



Administrative Services Committee Commission Chamber- 6/9/2014- 12:50 PM
Meeting

ADMINISTRATIVE SERVICES

1. Discuss employees attending the June 2 - 7 SUNGARD Software Conference held in Anaheim, CA. **(Requested by Commissioner Marion Williams)** ☐ Attachments
2. Discuss the Mercer Group Contract, lack of commission approval, state law and the procurement process. **(Requested by Commissioner Marion Williams)** ☐ Attachments
3. Motion to approve the minutes of the Administrative Services Committee held on May 27, 2014. ☐ Attachments
4. Request to amend City Code for Augusta Georgia by deleting Article 2, Section 8-5-11 through 8-5-24 in its entirety and replace it with City Code Article 2, Sections 8-5-11 through 8-5-42 (Roads and Addressing). The Code was set forth to provide a system for successfully assigning road names and address within the City and conferred the authority to the Augusta Planning Commission (aka Planning and Development Department). This request will assign that authority to the Augusta Information Technology-GIS Division (IT-GIS) and update other aspects of the Code to allow for current technology to assist in road naming and addressing. Subdivisions and Development Plans must have received from IT-GIS an approved list of road names and addresses before submittal to the Planning and Development Department for review. Road names and addresses have not been properly vetted and public safety issues have arisen. ☐ Attachments



**Administrative Services Committee Meeting
6/9/2014 12:50 PM
Employees Conference Participation**

Department:

Caption: Discuss employees attending the June 2 - 7 SUNGARD Software Conference held in Anaheim, CA. **(Requested by Commissioner Marion Williams)**

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:



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THE LEADING EDGE

SUGA 2014 | JUNE 2 - 6 | ANAHEIM, CALIFORNIA

Could there be a more inspired setting for our 2014 conference than the Disneyland Hotel? If we are looking for magic, then this is the place! Join us for our 2014 conference at the Wonderful World of Disney while we explore the Wonderful World of SunGard Public Sector software! Not only is there plenty of room for us to meet and sleep, but we have lots of opportunity for fun and networking, too!

The entire Disney Resort will be at our doorstep to explore, including Downtown Disney, Disneyland, and California Adventure....all with a wide spectrum of dining, shopping, and entertainment options. Plus we will have special convention rate tickets for both Disneyland and California Adventure.

Date: June 2 - 6, 2014

Time: 8:00 am - 5:00 pm

 Locations: Disneyland Hotel
 1150 Magic Way
 Anaheim, CA 92802

[Agenda](#)
[Class Descriptions](#)
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New for SUGA 2014!!!



SunGard Public Sector On Demand Classes:

Included with your SUGA 2014 registration fee will be SunGard's entire library of over 1,300 On Demand classes*. SUGA and SunGard have teamed up to provide these classes at no additional cost to attendees. There will be a computer lab set aside specifically for this purpose, so if you have time between your scheduled sessions, stop by and take any of SunGard's On Demand class offerings. Classes cover not only SunGard Public Sector solutions, but also Desktop applications (Microsoft Office, Adobe Creative Suite, and more), Business & Professional Development (management, teamwork, coaching), Health & Safety (OSHA 10, first aid, driver safety, hazardous materials), and Information technology (Windows 7, SQL Server, programming). SunGard is graciously providing earbuds for use in the On Demand training lab. Click on the SunGard Public Sector logo for a list of On Demand classes.

New for SUGA 2014 SunGard Offers Awards for App and Report Development!!!



1. Do you have a Cognos or QRep report that has helped your agency increase the impact of your data? Submit it for the first-annual **"Analytics Impact Award"**. The Data Impact Award recognizes the agency and individual that has created a Cognos or QRep report that helps to transform data into actionable intelligence. **Submissions were due by May 29.**
2. Show off your agency's latest mobile applications and win a fantastic prize with our first-annual **"Mobile Impact Award"**. The Mobile Impact Award will recognize the agency and individual that has developed the most effective mobile application or web-based mobile experience to help staff and citizens envision the future happening today. **Submissions were due by May 29.**

SUGA 2014 Charity Event:

As you may know, over the past few years SUGA has selected a charitable organization to support at our international events. In support of our military, this year's event is **"Operation Gratitude"**. For more information on how SUGA will express its gratitude to U.S. troops serving overseas click on the logo to the left. [Click here](#) for a video about this great organization.

**Hotel Information:**

The Disneyland hotel is sold out for the night of June 3 (Tuesday night). In the meantime, the hotel is taking reservations at the Grand Californian at \$217. That is the only Disney hotel that has rooms. This is actually a great rate as a call in rate would be \$385.

We may have some cancellations. If you would like to be added to a wait list, please e-mail a request to info@sugainc.org.

**Evening Event:**

The World of Color show in Disney's California Adventure park's Paradise Bay is a spectacular water and light show. The event features over 1000 fountains with the ability to shoot water 200 ft. in the air, LED lighting, a 380 ft. mist screen with projected images, fog and lasers, boats and a pirate ship, and great music. All of this centered around live actors and Disney characters, providing great music and singing. This is a truly amazing event.

Click on the World of Color logo for a video of the attraction.

**Disney Park Tickets:**

Ticket Store closed at 9 pm PST on Sunday, June 01, 2014.

**Event Logo Polo Shirts:**

Polo shirts with the SUGA 2014 event logo are available for order directly from Lands End. Available sizes are:

- Men's Short Sleeve Pima Polo - Regular (S-XXL), Tall (M- XXL), Big (2XL-5XL)
- Women's Short Sleeve Feminine Fit Pima Polo - Regular (S-XL), Plus (1X-5X)

To order click on the logo to the left, and then click on either the [Men's Polo](#) link in the blue bar,

**Continuing Education Credits:**

SunGard Public Sector is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Nashville, TN 37219-2417.

Click here for information on transportation between the airports and the Disneyland Hotel.

Click here for a breakdown of SUGA 2014 registration fees.

If you are interested in being an Event Volunteer, Application Coordinator, User List Provider, or SUGA 2014 Sponsor, please click on the link below to learn more.

Click here for a comparison of SUGA costs to similar trainings, the actual dollar amount of the training offered, and a sample agenda for SUGA 2014.

Qualification for Attendance: The Annual SUGA Educational Conference is designed exclusively for SunGard Public Sector customers. Any individuals or organizations that are not full-time employees of SunGard Public Sector customers (consultants, third parties, etc.) must return a written request by May 19, 2014. Please email SUGA at conferences@sugainc.org for the necessary form.

*The SunGard On Demand free class benefit is for SUGA 2014 attendees only, and is not open to non-attendees.

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**Administrative Services Committee Meeting
6/9/2014 12:50 PM
Mercer Contract**

Department:

Caption: Discuss the Mercer Group Contract, lack of commission approval, state law and the procurement process. **(Requested by Commissioner Marion Williams)**

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:

AGREEMENT

This AGREEMENT, made as of this 7th day of March, 2014, by and between **THE MERCER GROUP, INC.** and **AUGUSTA, GEORGIA**, a consolidated government.

WITNESSETH:

WHEREAS, Augusta, Georgia, (hereinafter referred to as "Augusta") has made a request for proposals dated December 19, 2013, to hire an executive recruiter to conduct an executive search for an Administrator for Augusta, and

WHEREAS, The Mercer Group, Inc. (hereinafter referred to as "Mercer") has submitted a proposal in response to Augusta's request; and

WHEREAS, Augusta has selected Mercer's proposal as the proposal which best meets its needs and Augusta desires to hire Mercer to conduct Augusta's search for a new Administrator, and

WHEREAS, Mercer desires to assist Augusta in conducting the Augusta's search for an Administrator.

NOW THEREFORE, in consideration of the following mutual covenants and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged by all parties hereto, Mercer and Augusta hereby agree as follows:

1. Mercer agrees to provide services and support to Augusta in the conduct of Augusta's search for an Administrator. Mercer agrees to conduct Augusta's project in accordance with the scope of services outlined in its Letter of Proposal to Augusta dated December 27, 2013, in response to Augusta's request for a letter of proposal.

Mercer's letter of proposal is incorporated by reference and thus made a part of this Agreement. It is agreed by the parties that the search will be a national search.

2. Augusta agrees to compensate Mercer for its services in the amount of \$15,000 for professional services and not-to-exceed \$4,000 in expenses. Payments to Mercer are to be made as follows: One-third upon commencement of the project, one-third upon submission of semi-final candidates and one-third upon submission of the final candidates. The terms of this Agreement supersede any and all provisions of the Georgia Prompt Payment Act.
3. Augusta and Mercer both agree that this Agreement shall be governed by the laws of the State of Georgia. All claims, disputes and other matters in question between Augusta and Mercer arising out of or relating to the Agreement, or the breach thereof,

shall be decided in the Superior Court of Richmond County, Georgia. Mercer, by executing this Agreement, specifically consents to jurisdiction and venue in Richmond County and waives any right to contest the jurisdiction and venue in the Superior Court of Richmond County, Georgia.

4. Augusta and Mercer both agree that in the event that any dispute arises between the parties, the complaining party shall promptly notify the other of the dispute in writing. Each party shall respond to the other party in writing within ten (10) working days of receipt of such notice.
5. Augusta and Mercer both agree that any amendments to this Agreement shall be made in writing, and executed by both parties. No proposed amendment which is not in writing and executed by both parties shall effect the terms of this Agreement. Mercer acknowledges that this contract and any changes to it by amendment, modification, change order or other similar document may have required or may require the legislative authorization of the Board of Commissioners and approval of the Mayor. Under Georgia law, Mercer is deemed to possess knowledge concerning Augusta, Georgia's ability to assume contractual obligations and the consequences of Mercer's provision of goods or services to Augusta, Georgia under an unauthorized contract, amendment, modification, change order or other similar document, including the possibility that Mercer may be precluded from recovering payment for such unauthorized goods or services. Accordingly, Mercer agrees that if it provides goods or services to Augusta, Georgia under a contract that has not received proper legislative authorization or if Mercer provides goods or services to Augusta, Georgia in excess of the any contractually authorized goods or services, as required by Augusta, Georgia's Charter and Code, Augusta, Georgia may withhold payment for any unauthorized goods or services provided by Mercer. Mercer assumes all risk of non-payment for the provision of any unauthorized goods or services to Augusta, Georgia, and it waives all claims to payment or to other remedies for the provision of any unauthorized goods or services to Augusta, Georgia, however characterized, including, without limitation, all remedies at law or equity
6. The parties shall have the right at either party's convenience to terminate this Agreement following ten (10) days written notice to the affected party. Should either party terminate this Agreement the City shall only be obligated to pay Mercer for those services already provided.
7. Augusta, Georgia may, at reasonable times, inspect the part of the plant, place of business, or work site of Mercer or any subcontractor of Mercer or subunit thereof which is pertinent to the performance of any contract awarded or to be awarded by Augusta, Georgia.
8. To the extent that it does not alter the scope of this agreement, Augusta, GA may

unilaterally order a temporary stopping of the work, or delaying of the work to be performed by Mercer under this agreement.

9. Mercer agrees to pay as liquidated damages to Augusta the sum of \$100 for each consecutive calendar day after expiration of the Contract Time of Completion Time, except for authorized extensions of time by Augusta. The parties agree that these provisions for liquidated damages are not intended to operate as penalties for breach of Contract. The liquidated damages set forth herein are not intended to compensate Augusta for any damages other than inconvenience and loss of use or delay in services. The existence or recovery of such liquidated damages shall not preclude Augusta from recovering other damages in addition to the payments made hereunder which Augusta can document as being attributable to the documented Mercer failures. In addition to other costs that may be recouped, Augusta may include costs of personnel and assets used to coordinate, inspect, and re-inspect items within this Contract as well as attorney fees if applicable.
10. Except as otherwise provided in this agreement, Mercer shall indemnify and hold harmless Augusta and its employees and agents from and against all liabilities, claims, suits, demands, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from the performance of its obligations under this Agreement.
11. Mercer warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by Mercer for the purpose of securing business and that Mercer has not received any non-Augusta fee related to this Agreement without the prior written consent of Augusta. For breach or violation of this warranty, Augusta shall have the right to annul this Agreement without liability or at its discretion to deduct from the Agreement Price of consideration the full amount of such commission, percentage, brokerage or contingent fee.
12. In accordance with Chapter 10B of the AUGUSTA, GA. CODE, Mercer expressly agrees to collect and maintain all records necessary to for Augusta, Georgia to evaluate the effectiveness of its Local Small Business Opportunity Program and to make such records available to Augusta, Georgia. The requirements of the Local Small Business Opportunity Program can be found at www.augustaga.gov. In accordance with AUGUSTA, GA. CODE § 1-10-129(d)(7), for all contracts where a local small business goal has been established, Mercer is required to provide local small business utilization reports. Mercer shall report to Augusta, Georgia the total dollars paid to each local small business on each contract, and shall provide such payment affidavits, regarding payment to subcontractors as may be requested by

Augusta, Georgia. Such documents shall be in the format specified by the Director of minority and small business opportunities, and shall be submitted at such times as required by Augusta, Georgia. Failure to provide such reports within the time period specified by Augusta, Georgia shall entitle Augusta, Georgia to exercise any of the remedies set forth, including but not limited to, withholding payment from the contractor and/or collecting liquidated damages.

AUGUSTA, GEORGIA

BY: Deke Copenhaver, Mayor



gms
2/27/14

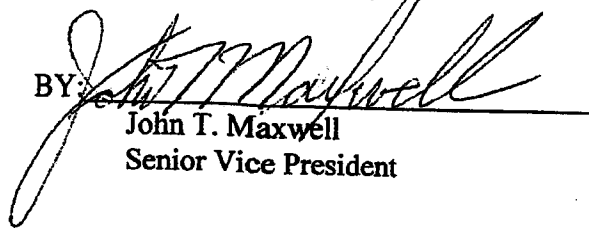


Tameka Allen, Interim Administrator

THE MERCER GROUP, INC.

BY:

John T. Maxwell
Senior Vice President



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O.C.G.A. § 36-10-1 (Copy w/ Cite)

Pages:2

O.C.G.A. § 36-10-1

GEORGIA CODE

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*** Current Through the 2013 Regular Session ***

TITLE 36. LOCAL GOVERNMENT
 PROVISIONS APPLICABLE TO COUNTIES ONLY
 CHAPTER 10. PUBLIC WORKS CONTRACTS

O.C.G.A. § 36-10-1 (2013)

§ 36-10-1. Contracts to be in writing and entered on minutes

All contracts entered into by the county governing authority with other persons in behalf of the county shall be in writing and entered on its minutes.

HISTORY: Orig. Code 1863, § 465; Code 1868, § 527; Code 1873, § 493; Code 1882, § 493; Civil Code 1895, § 343; Civil Code 1910, § 386; Code 1933, § 23-1701.

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O.C.G.A. § 36-10-1 (Copy w/ Cite)

Pages:2

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Item # 2



**Administrative Services Committee Meeting
6/9/2014 12:50 PM
Minutes**

Department: Clerk of Commission

Caption: Motion to approve the minutes of the Administrative Services Committee held on May 27, 2014.

Background:

Analysis:

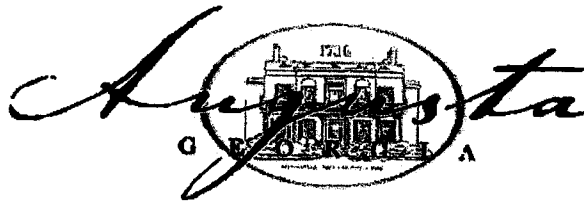
Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting Commission Chamber - 5/27/2014
ATTENDANCE:

Present: Hons. Lockett, Chairman; Davis, Vice Chairman; Fennoy, member.

Absent: Hons. Deke Copenhaver, Mayor; Jackson, member.

ADMINISTRATIVE SERVICES

1. Discuss/receive clarification from the Interim Administrator the city's policy/consequences that deals with city employees who misrepresent information to the governing authority (commission). (Requested by Commissioner Marion Williams) (Referred from May 22 Commission meeting)
- Item Action:**
Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Unanimous consent is given to add this item to the agenda.			

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to refer this item to the full Commission with no recommendation. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner William Fennoy	Passes

2. Discuss discrimination in the city's workplace. (Requested by Commissioner Marion Williams) (Referred from May 22 Commission meeting)

Item Action:
Rescheduled

Motions

Motion	Made	Seconded	Motion	Item # 3
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Type	Motion Text	By	By	Result
	Unanimous consent is given to add this item to the agenda.			

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to refer this item to the full Commission with no recommendation. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner William Fennoy	Passes

3. Presentation by Ms. Mandy Young regarding a brief overview of proposed senior housing development.

Item Action:
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner William Fennoy	Passes

4. Motion to approve the minutes of the Administrative Services Committee in meeting May 12, 2014.

Item Action:
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner William Fennoy	Passes

www.augustaga.gov



Administrative Services Committee Meeting

6/9/2014 12:50 PM

Request to amend City Code, Article 2, Section 8-5-11 through 8-5-25 (Roads and

Department: Planning and Development

Caption: Request to amend City Code for Augusta Georgia by deleting Article 2, Section 8-5-11 through 8-5-24 in its entirety and replace it with City Code Article 2, Sections 8-5-11 through 8-5-42 (Roads and Addressing). The Code was set forth to provide a system for successfully assigning road names and address within the City and conferred the authority to the Augusta Planning Commission (aka Planning and Development Department). This request will assign that authority to the Augusta Information Technology-GIS Division (IT-GIS) and update other aspects of the Code to allow for current technology to assist in road naming and addressing. Subdivisions and Development Plans must have received from IT-GIS an approved list of road names and addresses before submittal to the Planning and Development Department for review. Road names and addresses have not been properly vetted and public safety issues have arisen.

Background: The provisions of the Code shall generally conform to the “Street Addressing Standards and Guidelines for the State of Georgia, with changes made based on practicality and local applicability as needed. Standards for the USPS, NENA and FGDC and the ESRI model for local governments shall be consulted for applicability to Augusta’s road name and addressing program. IT-GIS will also assume the responsibility of notifying E-911, USPS and other agencies of any additions and/or changes to road names or addresses in Augusta Georgia.

Analysis: The advances of technology make it reasonable to assign the road naming and addressing authority to IT-GIS and allow the Planning and Development Department to assume a supplementary capacity in the process where it relates to site plan and subdivision development.

Financial Impact: No financial responsibility to the City. All fees will be assumed by the Developer/Owner. A fee schedule is included within this ordinance amendment.

Cover Memo

Item # 4

Alternatives: Approve or deny

Recommendation: Approve

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:

Finance.

Law.

Administrator.

Clerk of Commission

#44

ORDINANCE NO. 6068

AN ORDINANCE TO AMEND THE AUGUSTA-RICHMOND COUNTY CODE TITLE 8, CHAPTER 5, TO PROVIDE A SYSTEM OF UNIQUE ROAD NAMES; TO PROVIDE AN EFFECTIVE DATE; TO REPEAL CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES.

BE IT ORDAINED BY THE AUGUSTA-RICHMOND COUNTY COMMISSION, that the Augusta-Richmond County Code is amended by adding to Title 8, Chapter 5, a new Article, to be designated as Article 2, providing for a system of unique road names, to read as follows:

ARTICLE 2
ROAD NAMING AND ADDRESSING

§ 8-5-11. AUTHORITY.

This Article is enacted pursuant to the authority conferred by Section 46-5-122 of The Official Code of Georgia Annotated, as amended, to promote the public health, safety, morals, convenience, order, prosperity, and general welfare of the present and future inhabitants of Augusta, Georgia.

§ 8-5-12. SHORT TITLE.

This Article shall be known as the Road Naming and Addressing Ordinance for Augusta, Georgia.

§ 8-5-13. JURISDICTION.

The provisions set forth herein shall apply to those roads, both public and private (including manufactured home parks, condominium developments, apartment complexes or office parks), which are or will be located within Augusta, Georgia, or within certain municipalities in Richmond County, Georgia upon the request of the appropriate elected officials of said municipalities.

§ 8-5-14. PURPOSE.

The purpose of this Article is to provide a system of unique road names and addresses which is essential to the

successful implementation of the E-911 Emergency Services System, and is therefore, essential to the efficient and effective provision of such services as police, fire, and emergency medical services.

§ 8-5-15. ASSIGNMENT OF RESPONSIBILITY FOR NAMING ROADS AND ADDRESSING OF SAID ROADS.

The Augusta-Richmond County Planning Commission is hereby assigned overall authority and responsibility for the naming of public and private roads as directed by the provisions of this Article.

§ 8-5-16. APPROVAL OF ROAD NAMES.

All proposed road names shall be reviewed and approved by the Augusta-Richmond County Planning Commission and authorized by action of the Augusta-Richmond County Commission before the road names become official and before road signs are erected. The appropriate tax map(s) shall be amended by the Tax Assessor's office to reflect new road names approved by action of the Augusta-Richmond County Commission.

§ 8-5-17. ESTABLISHMENT OF UNIFORM NUMBERING SYSTEM.

The Augusta-Richmond County Planning Commission shall develop and maintain a uniform scaled system of numbering roads. This addressing system shall be used in designating addresses for new and existing structures and to resolve address problems which tend to confuse the traveling public or tend to delay the response of emergency services, mail delivery and other service providers.

§ 8-5-18. ISSUANCE OF STREET AND/OR MAILING ADDRESSES.

(a) Street and/or mailing addresses shall be issued by the Augusta-Richmond County Planning Commission for all principal dwellings and buildings located on all officially mapped public and private roads within Augusta, Georgia and within certain municipalities in Richmond County, Georgia upon the request of the appropriate elected officials of the municipalities.

(b) Addresses will be provided only on those roads which have been assigned a name in accordance with the guidelines set forth in this Article.

(c) Each new dwelling or principal structure will be assigned an address at the time that a building permit, mobile home permit, or other similar permit is issued by the appropriate issuing authority.

(d) No building permit shall be issued for any principal dwellings or buildings until the owner has obtained the official address from the Augusta-Richmond County Planning Commission.

(e) The certificate of occupancy for any structure erected, repaired or modified after the effective date of this Article shall be withheld by the License and Inspections Department until the address is posted on the structure as outlined in this Article.

§ 8-5-19. RESPONSIBILITY FOR PLACEMENT OF NUMBERS.

(a) The owner, occupant, or agent of each house, building or other structure assigned an address under the uniform numbering system shall place or cause to be placed the number on the house, building, or other structure within 30 days after receiving notification from the Augusta-Richmond County Planning Commission of the proper number assignment.

(b) Further, the owner, occupant or agent of any existing house, building or other structure existing as of the date of the adoption of this Article, shall place or cause to be placed the number on the house, building or other structure within 30 days after the adoption of this Ordinance.

(c) Cost and installation of the number must be paid for by the property owner or occupant. Residential numbers must not be less than three inches in height. Business numbers must not be less than four inches in height. All numbers must be made of a durable, clearly visible material and must contrast with the color of the house, building, or other structure. Reflective numbers for nighttime identification are strongly recommended.

(d) The number must be conspicuously placed immediately above, on or at the side of the appropriate door so that the number is visible clearly from the road. In cases where the building is situated more than fifty feet from the road, the number must be placed upon the mailbox or near the driveway so as to be easily read from the road.

§ 8-5-20. LOCATION AND INSTALLATION.

Sign location and installation shall be in accordance with the specifications for road name signs as set for in the Comprehensive Zoning Article for Augusta, Georgia.

§ 8-5-21. NEW ROADS.

(a) The naming of new roads, such as in new subdivisions, shall be reviewed and approved by the Augusta-Richmond County Planning Commission according to the present procedures of the Augusta-Richmond County Planning Commission and authorized by action of the Augusta-Richmond County Commission before the road names become official.

(b) The names of new roads must not duplicate or be similar to an existing road name within Richmond County, Georgia's geographical area.

(c) Existing duplicate road names may be changed as necessary by Augusta, Georgia to ensure efficiency of the emergency response system.

§ 8-5-22. EXISTING ROADS.

(a) All public roads (those maintained by Augusta, Georgia and those maintained by the Georgia Department of Transportation) shall be named. All private roads requiring Augusta-Richmond County Planning Commission approval (both subdivision and site plan roadways depicting multiple buildings) shall be named.

(b) In the event of a conflict in either road naming or addressing, the Augusta-Richmond County Planning Commission staff will use its best judgment to resolve the conflict.

§ 8-5-23. LIABILITY.

Augusta, Georgia, its officers, agents or employees, together with any person following their instructions in rendering services, are not liable for civil damages as a result of an act or omission under this Article, including but not limited to, developing, adopting, operating, or implementing an addressing system or plan.

§ 8-5-24. EFFECTIVE DATE.

This Article shall take effect on the first day following final reading and adoption.

§ 8-5-25. PROVISIONS SEVERABLE.

(a) All provisions in other Ordinances for Augusta, Georgia in conflict with this Article are hereby repealed.

(b) If any provisions of this Ordinance or the application thereof to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application and to this end, the provisions of this Ordinance are severable.

Duly adopted by the Augusta-Richmond County Commission this
4 day of August, 1998.

ATTEST:

Anna Bonner
 Clerk

AUGUSTA-RICHMOND COUNTY
 COMMISSION

By: Ray E. Simpson

As its Mayor

This document approved as
 to legal sufficiency and form.
JSW 8/3/98
 Attorney Date

First Reading: July 21, 1998

Second Reading: August 4, 1998

PLANNING AND ZONING

§ 8-5-17

Chapter 5

ZONING***ARTICLE 1 IN GENERAL****Sec. 8-5-1. Incorporation of zoning ordinance by reference.**

The comprehensive zoning ordinance of the City of Augusta and unincorporated areas of Richmond County, as adopted on March 25, 1963 and subsequently revised, consisting of section 1 through section 37, inclusive, is hereby incorporated in this section as if set out in full herein. (Amended and rewritten Sept. 16, 1997)

Sec. 8-5-2. Amendments to zoning ordinance, map and subdivision regulations.

Any amendments to the Augusta-Richmond County Comprehensive Zoning Ordinance, the zoning maps, and any amendments to the subdivision regulations of land shall be made when the Commission determines that such a change would be in the best interest of Augusta-Richmond County.

Secs. 8-5-3—8-5-10. Reserved.**ARTICLE 2 ROAD NAMING AND ADDRESSING****Sec. 8-5-11. Authority.**

This Article is enacted pursuant to the authority conferred by Section 46-5-122 of The Official Code of Georgia Annotated, as amended, to promote the public health, safety, morals, convenience, order, prosperity, and general welfare of the present and future inhabitants of Augusta, Georgia.

Sec. 8-5-12. Short title.

This Article shall be known as the Road Naming and Addressing Ordinance for Augusta, Georgia.

***Note**—The current Comprehensive Zoning Ordinance is maintained at the Augusta-Richmond County Planning Commission.

Sec. 8-5-13. Jurisdiction.

The provisions set forth herein shall apply to those roads, both public and private (including manufactured home parks, condominium developments, apartment complexes or office parks), which are or will be located within Augusta, Georgia, or within certain municipalities in Richmond County, Georgia upon the request of the appropriate elected officials of said municipalities.

Sec. 8-5-14. Purpose.

The purpose of this Article is to provide a system of unique road names and addresses which is essential to the successful implementation of the E-911 Emergency Services System, and is therefore, essential to the efficient and effective provision of such services as police, fire, and emergency medical services.

Sec. 8-5-15. Assignment of responsibility for naming roads and addressing of said roads.

The Augusta-Richmond County Planning Commission is hereby assigned overall authority and responsibility for the naming of public and private roads as directed by the provisions of this Article.

Sec. 8-5-16. Approval of road names.

All proposed road names shall be reviewed and approved by the Augusta-Richmond County Planning Commission and authorized by action of the Augusta-Richmond County Commission before the road names become official and before road signs are erected. The appropriate tax map(s) shall be amended by the Tax Assessor's office to reflect new road names approved by action of the Augusta-Richmond County Commission.

Sec. 8-5-17. Establishment of uniform numbering system.

The Augusta-Richmond County Planning Commission shall develop and maintain a uniform scaled system of numbering roads. This addressing system shall be used in designating addresses for new and existing structures and to resolve

address problems which tend to confuse the traveling public or tend to delay the response of emergency services, mail delivery and other service providers.

Sec. 8-5-18. Issuance of street and/or mailing addresses.

(a) Street and/or mailing addresses shall be issued by the Augusta-Richmond County Planning Commission for all principal dwellings and buildings located on all officially mapped public and private roads within Augusta, Georgia and within certain municipalities in Richmond County, Georgia upon the request of the appropriate elected officials of the municipalities.

(b) Addresses will be provided only on those roads which have been assigned a name in accordance with the guidelines set forth in this Article.

(c) Each new dwelling or principal structure will be assigned an address at the time that a building permit, mobile home permit, or other similar permit is issued by the appropriate issuing authority.

(d) No building permit shall be issued for any principal dwellings or buildings until the owner has obtained the official address from the Augusta-Richmond County Planning Commission.

(e) The certificate of occupancy for any structure erected, repaired or modified after the effective date of this Article shall be withheld by the License and Inspections Department until the address is posted on the structure as outlined in this Article.

Sec. 8-5-19. Responsibility for placement of numbers.

(a) The owner, occupant, or agent of each house, building or other structure assigned an address under the uniform numbering system shall place or cause to be placed the number on the house, building, or other structure within 30 days after receiving notification from the Augusta-Richmond County Planning Commission of the proper number assignment.

(b) Further, the owner, occupant or agent of any existing house, building or other structure existing as of the date of the adoption of this Article, shall place or cause to be placed the number on the house, building or other structure within 30 days after the adoption of this Ordinance.

(c) Cost and installation of the number must be paid for by the property owner or occupant. Residential numbers must not be less than three inches in height. Business numbers must not be less than four inches in height. All numbers must be made of a durable, clearly visible material and must contrast with the color of the house, building, or other structure. Reflective numbers for nighttime identification are strongly recommended.

(d) The number must be conspicuously placed immediately above, on or at the side of the appropriate door so that the number is visible clearly from the road. In cases where the building is situated more than fifty feet from the road, the number must be placed upon the mailbox or near the driveway so as to be easily read from the road.

Sec. 8-5-20. Location and installation.

Sign location and installation shall be in accordance with the specifications for road name signs as set for in the Comprehensive Zoning Article for Augusta, Georgia.

Sec. 8-5-21. New roads.

(a) The naming of new roads, such as in new subdivisions, shall be reviewed and approved by the Augusta-Richmond County Planning Commission according to the present procedures of the Augusta-Richmond County Planning Commission and authorized by action of the Augusta-Richmond County Commission before the road names become official.

(b) The names of new roads must not duplicate or be similar to an existing road name within Richmond County, Georgia's geographical area.

(c) Existing duplicate road names may be changed as necessary by Augusta, Georgia to ensure efficiency of the emergency response system.

Sec. 8-5-22. Existing roads.

(a) All public roads (those maintained by Augusta, Georgia and those maintained by the Georgia Department of Transportation) shall be named. All private roads requiring Augusta-Richmond County Planning Commission approval (both subdivision and site plan roadways depicting multiple buildings) shall be named.

(b) In the event of a conflict in either road naming or addressing, the Augusta-Richmond County Planning Commission staff will use its best judgment to resolve the conflict.

Sec. 8-5-23. Liability.

Augusta, Georgia, its officers, agents or employees, together with any person following their instructions in rendering services, are not liable for civil damages as a result of an act or omission under this Article, including but not limited to, developing, adopting, operating, or implementing an addressing system or plan.

Sec. 8-5-24. Effective date.

This Article shall take effect on the first day following final reading and adoption.

Sec. 8-5-25. Provisions severable.

(a) All provisions in other Ordinances for Augusta, Georgia in conflict with this Article are hereby repealed.

(b) If any provisions of this Article or the application thereof to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of the Article which can be given effect without the invalid provision or application and to this end, the provisions of this Article are severable.

(Ord. of 8-4-98)

Chapter 6

GROUNDWATER RECHARGE PROTECTION***Sec. 8-6-1. Authority.**

The Official Code of Georgia Annotated § 12-2-8 requires that certain minimum standards

*Editor's note—Ord. No. 6093, § 2, adopted Oct. 6, 1998, set out provisions for Chapter 6 to read as herein set out. See the Code Comparative Table.

shall be adopted by local governments to protect groundwater recharge areas. This chapter conforms to these minimum standards and also the minimum standards of Chapter 391-3-316, Rules for Environmental Planning Criteria, Georgia Department of Natural Resources Environmental Planning Division.

Sec. 8-6-2. Short title.

This chapter shall be known as the Groundwater Recharge Area Protection Ordinance of Augusta, Georgia.

Sec. 8-6-3. Purpose.

In order to provide for the health, safety and welfare of the public and a healthy economic climate within Augusta, Georgia and surrounding communities, it is essential that the quality of public drinking water be ensured. For this reason, it is necessary to protect the subsurface water resources that Augusta, Georgia and surrounding communities rely on as sources of public water. Groundwater resources are contained within aquifers, which are permeable, rock strata occupying vast regions of the subsurface. These aquifers are replenished by infiltration of surface water runoff in zones of the surface known as groundwater recharge areas. Groundwater is susceptible to contamination when unrestricted development occurs within significant groundwater recharge areas. It is, therefore, necessary to manage land use within groundwater recharge areas in order to ensure that pollution threats are minimized.

Sec. 8-6-4. Objectives.

The objectives of this chapter are:

- (a) Protect groundwater quality by restricting land uses that generate, use or store dangerous pollutants in recharge areas;
- (b) Protect groundwater quality by limiting density of development; and
- (c) Protect groundwater quality by ensuring that any development that occurs within the recharge area shall have no adverse effect on groundwater quality.

ORDINANCE _____

An Ordinance to amend the City Code for Augusta, Georgia

THE AUGUSTA COMMISSION HEREBY ORDAINS:

SECTION I That the City Code for Augusta Georgia is amended by deleting Article 2, Section 8-5-11 through 8-5-25 of the City Code (Road Naming and Addressing) in its entirety.

SECTION II That the City Code for Augusta Georgia is amended by adding a new Article 2, Section 8-5-11 through 8-5-42 of the City Code (Roads and Addressing) as shown below:

ARTICLE 2 – ROADS AND ADDRESSING

8-5-11 Title and Purpose

This Ordinance shall be known as the Roads and Addressing Ordinance for Augusta, Georgia. These regulations are established to provide a system of unique road names and addresses which are essential for successfully:

- Improving the response time of fire, police, ambulance vehicles and other emergency services
- Expediting postal and general delivery services
- Enhancing the ability to locate a business and/or residences based on their address

8-5-12 Authority

This Ordinance is enacted pursuant to the authority conferred by Section 46-5-122 of The Official Code of Georgia Annotated, as amended, to promote the public health, safety, morals, convenience, order, prosperity, and general welfare of the present and future inhabitants of Augusta, Georgia. IT-GIS is hereby assigned overall authority and responsibility for the naming of public/private roads and addressing as directed by provisions of this Ordinance.

8-5-13 Jurisdiction

The provisions set forth herein shall apply to those roads, both PUBLIC and PRIVATE (including manufactured/mobile home parks, condominium developments, apartment complexes, malls, shopping plazas, strip buildings, businesses, business or office parks) and addresses which are currently or will be located within Augusta, Georgia and/or certain municipalities in Richmond County, Georgia.

8-5-14 Resources

This Ordinance shall conform generally to the ‘Street Addressing Standards and Guidelines for the State of Georgia’ and the GISOP, with changes made based on practicality and local applicability as needed. Additionally, standards issued by NENA, the FGDC, the ESRI model for local governments and the USPS shall be consulted for their applicability to Augusta’s road name and addressing program.

8-5-15 Definitions

For the purpose of this Ordinance, the following terms are defined below. Unless specifically defined, words or phrases used in this Ordinance shall be interpreted to have the meaning in common usage and to give this Ordinance the most reasonable application.

GIS Addressing Coordinator: An employee or other designated official or person charged with the responsibility of assigning addresses and approving road names as defined in this Ordinance. This person shall be designated by the Director of Augusta Information Technology and will be an employee of IT-GIS.

Apartment: Building consisting of three (3) units or more for rent.

Augusta: The geographical area encompassed by the borders of Richmond County, GA, excluding Fort Gordon and the cities of Hephzibah, and Blythe. Per the Augusta Charter (1996), “Augusta, GA” is the official name of the consolidated government of Augusta and Richmond County.

Commission: The Augusta Commission

Building: A structure having a roof supported by columns or walls for the shelter, support or enclosure of persons, animals, or equipment and requiring a separate power meter to be installed for the building to have electrical service. This will also include mobile homes or manufactured homes. For the purposes of this Ordinance, the term “building” may also include other manmade structures meeting the same requirement as in the first sentence.

Condominium: Ownership of a single unit within a structure that may include common areas and facilities.

Driveway: A private road, easement, or private right-of-way, giving access from a public road, private road, or private right-of-way, leading to a building. A driveway does not serve more than two (2) lots/buildings that have or require separate power meters to be installed for electrical service. If a driveway is said to serve more than two (2) lots/buildings, it then shall be assigned and designated with private road name with all properties addressed along such named private road.

Frontage unit: A frontage unit is a standard interval in feet used to assign consecutive property numbers on a street or road.

House number: The number assigned by the GIS Addressing Coordinator to any building for the purpose of identification of the location.

Mailing address: The address assigned by the GIS Addressing Coordinator and used by USPS for the purpose of delivery of the United States mail. The property address and mailing address will be the same for all buildings unless the property owners utilize a post office box for delivery of their mail.

Mobile Home: A moveable or transportable dwelling.

Mobile Home Park: Any site or parcel of land under single ownership where land or units are rented, and community utility(ies) provide for the occupancy of mobile homes.

Official Road Name: The name as designated in the complete list of all roads in Augusta and on file with IT-GIS.

Private Road: Any road, which is not maintained by GDOT and/or Augusta through the use of public funds, or is not a driveway as defined by this Ordinance.

Public Road: Any road which is maintained by Augusta, Georgia and/or by GDOT.

Road: A public or private one-way or two-way road for ingress and/or egress. Such roads may be of various types including frontage roads, rear access roads, roads with cul-de-sacs and dead-end roads. This definition includes secondary roads, but does not include driveways.

Road Sign: A metal blade and necessary hardware used to convey a road name, block range and, where applicable, the state road number.

Unit Designator: The portion of the mailing address used to distinguish individual units within the same structure.

8-5-16 Abbreviations

For the purpose of this Ordinance, the following abbreviations are defined below. Unless specifically defined, words or phrases used in this Ordinance shall be interpreted to give them the meaning they have in common usage and to give this Ordinance the most reasonable application.

E 9-1-1: Emergency 9-1-1; a system used that links emergency callers with the appropriate public services.

ESRI: Environmental Systems Research Institute; a global company that provides the means for organizing and analyzing geographical information to help land planners and resource managers make well-informed environmental decisions.

FGDC: Federal Geographic Data Committee; a U. S. committee that coordinates the development of the National Spatial Data Infrastructure.

FHWA: Federal Highway Administration; agency in the U. S. Department of Transportation that supports states and local governments in the design, construction and maintenance of the Nation's highway system.

GISOP: IT-GIS Operating Procedures Technical Guide. The document used as a guideline by the GIS Addressing Coordinator and IT-GIS that will have the authority to authorize and approve alternate methods of displaying road naming and addressing which meet the intent of this Ordinance. This document may be changed periodically at the discretion of IT-GIS.

GDOT: Georgia Department of Transportation

IT-GIS: The Augusta Information Technology Department, GIS Division. This department is the agency that shall assume responsibility for maintaining the road naming and addressing responsibility under this Ordinance.

MRAD: Master Road and Address Database

MUTCD: Manual on Uniform Traffic Control Devices; standard for signs, signals and pavement markings in the United States. MUTCD is published by the FHWA.

NENA: National Emergency Numbering Association; professional organization that promotes the implementation and awareness of 9-1-1 and the international three-digit emergency communication systems.

USPS: United States Postal Service

8-5-17 Consideration of New or Proposed Road Names

The naming of roads, particularly in new subdivisions, shall be reviewed and approved by IT-GIS per the Site Plan Regulations and Land Subdivision Regulations. Persons submitting road names that are rejected shall be notified so that changes may be made prior to the plan review process.

A) Selection Standards

The following standards will be used in consideration of new or proposed road names. All current roads that would otherwise not meet these standards will be granted exceptions and maintain those names until changes, if considered, can be made to conform to this Ordinance. In addition to those outlined in the GISOP, the standards used are as follows:

- 1) Names of new roads or proposed changes must not duplicate, in wording, in sound or pronunciation, an existing road within Augusta, Georgia regardless of distance between occurrences or in address ranges/block numbers
- 2) Road names may not contain abbreviations of words, names or initials
- 3) Numerical references are prohibited, such as Fifth, Ten
- 4) Names of individuals will only be permitted for memorial purposes
- 5) Single alphabetical characters are prohibited
- 6) Road names must be easy to pronounce and easily recognizable in emergency situations
- 7) Special characters will not be permitted; periods, dashes, apostrophes, hyphens, etc.
- 8) Names that may be offensive (slang, words with double-meanings) will not be allowed

B) Prefixes and Suffixes

Directional prefixes and suffixes will be used only when necessary. If used, cardinal (North, South, East & West) directions will only be used as prefixes and ordinal (Northwest, Northeast, Southwest, & Southeast) directions will only be used as suffixes, in accordance to established baselines as outlined in the GISOP. The use of both a prefix and suffix for addresses and road names will not be permitted.

C) Road Types

Each approved road name will be required to have a road type. There shall only be one road type per road name. Road types permitted for use in Augusta, Georgia will be in compliance with the standards of the USPS. (See USPS Publication 28) IT-GIS has the authority to determine which road type(s) shall be suitable for the new or proposed name, as outlined in the GISOP. If the requested type is deemed inappropriate by IT-GIS, a new one must be chosen.

8-5-18 Reserving Road Names

A request for road name reservation can be presented to IT-GIS for any new planned development. These road names will be reviewed and reserved in the road name inventory, if approved. Road names may only be reserved for two (2) years. Upon reaching the two year mark from date of reservation, the names will no longer be reserved, should an extension request not be made. A new request for an additional one (1) year extension of the road name(s) reservation must be submitted to IT-GIS.

8-5-19 Approvals

All proposed road names shall be reviewed and approved by IT-GIS and authorized by action of the Commission before the road names become official and before road signs are erected. The appropriate Geospatial Tax Map(s) shall be amended by IT-GIS to reflect new road names approved by action of the Commission.

8-5-20 Road Naming by Petitions

If property owners, tenants, or entities wish to name a road or rename an existing road, they must submit an application and petition with 66% (two-thirds) of the property owners or tenants adjoining the said road in agreement of the request for naming/renaming to IT-GIS. The application fee of \$250 along with administrative fees must be submitted to IT-GIS prior to processing. The administrative fees may include costs for manufacturing and installation of all new signs \$200 for 2 street signs. The road naming petition will only be presented before the Commission for final approval if all criteria are met as outlined in the GISOP.

8-5-21 Honorary Designations

Requests for honorary designations of Augusta roads, not owned or maintained by state or federal agencies, should be made to IT-GIS. Roads assigned an honorary designation are not officially renamed but carry a second honorary name. The application fee of \$250 along with administrative fees must be submitted to IT-GIS prior to processing. The administrative fees may include costs for manufacturing and installation of all new signs \$250 for 3 honorary signs. The honorary designation request will only be presented to the Commission for final approval if all criteria are met as outlined in the GISOP for honorary designation of Augusta facilities, roads and bridges.

8-5-22 Renaming Existing Roads for Emergency Purposes

Roads (public or private) may be changed by IT-GIS as necessary for health, safety and welfare reasons and efficiency of the emergency response system. Owners of adjoining properties shall be notified in writing that the change is taking place and be provided a list of proposed road names from which input shall be considered. A selection will be chosen after receiving input and be presented to the Augusta Commission for approval. For any case in which a continuous road has multiple names, IT-GIS will determine the correct name and notify owners along such road of the name change. In the event of a conflict in either road naming or addressing, IT-GIS will use its best judgment to resolve the conflict and have the responsibility of notifying the owner, E 9-1-1, USPS, and other agencies.

8-5-23 Temporary Road Names

Temporary Road Names for events or special occasions will not be permitted.

8-5-24 Road Name Signage

Sign location and installation shall be in accordance with the rules and regulations of the MUTCD (Manual on Uniform Traffic Control Devices) published by the Federal Highway Administration (FHWA) under 23 Code of Federal Regulations (CFR), Part 655, Subpart F. <http://mutcd.fhwa.dot.gov/> . Road signs will contain the prefix (if used), road name, road type, suffix (if used) and block numbers. Private roads will be marked as such in accordance with the Manual on Uniform Traffic Control Devices (MUTCD).

8-5-25 Official Road Name Database / Road Book

Road Names that are assigned to roads shall be kept in a “Road Book” and have the road characteristics for each road centerline of the master road dataset. IT-GIS shall make this information available via internet (for public use) and intranet (for internal use). IT-GIS may designate other departments and/or personnel to maintain information as it is deemed practical, and shall provide means for the designated personnel to update the Road Book accordingly.

8-5-26 Addressing Applicability

Addresses will be assigned on all roads and shall have a road sign placed on the main road or highway.

8-5-27 Property Legal Descriptions

The adoptions and implementation of this Ordinance shall not affect the legal descriptions of any property or be used to determine legal descriptions.

8-5-28 Ordering of Addressing Components

Components of a property address shall always be in the following order: Address Number, Address Number Suffix (if used prior to Ordinance), Directional Prefix (if any), Road Name, Road Type, Directional Suffix (if any), Unit Type Designation (if applicable), and a Unit Number (if applicable).

8-5-29 Assignment and Standards

Addresses shall be determined based on the distance from the intersection of the driveway with the road and the current surrounding addresses, if compliant with this Ordinance. Additional standards used to determine addresses are as outlined and can be found in the GISOP.

A) Multiple Structures Sharing Driveway

If more than two (2) addressable structures access a common driveway as defined, that driveway will be assigned a private road name and all addresses will be assigned along such private road.

B) Corner and Multiple Fronting Parcels

Corner or double fronting parcels shall be assigned an address based on the driveway location of the intersecting road. If that entrance is not visible from that road or is inaccessible for emergency services, then the address shall be based on the road which the structure faces.

C) Duplex/Attached Structures

Each unit of structure shall receive its own individual address as determined by IT-GIS. This would include townhouses and condominiums.

D) Multiple Unit Structures

Separate internal units within, or associated with, residential or business complexes shall have an individual address and be uniquely identified by the use of a unit type. Apartment Complexes, Office Complexes, and/or any other type of property with private roads that is sold shall not be allowed to change addressing or road names without written approval of IT-GIS. If road names or addresses are changed without approval, the property owner will be subject to fines as described in Augusta Code 8-5-40.

E) Vacant Parcels

Vacant parcels less than one acre may be pre-addressed at the discretion of IT-GIS. This pre-address shall be assigned to the center point of the parcel frontage.

F) Miscellaneous Structures

Structures requiring an address for metering or permitting purposes shall be given their own individual address and a unit designator. These structures would include billboards/signs, power poles, utility assets and others.

G) Mobile/Manufactured Home Parks

Mobile home lots shall have sequential address numbers throughout the mobile home park. Each lot will have a separate address number assigned. The address number of each lot must be clearly displayed on the mobile home which is located on that lot and must be clearly visible from the road. If the lot is more than 100 feet from the road, the address number shall be displayed at the end of the road or easement giving access to that mobile home. Addresses are not transferrable with the mobile home.

H) Wireless Towers

Wireless towers shall be assigned one address to the tower owner. Should the tower have multiple carriers, each carrier will be assigned a suite number that will include the address of the tower owner. A sign or post which clearly indicated the address number assigned to the tower shall be located at the entry point of the road on which the tower is located.

8-5-30 Numbering System

IT-GIS shall develop and maintain a uniform scaled system of numbering addresses. This addressing system shall be used in designating addresses for new and existing structures and to resolve address problems which tend to confuse the traveling public or tend to delay the response of emergency services, mail delivery and other service providers. Baselines and the point of origin shall be defined in the GISOP to include the numbering structure for Augusta, Georgia. Addressing shall generally conform to the 'Street Addressing Standards and Guidelines for the State of Georgia' and the GISOP, however; IT-GIS reserves the right to amend as needed.

8-5-31 Specifications and Placement of Address Numbers

All structure numbers shall be constructed of a durable, weather resistant material. The color shall contrast with the color scheme of the structure, and if mounted on glass, shall contrast with the background and be clearly visible. Reflective numbers for nighttime identification are required.

Residential numbers must not be less than three (3) inches in height. Business numbers must not be less than four (4) inches in height. In all cases, a number larger than the minimum size may be required where the minimum size does not provide adequate identification from the traveled roadway.

All numerical identifications must be easily identifiable without obstruction of view. Any dwelling or individual business located at more than 50 feet from the roadway and/or not clearly visible shall be required to have numerical posting at both the entrance or driveway and located in close proximity to the front door or entrance way. A minimum of 5 feet in posting height will be required for all dwelling or business identification in close proximity to the entrance way. The post height of 3 feet will be required for all entrances or private drives that require numerical posting. A mailbox will be suitable, as long as it is placed at the entrance way to the property.

8-5-32 Responsibility for Placement of Address Numbers

It shall be the responsibility of each and every property owner, trustee, lessee, agent and occupant of each residence, apartment building, business or industry to post and maintain, at all times, address numbers as required under this Ordinance. All addresses shall be displayed in such a way that they are unobstructed and legible from the traveled roadway.

A) New Addresses

The owner, occupant, or agent of each house, building or other structure assigned an address under the uniform numbering system shall place or cause to be placed the number on the house, building, or other structure within thirty (30) days after receiving notification from IT-GIS of the proper number assignment or within thirty (30) days of occupancy, whichever is sooner.

B) Existing Addresses

Further, the owner, occupant or agent of any existing house, building or other structure existing as of the date of the adoption of this Ordinance, shall place or cause to be placed the number on the house, building or other structure within thirty (30) days after the adoption of this Ordinance.

8-5-33 Changes of Addresses

If an address number is changed for any reason, IT-GIS shall be responsible for assigning the new address number. An application requesting the change must be submitted to the GIS Addressing Coordinator. This form shall be available online on the Augusta, GA website and at the IT-GIS office. IT-GIS has the authority to change addresses as necessary to ensure conformity throughout Augusta, GA and efficiency of the emergency response system.

Requests will be reviewed within five (5) business days for consideration and approval, but may be extended should further consideration be needed. When such a change is made, IT-GIS shall notify the building owner to make the change, USPS, Augusta, GA offices, and emergency services. The owner of the building shall post the changed address numbers within thirty (30) days of receipt of such notice. The owner/resident of the building will be responsible for notifying all suppliers and others of the address change.

8-5-34 Compliance

No owner of real property shall attempt to number or fail to number the property or the principle building, if not in conformity with this Ordinance. IT-GIS shall send a written notice, to any owner not in compliance with this Ordinance, to the owner's address as stated in Augusta records, directing specific compliance with a provision of this Ordinance. If corrective measures have not been taken within thirty (30) days of the notification of violation, a person or business will be subject to enforcement fines as described in Section 8-5-40. Augusta, Georgia will not assume any responsibility for the inability of emergency services (i.e. sheriff, fire, 911 departments) to locate the property in the event of an emergency due to incorrect property identification.

8-5-35 Development Plan Requirements

All land subdivisions that creates a new public or private road or road section in any jurisdiction within Augusta, Georgia must have a pre-approved list of road names and addresses from IT-GIS before submitting subdivision and development plans to Planning and Development. All multi-unit and multi-structure developments must submit the site plan with building layout, for unit numbering, to IT-GIS prior to occupancy. Any subdivision or site that requires new addresses will be reviewed within seven (7) business days for assignment and subject to the final development/site plan approval before release.

8-5-36 Business Licenses

All businesses, new or existing, must have their address properly displayed in accordance to this Ordinance or a penalty will be assessed. All new businesses must have their address verified/confirmed against the MRAD before a license can be issued.

8-5-37 Building Permits

No permit shall be issued for any new structure until the owner/developer/contractor obtains an official address assigned by IT-GIS. The owner can contact the GIS Addressing Coordinator directly to complete an address assignment request.

8-5-38 Certificate of Occupancy

The Certificate of Occupancy (CO) for any structure erected, repaired, or modified shall be withheld by the Planning & Development Department until the address is posted on the structure as outlined in this Ordinance.

8-5-39 Enforcement Responsibilities

The responsibility for the enforcement of the provisions of the Roads and Addressing Ordinance, in addition to the legal authority of Augusta, is as assigned below:

- **Augusta IT-GIS:** The GIS Addressing Coordinator or any designee(s) of IT-GIS shall have the responsibility of enforcing this Ordinance and issuing citations for violations.
- **Augusta Code Enforcement:** The Planning & Development Code Enforcement designee(s) shall have the responsibility of enforcing this Ordinance and issuing citations for violations.

8-5-40 Penalties for Violation

Any person, business or property owner that violates or fails to comply with the provisions of this Ordinance, with exception Section 8-5-28 D, shall be guilty of an infraction punishable by a fine not to exceed \$500.00, six (6) month imprisonment or both. Any person, business or property owner that violates Section 8-5-29 D shall be guilty of an infraction punishable by fine not to exceed \$5000.00. In the event that violations of this Ordinance are not corrected within thirty (30) days of receiving the fine, Augusta may perform the work needed to comply and bill the property owner(s). If the bill for work performed is not paid within ninety (90) days of mailing, then a lien may be put on the property to include the cost of the work and any applicable court costs.

8-5-41 Severability of Provisions

All provisions in other Ordinances for Augusta, Georgia in conflict with this Ordinance are hereby repealed. If any provisions of this Ordinance or the application thereof to any person or circumstance are held invalid, the invalidity does not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision or application and to this end, the provisions of this Ordinance are severable.

8-5-42 Liability

Augusta, Georgia, its officers, agents or employees, together with any person following their instructions in rendering services, are not liable for civil damages as a result of an act or omission under this Ordinance, including but not limited to, developing, adopting, operating, or implementing an addressing system or plan.

SECTION III All Ordinances or parts of Ordinances in conflict with this Ordinance are hereby repealed.

Done in Open Meeting under the Common Seal thereof this _____ day of _____, 2014.

APPROVED THIS _____ day of _____, 2014.

MAYOR, AUGUSTA COMMISSION
AUGUSTA, GEORGIA

ATTEST:

CLERK OF COMMISSION