



# CITY OF WALNUT GROVE

June 29<sup>th</sup>, 2023

1021 PARK STREET MUNICIPAL BUILDING  
MAYOR AND COUNCIL

---

## Council Work Session Minutes

---

### **ELECTED OFFICIALS PRESENT: STAFF PRESENT:**

Mayor - Mark Moore  
Mayor Pro Tem - Stephanie Moncrief  
Council Members -  
Linda Pilgrim  
Erica Miles

City Clerk – Kimberly Whitlow  
City Attorney - Tony Powell  
Assistant Attorney - Jay Crowley  
P & Z Chairman- Joe Walter

### **OTHERS PRESENT:**

I. **CALL TO ORDER** - Mayor Mark Moore

II. **INVOCATION** – Tony Powell

III. **PLEDGE OF ALLEGIANCE** - All Participated

IV. **ROLL CALL** - Everyone Present

V. **AGENDA APPROVAL** – Mayor Moore called for a motion to approve the agenda, Erica Miles motioned, Linda Pilgrim seconded. No discussion. Pass unanimously.

### **VI. OLD BUSINESS**

A. **REZONING APPLICATION FOR FORREST GLEN**- Joe Walter explains the map amendment and further states a public hearing has been held on this matter. Joe states he would like the council to decide on the more appropriate zoning district for Forrest Glen Mobile Home Subdivision. Joe states that R3 allows manufactured home housing. Mayor Moore asks if there is any discussion from the council. Erica Miles asks if any codes are being broken. Joe explains that it's lawful and compliant. Joe says it would be beneficial to zone this subdivision to R3 as it would make it easier for the people who want to have modular homes in this area. Mayor Moore inquires about tiny homes being built in the R3 zone and Joe explains that it would be allowed. Stephanie Moncrief asked for examples of a modular home and Joe gives the example of a home that is made off site and it moved to a site and assembled. Erica Miles expressed her concern about septic systems being approved by environmental health for these homes. Mayor Moore states that the biggest decision for council would be for council to decide to proper square footage for these homes. Tony Powell comments on the legal part of

the minimum square footage of the homes that can be built within Forrest Glen.

- B. EMERALD COVE CORRECT PAVING-** Stephanie Moncrief asks who we mailed out RFP's to for the paving of Emerald Cove. Major Moore said he was not involved in that, and Stephanie would have to speak to the City Clerk to get that information. Stephanie said she would get with the City Clerk at a later time to obtain that information.
- C. MAYOR AND COUNCIL MEMBER MONTHLY STIPEND /PAYMENT-** Linda Pilgrim says she does not agree because there are too many other needs of the city, and the money could be better spent elsewhere. Major Moore offers an alternative of doing a retirement package instead of a pay increase. Erica Miles agrees with the increase in the payment. She says the increase in payment will allow her to do more as a council member. Stephanie Moncrief also agrees with the increase.
- D. CASE #WGV-23-02-** Joe Walter states that Reliant Homes have 170 acres off Cannon Farm Road that is currently zoned R1 and it was previously zoned for a subdivision prior the recession. There were concerns about connecting to the sewer systems. The applicant has filed a variance for the city to seek relief from having to connect to the sewer system. The planning commission sent forth a recommendation for approval with conditions. The conditions that were suggested: the applicant must submit all subdivision development plans to the City of Walnut Grove. This plan should include a transition zoning buffer and no land disturbance will be allowed within a 25 ft buffer. Applicants must obtain approval from Walton County for access on Cannon Farm Road and will fund any improvements required by the county to improve the roadway. Mayor Moore asked the applicant the smallest lot size and they answered that 1 acre will be the smallest. The minimum square footage for the houses is 1800sq feet with the largest square foot house being 2800ft-3800ft. The amenity package will include a playground with a single restroom. The neighborhood will be gated with one entrance.
- E. CASE #WGRZ-23-2-** Application was filed by Kippy Clark, Alexander Brock, and William Paul Jones. The location is located on Walnut Grove Parkway on the SW side of the roundabout in zone AG. This case was advertised, and the

public hearing was held by the Planning Commission on May 18<sup>th</sup> 2023. The planning commission felt there was more discussion needed so they tabled it until their June 15<sup>th</sup> meeting. One of the items that was brought up at the Planning Commission meeting was the traffic that would be generated by this facility. The Planning Commission requested that the applicant provides a traffic study and at the June 15<sup>th</sup> meeting the traffic study was not available. The traffic study should be completed by the July 13<sup>th</sup> 2023 council meeting. Joe Walter stated that this new development could bring high levels of traffic that are concerning. The Planning Commission likes the concept and sent it for the council's discussion and approval. The applicants were not present at the work session. The conditions that were recommended by the Planning Commission include: The owner and the city should enter into a development agreement. The development will be designed and developed with a plan that is approved by Major Moore and the council. All landscaping, lighting etc. will be approved by the city. They shall only build what is approved by the council. The development can vary in the following manner: Allow drive through windows at areas where drive up lanes are available. Allow the commercial square footage to exceed 10,000 sq feet. Required parking may be reduced depending on what the traffic study shows. Any city owned parking may be reduced following the traffic study. The most recent Master Plan that was submitted showed all require parking onsite. The 25 ft transition buffer may be reduced down to 12.5 feet with the construction of a 6ft tall decorative fence along the property line. If and when the joining properties are zoned to non-residential district, the buffer will be waved. The PUD conditions outlined in section 906 shall be enforced. The development shall extend along the entire property. All exterior elevations of all buildings shall be submitted to the Mayor and Council for final approval. The developer shall install an additional lane on Walnut Grove Parkway to accommodate increased traffic. Sidewalks shall be installed on the entire property. Side walks should be a minimum of 6 feet in width.

**F. PROPOSED AMENDMENTS TO THE 2012 ZONING ORDINANCE FOR THE CITY OF WALNUT GROVE RELATE TO ARTICLE IX (TABLE OF USES) TO ALLOW A BED IN BREAKFAST IN A1-** Joe Walter explains that the amendment would allow the bed and breakfast in AG zoning which is currently not allowed. Stephanie Moncrief inquired about the special stimulations in the ordinance and Joe Walter read them off as follows: Section 901: The lot area shall be no less than 25,000 square feet of floor area within the dwelling. The operator of the establishment shall reside on site. No guest shall reside in the bed and breakfast for an excess of 14 days. Guest rooms cannot be equipped with cooking facilities. These stipulations are put in place, so it does not become an extended stay. Stephanie Moncrief asked about the

requirements for serving food and the requirements. Joe Walter explained that the bed and breakfast must meet certain criteria for food safety.

**G. TEXT AMENDMENT TO ARTICLE 5 OF THE LAND DEVELOPMENT ORDINANCE TO AMEND THE DEFINITION OF AN "EQUIVALENT RESIDENTIAL UNIT" FROM 250 TO 210 TO MATCH CURRENT USAGE-** This proposal was heard by the Planning Commission on May 18<sup>th</sup>, 2023. The intent was to modify a section of the land ordinance. The amendment would reduce sewer usage from 250 gallons per day to 210 gallons per day which would free up sewer capacity and make room for more taps for future expansions. The average flow per dwelling is 189 gallons per day. This only affects residential and does not include commercial dwellings. Stephanie Moncrief requests a comprehensive plan and Major Moore said he will get the operator and Zoning Administrator to provide that information at the next meeting.

**H. Gas Station at Enclave-** This was not originally on the agenda, but Mr. Coon asked to be heard and the Mayor accepted. The council needs to approve the exterior elevations for the gas station building on Highway 138. Mayor Moore asked Joe Walter if the council ever received an ariel view of the gas station site. Joe Walter says he will resend the information for review. Mr. Coon explains he will install sidewalks that extend to Forrester Cemetery Road for walking traffic that goes all the way to the Enclave. Mr. Coon says they will provide a drawing and site plans for the council members to review. Stephanie Moncrief asks where to find the information and drawings of the gas station. Joe Walter says he will make the information available the information he has to the council. Erica Miles inquired about the PUD and The City Clerk will send the PUD over to Erica Miles. There was discussion by Mr. Coon and the council members of the overall look of the gas station. Mayor Moore asked Mr. Coon to get all information needed over to the council as soon as possible for their review so the council can get it approved. The City attorney explained to the council that other counties have adopted regulations on architectural controls and the City of Walnut Grove should consider new ordinances to have the regulations.

**G. WALNUT GROVE MASTER PLAN-** Mayor Moore asked the council if they have the updated Hall Consulting Plan that was submitted to Planning and Zoning. Stephanie Moncrief inquired about the rezoning of Kippy Clarke and Paul Jones and how we would move forward with that without the Master Plan. Major Moore says there is a comprehensive plan and a

downtown concept design plan. The Master Plan is supposed to take those two plans and incorporate sewer requirements, trails and other items and incorporate them all together. Mayor Moore says the council needs to consider rejecting the proposal from Hall Consulting and reach out to get more ideas on what they want to provide. Erica Miles did not agree and says that instead the council needs to agree on a concept plan prior to moving forward with a Master Plan. Hall Consulting was not available at this meeting and Stephanie Moncrief suggested that they are at a meeting to discuss the Master Plan. Stephanie is concerned that the concept plan is not what citizens want but she also believes that Hall Consulting could get the city where it needs to go with it's Master Plan. Erica Miles is very interested in continuing working with Hall Consulting but also believes we need to finalize our concept. Mayor Moore says we will set up a retreat with Hall Consulting to go over all of the information.

**VII. ADJOURN-** Stephanie Moncrief made a motion to adjourn. Linda Pilgrim seconded. Passed unanimously.