrow-Planning & Economic Development
Attn: Brecca Johnson
1500 Morrow Rd.
Morrow, GA 30260

Re: Brookwood Estates, variance zoning request.

Dear Mrs. Johnson:

Please find enclosed the following color pictures of the homes showing the full masonry fronts with 4 foot masonry water tables around all sides of the home. These pictures are representative samples of the homes we would be building with masonry. As mentioned at our last commission meeting we do not provide stucco as a company. Hardi plank/ board siding is extremely durable and lasts longer than stucco siding with less maintenance. Also hardi siding is easier to maintain for homeowners and can be maintained and/or repaired versus stucco.

I have also included pictures of the interior of our homes with using the hardi plank/board siding on the home. As mentioned in the last meeting we will have to scale back the interior of the homes if we are to go with all brick due to the lack of appraisal values in the area.

Please let me know if you need anything else.

Best regards,
Bryan Ponder



Edward



William 1



Heritage



Junea



Hunter

**TO AMEND TITLE 9, CHAPTER 4, ARTICLE C OF THE CITY OF MORROW
CODE OF ORDINANCES: COIN-OPERATED AMUSEMENT DEVICES;
TO PROVIDE FOR CODIFICATION; TO REPEAL CONFLICTING ORDINANCES;
TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES**

WHEREAS, the City of Morrow (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia and is authorized to regulate coin operated amusement devices and amusement game rooms;

WHEREAS, the Legislature of the State of Georgia passed House Bill 487 during the 2013 Legislative Session and the Governor signed the bill into law on April 10, 2013;

WHEREAS, House Bill 487 amended the Code of Georgia relating to the regulation of coin operated amusement devices; and

WHEREAS, the City desires to adopt a revised ordinance related to regulation of coin operated amusement devices within the City;

THE COUNCIL OF THE CITY OF MORROW, GEORGIA, HEREBY ORDAINS

SECTION 1. Code Section Amended. Title 9, Chapter 4, Article C of the Code of Ordinances of the City of Morrow, Georgia, is hereby repealed in its entirety and replaced with the following:

“Sec. 9-4-41. Gambling Devices and Places Prohibited.

Gambling Devices, as that term is defined in O.C.G.A. § 16-12-20(2) are prohibited in the City, and the ownership, use, or transport thereof shall be a misdemeanor pursuant to state law, except as exempted pursuant to O.C.G.A. § 16-12-35 (a) through (k). Gambling Places, as that term is defined in O.C.G.A. § 16-12-20(3) are also prohibited in the City, and the operation thereof shall be a misdemeanor pursuant to state law.

Sec. 9-4-42. Definitions.

The following words, terms, or phrases, when used in this Ordinance, shall have the meaning ascribed to them in this Section, except where the context clearly indicates a different meaning:

(a) *Amusement Game Room* means any location as provided in O.C.G.A. § 16-12-35(b), (c) or (d) where one or more Bona Fide Coin Operated Amusement Machines are operated that permit non-cash redemption as provided in O.C.G.A. § 16-12-35(d)(1)(B), (C), or a combination thereof.

(b) *Bona Fide Coin Operated Amusement Machine* means the same as this term is defined in O.C.G.A. § 50-27-70(b)(2)(A) and (B) and any applicable regulations of the State of Georgia. Examples of Bona Fide Coin Operated Amusement Machines include, but are expressly not limited to, the following:

- 1) Pinball machines;
- 2) Console machines;
- 3) Video games;
- 4) Crane machines;
- 5) Claw machines;
- 6) Pusher machines;
- 7) Bowling machines;
- 8) Novelty arcade games;
- 9) Foosball or table soccer machines;
- 10) Miniature racetrack, football or golf machines;
- 11) Target or shooting gallery machines;
- 12) Basketball machines;
- 13) Shuffleboard machines;
- 14) Kiddie ride games;
- 15) Skee-Ball[®] machines;
- 16) Air hockey machines;
- 17) Roll down machines;
- 18) Coin operated pool table or coin operated billiard table as defined in paragraph (3) of O.C.G.A. § 43-8-1; and
- 19) Any other similar amusement machine which can be legally operated in Georgia.

The term *Bona Fide Coin Operated Amusement Machine* does not include the following:

- 1) Coin operated washing machines or dryers;
- 2) Vending machines which for payment of money dispense products or services;
- 3) Gas and electric meters;
- 4) Pay telephones;
- 5) Pay toilets;
- 6) Cigarette vending machines;
- 7) Coin operated vending machines;
- 8) Coin operated scales;
- 9) Coin operated gumball machines;
- 10) Coin operated television sets which provide cable or network programming;
- 11) Coin operated massage beds; and
- 12) Machines which are not legally permitted to be operated in Georgia.

(c) *Location* means a business within the City that has complied with the provisions of the ordinances of the City relating to occupation taxes and business licenses.

Sec. 9-4-43. License Required.

No person, firm or corporation shall engage in the business of an owner or proprietor of an Amusement Game Room, as the term is herein defined, without first having obtained a license and without first having paid the applicable occupation tax required under this article.

Sec. 9-4-44. Application for and Issuance of License.

Application for a license for operating an Amusement Game Room within the corporate limits of the City shall be filed in writing with the occupation tax administrator, on a form to be provided by the City, and shall include:

- (a) Name, address, and age of the applicant and the date of the application and if a firm, corporation, partnership or association, the principal officers thereof and their addresses;
- (b) Address or place where the licensed bona fide coin operated amusement machine or machines are to be offered to the public for play and the other business or businesses operated at that place or places;
- (c) The number of machines to be maintained on the premises and the type of machines to be maintained;
- (d) Name and address of the owner of the machine or machines and a copy of the owner's master license;
- (e) Whether or not the person or persons having management of or supervision over the applicant's business have been convicted of a crime, misdemeanor or the violation of any municipal ordinance relating to narcotics or any crime of moral turpitude, the nature of such offense, and the punishment assessed therefor.
- (f) Name and address of any other business owned or operated by applicant within the corporate limits of the City;
- (g) List of any other licenses or permits from the City held by the applicant.

On initial application the applicant must file a petition, accompanied by a fee of \$350.00 for conditional use under the particular zoning classification in which the business is or is to be located.

Upon issuing a license for an Amusement Game Room, the City official or employee shall provide the license with a copy of this Ordinance. A license issued in accordance with this Ordinance shall be valid until December 31st of the year in which the license was issued. The owner or operator of an Amusement Game Room shall be required to pay occupation taxes in accordance with Title 3, Chapter 2 of the Code of Ordinances of the City.

Sec. 9-4-45. Occupation Tax Required.

No person, firm or corporation shall engage in the business of an owner or proprietor of Amusement Game Room, as the term is herein defined, without first having completed the

occupation tax certificate form, paid the required occupational tax, and obtained the license required under this article.

Sec. 9-4-46. Number of Bona Fide Coin Operated Amusement Machines at a Location.

No Amusement Game Room in the City shall offer to the public more than six (6) Bona Fide Coin Operated Amusement Machines offering non-cash redemption in accordance with O.C.G.A. § 16-12-35(c), (d)(1), and (d)(2), at the same Location.

Sec. 9-4-47. Gross Receipts from Bona Fide Coin Operated Amusement Machines and from Business.

Every Amusement Game Room shall keep records available for inspection by City officials that set out separately annual gross receipts for the amusement games and the other products and services sold at the Location. Income from the amusement game or games shall not constitute more than fifty percent (50%) of the income from the Location. Compliance with this section requires both the availability of records for inspection and compliance with the fifty (50%) percent of income requirement. Every owner or operator of an Amusement Game Room who is subject to O.C.G.A. § 50-27-84 must provide to the City a copy of each verified monthly report prepared in accordance with such Code section. In addition, each owner or operator must allow the local government an annual audit of the reports from the owner or operator to the Lottery Corporation.

Sec. 9-4-48. Notice Requirements.

(a) Every Amusement Game Room shall post a conspicuous sign with the following or substantially similar language:

‘GEORGIA LAW PROHIBITS GIVING OR RECEIPT OF ANY MONEY FOR WINNING A GAME OR GAMES ON AN AMUSEMENT MACHINE; GIVING OR RECEIPT OF MONEY FOR FREE REPLAYS WON ON AN AMUSEMENT MACHINE; GIVING OR RECEIPT OF MONEY FOR ANY MERCHANDISE, PRIZE, TOY, GIFT CERTIFICATE, OR NOVELTY WON ON ANY AMUSEMENT MACHINE; OR AWARDING ANY MERCHANDISE, PRIZE, TOY, GIFT CERTIFICATE, OR NOVELTY OF A VALUE EXCEEDING \$5.00 FOR A SINGLE PLAY OF AN AMUSEMENT MACHINE.’

(b) Every Amusement Game Room shall post the license issued by the City conspicuously and permanently.

(c) The owner or proprietor of each Amusement Game Room shall inform every employee of the acts and omissions prohibited by O.C.G.A. § 16-12-35 and by this Ordinance, and of the penalties for violation of O.C.G.A. § 16-12-35 and this Ordinance.

Sec. 9-4-49. Compliance with O.C.G.A. Provisions Relating to Master Licenses, Location Licenses, and Stickers for Individual Machines.

Bona Fide Coin Operated Amusement Machines may be used in an Amusement Game Room within the City only if the machines are owned by a person who holds a valid master license in accordance with O.C.G.A. § 50-27-71, and each machine offered to the public for play has a valid permit sticker in accordance with O.C.G.A. § 50-27-78. In addition, the business owner where the machines are available for play by the public must pay a location license fee in order to obtain a valid location license in accordance with O.C.G.A. § 50-27-71 (a.1) and (b). The City official in charge of issuing business licenses shall notify the State Commissioner of Revenue of any observed violation of O.C.G.A. § 50-27-71 or § 50-27-78.

Sec. 9-4-50. Penalties for Violations by Owners or Operators of Amusement Game Rooms.

(a) Violation of any of the provisions of this Article shall be sufficient grounds for revocation or suspension of a license issued hereunder, or for punishment under the provisions for penalties allowed under Georgia law.

(b) Pursuant to O.C.G.A. § 16-12-35, any violation of this Article is a misdemeanor and the Municipal Court is authorized, after conviction, to assess any penalties allowed under the State Code, the City Charter, and the Code of Ordinances.

Sec. 9-4-51. Revocation or Suspension of License.

In the event that it comes to the attention of the Mayor and Council or the City Manager, that the Licensee has violated any provision of this Article or that an Amusement Game Room has created a nuisance to the surrounding community, the following procedure will be followed:

- (1) The City Manager shall issue a notice of objection which shall include the address of the location and the specific reasons why the machine or machines in question are alleged to violate any provision of this section. The City Manager will then notify the proprietor, amusement center proprietor or arcade room proprietor that a notice of objection has been filed and will set a date for a hearing before the Mayor and Council on this matter. Extensions and necessary investigations will be granted and conducted at the discretion of the Mayor and Council.
- (2) At the time of the hearing, any resident, the operator, the proprietor, and the City Manager may be heard. After this hearing the Mayor and Council shall issue a "notice of decision" which will call for the dismissal of the objection, removal of the machines or such other remedy as they deem appropriate under the circumstances that are consistent with the purpose of this section.
- (3) The decision of the Mayor and Council shall be in writing and shall state the reasons for their decision and shall be based upon the merits of the case.
- (4) The decision of the Mayor and Council shall be final but may be appealed to the appropriate court within 30 days.
- (5) The decision of the Mayor and Council shall be binding upon the proprietor, amusement center proprietor, arcade room proprietor and/or distributor of the machine under consideration.
- (6) The City Council and Mayor may issue a decision revoking the license or suspending the license for a defined period of time.

Sec. 9-4-52. Penalties for Violations by Those Who Play Bona Fide Coin Operated Machines in Violation of Law or Ordinance.

The Municipal Court of the City is authorized to impose the following penalties on any person convicted of receiving money as a reward for the successful play or winning of any Bona Fide Coin Operated Amusement Machine from any person owning, possessing, controlling or overseeing such Bona Fide Coin Operated Amusement Machine or any person employed by or acting on behalf of a person owning, possessing, controlling or overseeing a Bona Fide Coin Operated Amusement Machines:

(1) First Citation: Fine not to exceed Two Hundred Fifty (\$250.00) Dollars for each violation.

(2) Second and Subsequent Citations: Fine not to exceed Five Hundred (\$500.00) Dollars for each violation.

Sec. 9-4-53. Operating Regulations.

All businesses operating as an Amusement Game Room hereunder shall be subject to the following regulations:

(a) Devices to Be Kept in Plain View; Gambling Devices Prohibited. All machines shall at all times be kept and placed in plain view of and open and accessible to any person(s) who may frequent or be in any place of business where such machines are kept or used. Nothing in this section shall be construed to authorize, permit or license any gambling device of any nature whatsoever.

(b) Inspection. The chief of police shall inspect or cause the inspection of any place or building in which any such machine(s) are operated or set up for operating, and shall inspect, investigate and test such machines as needed.

(c) Attendant Required. It shall be unlawful for any proprietor to open his business to the public unless an attendant is present. Said attendant shall be of sufficient mental and physical capacity so as to be able to provide aid to patrons if needed or desired. Said attendant shall not be less than 18 years of age.

(d) Refunds and adjustments. Refunds and adjustments to all customers shall be the responsibility of the proprietor, arcade room proprietor or amusement center proprietor of the machine in question

(e) Loitering. As used in this section, "loitering" shall mean remaining idle in essentially one location and shall include the concepts of spending time idly, loafing or walking about aimlessly, and shall be unlawful for any person, firm or corporation licenses to operate an Amusement Game Room to permit loitering on or in the immediate vicinity of any machine or business premises regulated hereunder in such a manner as to:

- (1) Create or cause to be created a danger of a breach of the peace;
- (2) Create or cause to be created any disturbance or annoyance to the comfort and repose of any person;
- (3) Obstruct the free passage of pedestrians or vehicles;

(4) Obstruct, molest or interfere with any person lawfully in a public place.

(f) Attire. All proprietors shall require shirts and shoes to be worn at all times by any person frequenting their premises.

(g) Distance. Every Amusement Game Room in the City shall comply with the proximity provision for business licensed to sell alcohol set out in O.C.G.A. § 3-3-21 and any City Ordinance containing proximity provisions for the sale of alcoholic beverages within the City.

Sec. 9-4-54. Licenses and Permits Nontransferable.

(a) Licenses required in this article are nontransferable. All businesses that have bona fide coin operated amusement machines on the premises shall display, in plain view, the current license issued by the City.

(b) The issued license shall not be transferred to another owner at the same site within the City. A new owner or proprietor must first obtain a new license if they are going to operate in the same or different location in the City.

Sec. 9-4-55. Enforcing Officer.

The chief of police or his designee is hereby designated as the enforcement officer and shall execute all requirements of this article.

Sec. 9-4-55 through 9-4-60. Reserved.”

SECTION 2. Codification. This ordinance shall be codified in a manner consistent with the laws of the State of Georgia.

SECTION 3. Severability. If any section, paragraph, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional for any reason by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance, which such portions shall remain in full force and effect.

SECTION 4. Repeal of Conflicting Provision. Except as otherwise provided herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

SECTION 5. Effective Date. This ordinance shall take effect immediately.

SO ORDAINED this _____ day of _____, 2013.

THE CITY OF MORROW, GEORGIA

BY: _____

Attest:

Evyonne Browning, City Clerk
(Seal)

July 10, 2013

Honorable Mayor and Members of the
City Council and City Manager
City of Morrow, Georgia
1500 Morrow Road
Morrow, Georgia 30260

Attention: Dan Defnall, Finance Director

We are pleased to confirm our understanding of the services we are to provide the City of Morrow, Georgia (the City) for the year ended June 30, 2013. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the City of Morrow, Georgia as of and for the year then ended. These statements will include the budgetary comparison information for the General Fund. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis (MD&A).
2. Schedule of Funding Progress – Retirement Plan.

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Schedule of Projects Constructed with Special Purpose Local Option Sales Tax Proceeds.
2. Combining and individual fund statements.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information:

1. Introductory section
2. Statistical section

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the City of Morrow, Georgia and other procedures we consider necessary to enable us to express such opinions. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe the scope of testing of internal control over financial reporting and compliance, and the result of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, and that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance. The paragraph will also state that the report is not suitable for any other purpose.

If during our audit we become aware that the City is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein.

As part of the audit, we will assist with preparation of your financial statements and related notes. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. You agree to assume all management responsibilities for any nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

We will prepare the trial balance for use during the audit. Our preparation of the trial balance will be limited to formatting information into a working trial balance based on management's chart of accounts.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; for the selection and application of accounting principles; and for the preparation and fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Morrow, Georgia and the respective changes in financial position and cash flows, where applicable, and the budgetary comparison information of the General Fund in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management is reliable and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy any fraud, violations of contracts or grant agreements, or abuse that we may report.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (a) you are responsible for presentation of the supplementary information in accordance with GAAP; (b) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Morrow, Georgia's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Audit Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the City of Morrow, Georgia; however, management is responsible for distribution of the reports and financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Mauldin & Jenkins and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Mauldin & Jenkins personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a regulatory body. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately August 26, 2013 and to issue our reports no later than December 31, 2013. David Irwin is the director and Wade Sansbury is the supporting engagement partner. They are responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be \$30,000 for the year ended June 30, 2013. Our hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered as work progresses and are payable upon presentation. The above fees are based on anticipated cooperation from your personnel (including incomplete or untimely receipt

by us of the information on the respective client participation listings to be prepared annually) and the assumption that unexpected circumstances (including scope changes) will not be encountered during the audit. If significant additional time is necessary, we will discuss it with management and arrive at a new fee estimate before we incur the additional costs.

As a result of our prior or future services to you, we might be requested or required to provide information or documents to you or a third party in a legal, administrative, arbitration, or similar proceeding in which we are not a party. If this occurs, our efforts in complying with such requests will be deemed billable to you as a separate engagement. We shall be entitled to compensation for our time and reasonable reimbursement for our expenses (including legal fees) in complying with the request. For all requests we will observe the confidentiality requirements of our profession and will notify you promptly of the request.

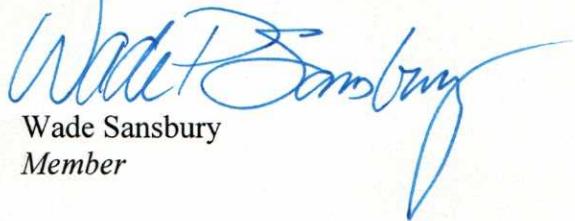
We appreciate the opportunity to be of service to the City of Morrow, Georgia and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

MAULDIN & JENKINS, LLC



David Irwin
Director



Wade Sansbury
Member

DI:bd
Enclosures

RESPONSE:

This letter correctly sets forth the understanding of the City of Morrow, Georgia.

By: _____

Title: _____