



May Monthly Reports
June 2015

**AGENDA
WORK SESSION**

**THURSDAY, JUNE 4TH
WORK SESSION
@ 8:15 AM**

MEETING CALLED TO ORDER

AGENDA REVIEWED IN ITS ENTIRELY BEFORE DISCUSSION

PUBLIC COMMENT ON AGENDA ITEMS (FORM REQUIRED)

NEW BUSINESS

- Amend Alcoholic Beverages Code
- Theater and Cinema Marque
- City Surplus

CONSIDER ITEMS FOR BUSINESS MEETING (Create Business Meeting Agenda)

MAYOR & COUNCIL COMMENTS

ADJOURNED

Next Meeting:

Council Meeting - Monday, June 8th @ 6:00 PM

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MINUTES





The regular meeting of the Mayor and Council was held in the Council room of West Point City Hall May 11, 2015 at 6:00 P.M. with Mayor A. Drew Ferguson IV presiding.

Members Present:

Councilmember Joseph R. Downs III
Councilmember Gerald W. Ledbetter
Councilmember Gloria R. Marshall
Councilmember Sandra Thornton
Councilmember Benjamin F. Wilcox
Councilmember Steven M. Tramell

Members Absent:

Mayor Ferguson called Councilmember Gerald W. Ledbetter for opening prayer.

Mayor Ferguson led the Pledge of allegiance.

Mayor Ferguson called the meeting of the Mayor and City Council to order and welcomed everyone.

MINUTES

Mayor Ferguson asked for a motion to approve the minutes from the April 13, 2015 regular meeting. Councilmember Joseph R. Downs III made said motion and was seconded by Councilmember Gerald W. Ledbetter; the minutes were **approved unanimously without change.**

FINANCIAL REPORT

Councilmember Gloria R. Marshall presented the April financial report with the May cash position and forecast and made a motion to accept the report; motion seconded by Councilmember Benjamin F. Wilcox and **passed unanimously.**

AGENDA

Mayor Ferguson reviewed the listed agenda and asked for a motion to approve the agenda. Councilmember Gerald W. Ledbetter made said motion and seconded by Councilmember Joseph R. Downs III; **carried unanimously**.

REVOLVING LOAN FUND – WP 2100/JOHNNY’S PIZZA BUILDING

Mayor Ferguson asked for a motion to approve a loan in the amount of \$410,000 dollars to the owner of the Jonny’s Pizza building. City staff is authorized to move forward with the process of making the loan based on the financial analysis provided to the council. The loan will meet the criteria of the Revolving Loan Fund program by retaining and creating low and moderate income positions. Councilmember Benjamin F. Wilcox made said motion and seconded by Councilmember Gloria R. Marshall; **carried unanimously**.

MALT BEVERAGE & WINE LICENSE APPLICATION FOR SHELL MART AT 1000 AVE E

Councilmember Sandra Thornton made a motion to approve an off premise malt beverage and wine license application for Shell Mart at 1000 Avenue E. The motion was seconded by Councilmember Benjamin F. Wilcox; **carried unanimously**

MOTION TO CLOSE 1ST AVENUE BETWEEN WEST 6TH STREET & WEST 7TH STREET

Councilmember Steven M. Tramell made a motion to close the section of 1st Avenue between West 6th and West 7th Street. The area will be used for a park that will be opened to the general public for various activities to include passive park space. The motion was seconded by Councilmember Gerald W. Ledbetter; **carried unanimously**.

RESOLUTION TO MAKE A ONE WAY STREET 1ST AVENUE BETWEEN WEST 7TH STREET AND THE LOWER CITY HALL PARKING LOT

Councilmember Steven M. Tramell made a motion to create a section of one-way street on 1st Avenue between West 7th Street and the lower city hall parking lot. The section of street will remain open to the public. The motion was seconded by Councilmember Benjamin F. Wilcox; **carried unanimously**.

ECONOMIC DEVELOPMENT SERVICES AGREEMENT

Councilmember Joseph R. Downs III made a motion to enter into an Economic Development Agreement with the West Point Development Authority and the West Point Downtown Development Authority. The agreement details the hiring of an Economic Development Director that will be a full time city employee. The employee will focus on economic development efforts for the City of West Point, Downtown West Point

Development Authority and the West Point Development Authority. The motion was seconded by Councilmember Steven M. Tramell; **carried unanimously.**

NAME CITY PARK

Councilmember Sandra Thornton made a motion to name the new expansion of the City Park in memory and honor of Mr. John Hoggs or “Coach Hoggs” who served the City of West Point as a teacher and coach at West Point High School, as a member of the West Point Housing Authority Board, and as a member of the West Point City Council for 18 years. As a dedicated public servant John Hoggs touched the lives of many West Point citizens. Councilmember Gloria R. Marshall seconded the motion; **carried unanimously.**

SPLASH PARK

Councilmember Gloria R. Marshall made a motion to designate a site within the City Park as the location of a Splash Park (defined as a recreational facility with aquatic water features). The splash park will be constructed with SPLOST funds. Bids received by Troup County for the construction of a splash park may be appropriate for the city use in selecting a contractor. City staff should move forward with securing a bid or bids for the construction of a splash park and support facilities at this site as well as defining other operation needs or policies. Councilmember Joseph R. Downs III seconded the motion; **carried unanimously.**

GDOT MAINTENANCE & OPERATION AGREEMENT ELECTRIC VEHICLE CHARGING STATION

Mayor Ferguson asked for a motion to approve a Maintenance and Operation Agreement between the City of West Point and the Georgia Department of Transportation to operate an electric vehicle charging station at the West Point Georgia Welcome Center. The charging station will be owned by the city and will be the first station of its kind located at the welcome center in the southeastern United States. Councilmember Gerald W. Ledbetter made said motion. The motion was seconded by Councilmember Sandra Thornton; **carried unanimously.**

OTHER

Mayor Ferguson stated Ms. Aileen Love, Mr. Ralph Davidson, and Mr. Jack Combs have recently passed and asked we keep their families in our prayers. He expressed gratitude for their commitment to West Point and the Greater Valley area.

Councilmember Sandra Thornton echoed the Mayor sentiments and she also stated Ms. Dee Dee Williams was in a bicycle accident and asked we keep her in our prayers.

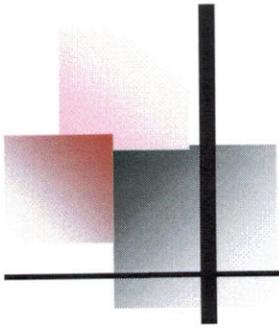
Councilmember Gerald W. Ledbetter stated this week is National Police Appreciation Week and asked we show our appreciation to our local law enforcement.

ADJOURN

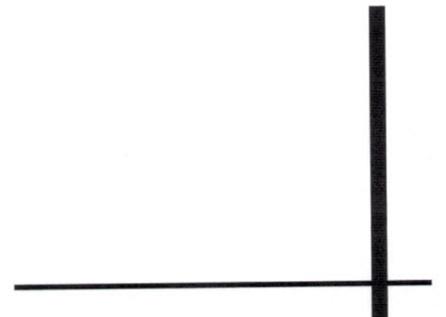
There being no further business, the meeting was adjourned.

Richard McCoy
City Clerk

A. Drew Ferguson IV
Mayor



FINANCIAL REPORT



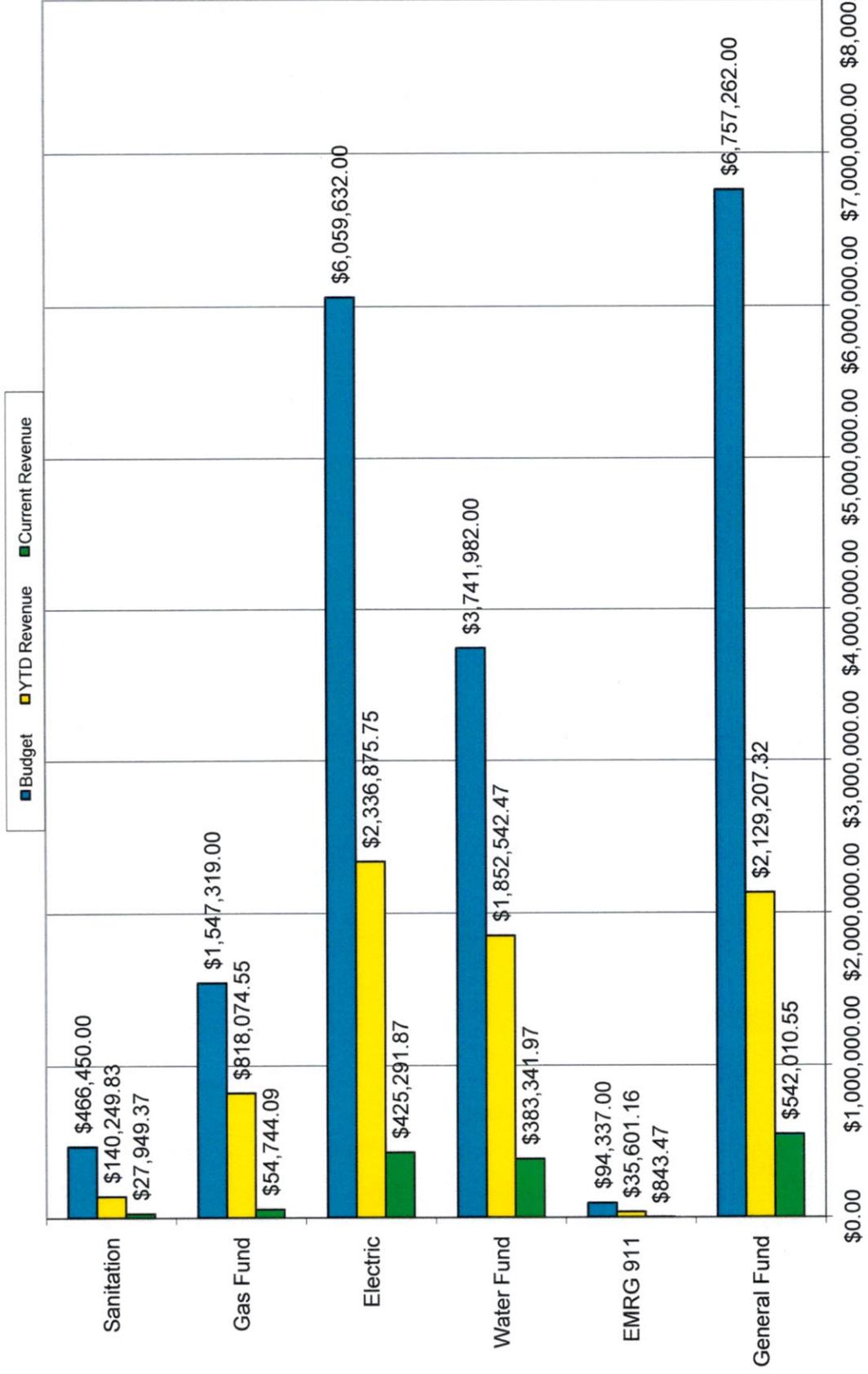


City of West Point Financial Report May, 2015

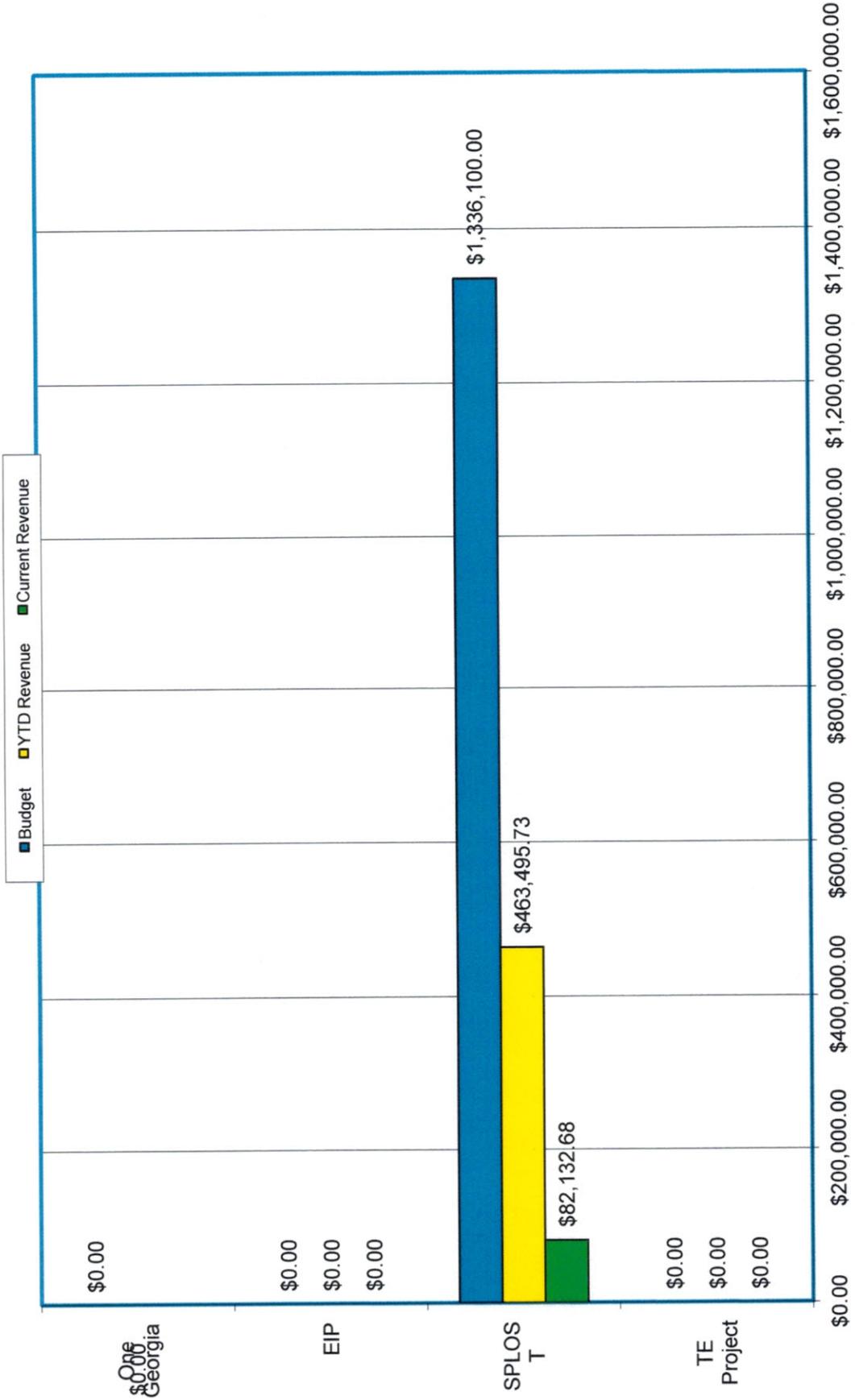
REVENUES

Current Revenue	General Fund	EMRG 911	Water Fund
YTD Revenue	\$542,010.55	\$843.47	\$383,341.97
Budget	\$2,129,207.32	\$35,601.16	\$1,852,542.47
Percentage Budget	\$6,757,262.00	37.74%	\$3,741,982.00
	31.51%		49.51%
Current Revenue	Electric Fund	Gas Fund	Sanitation
YTD Revenue	\$425,291.87	\$54,744.09	\$27,949.37
Budget	\$2,336,875.75	\$818,074.55	\$140,249.83
Percentage Budget	\$6,059,632.00	52.87%	\$466,450.00
	38.56%		30.07%
Current Revenue	One Georgia	EIP	SPLOST
YTD Revenue	\$0.00	\$0.00	\$82,132.68
Budget	\$0.00	\$0.00	\$463,495.73
Percentage Budget	\$0.00	#DIV/0!	\$1,336,100.00
	#DIV/0!		34.69%
Total All Departments	Total All Departments	Total YTD Revenue	Total All Departments
Current Revenues	\$1,516,314.00	\$7,776,046.81	\$7,776,046.81
Current Expense	\$2,022,393.82	Total YTD Expenses	\$7,848,552.74
over/under	(\$506,079.82)	over/under	(\$72,505.93)
		YTD Revenue	
		Budget	
		Percentage	
			38.87%

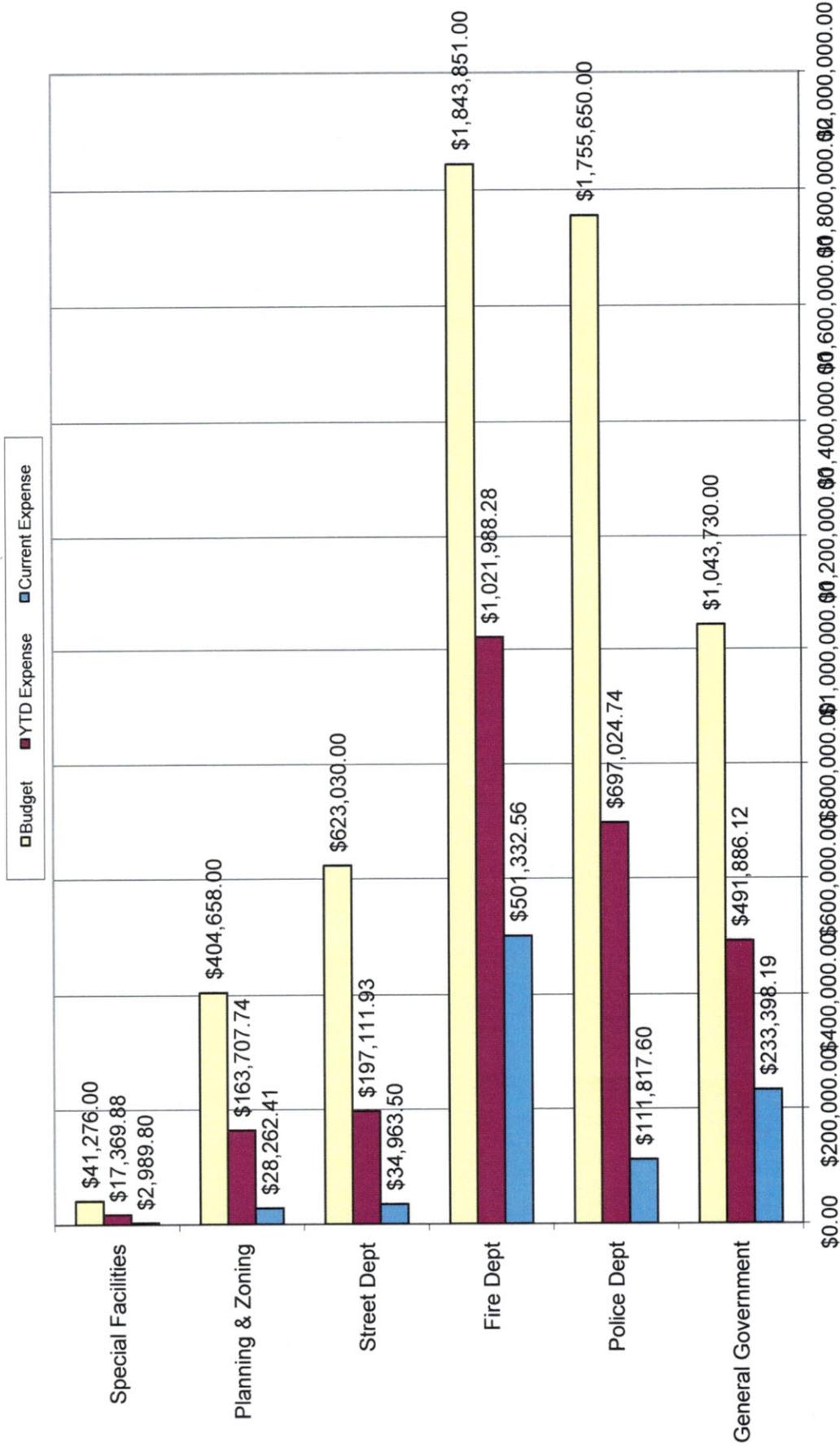
Budget Revenue Comparison May, 2015



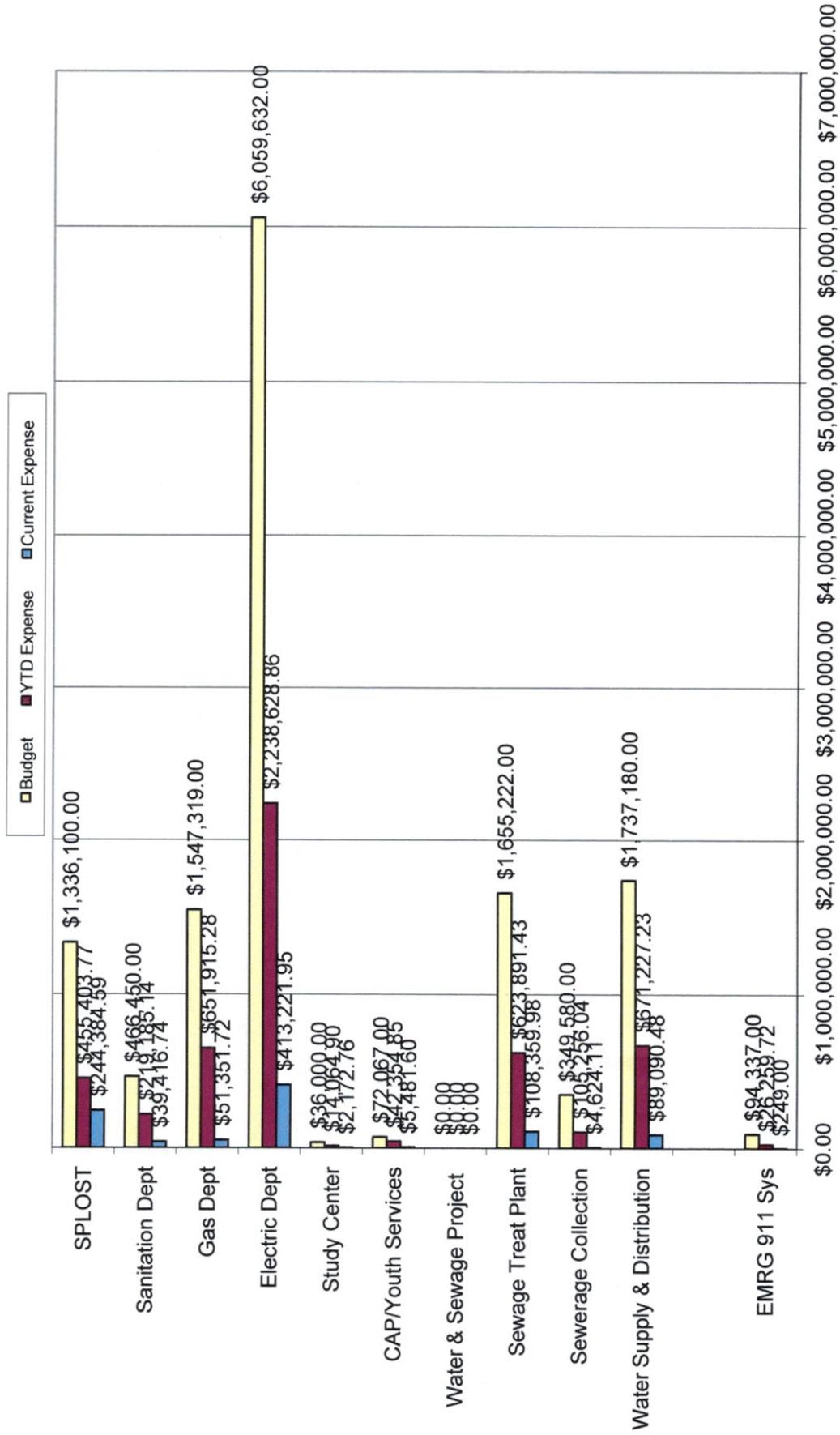
Budget Revenue Comparison May, 2015

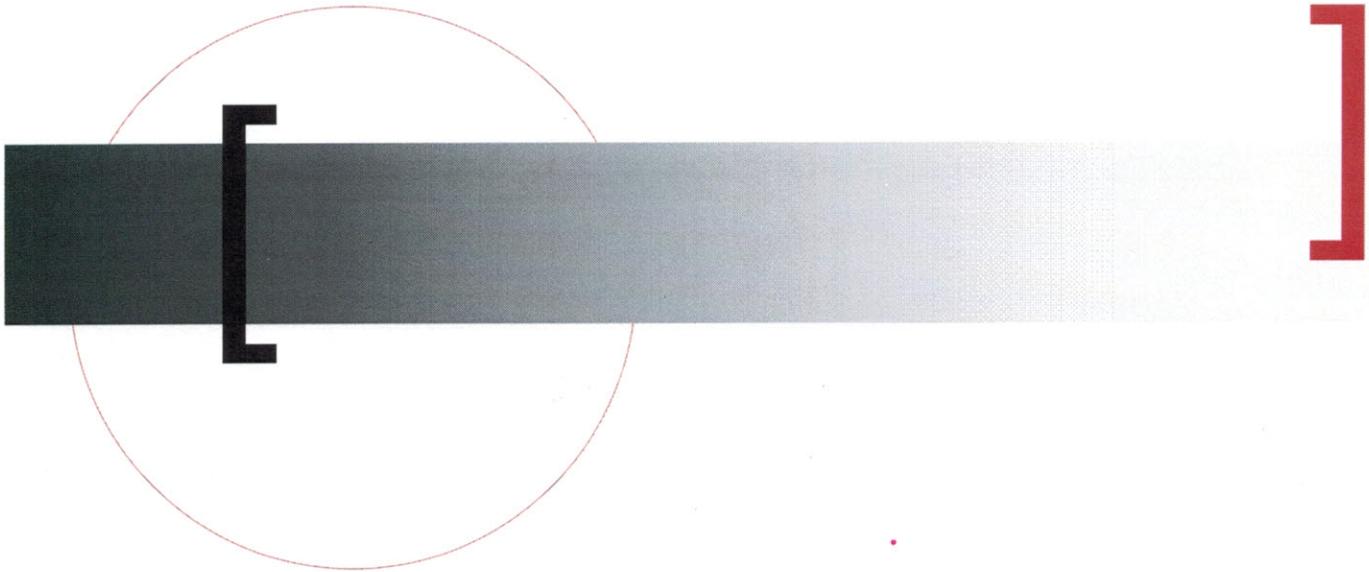


Budget Expense Comparison May, 2015



Budget Expense Comparison May, 2015





DEPARTMENT REPORTS

Fire Department

Planning Department

Police Department

Public Works

Utility Department

**City of West Point
Fire Department
P.O. Box 487
West Point, GA 31833**

MONTHLY ACTIVITY REPORT

May 2015

FIRE RESPONSES

Structure / Residential	0
Structure / Business	1
Vehicle	1
Ground Cover, Trash	1
Hazardous Materials	2
Rescue, M.V.A.	7
False Alarms	3
Automatic Aid Troup Co.	1
Automatic Aid Harris Co	0
Other Responses	1
Total Fire Responses	17

EMERGENCY MEDICAL SERVICE RESPONSES

FACILITY	TRIPS
East AL Medical-Lanier	25
West Ga. Medical	17
East AL Medical-Opelika	2
Columbus Medical Center	0
Landing Zone	1
Non-Transport	21
Total E.M.S. Responses	66

Community Development Department
May 1 – 31, 2015

Permits Issued – 5
 Elec. Water, Gas 2
 Building 3

Inspections - 44
 Industrial 7
 New Commercial 0
 Remodel Comm. 8
 New Residential 17
 Remodel Res. 6
 Soil& Erosion 6

Certificate of Occupancy- 4

Code Enforcement - 41

Burn Removal	1	Grass & Weeds	17
Illegal Dumping	2	Signs	3
No Utilities	1	Vehicles	4
Property Maint.	1	Other	16
Warnings/Citations	1		

Animal Control- 35

Meet in Person	12	
Deliver/Set Traps	16	Transports to Animal Shelter- Dogs- 1 Cats- 1
Other	5	

Hearings - 3
 No Shows 0

Public Notices- 3

Structures Demolished- 1

**City of West Point, Georgia
9-1-1 Call Volume by Day - May 2015**

	Daily Call Total	Call Category		Call Origin		Abandoned*
		Emergency	Non-Emergency	Incoming	Outgoing	
1	11	10	1	10	1	1
2	23	23	0	23	0	0
3	15	14	1	14	1	0
4	14	14	0	14	0	0
5	16	16	0	16	0	0
6	8	6	2	6	2	1
7	5	5	0	5	0	0
8	13	12	1	12	1	1
9	7	7	0	7	0	0
10	2	2	0	2	0	0
11	9	9	0	9	0	0
12	10	10	0	10	0	0
13	15	15	0	15	0	0
14	12	12	0	12	0	0
15	8	8	0	8	0	0
16	12	11	1	12	0	0
17	8	7	1	7	1	1
18	14	12	2	12	2	2
19	12	11	1	11	1	0
20	33	20	13	23	10	1
21	16	12	4	13	3	1
22	24	19	5	19	5	0
23	34	26	8	26	8	6
24	12	6	6	7	5	0
25	24	21	3	21	3	0
26	9	8	1	8	1	0
27	15	14	1	14	1	0
28	19	14	5	14	5	1
29	13	13	0	13	0	0
30	12	10	2	10	2	0
31	24	21	3	21	3	2
		388	61	394	55	17
Total	449	449		449		17

*The Abandoned Call Count total is also included in the Incoming Call Origin Count.

Statistical Counts Report

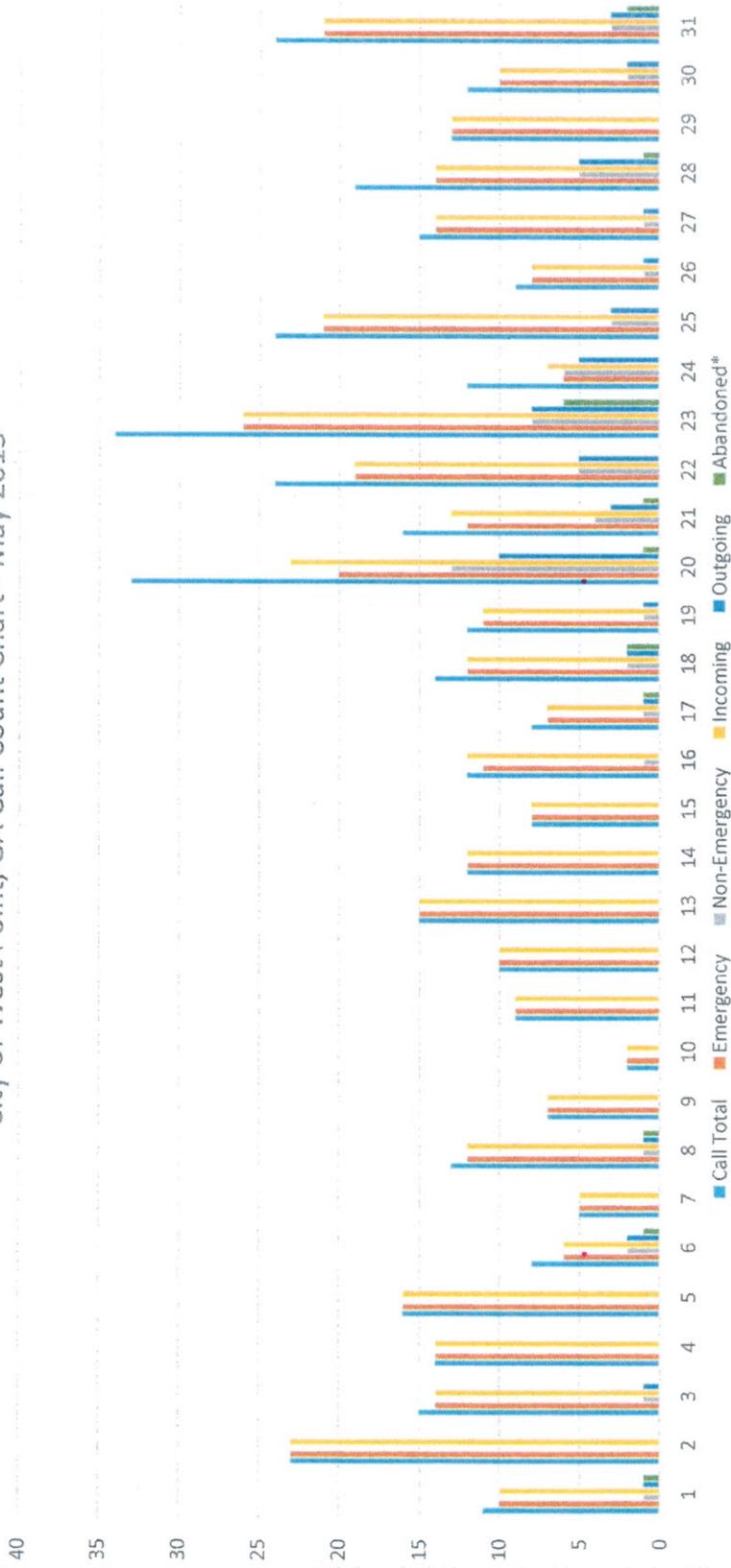
For records with dates between 5/1/2015 and 5/31/2015

WEST POINT PD

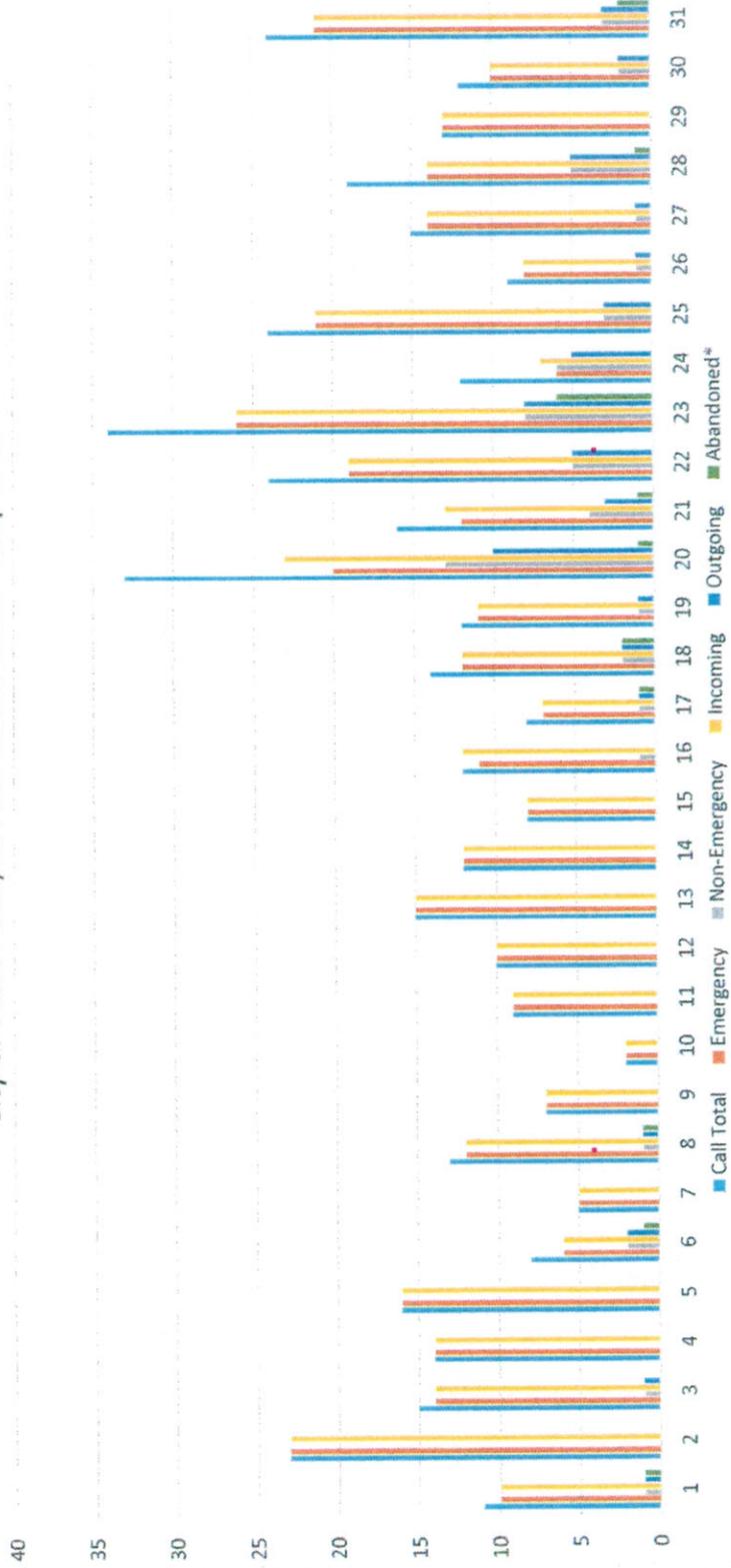
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Incident Reports Created	<u>ALL</u> 100	<u>INCIDENTS</u> 71	<u>MISC.</u> 21	<u>FAMILY VIOL.</u> 8
Incident Reports Cleared	<u>ALL</u> 74	<u>BY ARREST</u> 21	<u>UNFOUNDED</u> 53	<u>EXCEPTIONALLY</u> 0
Property Involved			<u>STOLEN</u> \$48,339	<u>RECOVERED</u> \$2,054
Incident Type Level			<u>FELONY</u> 23	<u>MISDEMEANOR</u> 56
Investigative Files Opened				9
Investigative Files Assigned				15
Investigative Files Cleared				1
Drug Related Investigative Files Opened				0
Drug Related Investigative Files Cleared				0
Arrests / Booking Records				28
Citations Issued				145
Warnings Issued				33
Ordinance Violations				2
<u>Court Services</u>			<u>RECEIVED</u>	<u>SERVED</u>
Civil Papers			0	0
Subpoenas			0	0
Warrants			58	27
Accident Reports		<u>ALL</u> 31	<u>CRASH</u> 23	<u>PRIV PROP</u> 8

City of West Point, GA Call Count Chart - May 2015



City of West Point, GA Call Count Chart - May 2015



May 2015 Utility Department Reports

Gas Department/Utility Protection

For the month of May, 2015

Task Desc.	Gas Crew & Utility Protection	Department Total
LOCATE UNDERGROUND UTILITIES	36	36
RESTAKE UG LOCATES	2	2
WITNESS PRESSURE TEST	1	1
MISCELLANEOUS-GAS	1	1
GRAND TOTAL	40	40

Power & Lights

For the month of May, 2015

Task Desc.	Electric Crew	Department Total
INVESTIGATE CUSTOMER COMPLAINT	1	1
CHANGE SERVICE	1	1
REPAIR STREET LIGHT	9	9
REPAIR TRAFFIC LIGHT	1	1
POWER OUTAGE	13	13
REPAIR TRAFFIC LIGHT (CITY)	1	1
GRAND TOTAL	26	26

Sewer Department

For the month of May, 2015

Task Desc.	Sewer Crew	Department Total
SEWER BACK UP	2	2
GRAND TOTAL	2	2

Water Distribution

For the month of May, 2015

Task Desc.	Water Distribution Crew	Sewer Crew	Department Total
MISCELLANEOUS-WATER	5	1	6
CHANGE METER	2	0	2
CHANGE WATER METER LID	1	0	1
CHECK WATER PRESSURE	1	0	1
INVESTIGATE WATER LEAK	1	0	1
GRAND TOTAL	10	1	11

May 2015 Utility Department Reports

Water Treatment Plant

May, 2015

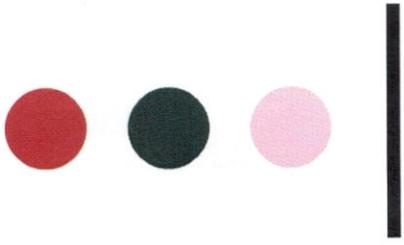
38,622,000 Gallons Withdrawn From River (Average 1,245,870 GPD)

36,928,000 Gallons Pumped to System (Average 1,191,225 GPD)

Wastewater Treatment Plant

May, 2015

35,959,000 Gallons Discharged to the River (Average 1,159,967 GPD)



NEW BUSINESS

AN ORDINANCE

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF WEST POINT TO AMEND THE CODE OF THE CITY; TO MODIFY THE ALCOHOLIC BEVERAGES CODE TO PROVIDE FOR ADMINISTRATIVE APPROVAL OF LICENSE APPLICATIONS; TO PROVIDE FOR APPEAL OF SAID DECISION TO THE MAYOR AND COUNCIL; TO REPEAL CONFLICTING ORDINANCES; TO FIX AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

THE COUNCIL OF THE CITY OF WEST POINT HEREBY ORDAINS:

SECTION 1:

That Section 3-1 of the Code of the City be amended by deleting therefrom the term “Administrator” and the definition thereof.

SECTION 2:

That Section 3-1 of the Code of the City be amended by deleting therefrom the definition entry for “License,” inserting in lieu thereof a new definition for the term “License,” in proper alphabetical order, to read as follows:

“*License* means the authorization by the city to engage in the sale of alcoholic beverages within the city.”

SECTION 3:

That Section 3-31 of the Code of the City be amended by deleting said section, in its entirety, inserting in lieu thereof a new Section 3-31 to read as follows:

“Sec. 3-31. – Classification; application; fees.

(a) Licenses for the sale of alcoholic beverages in the city shall be classified as class A licenses (retail package sales), class B licenses (retail on-premises consumption) and wholesale licenses. It shall be lawful to sell alcoholic beverages in the city by persons

duly licensed in one (1) of the three (3) classes set out in this subsection. For each license, the following shall apply:

- (1) Class A licenses shall authorize the sale of alcoholic beverages at retail, only in the original package and for consumption off the premises of the licensee.
 - (2) Class B licenses shall authorize the sale of alcoholic beverages at retail, in the original package and for consumption on the premises of the licensee. No class B license shall be issued to any person except an applicant who operates a commercial business within the city limits which is engaged in the business of operating a food service establishment which has current and valid permits or licenses issued by the state department of health. Each such licensee must operate the food serving business at a location which has a minimum seating capacity of fifty (50) persons and has employed therein a sufficient number and kind of employees to prepare, cook and serve suitable food for its patrons and which offers regular food service at least five (5) days per week, with the exception of holidays, vacation periods, etc. No class B licensee shall maintain any type of on-premises outdoor advertising indicating that such establishment sells alcoholic beverages.
 - (3) Wholesale licenses shall be issued only to those persons who are licensed by the state to sell and distribute alcoholic beverages at wholesale.
- (b) For consideration, all applications for licenses to sell alcoholic beverages shall be filed with the city clerk-treasurer.
- (c) In addition to the completion and submission of an application form as required by the city, each applicant shall attach thereto a completed form with all attachments and requirements for a state license.
- (d) Every applicant for a license authorized by this section shall pay to the clerk-treasurer an annual license fee which shall accompany the application. The annual license fee shall be in an amount determined from time to time by the city council and listed in the schedule of fees and charges maintained in the clerk-treasurer's office.

(e) A notice of each application shall be advertised once a week for two weeks within thirty (30) days of the filing of the application. Such advertisement shall be published in the *Valley Times News*, a newspaper published in Lanett, Chambers County, Alabama, and having a general circulation in the city.”

SECTION 4:

That subsection (12) of Section 3-33 of the Code of the City be amended by deleting said subsection, in its entirety, inserting in lieu thereof a new Section 3-33(12) to read as follows:

“(12) Any applicant for a retail license must show, to the satisfaction of the city manager, financial responsibility. Financial statements must be submitted with each completed application as prescribed by the governing authority. Forms of the same are to be furnished by the governing authority along with or included in application forms for a license.”

SECTION 5:

That Section 3-35 of the Code of the City be amended by deleting said section, in its entirety, inserting in lieu thereof a new Section 3-35 to read as follows:

“Sec. 3-35. Authority to grant or deny license; appeal.

(a) Within the guidelines of due process required within O.C.G.A. § 3-3-2, the city manager, based upon the facts set forth in the application and revealed by the appropriate investigations, shall have the authority to approve the application and grant the license, disapprove the application and deny the license, or refer the matter to the mayor and council for final action. The city manager shall act on the license within forty-five (45) days of the submission of a fully completed application. The provisions of O.C.G.A. § 3-3-2 relating to due process, and including but not limited to notification and the right to a hearing, shall be complied with by the city.

(b) If the city manager denies an application for a license, the applicant shall be provided notice in writing of the denial which shall include the reason(s) therefor. The applicant shall have the right to appeal such denial to the mayor and council by filing a request for hearing with the city manager no more than ten (10)

days following the receipt of the denial notice. The hearing before the mayor and council shall be held not more than thirty (30) days from the date the city manager receives the notice of appeal. The applicant shall have the right to be represented by an attorney at the hearing, at his or her expense, and to present evidence and cross-examine opposing witnesses. Within ten (10) days from the conclusion of the hearing, the mayor and council shall notify the applicant in writing of their decision.”

SECTION 6:

That the Code of the City be amended by deleting therefrom subsection (a) of Section 3-41 of the Code, in its entirety, inserting in lieu thereof a new Section 3-41(a) to read as follows:

“(a) Any alcoholic beverage license which has been issued or which may hereafter be issued by the city to any licensee may be suspended or revoked for due cause, as defined in this section, and after a hearing held by the mayor and council for the purpose of considering any such suspension or revocation. At least five (5) days prior to the hearing, written notice of a time, place and purpose of such hearing and a statement of the charge upon which such hearing shall be held shall be given to the holder of such license which is sought to be suspended or revoked.”

SECTION 7:

That Section 3-34 of the Code of the City be amended by deleting therefrom subsection (a), in its entirety, inserting in lieu thereof a new Section 3-34(a) to read as follows:

“(a) No class A license shall be issued for the package sale of distilled spirits where the place of business is to be located within one hundred (100) yards of any church building or within two hundred (200) yards of any school building, education building, school grounds or college campus. No class A malt beverage or wine package license shall be issued where the place of business is to be located within one hundred (100) yards of any school building, school grounds, or college campus.”

SECTION 2:

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

SECTION 3:

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

SECTION 4:

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

READ AND ADOPTED _____

ATTEST:

A. Drew Ferguson, IV, Mayor

City Clerk

Joseph R. Downs, III, Councilmember

Gerald W. Ledbetter, Councilmember

Gloria R. Marshall, Councilmember

Sandra Thornton, Councilmember

Steve Tramell, Councilmember

Benjamin F. Wilcox, Councilmember



COUNCIL STAFF REPORT

Dept. of Community Development

June 8, 2015

Agenda Item: Amendments to Zoning Ordinance

- **Create** Section 19.2.B.14.c
 - Sign Ordinance Definitions
- **Create** Section 20.5.e
 - Non-Residential Accessory Uses

Purpose: We have two (2) Zoning Ordinance amendments for consideration:

First, is the creation of a new subsection (c) in section 19.2.B.14 of the sign ordinance? This section in particular deals with defining a 'marquee'. The new subsection intends to define marquees used for theaters an accessory use and therefore exempt from sign ordinance standards or approval.

In connection with the first change is the creation of a new subsection (d) in section 5 of chapter 20 which deals with the regulations for accessory uses. The new subsection intends to define the specific regulations and procedures of installing a "theater marquee".

Background: The purpose of these text amendments is to provide a more individualized ordinance for marquees that serve theaters. Marquees serve a more critical and necessary role in the daily function of theaters than they do any other type of business and therefore should be considered on a case-by-case basis with consideration to but not restricted by underlying zoning ordinances.

Related Material: Amendments being made

New Section 19.2.B.14 (Sign Ordinance)

(14) Marque.

a. Permanent Marquee. A sign painted on, attached to, or consisting of interchangeable letters on the face of a surface that is free-standing and supported by a pole, post, or other support attached to the ground in a fixed location. Letter or symbols on that face of said marquee shall not exceed six (6) inches.

b. Portable Marquee. A sign painted on, attached to, or consisting of interchangeable letters on the face of a surface that is mounted or attached to a trailer, sled, or other apparatus that can be moved. Letter or symbols on that face of said marquee shall not exceed six (6) inches in height.

c. Theater Marquees. It shall be considered an accessory use if a permanent marquee is directly attached to or associated with a structure that functions primarily as a theater of any kind and therefore is addressed in section 12 of the zoning ordinance.

New Section 20.5.e (Accessory Structures & Uses)

Section 20. Accessory Structures and Uses

1. Purpose

Accessory structures and uses are permitted in connection with and incidental to a permitted principal use or structure and in compliance with the restrictions of this section.

The purpose of establishing specific guidelines for specific accessory structures and uses is provide clear direction for determining compatibility between adjacent uses and to provide a mechanism for recommending bodies and decision makers to evaluate zoning and rezoning applications.

2. Permitted Accessory Structures and Uses

Permitted accessory structures and uses shall be limited to the following and any additional uses and structures the Planning Director finds are similar to those listed in scope, size and impact and which are otherwise in compliance with this Ordinance. All accessory structures shall require a permit.

3. Residential Accessory Structures

(a) Fences and walls – Material shall be limited to the following: wood, wrought iron or decorative aluminum, masonry or stucco and chain link (permitted in rear and side yards only). All fences and walls shall have their finished face directed outward towards adjacent lots or streets. The height of any fence in the side or rear yard shall not exceed six (6) feet and three (3) feet in the front yard.

(b) Flag poles – Such structures must meet the height and building setback requirements of the underlying zoning district.

(c) Freestanding heating and air equipment – Such structures shall be located in side and rear yards only and may encroach into the required yard up to four (4) feet.

(d) Patios, paved terraces and decks, at or above ground – No patio, paved terrace or deck shall be located within five (5) feet of any property line or public right of way.

(e) Garage or carport attached to dwelling – Structure must meet the setback requirements of the underlying zoning district. In no instance, shall the structure be located within five (5) feet of the rear or side property line.

(f) Garage or carport detached – Structure shall not protrude into any required front yard and

shall not be located within five (5) feet of the rear or side property line.

(g) Residential outbuildings – Shall be limited to ten (10) feet in height and shall be no closer than five (5) feet to any side or rear property line. In no instance, shall an outbuilding be located in any required front yard.

(h) Swimming pools – Swimming pools, whether in-ground or above-ground, shall be installed no closer than ten (10) feet to any property line measured from the nearest water surface, exclusive of decking, which shall be located no closer than five (5) feet from any property line. Swimming pools shall be located in the rear or non-street side yard of the property. Swimming pools shall comply with the Standard Swimming Pool Code and must be approved by the Building Official.

(i) Radio or Satellite/TV Antennas – Such structures may be on the roof facing the rear or side yards or may be freestanding. All such units shall be set back a minimum of fifteen (15) feet from all lot lines. Ground mounted antennas shall not exceed fifteen (15) feet in height and shall be located in rear yards only. Roof mounted antennas shall not project more than five (5) feet above the roof line.

4. Non-Residential Accessory Structures

(a) Fences and Walls – Material shall be limited to the following: wood, wrought iron or decorative aluminum, masonry or stucco and chain link (permitted in rear and side yards only). All fences and walls shall have their finished face directed outward towards adjacent lots or streets. The height of any fence in the side or rear yard shall not exceed eight (8) feet and three (3) feet in the front yard.

(b) Storage sheds – Shall be located in the rear or non-street side yards only. Structures shall be located at least five (5) feet from adjacent non-residentially zoned property and at least thirty (30) feet from any residentially zoned property.

(c) Refuse disposal containers and pads- Shall be located in the rear or non-street side yards only. All structures shall be located on a pad and enclosed by a six (6) foot high fence or masonry wall with a latched gate and landscaped to visually screen such structure from adjacent properties.

(d) Freestanding Heating and Air Units- Such structures shall be located in the rear street side yards only. The units may encroach into the required yard up to four (4) feet. The equipment must be fenced and screened on at least three (3) sides and landscaped, with a latched gate on the fourth side to visually obstruct such structure from adjacent properties.

5. Non-Residential Accessory Uses

(a) Outdoor Dining- Outdoor dining may be permitted as an accessory use only in the CBD and the CGN districts provided that the dining area does not obstruct any public right of way without prior authorization from the City and that the dining area meets all applicable building code and safety requirements. Outdoor dining should ideally be provided on an extension of the sidewalk in front of the building as long as the façade line is maintained, within the

building but using a solarium or paneled window walls, or in the rear yard provided that such use be enclosed by a four (4) foot decorative fence when the rear yard is adjacent to non-residential uses and a eight (8) foot privacy fence when adjacent to residential uses.

(b) Car wash (accessory to gas station) – A car wash shall be permitted as an accessory use to a gas station/convenience store in the CGN and MXD-1 districts subject to the following requirements: a site plan shall be submitted, a fifteen (15) foot buffer shall be maintained along the side and rear property lines abutting residentially zoned property and the car wash facility shall not be located in any required parking spaces.

(c) Used Car Sales – The sale of used cars in the CGN district are only allowed in conjunction with a new car dealership.

(d) Theater Marquee –Structure must be located on the same lot as a building which serves primarily as a theater or cinema house. Structure may be free standing or attached onto the front of the associated facility. The City Planning Department must approve the location, mechanics, and aesthetics of all theater marquees prior to permit approval.

(e) Other Accessory Uses as approved by Planning Director



Date: June 4, 2015

Re: Motion to declare certain property as surplus

Truck
Make: International
Model: 1954
MFG Date: 10/27/1988
VIN: 1htldzzp6kh651310

Truck
Make: Chevrolet
Model:
MFG Date: 02/1995
VIN: 1GDJ7H1P95J509989

Trailer
Make: Transcraft
MFG Date: 1955
VIN: 7362

Tractor
Make: Case
Model: 580D
VIN: 9057301

Truck
Make: Ford
Model: F250 Heavy Duty
Year: 1997
VIN: 3FTHF25HXVMA21289



INFORMATION

Downtown West Point Development Authority Minutes
March 10, 2015

Present: Steve Trammell, Karen Meadows, Drew Ferguson, Gus Darden, Bill Nixon, Coleman Reeves, Wayne Scroggs and Ed Moon.

Steve Trammell called the meeting to order and called for an approval of the February minutes. A motion was made by Bill Nixon and seconded by Drew Ferguson to approve the February minutes.

Wayne Scroggs presented the treasurer's report, with a beginning balance of \$83,597.09 and an ending balance of \$83,447.09. A motion was made by Bill Nixon to approve the report and seconded by Drew Ferguson.

Committee Reports:

Façade Committee – No report was given.

Old Business:

Steve Trammell reported the City had begun the landscaping project initiated by Point University's donation of several trees to the downtown area. The project cost was uncertain per Ed Moon and he advised waiting until he had a complete accounting, and he would submit a request for payment before Wayne Scroggs should prepare a check. During the December 9, 2014 the DWPDA agreed to donate a share of the cost of the project up to a limit of \$25,000.

New Business:

Steve Trammell discussed the concept of B.H.A.G. and setting goals for the DWPDA to achieve. A discussion took place of previous goals established and potential goals to set for the coming year. Increasing the downtown district was on both lists and possibilities of how to accomplish this goal were discussed. The Board was asked to consider transitioning from a City Authority to a State Authority.

Steve discussed the joint meeting held on March 6th to bring the City Council, West Point Development Authority, Downtown West Point Development Authority and Housing Authority together to develop a better understanding about each group's role and vision for economic development in West Point. He thanked Drew and Ed for bringing the group together and touched on some of the information highlighted by various speakers.

Steve questioned if the DWPDA was currently advertising the monthly Board meetings. Ed Moon proposed that the advertisement be drafted and placed on the City of West Point's website to minimize costs.

Steve reminded the Board of the requirement that all members attend Development Authority training and noted that the newest members, Coleman Reeves and Wayne Scroggs, would need to meet this requirement within their two year term.

Karen Meadows discussed changes required for DWPDA's deposit account now that officer positions have changed. She stated that current signers on the account were Joe Hill, Steve Trammell and Delores Wooley. After a discussion referencing the Bylaws, which states that checks issued from the account be signed by the Chairman along with either the Treasurer or the Secretary, Bill Nixon made a motion to remove Joe Hill and Delores Wooley from the account and add Wayne Scroggs and Karen Meadows. Drew Ferguson seconded the motion. It was also unanimously agreed to change the account title from WP Downtown Development Authority to Downtown West Point Development Authority to match the corporate seal.

Steve adjourned meeting. The next meeting will be held April 14, 2015 at 8:00 a.m.

Submitted by Karen Meadows, Secretary

WEST POINT HISTORIC PRESERVATION COMMISSION MEETING MINUTES
May 6, 2015

The meeting was called to order by Chairman Duncan. Attending were Debra Robertson, Jane Fuller-Blackburn, Marshall Sapp, and newly appointed Commissioner Joe Thompson.

Also attending were Sara Thompson, City Planner, and Debbie Thompson.

Chairman Duncan welcomed Commissioner Thompson to the HPC and thanked him for his willingness to serve the city of West Point in this capacity.

The minutes were read by Commissioner Robertson and were unanimously approved.

Old Business:

- 1- Since our last meeting Ms. Sara Thompson had composed the first draft of a letter that will be sent to all businesses located in the downtown business district to inform them and to explain the codes that are in place concerning maintenance and changes to exterior facades of a downtown buildings. The letter included a guide to COA procedure and application process.

The letter was discussed at length with several changes and additions recommended. Chairman Duncan asked Ms. Thompson to continue to work on the letter and present the next draft at the June HPC meeting.

- 2- There was discussion concerning possibility of the HPC becoming the advisory committee in the decision of what to do with historic items donated to the City. No decision was made and the request was tabled. It will be discussed further at the June meeting.

New Business:

In an overview of the West Point Historic Preservation Commission, Chairman Duncan stated its authority and goals for the benefit of Commissioner Thompson. Afterwards there was open discussion with a question and answer session.

With no further business to discuss, the meeting was adjourned.

Minutes prepared and submitted by:

Debra Robertson, Secretary
West Point Historic Preservation Commission

West Point Development Authority

Agenda

June 1, 2015

- 1. Invocation**
- 2. Minutes**
- 3. Financial Report**
- 4. Old Business**
 - WPDA website**
- 5. New Business**
- 6. Adjournment**
- 7. Next meeting to be held on Monday, July 6, 2015**

WEST POINT DEVELOPMENT AUTHORITY

May 4, 2015

Members Present: Josh Moon, Lionel Johnson, and Griggs Zachry. Also present were Attorney Larry Nix, Mayor Drew Ferguson, and DWPDA Chairman, Steve Tramell. DeeDee Williams, and Wiky Gladden were absent.

Meeting was called to order and invocation given by Josh Moon.

Motion was made by Griggs Zachry and seconded by Lionel Johnson to approve the minutes of the April 6, 2015 meeting. Vote to approve was unanimous by all members present.

Motion was made by Lionel Johnson and seconded by Griggs Zachry to approve the financial report for April, 2015. Vote to approve was unanimous by all members present.

Motion was made by Josh Moon and seconded by Griggs Zachry to enter into the Economic Development Services Agreement presented to members for the City of West Point to employ an economic development director whose duty shall be to support the mission of the WPDA, the DWPDA, and also provide economic development services directly to the City. The WPDA will pay 80% of the monthly salary of the economic development employee which shall be paid an amount within City of West Point Personnel Pay Plan Salary Grade 23 (\$51,557.00 to \$78,144.00). Motion to approve was unanimous by all members present.

There being no further business, the meeting was adjourned.

J. Griggs Zachry, III
Secretary

9:52 AM
05/21/15
Accrual Basis

West Point Development Authority
Balance Sheet
As of May 31, 2015

	<u>May 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
CB&T Certificate of Deposit	250,000.00
Farmers & Merchants Bank - MMA	251,247.39
Operating Account	18,316.73
Total Checking/Savings	<u>519,564.12</u>
Accounts Receivable	
Loan Receivable - ITC CP LLC	135,000.00
Total Accounts Receivable	<u>135,000.00</u>
Total Current Assets	<u>654,564.12</u>
TOTAL ASSETS	<u><u>654,564.12</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	516,166.89
Retained Earnings	135,000.00
Net Income	3,397.23
Total Equity	<u>654,564.12</u>
TOTAL LIABILITIES & EQUITY	<u><u>654,564.12</u></u>

9:53 AM
05/21/15
Accrual Basis

West Point Development Authority
Profit & Loss
May 2015

	<u>May 15</u>
Income	0.00
Expense	
Community Development	127.97
Contract Labor	1,000.00
Lease Payment Expense	750.00
Legal & Closing-Project Dev.	430.00
Legal and Closing	250.00
Office Expense	267.59
Project Development	40,000.00
Total Expense	<u>42,825.56</u>
Net Income	<u><u>-42,825.56</u></u>

9:56 AM

05/21/15

Accrual Basis

West Point Development Authority
Profit & Loss Detail
 May 2015

Type	Date	Num	Name	Memo	Clr	Split	Amount
Income							
Expense							
Community Development							
Check	5/1/2015	1949	Cardmember Service	2429		Operating Acc...	90.97
Check	5/4/2015	1950	LaGrange-Troup Ch...	Early Bird Br...		Operating Acc...	22.00
Check	5/21/2015	1953	Chambers County ...	Industry Lunc...		Operating Acc...	15.00
Total Community Development							127.97
Contract Labor							
Check	5/1/2015	1948	Yvonne Reed			Operating Acc...	1,000.00
Total Contract Labor							1,000.00
Lease Payment Expense							
Check	5/1/2015	1945	Tramell Propertles	Lease Paym...		Operating Acc...	750.00
Total Lease Payment Expense							750.00
Legal & Closing-Project Dev.							
Check	5/4/2015	1951	Morrow & Nix	Legal Services		Operating Acc...	430.00
Total Legal & Closing-Project Dev.							430.00
Legal and Closing							
Check	5/1/2015	1947	Morrow & Nix	Monthly Reta...		Operating Acc...	250.00
Total Legal and Closing							250.00
Office Expense							
Check	5/1/2015	1946	Integrity Leasing LLC	Monthly		Operating Acc...	144.45
Check	5/21/2015	1954	WOW!			Operating Acc...	123.14
Total Office Expense							267.59
Project Development							
Check	5/21/2015	1952	City of West Point	4th Avenue S...		Operating Acc...	40,000.00
Total Project Development							40,000.00
Total Expense							42,825.56
Net Income							-42,825.56

9:54 AM

05/21/15

Accrual Basis

West Point Development Authority
Profit & Loss Budget vs. Actual
May 2015

	May 15	Budget	\$ Over Budget	% of Budget
Income	0.00			
Expense				
Cell Phone	0.00	58.33	-58.33	0.0%
Community Development	127.97	833.33	-705.36	15.4%
Computer & Website Maintenance	0.00	208.33	-208.33	0.0%
Contract Labor	1,000.00	4,916.67	-3,916.67	20.3%
Education	0.00	166.67	-166.67	0.0%
FICA	0.00	250.00	-250.00	0.0%
Health Insurance	0.00	250.00	-250.00	0.0%
Insurance	0.00	375.00	-375.00	0.0%
Lease Payment Expense	750.00	750.00	0.00	100.0%
Legal & Closing-Project Dev.	430.00	333.33	96.67	129.0%
Legal and Closing	250.00	416.67	-166.67	60.0%
Marketing	0.00	416.67	-416.67	0.0%
Miscellaneous Expense	0.00	175.00	-175.00	0.0%
Office Expense	267.59	416.67	-149.08	64.2%
Payroll Expenses	0.00	0.00	0.00	0.0%
Postage	0.00	16.67	-16.67	0.0%
Professional Dues & Subscript.	0.00	416.67	-416.67	0.0%
Project Development	40,000.00	1,250.00	38,750.00	3,200.0%
Travel	0.00	416.67	-416.67	0.0%
Total Expense	42,825.56	11,666.68	31,158.88	367.1%
Net Income	-42,825.56	-11,666.68	-31,158.88	367.1%