

Join us! In an effort to enhance meetings post COVID-19 emergency orders, the City Council invites you to join and/or participate in a variety of ways: Via computer Zoom meetings (no app is necessary), telephone, email and/or text! See details on page 3.

**Vestavia Hills
City Council Agenda
AMENDED
November 28, 2022
6:00 PM**

1. Call to Order
2. Roll Call
3. Invocation – Tom Bryson, Vestavia Hills Chaplain
4. Pledge Of Allegiance
5. Approval Of The Agenda
6. Announcements, Candidates and Guest Recognition
 - a. Announcement Of Upcoming Vacancies On The Design Review Board With A Deadline For Application Of December 5, 2022 At 5 PM
7. City Manager’s Report
8. Councilors’ Reports
9. Financial Reports – Melvin Turner, III, Finance Director
10. Approval Of Minutes – November 14, 2022 (Regular Meeting)

Old Business

11. Public Hearing – Ordinance Number 3135 – Conditional Use Approval For A Dog Grooming Business For The Property Located At 1401 Montgomery Highway; Patrick Crabtree, Property Owner, Stephanie Hazen, Business Owner
12. Public Hearing – Ordinance Number 3136 – An Ordinance Authorizing The Mayor And City Manager To Purchase Customize Software From OpenGov For Planning And Budgeting And Authorizing The Mayor And City Manager To Execute And Deliver Any Documents Necessary To Secure And Implement Said Software

New Business

13. Resolution Number 5423 – Appointing A Member To The Vestavia Hills Parks And Recreation Board

14. Resolution Number 5424 – Appointing Members To The Vestavia Hills Library Board

New Business Requesting Unanimous Consent)

First Reading (No Action To Be Taken At This Meeting)

15. Public Hearing – Ordinance Number 3137 – Rezoning – 3419 Ronlea Circle; Rezone From Vestavia Hills Agriculture To Vestavia Hills R-2 To Combine Parcels To Include Into Two Residential Lots; Gladys Bailey, Owners
16. Citizens Comments
17. Time Of Adjournment

SPECIAL NOTICE CONCERNING CITY COUNCIL MEETINGS

Due to the COVID-19 safety advice given by the ADPH, the City Council work sessions and meetings are available via video-conference and teleconference. If you choose not to attend in person, you may still participate. Following are instructions for three options to participate remotely.

COMPUTER PARTICIPATION (view/participate in real time)

To participate in by videoconference, click <https://us02web.zoom.us/j/5539517181>. When the Zoom.us window opens in your browser, click “Allow” so that the page may open to a waiting room. The host will open the meeting and bring all into the meeting room at that time. All participants will be automatically muted upon entrance to the meeting. If you wish to speak during time(s) identified for public input, activate the “Raise Hand” feature and unmute yourself by toggling the mute button. When the Mayor recognizes you and gives you the floor, state your name and address for the record and then you may address the Council.

Using the icons on the Zoom screen, you can:

- Mute/unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- View Participants – opens a pop-out screen that includes the “Raise Hand” icon that you may use to raise a virtual hand
- Change your screen name displayed in the participant list and video window
- Toggle between “speaker” and “gallery” views – “Speaker view” shows the active speaker; “Gallery view” tiles all of the meeting participants

TELEPHONE PARTICIPATION (view/participate in real time)

To participate by telephone, dial 312.626.6799 and enter the meeting ID: 455 534 3275. All participants will be automatically muted upon entrance to the meeting. If you wish to speak during time(s) identified for public input, press *6 on your phone keypad to unmute yourself. Then state your name and wait for the Mayor to recognize you. When the Mayor recognizes you and gives you the floor, state your name and address for the record and then address the Council.

TEXT AND/OR EMAIL (prior to the meeting or in real time)

If you do not wish to join the meeting but would like to ask a question or make a statement regarding an item on the agenda, you may email the City Council directly at City.Council@vhal.org. You may also text your question/statement to City Council at 205.517.1370. Both of these options are available prior to and during each work session and meeting. Be sure to provide your name and address for the record and your comments will be recited to the City Council as the corresponding item is being addressed. Note: As a matter of record, your name and address are required. If identification is not provided, your comment/question will not be presented.

Zoom meetings may be recorded. By participating in the meeting, you are consenting to be recorded. Zoom-bombing is a cyber-crime and is punishable by law. In the event of an attendee intruding into any City of Vestavia Hills Zoom meeting, the online broadcast will be ended immediately. Council and/or board members may be readmitted but online attendees will not. Although Zoom-bombing is not a frequent occurrence, those wishing to make public comment should attend the meeting in person.

CITY OF VESTAVIA HILLS

CITY COUNCIL

MINUTES

NOVEMBER 14, 2022

The City Council of Vestavia Hills met in regular session on this date at 6:00 PM, following publication and posting pursuant to Alabama law. A number of staff and members of the general public also attended virtually, via Zoom.com, following publication pursuant to Alabama law. The Mayor called the meeting to order. The City Clerk called the roll with the following:

MEMBERS PRESENT:

Mayor Ashley C. Curry
Rusty Weaver, Mayor Pro-Tem
Kimberly Cook, Councilor
George Pierce, Councilor*

MEMBERS ABSENT:

Paul Head, Councilor

OTHER OFFICIALS PRESENT:

Jeff Downes, City Manager
Patrick H. Boone, City Attorney
Cinnamon McCulley, Asst. City Manager
Rebecca Leavings, City Clerk
Jason Hardin, Deputy Police Chief
Melvin Turner, Finance Director
Marvin Green, Fire Chief
Christopher Brady, City Engineer
Umang Patel, Court Director*
Keith Blanton, Building Official*

**present virtually via Zoom or telephone*

Butch Williams, Vestavia Hills Chaplain, led the invocation, followed by the Pledge of Allegiance.

APPROVAL OF THE AGENDA

The Mayor opened the floor for a motion for approval of the agenda.

MOTION Motion to approve the agenda as presented was made by Mr. Weaver and seconded by Mr. Pierce. Roll call vote as follows:

Mrs. Cook – yes

Mr. Pierce – yes

Mr. Weaver – yes

Mayor Curry – yes

motion carried.

ANNOUNCEMENTS, CANDIDATES, GUEST RECOGNITION

- Mayor Curry announced applications for upcoming vacancies on the Vestavia Hills Library Board and the Parks and Recreation Board. He stated that application deadline was today at 5 PM with a total of 8 applications received. Interviews will begin at 8 AM on November 22, 2022 in the Executive Conference Room.
- Mayor Curry announced upcoming vacancies for the Design Review Board. He indicated a few vacancies are coming up on that Board and that December 5, 2022 at 5 PM is the deadline for anyone interested in that Board to apply.

PROCLAMATION

The Mayor presented a Proclamation designating November 2022 as “Small Business Month.” Mr. Downes read the proclamation aloud. The Mayor and Mr. Pierce presented it to representatives from the Vestavia Hills Chamber of Commerce including Michelle Hawkins, President, Donnie Dobbs, Chairman, and Katherine McRee.

Ms. Hawkins stated that community support for small businesses is important to their success.

CITY MANAGER’S REPORT

- Mr. Downes announced that, once again, our city employees have surpassed previous years’ United Way giving, with this year’s contribution in excess of \$30,000. He indicated that Vestavia Hills continues to take the lead among other surrounding municipalities, even larger ones.
- Mr. Downes stated an update has been made to the Action Center to allow persons to report others who might be blowing debris into storm drains around the City. An informational pamphlet was put together and will be distributed throughout the City to inform people not to blow debris into storm drains, and also to educate residents how to place leaves to prevent them from being washed into the drains. The Action Center will track violators and repeat offenders can be prosecuted subject to adjudication in Municipal Court. He indicated they are also working with the Finance Department to distribute this helpful information to landscaping companies.
- Mr. Downes invited Cinnamon McCulley, Michelle Hawkins, and Katherine McRee to report on exciting events about to occur:
 - Mrs. McCulley introduced a new joint effort by the City and Chamber for “See the Season” in Vestavia Hills. Local businesses have been asked to paint their windows for the holidays, including interactive designs where people can have pictures taken to post on social media in an effort to spread the holiday spirit. These businesses will be promoted by the City and Chamber of Commerce, as there are over 20 as of today that have painted windows.

- Katherine McRee explained the Deck the Heights event that took place November 12. She indicated that attendance at this event has grown every year. This year it was held from 2 PM to 7 PM with multiple pop-up shops. Trolleys and buses were running and, despite rain and the coincidence of football games, participation was fantastic. There were activities all over Cahaba Heights and sales showed an increase over previous years.
- Mrs. McCulley explained “Hotel Hot” which is a huge training exercise being hosted at the former Days Inn property. There were 142 multi-state participants learning all aspects of fire training. Following this, there were two days of meetings. Positive economic impacts included the host hotel in Vestavia and a class reception at On Tap in Liberty Park. She stated that it is rare to have a five-story structure available for training and this was an amazing fire training opportunity.

COUNCILOR REPORTS

- Mrs. Cook announced that the next Board of Education meeting is scheduled for November 28 beginning at 4 PM. She announced a “1Rebel 1Future” information session on November 28, beginning at 6:30pm, at Liberty Park Middle school. More information may be obtained from the Board’s website.
- Mrs. Cook stated that she is in Virginia visiting family and that she misses being in Vestavia Hills and experiencing all the fun holiday events happening in the city.
- Mr. Pierce reported that he, Michelle Hawkins, and Donnie Dobbins are present representing the Chamber Board. He apologized for recognizing, at the last meeting, that Kari Bates and Eric Holt were present via Zoom.
- Mr. Weaver reported the Planning and Zoning Commission met Thursday, November 10, 2022, with a request of rezoning that will be forthcoming.
- Mr. Pierce will be attending the Chamber Board meeting at 7 :45am this Thursday to be held in the new chamber offices in the Civic Center

APPROVAL OF MINUTES

The Mayor stated that the approval of the minutes October 17, 2022 (Work Session) and October 24, 2022 (Regular Meeting) are open for approval. He asked for a motion:

MOTION: Motion to approve the minutes of the October 17, 2022 (Work Session) and October 24, 2022 (Regular Meeting) was made by Mr. Weaver and seconded by Mr. Pierce. Roll call vote as follows:

Mrs. Cook – yes

Mr. Pierce – yes

Mr. Weaver – yes

Mayor Curry – yes

motion carried.

OLD BUSINESS

NEW BUSINESS

RESOLUTION NUMBER 5419

Public Hearing – Resolution Number 5419 – A Resolution Authorizing The Installation Of A New Support Structure for A Small Cell Facility To Be Located Adjacent To 3025 English Oaks Circle; 1813 Arboretum Circle And 1633 Gentilly Drive

MOTION Motion to approve Resolution Number 5419 was made by Mr. Weaver and seconded by Mr. Pierce.

Mr. Downes explained that this approves three additional small-cell support structures.

Mike Isaacs, Crown Castle, was present in regard to this request.

The Mayor opened the floor for a public hearing.

Daniel Rubio, 1633 Gentilly Drive, asked if this location was the only one considered.

Mr. Isaacs stated that these are designed and positioned by engineers to go into these locations for coverage. He stated there are other poles in the vicinity but the one sited was owned by another entity.

Mr. Pierce asked if there are any negative physical risks to the public.

Mr. Isaacs stated there are no negative effects to the public.

Mr. Rubio stated that there is an old pole with nothing on it. He stated a newer one was installed and is being used but the older one was never removed. If there's another option to put this somewhere else, he'd like that to be explored.

Mr. Rubio asked if the City benefits from these pole locations.

Mr. Downes stated that the City receives a small fee for their installation consistent with our Ordinance.

The Mayor asked if this is part of the 5G upgrades going on throughout the metro area.

There being no one further to address the Council, the Mayor closed the public hearing and called for the question. Roll call vote was as follows:

Mrs. Cook – yes	Mr. Pierce – yes
Mr. Weaver – yes	Mayor Curry – yes

motion carried.

RESOLUTION NUMBER 5420

Public Hearing – Resolution Number 5420 – Alcohol License – Davenports Pizza Palace Vestavia Inc., d/b/a Davenports Pizza Palace For A 020 – Restaurant Retail Liquor License At 700 Montgomery Highway, Suite 193; Amanda P. Thames, Yates P. Horris And Tara P. Davis, Executives

MOTION Motion to approve Resolution Number 5420 was made by Mr. Weaver and seconded by Mr. Pierce.

Amanda Thames, executive, explained that this approves a restaurant liquor license in lieu of the beer/wine license they already have had approved. She stated that, with this requested license, they can use the responsible vendor program to allow servers that are 20 years old instead of being limited to 21 years old.

Mr. Pierce asked the minimum age they can be to serve.

Ms. Thames stated that if a server is trained and certified, they can carry but cannot pour liquor at 20 years old.

The Mayor opened the floor for a public hearing. There being no one further to address the Council, the Mayor closed the public hearing and called for the question. Roll call vote was as follows:

Mrs. Cook – yes	Mr. Pierce – yes
Mr. Weaver – yes	Mayor Curry – yes

motion carried.

RESOLUTION NUMBER 5421

Public Hearing – Resolution Number 5421 – Alcohol License – Mama Coco Cantina 2 LLC d/b/a Mama Coco 2 For A 020 – Restaurant Retail Liquor License At 1088 Montgomery Highway; Jorge Peralta And Julio Paralta, Executives

MOTION Motion to approve Resolution Number 5421 was made by Mr. Weaver and seconded by Mr. Pierce.

Mr. Julio Peralta stated that they are serious about training employees to prevent sales to minors.

Mr. Pierce stated that the previous applicant is getting servers certified to allow persons under 19.

Mr. Peralta stated that the ABC Enforcement came by and made them aware of the updates in the law. In order to allow servers under 21 to serve, they are aware their servers must be certified.

Mrs. Cook asked the date of the owner DUI violation noted on the application.

Mr. Peralta stated that he believes it was in 2009.

The Mayor opened the floor for a public hearing. There being no one further to address the Council, the Mayor closed the public hearing and called for the question. Roll call vote was as follows:

Mrs. Cook – yes	Mr. Pierce – yes
Mr. Weaver – yes	Mayor Curry – yes
	motion carried.

RESOLUTION NUMBER 5422

Resolution Number 5422 – A Resolution Re-Appointing A Member, Appointing An Alternate Member As A Regular Member And Appointing An Alternate Member To The Board Of Zoning Adjustment

The Mayor explained that this is to re-appoint the Chairman, Rick Rice and to promote an alternate member, Thomas Parchman, to a regular member, replacing Bob Gower, and appointing a new alternate member to the Board, Michael Fliegel.

MOTION Motion to approve Resolution Number 5422 was made by Mr. Weaver and seconded by Mr. Pierce.

Mr. Fliegel stated he is an assistant City attorney with the City of Birmingham (27 years) and is about to retire and anxious for the opportunity to serve. He has been a resident for 30 years. He has attended Birmingham City planning and zoning meetings for some time and is thoroughly familiar with zoning law.

The Mayor stated that Mr. Boone recommends Mr. Fliegel and speaks to his qualifications.

Mr. Pierce stated that he chaired BZA for many years. He asked about Mr. Fliegel's expertise in construction law.

Mr. Fliegel stated that his experience is legal.

Mrs. Cook stated that she was concerned because she had not met Mr. Fliegel, but is now satisfied with his qualifications. She did not receive any information on applicants until this morning. She asked when the City advertised these openings.

Mr. Fliegel replied that the positions were advertised several months ago and that is when he made his application.

There being no one further to address the Council, the Mayor called for the question. Roll call vote was as follows:

Mrs. Cook – yes	Mr. Pierce – yes
Mr. Weaver – yes	Mayor Curry – yes

motion carried.

NEW BUSINESS (UNANIMOUS CONSENT REQUESTED)

FIRST READING (NO ACTION TO BE TAKEN AT THIS MEETING)

- Public Hearing – Ordinance Number 3135 – Conditional Use Approval For A Dog Grooming Business For The Property Located At 1401 Montgomery Highway; Patrick Crabtree, Property Owner, Stephanie Hazen, Business Owner
- Public Hearing – Ordinance Number 3136 – An Ordinance Authorizing The Mayor And City Manager To Purchase Customize Software From OpenGov For Planning And Budgeting And Authorizing The Mayor And City Manager To Execute And Deliver Any Documents Necessary To Secure And Implement Said Software

CITIZEN COMMENTS

- None.

At 6:55 PM, Mr. Pierce made a motion to adjourn. The meeting adjourned at 6:56 PM.

Ashley C. Curry
Mayor

ATTESTED BY:

Rebecca Leavings
City Clerk

ORDINANCE NUMBER 3135

**AN ORDINANCE GRANTING A CONDITIONAL USE APPROVAL
FOR A DOG GROOMING BUSINESS**

WHEREAS, on June 27, 2022, the City Council of the City of Vestavia Hills, Alabama approved and adopted Ordinance Number 3099, re-establishing a Zoning Code for the City of Vestavia Hills, Alabama; and

WHEREAS, Patrick Crabtree owner of 1401 Montgomery on behalf of Stephanie Hazen, has submitted application for conditional use approval for the grooming and bathing services of dogs operated from tenant space in the 1401 Montgomery Highway property, Vestavia Hills, Alabama; and

WHEREAS, Ms. Hazen has indicated in the application for conditional use approval to allow the operation of a grooming and bathing service for dogs; and

WHEREAS, a copy of said application dated September 8, 2022 is attached and hereby incorporated into this Ordinance Number 3135.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF
THE CITY OF VESTAVIA HILLS, ALABAMA, AS FOLLOWS:**

1. Conditional Use Approval is hereby approved for a grooming and bathing dog service to be located in the tenant space described as 1401 Montgomery Highway;
 - (1) Conditional use is hereby granted for operation of a dog grooming and bathing service; and
 - (2) Services shall be conducted by appointment and/or walk-in only; and
 - (3) There shall be no overnight boarding of animals at any time except when medically necessary; and
 - (4) A City of Vestavia Hills Business License shall be issued upon application and payment by the proposed dog grooming tenant working to the rules and regulations outlined in the Vestavia Hills Business License Code and shall be renewed each year that the grooming business is operated from the location at 1401 Montgomery Highway, Vestavia Hills, Alabama; and

- (5) At any time should the tenant vacate the premises, discontinue or relocate the business and the use is removed from the property for 12-months, this conditional use approval shall be nullified and said Ordinance Number 3135 shall be automatically repealed

ADOPTED and APPROVED this the 28th day of November, 2022.

Ashley C. Curry
Mayor

ATTESTED BY:

Rebecca Leavings
City Clerk

CERTIFICATION:

I, Rebecca Leavings, as City Clerk of the City of Vestavia Hills, Alabama, hereby certify that the above and foregoing copy of 1 (one) Ordinance # 3135 is a true and correct copy of such Ordinance that was duly adopted by the City Council of the City of Vestavia Hills on the 28th day of November, 2022 as same appears in the official records of said City.

Posted at Vestavia Hills Municipal, Vestavia Hills Library in the Forest, Vestavia Hills New Merkle House and Vestavia Hills Recreational Center this the _____ day of _____, 2022.

Rebecca Leavings
City Clerk



City of Vestavia Hills

Planning and Zoning Commission Review and Recommendation

of Conditional Use



Case Number: CU-22-1
Owner Name: Patrick Crabtree
Owner Address: 1401 Montgomery Hwy Vestavia Hills AL 35216

Representative: Stephanie Hazen
Rep. Address: 1400 12th Terrace Pleasant Grove AL 35127

Project Address: 1401 Montgomery Hwy Suite # 9
Legal Description: see attached
Parcel ID Number:
Current Zoning: Vestavia Hills B-2 with covenants
Request Conditional Use: Dog grooming, on-site by appoint and walk-in only with no boarding on-premise

Date of P&Z Meeting: 10/13/22
With the Commission finding that the application met all nine criteria as defined in Section 13.3.4 of the Vestavia Hills Zoning Ordinance

MOTION Mr. Weaver made a motion to recommend Conditional Use Approval for dog grooming at 1401 Montgomery Hwy. Second was by Mr. Romeo. Motion was carried on a roll call; vote as follows:

P&Z Recommendation: Mr. Maloof – yes Mr. Farrell – yes
Mr. Weaver – yes Mr. Romeo– yes
Mr. Sykes – yes Mrs. Barnes– yes
Mr. Larson – yes Motion carried.

Authorized by: Vestavia Hills Planning and Zoning Commission, Michael Vercher, Chair
Issued by: Conrad Garrison, City Planner



10/26/2022

CU-22-1

Conditional Use Application

Status: Active**Date Created:** Sep 8, 2022

Applicant

Stephanie Hazen
hazenstephanie4@gmail.com
1400 12th Terrace
Pleasant Grove, AL 35127
205-306-5405

Primary Location

1401 MONTGOMERY HWY
VESTAVIA HILLS, AL 35216

Owner:

Patrick Crabtree
1401 Montgomery Hwy Vestavia Hills , AL 35216

Agenda Information

Agenda Scheduling:

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Comment/Delay/Reasons:

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Owner Information

A notarized Owner's Affidavit must be submitted with this Conditional Use Application before it can be processed. Please prepare this affidavit prior to submission or it will not be properly filed. All documents must be filed prior to the application date to be considered on the next meeting date. If any required information is received after the application date, the application will be held until the next month.

Property Owner:

Patrick Crabtree

Mailing Address of Property Owner Including City, State, Zip Code:

1401 Montgomery Hwy Vestavia Hills AL 35216

Property Owner Email:

patrickcrabtree09@yahoo.com

Property Owner Telephone Number:

205-960-3991

Check Below if Property Owner is Responsible for Postage Costs

Representing/Responsible Party

Representing Agent:

Stephanie Hazen

Mailing Address of Representing Agent Including City, State, Zip:

1400 12th Terrace Pleasant Grove AL 35127

Representing Agent Email:

hazenstephanie4@gmail.com

Representing Agent Telephone No.:

205-306-5405

Check Below if Representing Agent is Responsible for Postage Charges

Property Information**Property Address:**

1401 Montgomery Hwy Suite # 9

County Parcel ID Number:

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Legal Description of Subject Property:

see attached

Current Zoning Classification of Subject Property:

Vestavia Hills B-2 with covenants

Requested Conditional Use Including Intended Use, Citing Appropriate Section of the Zoning Code, etc.:

Dog grooming, on-site by appoint and walk-in only with no boarding on-premise

Explanation of Reasons for Conditional Use

Upon acceptance of an application, the Commission shall consider the application during a public hearing. The Commission shall, after the public hearing, make a recommendation to the Council. Following the recommendation by the Commission, the Council shall hold a public hearing regarding the application and upon completion of said hearing, shall approve with conditions or deny the request within the time limit required by law. The recommendation by the Commission may be to approve or deny the application, which said recommendation shall be advisory only. Zoning is a legislative matter decided by the Council. The Council shall not be bound by the recommendation of the Commission. A Conditional Use approval shall lapse and be of no effect if, after the expiration of one (1) year from the date of Council approval, no construction or change in use pursuant to such Conditional Use has taken place, provided that the Council may, for good cause shown, specify a longer period of time in conjunction with its action to approve a Conditional Use.

Determination. Conditional Uses shall only be approved upon a finding by the Governing Body that all of the following criteria are satisfied. Please FULLY explain each of these conditions relative to this Conditional Use Request.

1. The use will not, under the circumstances of the particular case, be detrimental to the health, safety or general welfare of the surrounding area:

No.

2. The use is necessary or desirable and provides a service or facility that contributes to the general well-being of the surrounding area:

Yes.

3. The request is consistent with all applicable provisions of the Comprehensive Plan:

Yes.

4. The request shall not adversely affect adjacent properties:

No.

5. The request is compatible with the existing or allowable uses of adjacent properties:

No.

6. The request can demonstrate that adequate public facilities, including roads, drainage, potable water, sanitary sewer, and police and fire protection exist or will exist to serve the requested use at the time such facilities are needed:

Yes.

7. The request can demonstrate adequate provision for maintenance of the use and associated structures:

Yes.

8. The request has minimized, to the degree possible, adverse effects on the natural environment:

Yes.

9. The request will not create undue traffic congestion:

No.

That such development will comply with all applicable regulations and conditions specified within this Ordinance:

Yes.

New Custom Section**P&Z Meeting Date**

10/13/22

P&Z Recommendation

With the Commission finding that the application met all nine criteria as defined in Section 13.3.4 of the Vestavia Hills Zoning Ordinance

MOTION Mr. Weaver made a motion to recommend Conditional Use Approval for dog grooming at 1401 Montgomery Hwy. Second was by Mr. Romeo. Motion was carried on a roll call; vote as follows:

Mr. Maloof – yes
Mr. Weaver – yes
Mr. Sykes – yes
Mr. Larson – yes

Mr. Farrell – yes
Mr. Romeo – yes
Mrs. Barnes – yes
Motion carried.

City Council Meeting Date

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Ordinance Number

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Approve/Deny & Conditions

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Attachments

-  2022_09_08_13_22_08.pdf
Uploaded by Stephanie Hazen on Sep 8, 2022 at 1:23 pm
-  2022_09_08_13_25_43.pdf
Uploaded by Stephanie Hazen on Sep 8, 2022 at 1:26 pm
-  2022_09_08_13_22_21.pdf
Uploaded by Stephanie Hazen on Sep 8, 2022 at 1:23 pm

History

Date	Activity
Sep 8, 2022 at 1:14 pm	Stephanie Hazen started a draft of Record CU-22-1
Sep 8, 2022 at 1:16 pm	Stephanie Hazen altered Record CU-22-1, changed ownerCity from "" to "Vestavia Hills "
Sep 8, 2022 at 1:16 pm	Stephanie Hazen altered Record CU-22-1, changed ownerEmail from "" to "patrickcrabtree09@yahoo.com"
Sep 8, 2022 at 1:16 pm	Stephanie Hazen altered Record CU-22-1, changed ownerName from "" to "Patrick Crabtree"
Sep 8, 2022 at 1:16 pm	Stephanie Hazen altered Record CU-22-1, changed ownerPhoneNo from "" to "205-960-3991"
Sep 8, 2022 at 1:16 pm	Stephanie Hazen altered Record CU-22-1, changed ownerPostalCode from "" to "35216"
Sep 8, 2022 at 1:16 pm	Stephanie Hazen altered Record CU-22-1, changed ownerState from "" to "AL"
Sep 8, 2022 at 1:16 pm	Stephanie Hazen altered Record CU-22-1, changed ownerStreetName from "" to "Montgomery Hwy"
Sep 8, 2022 at 1:16 pm	Stephanie Hazen altered Record CU-22-1, changed ownerStreetNo from "" to "1401"
Sep 8, 2022 at 1:16 pm	Stephanie Hazen altered Record CU-22-1, changed ownerUnit from "" to ""
Sep 8, 2022 at 1:27 pm	Stephanie Hazen submitted Record CU-22-1
Sep 8, 2022 at 1:37 pm	completed payment step Custom Payment on Record CU-22-1
Sep 8, 2022 at 1:37 pm	approval step Administrative Review was assigned to Kay Russom on Record CU-22-1
Sep 8, 2022 at 1:41 pm	Kay Russom approved approval step Administrative Review on Record CU-22-1
Sep 8, 2022 at 4:34 pm	Conrad Garrison assigned approval step Planner Review to Conrad Garrison on Record CU-22-1
Sep 20, 2022 at 9:47 am	Conrad Garrison approved approval step Planner Review on Record CU-22-1
Sep 20, 2022 at 9:48 am	approval step Engineering Review was assigned to Christopher Brady on Record CU-22-1
Sep 20, 2022 at 9:48 am	approval step Building Official Review was assigned to Keith Blanton on Record CU-22-1
Sep 20, 2022 at 9:48 am	approval step Fire Department Review was assigned to Christopher Vines on Record CU-22-1
Sep 20, 2022 at 9:48 am	approval step Zoning Official Review was assigned to Rebecca Leavings on Record CU-22-1
Sep 20, 2022 at 9:53 am	Rebecca Leavings changed Requested Conditional Use Including Intended Use, Citing Appropriate Section of the Zoning Code, from "Dog grooming, on-site by appoint and walk-in only with boarding on-premise" to "Dog grooming, on-site by appoint and walk-in only with no boarding on-premise" on Record CU-22-1

BUSINESS PLAN

Iron City Pawfection

1401 Montgomery Hwy Suite 9 Vestavia Hills Al 35126

09/07/2022

Executive Summary

Iron City Pawfection 's Ownership

This company will operate as a corporation.

Iron City Pawfection 's Management

The company will be managed by Stephanie, the owner, and Kayla Swink, who also has about sixteen years experience in the grooming industry.f.

Iron City Pawfection 's Goals and Objectives

The goal for this company, is to become a trusted member of the community, to take care of one of the most important member of the family, the dog. Many breeds of dog require regular grooming for their health needs. We strive to give top notch grooming services to the Vestavia Hills community..

Iron City Pawfection 's Product

Dog grooming:

This includes bathing the dog, trimming and or grinding of nails, cleaning and plucking of dogs ears, expressing their anal glands, brushing their teeth, demating them, blowing out their undercoat, checking and treating them for fleas or ticks, and clipping their hair.

Dogs will be checked in by appointment though out the day by our receptionist. We will try to keep dogs in the salon for no longer than three hours at the maximum. That can not be guaranteed as some dogs take more time but that will be our goal. We will rotate dogs in and out though our exits. We will provide poop bags and poop bag stations for the clients. We will also clean the yard three times daily. There will be soundproofing in the building to keep the noise levels to a minimum. .

Iron City Pawfection 's Target Market

The target market for the company is people who own dogs in the Vestavia Hills community..

Iron City Pawfection 's Pricing Strategy

The company has taken many factors into account for pricing, including pricing of our direct competitors, experience of the groomers, and time it takes to groom the dog.

Our pricing will be as follows:

Grooming Services: Groom includes basic oatmeal or hypo bath, ear cleaning and plucking, haircut, nail trim, anal glands expressed, and blueberry facial!

Haircut: (including full haircut, nails clipped, ears cleaned & glands expressed)

Xsmall \$65

Small \$75

Medium \$90

Large \$120

Xl \$140

XXL \$160+

Bath: (including nails clipped, ears cleaned and glands expressed)

Short haired dogs

Xsmall \$40

Small \$50

Medium \$60

Large \$70

XL \$80

Bath:(including nails clipped, ears cleaned and glands expressed)

Long haired dogs

Xsmall \$45

Small \$55

Medium \$65

Large \$75

XL \$85

XXL \$95+

Deshed Treatment

Small \$20

Medium \$30

Large \$40

XL \$50

Additional fees

- Matting fee \$10+
- Nail grinding \$13
- Clean face/clean feet \$20
- Reset fee \$30+
- Whitening shampoo \$6
- Medicated shampoo \$12
- Teeth Brushing \$10
- Special Handling \$20+

Walk In Services:

- Nails \$20
- Ears \$10/\$15
- Glands \$15
- Face Trim \$15
- Feet Trim \$15.

Iron City Pawfection 's Competitors

There are quite a few dog grooming salons in the area, but despite that, the people of Vestavia Hills still have problems getting their dogs an appointment to get their dogs groomed. I feel like the need for another salon will not effect the business of the other salons in the area..

Business Plan - Iron City Pawfection

The Company

Business Sector

The owners plan to work in the following industry:
Dog Grooming .

Company Goals and Objectives

The goal for this company, is to become a trusted member of the community, to take care of one of the most important member of the family, the dog. Many breeds of dog require regular grooming for their health needs. We strive to give top notch grooming services to the Vestavia Hills community..

Company Ownership Structure

Iron City Pawfection will be run as a corporation.

Ownership Background

Stephanie Hazen (shareholder):

Stephanie has 17 years experience in the industry, including 12 of those years being in management or owning the business. She managed a Petsmart Salon for quite a while, and owned a salon in Hueytown for years. .

_____ (shareholder):

_____.

Company Management Structure

The company will be managed by Stephanie, the owner, and Kayla Swink, who also has about sixteen years experience in the grooming industry.f.

Organizational Timeline

We hope to be fully operational as soon as possible. .

Company Assets

_____.

The Product

Iron City Pawfection 's Product

Dog grooming:

This includes bathing the dog, trimming and or grinding of nails, cleaning and plucking of dogs ears, expressing their anal glands, brushing their teeth, demating them, blowing out their undercoat, checking and treating them for fleas or ticks, and clipping their hair.

Dogs will be checked in by appointment though out the day by our receptionist. We will try to keep dogs in the salon for no longer than three hours at the maximum. That can not be guaranteed as some dogs take more time but that will be our goal. We will rotate dogs in and out though our exits. We will provide poop bags and poop bag stations for the clients. We will also clean the yard three times daily. There will be soundproofing in the building to keep the noise levels to a minimum. .

Marketing Plan

Iron City Pawfection 's Target Market

The target market for the company is people who own dogs in the Vestavia Hills community..

Location Analysis

This location is easy to get to for many cities outside of Vestavia Hills, and will attract business to other local businesses. .

Established Customers

Stephanie has already been grooming in the Vestavia Hills area for about three years and, Kayla has off and on for years. Many families know who we are, and are very excited to see Iron City Pawfection coming soon! .

Pricing

The company has taken many factors into account for pricing, including pricing of our direct competitors, experience of the groomers, and time it takes to groom the dog.

Our pricing will be as follows:

Grooming Services: Groom includes basic oatmeal or hypo bath, ear cleaning and plucking, haircut, nail trim, anal glands expressed, and blueberry facial!

Haircut: (including full haircut, nails clipped, ears cleaned & glands expressed)

Xsmall \$65

Small \$75

Medium \$90

Large \$120

Xl \$140

XXL \$160+

Bath: (including nails clipped, ears cleaned and glands expressed)

Short haired dogs

Xsmall \$40

Small \$50

Medium \$60

Large \$70

XL \$80

Bath:(including nails clipped, ears cleaned and glands expressed)

Long haired dogs

Xsmall \$45

Small \$55

Medium \$65

Large \$75

XL \$85

XXL \$95+

Deshed Treatment

Small \$20

Medium \$30

Large \$40

XL \$50

Additional fees

-Matting fee \$10+

-Nail grinding \$13

- Clean face/clean feet \$20

- Reset fee \$30+
- Whitening shampoo \$6
- Medicated shampoo \$12
- Teeth Brushing \$10
- Special Handling \$20+

Walk In Services:

- Nails \$20
- Ears \$10/\$15
- Glands \$15
- Face Trim \$15
- Feet Trim \$15.

Advertising Strategy

Company will be advertised by sign, word of mouth, and social networking..

Competitor Analysis

Iron City Pawfection 's Competitors

There are quite a few dog grooming salons in the area, but despite that, the people of Vestavia Hills still have problems getting their dogs an appointment to get their dogs groomed. I feel like the need for another salon will not effect the business of the other salons in the area..

Operations

Daily Operations

Dogs will be dropped off in the morning or lunchtime by appointment only. Spend 3 to 4 hours in the salon getting groomed and then be picked up immediately upon being finished. We will aim to have a mostly cage free environment but will have kennels available for dogs that need them. We will have one person working at the front desk to help answer phones, schedule appointments, keep track of books, etc. Two groomers, Kayla and I, who will perform all of the grooming, and a bather to help bathe groom dogs and do the bath dogs. We plan to operate from about 7:30-4:30, Monday though Friday. .

Operational Facilities

The company will operate at 1401 Montgomery Highway Suite 9. This area is prone to flooding so we will always stay very weather conscious and plan not to operate if the risk of

flooding is too high. We will also have an evacuation plan for ourselves and the dogs, should we ever need it. All humans and animals will be removed from the building immediately if there is a chance of flooding. .

Staffing

The company will have one other groomer, Kayla Swink. Also, a receptionist to help check in/check out, make appointments, and keep books, etc. We will also have one, possibly more, bathers to do bath dogs and assist the groomers with bathing..

Starting Your Own Business: Instructions

To give your new business the best and most legally stable start possible, simply follow these important steps:

After Completing Your Business Plan:

- ✓ **Proofread and check everything:** Minor mistakes in spelling and grammar could undermine the sense of professionalism you and your company convey.
- ✓ **Create a non-disclosure agreement:** An NDA will help protect any intellectual property your business owns when you share information about the company with investors, employees, and/or business partners.
- ✓ **Set up the legal structure of the company:** If you've decided to set up an LLC, you could get ahead of the curve by submitting your [Articles of Organization](#) and [LLC Operating Agreement](#). Alternatively, if you're creating a partnership, you can take the time to write your [Partnership Agreement](#), so all the roles and responsibilities of the business are properly allocated.
- ✓ **Decide whether to hire employees or not:** If you plan to add extra members to your workforce, now is the time to decide. Consider what your necessities will be and when and how you can feasibly start the hiring process for new staff.

What You Need to Make Your Business Plan Legal:

- No signatures are needed on this kind of document
- You should make copies available to any interested parties and potential investors who could help take your business to the next level.

Note: A copy of your completed business plan is securely stored on your account dashboard.

ORDINANCE NUMBER 3136

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY MANAGER TO PURCHASE CUSTOMIZE SOFTWARE FROM OPENGOV FOR PLANNING AND BUDGETING AND AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE AND DELIVER ANY DOCUMENTS NECESSARY TO SECURE AND IMPLEMENT SAID SOFTWARE

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF VESTAVIA HILLS, ALABAMA, AS FOLLOWS:

1. The Mayor and City Manager are hereby authorized to purchase and implement Planning and Budgeting Software (“Software”) customized for the City of Vestavia Hills and implemented by OpenGov; and
2. Said Software cost and services are detailed in a Quotation and Statement of Work labeled as Exhibit A, a copy of which is attached to and incorporated into this Ordinance Number 3136 as if written fully therein; and
3. Said Software shall be expensed from the City’s General Fund; and
4. This Ordinance Number 3136 shall become effective following adoption and publishing/posting pursuant to Alabama Law.

ADOPTED and APPROVED this the 28th day of November, 2022.

Ashley C. Curry
Mayor

ATTESTED BY:

Rebecca Leavings
City Clerk



OpenGov Inc.
 PO Box 41340
 San Jose, CA 95160
 United States

Quote Number: OG-Q005099
Created On: 10/18/2022
Order Form Expiration: 11/30/2022
Subscription Start Date: 12/1/2022
Subscription End Date: 11/30/2025

Prepared By: Braden Taylor
Email: btaylor@opengov.com
Contract Term: 36 Months

Customer Information		Contact Information	
Customer:	City of Vestavia Hills	Contact Name:	Zachary Clifton
Bill To/Ship To:	1032 Montgomery Highway Vestavia Hills, Alabama United States	Email:	zclifton@vhal.org

Order Details
Billing Frequency: Annually in Advance
Payment Terms: Net Thirty (30) Days

SOFTWARE SERVICES:

Product / Service	Start Date	End Date	Annual Fee
Budgeting & Planning	12/1/2022	11/30/2023	\$5,000.00
Budgeting & Planning	12/1/2023	11/30/2024	\$24,977.00
Budgeting & Planning	12/1/2024	11/30/2025	\$26,225.85
Annual Subscription Total:			See Billing Table

PROFESSIONAL SERVICES:

Product / Service	Start Date	Professional Services Total:
Professional Services Deployment - Prepaid	12/1/2022	\$41,255.00

Billing Table:

Billing Date	Amount Due	
December 1, 2022	\$46,255.00	(Annual Software Fee + Professional Services)
December 1, 2023	\$24,977.00	
December 1, 2024	\$26,225.85	

Order Form Legal Terms

Welcome to OpenGov! Thanks for using our Software Services. This Order Form is entered into between OpenGov, Inc., with its principal place of business at 6525 Crown Blvd #41340 San Jose, CA 95160 ("OpenGov"), and you, the entity identified above ("Customer"), as of the Effective Date. This Order Form includes and incorporates the OpenGov Software Services Agreement, signed between the parties, effective July 13, 2018 as amended ("SSA") and the applicable Statement of Work ("SOW") incorporated herein in the event Professional Services are purchased. The Order Form, SSA and SOW shall hereafter be referred to as the "Agreement". Unless otherwise specified above, fees for the Software Services and Professional Services shall be due and payable, in advance, on the Effective Date. By signing this Agreement, Customer acknowledges that it has reviewed, and agrees to be legally bound by, the OpenGov Software Services Agreement. Each party's acceptance of this Agreement is conditional upon the other's acceptance of the terms in the Agreement to the exclusion of all other terms.

City of Vestavia Hills

Signature: _____
 Name: _____
 Title: _____
 Date: _____

OpenGov, Inc.

Signature: _____
 Name: _____
 Title: _____
 Date: _____



Statement of Work

City of Vestavia Hills, AL

Creation Date: 10/18/2022
Document Number: DD-02864
Version Number: 1
Created by: Jennifer Nordin

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1. Overview and Approach

1.1. Agreement

This Statement of Work (“SOW”) identifies services that OpenGov, Inc. (“OpenGov” or “we”) will perform for City of Vestavia Hills, AL (“Customer” or “you”) pursuant to that order for Professional Services entered into between OpenGov and the Customer (“Order Form”) which references the Software Services Agreement or other applicable agreement entered into by the parties (the “Agreement”).

- Customer acknowledges and agrees that this Statement of Work is subject to the confidentiality obligations set forth in the Software Services Agreement between OpenGov and City of Vestavia Hills, AL.
- Customer’s use of the Professional Services is governed by the Agreement and not this SOW.
- Upon execution of the Order Form or other documentation referencing the SOW, this SOW shall be incorporated by reference into the Agreement.
- In the event of any inconsistency or conflict between the terms and conditions of this SOW and the Agreement, the terms and conditions of this SOW shall govern with respect to the subject matter of this SOW only. Unless otherwise defined herein, capitalized terms used in this SOW shall have the meaning defined in the Agreement.
- This SOW may not be modified or amended except in a written agreement signed by a duly authorized representative of each party.
- OpenGov will be deployed as is, Customer has access to all functionality available in the current release.

2. Statement of Work

This SOW is limited to the Implementation of the OpenGov Budgeting & Planning Suite as defined in the OpenGov Responsibilities section of this document ([Section 2.4](#)). Any additional services or support will be considered out of scope.

2.1. Project Scope

Under this project, OpenGov will deliver cloud based Budgeting & Planning solutions to help the City of Vestavia Hills, AL power a more effective and accountable government. OpenGov's estimated charges and schedule are based on performance of the activities listed in the “OpenGov Responsibilities” section below. Deviations that arise during the project will be managed through the procedure described in Appendix A-2: Project Change Control Procedure, and may result in adjustments to the Project Scope, Estimated Schedule, Charges and other terms. These adjustments may include charges on a time-and-materials or fixed-fee basis using OpenGov’s standard rates in effect from time to time for any resulting additional work or waiting time.

2.2. Facilities and Hours of Coverage

OpenGov will:

- A. Perform the work under this SOW remotely, except for any project-related activity which OpenGov determines would be best performed at your facility in Vestavia Hills, AL in order to complete its responsibilities under this SOW.
- B. Provide the Services under this SOW during normal business hours, 8:30am to 6:00pm local time, Monday through Friday, except holidays.

2.3. Key Assumptions

The SOW and OpenGov estimates are based on the following key assumptions. Deviations that arise during the proposed project will be managed through the Project Change Control Procedure (see Appendix A-2), and may result in adjustments to the Project Scope, Estimated Schedule, Charges, and other terms.

Per

- A. The OpenGov Suites are not customized beyond current capacities based on the latest release of the software.
- B. Individual software modules are configured based on discussions between OpenGov and Customer.
- C. Budgeting and Planning Suite
 - i. Customer will provide Budget and Actuals data within two (2) weeks immediately following the kick-off meeting.
 - ii. Customer has provided the following relevant dates:
 - 1. Operating Budget Kick Off is May 1, 2023.
 - iii. OpenGov budget proposal configuration will include: up to fifty (50) department proposals and up to fifty (50) project proposals.
 - iv. OpenGov Online Budget Book (OBB) configuration will include:
 - 1. Six (6) Standard OBB templates; up to fifty (50) department stories pages; up to fifty (50) project pages from the templates; and up to two (2) reports with report views to use in the OBB.

2.4. OpenGov Responsibilities

2.4.1. Activity 1 – Project Management

OpenGov will provide project management for the OpenGov responsibilities in this SOW. The purpose of this activity is to provide direction to the OpenGov project personnel and to provide a framework for project planning, communications, reporting, procedural and contractual activity. This activity is composed of the following tasks:

Planning

OpenGov will:

- A. review the SOW, contract and project plan with Customer's Project Manager and key stakeholders to ensure alignment and agreed upon timelines;
- B. maintain project communications through your Project Manager;
- C. establish documentation and procedural standards for deliverable Materials; and

- D. assist your Project Manager to prepare and maintain the project plan for the performance of this SOW which will include the activities, tasks, assignments, and project milestones.

Project Tracking and Reporting

OpenGov will:

- A. review project tasks, schedules, and resources and make changes or additions, as appropriate. Measure and evaluate progress against the project plan with your Project Manager;
- B. work with your Project Manager to address and resolve deviations from the project plan;
- C. conduct regularly scheduled project status meetings; and
- D. administer the Project Change Control Procedure with your Project Manager.

Completion Criteria:

This is an on-going activity which will be considered complete at the end of the Services

Deliverable Materials:

- Weekly status reports
- Project plan
- Project Charter
- Risk, Action, Issues and Decisions Register (RAID)

2.4.2. Activity 2 – Initialization

OpenGov will provide the following:

- A. Customer Entity configuration
- B. System Administrators creation
- C. Solution Blueprint creation
- D. Data Validation strategy confirmation

Completion Criteria:

This activity will be considered complete when:

- Customer Entity is created
- System Administrators have access to Customer Entity
- Solution Blueprint is presented to Customer

Deliverable Materials:

- Solution Blueprint
- Sign-off of Initial Draft Solution Blueprint

2.4.3. Activity 3 – OpenGov Use Cases

OpenGov will provide the following:

- Budget & Planning Use Cases
- A. Centralized Operating Budget
 - B. Multi-Year Workforce Planning
 - C. Capital Improvement Planning
 - D. Interactive Online Budget Books

Completion Criteria:

This activity will be considered complete when:

- Budget & Planning Use Cases
- Chart of Accounts is configured
 - Operating Budget proposals are configured
 - Workforce Plan is configured
 - Online Budget Book templates are configured
 - Budget reports are configured

Deliverable Materials:

- Formal sign off document

2.4.4. Activity 4 – Training

Training will be provided in instructor-led virtual sessions or through OpenGov University Training courses. For any instructor-led virtual sessions, the class size is recommended to be 10, for class sizes larger than 10 it may be necessary to have more than one instructor.

Completion Criteria:

- Administrator training is provided
- Training on system functionality is provided
- End User training is provided

Deliverable Materials:

- Formal sign off document

2.5. Your Responsibilities

The completion of the proposed scope of work depends on the full commitment and participation of your management and personnel. The responsibilities listed in this section are in addition to those responsibilities specified in the Agreement and are to be provided at no charge to OpenGov. OpenGov's performance is predicated upon the following responsibilities being managed and fulfilled by you. Delays in performance of these responsibilities may result in delay of the completion of the project and will be handled in accordance with Appendix A-1: Project Change Control Procedure.

2.5.1. Your Project Manager

Prior to the start of this project, you will designate a person called your Project Manager who will be the focal point for OpenGov communications relative to this project and will have the authority to act on behalf of you in all matters regarding this project.

Your Project Manager's responsibilities include the following:

- A. manage your personnel and responsibilities for this project (for example: ensure personnel complete any self-paced training sessions, configuration, validation or user acceptance testing);
- B. serve as the interface between OpenGov and all your departments participating in the project;
- C. administer the Project Change Control Procedure with the Project Manager;
- D. participate in project status meetings;
- E. obtain and provide information, data, and decisions within five (5) business days of OpenGov's request unless you and OpenGov agree in writing to a different response time;
- F. resolve deviations from the estimated schedule, which may be caused by you;
- G. help resolve project issues and escalate issues within your organization, as necessary; and
- H. create, with OpenGov's assistance, the project plan for the performance of this SOW which will include the activities, tasks, assignments, milestones and estimates.

2.6. Completion Criteria

OpenGov will have fulfilled its obligations under this SOW when any of the following first occurs:

- A. OpenGov accomplishes the activities set forth in "OpenGov responsibilities" section and delivers the Materials listed, if any; or
- B. The End date is reached

2.7. Estimated Schedule

OpenGov will schedule resources for this project upon signature of the order form. Unless specifically noted, the OpenGov assigned project manager will work with Customer Project Manager to develop the project schedule for all requested deliverables under this SOW. OpenGov reserves the right to adjust the schedule based on the availability of OpenGov resources and/or Customer resources, and the timeliness of deliverables provided by the Customer.

The Services are currently estimated to start within two (2) weeks but no later than four (4) weeks from signatures and have an estimated end date of August 15, 2023 ("End Date") or on other dates mutually agreed to between you and OpenGov.

2.8. Illustrative Project Timelines

The typical project timelines are for illustrative purposes only and may not reflect your use cases.

Budgeting & Planning Suite Illustrative Timeline		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9
Financial Integration										
Budget and Planning Suite	Chart of Accounts									
	Operating Budget									
	Workforce Planning									
	Capital Budget									
	Online Budget Book									
	Budget End User Training									
GoLive Support	Hypercare									
Customer is responsible for attending the kick off of each phase, providing any necessary data for each phase, participating in working sessions during active phases, and signing off on deliverables at the end of each phase.										

2.9. Charges

The Services will be conducted on a fixed price basis. The fixed price for performing the Services defined in the SOW will be **\$41,255**. This fixed price is exclusive of any travel and living expenses and other reasonable expenses incurred in connection with the Services. All charges are exclusive of any applicable taxes.

Should travel be incurred, you will be billed travel and living costs (including actual transportation and lodging, and per diem meal expenses) estimated at \$5,000.

2.10. Offer Expiration Date

This offer will expire on January 18, 2023 unless extended by OpenGov in writing.

Appendix A: Engagement Charter

A-1: Communication and Escalation Procedure

Active engagement throughout the implementation process is the foundation of a successful deployment. To help assess progress, address questions, and minimize risk during the course of deployment both parties agree to the following:

- **Regular communication** aligned to the agreed upon project plan and timing.
 - OpenGov expects our customers to raise questions or concerns as soon as they arise. OpenGov will do the same, in order to be able to address items when known.
- **Executive involvement**
 - Executives may be called upon to clarify expectations and/or resolve confusion.
 - Executives may be needed to steer strategic items to maximize the value through the deployment.
- **Escalation Process:**
 - OpenGov and Customer agree to raise concerns and follow the escalation process, resource responsibility, and documentation in the event an escalation is needed to support issues raised
 - Identification of an issue impeding deployment progress, outcome or capturing the value proposition, that is not acceptable.
 - Customer or OpenGov Project Manager summarizes the problem statement and impasse.
 - Customer and OpenGov Project Managers jointly will outline solution, acceptance or schedule Executive review.
 - Resolution will be documented and signed off following Executive review.
- **Phase Sign-Off**
 - OpenGov requests sign-offs at various stages during the implementation of the project. Once the Customer has signed-off, any additional changes requested by Customer on that stage will require a paid change order for additional hours for OpenGov to complete the requested changes.

A-2: Change Order Process

This SOW and related efforts are based on the information provided and gathered by OpenGov. Customers acknowledge that changes to the scope may require additional effort or time, resulting in additional cost. Any change to scope must be agreed to in writing or email, by both Customer and OpenGov, and documented as such via a:

- *Change Order* - Work that is added to or deleted from the original scope of this SOW. Depending on the magnitude of the change, it may or may not alter the original contract amount or completion date and be paid for by Customer. Changes might include:
 - Timeline for completion
 - Sign off process
 - Cost of change and Invoice timing
 - Amending the SOW to correct an error.
 - Extension of work as the complexity identified exceeds what was expected by Customer or OpenGov.
 - Change in type of OpenGov resources to support the SOW.

A-3: Deliverable Materials Acceptance Procedure

Deliverable Materials as defined herein will be reviewed and accepted in accordance with the following procedure:

- The deliverable Material will be submitted to your Project Manager.
- Your Project Manager will have decision authority to approve/reject all project Criteria, Phase Acceptance and Engagement Acceptance.
- Within five (5) business days of receipt, your Project Manager will either accept the deliverable Material or provide OpenGov's Project Manager a written list of requested revisions. If OpenGov receives no response from your Project Manager within five (5) business days, then the deliverable Material will be deemed accepted. The process will repeat for the requested revisions until acceptance.
- All acceptance milestones and associated review periods will be tracked on the project plan.
- Both OpenGov and Customer recognize that failure to complete tasks and respond to open issues may have a negative impact on the project.
- For any tasks not yet complete, OpenGov and/or Customer will provide sufficient resources to expedite completion of tasks to prevent negatively impacting the project.
- Any conflict arising from the deliverable Materials Acceptance Procedure will be addressed as specified in the Escalation Procedure set forth in Appendix A-1. As set forth in Section 6.1(e) of the Agreement, if there are extended delays (greater than 10 business days) in Customer's response for requested information or deliverable; OpenGov may opt to put the project on an "On Hold" status. After the Customer has fulfilled its obligations, Professional Services can be resumed and the project will be taken off the "On-Hold" status.
- Putting a project "on Hold" may have several ramifications including, but not restricted, to the following:
 - Professional Services to the customer could be stopped;
 - Delay to any agreed timelines; or
 - Not having the same Professional Services team assigned.

Appendix B: Implementation Activities

B-1: OpenGov Budgeting & Planning Suite

Technical Project Review

Description	OpenGov Responsibilities	Customer Responsibilities
Technical Project Review	<p>OpenGov will:</p> <ul style="list-style-type: none"> ● Provide up to one (1) two-hour working sessions at the beginning of the project to: <ul style="list-style-type: none"> ○ Review deliverables ○ Review technical requirements ○ Provide documentation on requirements and processes <p>OpenGov Assumptions:</p> <ul style="list-style-type: none"> ● Customer will provide relevant data within two (2) weeks immediately following the kick-off meeting. 	<p>Customer will:</p> <ul style="list-style-type: none"> ● Identify relevant participants for attendance. ● Confirm deliverables. ● Gather and provide relevant data for the project.

Operating Budget Configuration

Description	OpenGov Responsibilities	Customer Responsibilities
Operating Budget	<p>OpenGov will:</p> <ul style="list-style-type: none"> ● Configure up to two (2) Proofs of Concept (POC). ● Configure one (1) Budget instance, once POC is validated. ● Configure and upload Customer's base budget files into OpenGov budget instances. ● Configure OpenGov Budget Proposals and Worksheets for up to fifty (50) Departments in the base budget file based on the agreed upon structure. 	<p>Customer will:</p> <ul style="list-style-type: none"> ● Provide current budget. ● Validate Proof of Concept prior to OpenGov building out Budget Proposals and Worksheets. ● Validate and provide signoff on Budget Proposals and Worksheets.

	<ul style="list-style-type: none"> ● Review configured OpenGov Budget and provide training to Customer on how to: <ul style="list-style-type: none"> ○ Create new Proposals and Worksheets ○ Manage Budgets 	
Operating Budget Community Feedback Topic	<p>OpenGov will:</p> <ul style="list-style-type: none"> ● Configure one (1) standard budget topic in Community Feedback. ● Review configured OpenGov Topic and provide training to Customer on how to: <ul style="list-style-type: none"> ○ Create new topics ○ Manage topics ○ Set Topics to Public and Closed. 	<p>Customer will:</p> <ul style="list-style-type: none"> ● Provide logo and branding guidelines. ● Validate and provide signoff on the standard budget topic. ● Update the standard budget topic with Customer relevant information.
Operating Budget Story	<p>OpenGov will:</p> <ul style="list-style-type: none"> ● Configure one (1) standard budget Story template. ● Review configured OpenGov Story and provide training to Customer on how to: <ul style="list-style-type: none"> ○ Create new Stories ○ Manage Stories ○ Publish Stories 	<p>Customer will:</p> <ul style="list-style-type: none"> ● Provide logo and branding guidelines. ● Validate and provide signoff on Operating Budget Story template. ● Update standard budget Story with Customer relevant information

Capital Budget Configuration

Description	OpenGov Responsibilities	Customer Responsibilities
Capital Budget	<p>OpenGov will:</p> <ul style="list-style-type: none"> ● Configure up to one (1) Proofs of Concept (POC) ● Configure one (1) Budget instance, once POC is validated ● Configure and upload Customer's base budget files into OpenGov budget instances. ● Configure proposals and worksheets for up to fifty (50) Capital Projects in the base budget file based on the agreed upon structure 	<p>Customer will:</p> <ul style="list-style-type: none"> ● Provide current budget. ● Validate Proof of Concept prior to OpenGov building out proposals and worksheets ● Validate and provide signoff on Budget Proposals.

	<ul style="list-style-type: none"> ● Review configured OpenGov Budget and provide training to Customer on how to: <ul style="list-style-type: none"> ○ Create new Proposals and Worksheets ○ Manage Budgets 	
Capital Budget Story	<p>OpenGov will:</p> <ul style="list-style-type: none"> ● Configure one (1) standard capital budget Story template. ● Review configured OpenGov Story and provide training to Customer on how to: <ul style="list-style-type: none"> ○ Create new Stories ○ Manage Stories ○ Publish Stories 	<p>Customer will:</p> <ul style="list-style-type: none"> ● Provide logo and branding guidelines. ● Validate and provide signoff on Capital Budget Story template. ● Update standard budget Story with Customer relevant information

Workforce Planning Configuration

Description	OpenGov Responsibilities	Customer Responsibilities
Workforce Planning	<p>OpenGov will:</p> <ul style="list-style-type: none"> ● Provide cost elements based on Customer's existing personnel forecast to workforce document as per OpenGov's best practices. ● Review configured OpenGov Workforce Plan and provide training to Customer on how to: <ul style="list-style-type: none"> ○ Create Cost Elements ○ Populate and upload the Position Template 	<p>Customer will:</p> <ul style="list-style-type: none"> ● Provide Position calculations and tables. ● Populate the Position Template and upload the completed template into OpenGov. ● Validate and provide signoff on the Workforce Plan calculations. ● Maintain the Workforce Plan and data once configured.

Budget and Planning Suite Reporting Configuration

<p>Budget and Planning Suite Reporting</p>	<p>OpenGov will:</p> <ul style="list-style-type: none"> ● Set up one (1) export and Dataset View to enable OpenGov Budget Reports for the Operating and Capital Budget(s). ● Configure up to four (4) Operating Budget Reports using OpenGov budget data: <ul style="list-style-type: none"> ○ Milestones ○ Development ○ Details ○ Categories* ● Configure up to four (4) Capital Budget Reports using OpenGov budget data: <ul style="list-style-type: none"> ○ Development ○ Details ○ Categories* ○ Capital Plan ● Review configured OpenGov Reports and provide training Customer on how to: <ul style="list-style-type: none"> ○ Export Budget Data for use in OpenGov Reports. ○ Create new Reports ○ Manage Reports ○ Share Reports <p>*Budget Categories report is only available to customers using a zero-based budget.</p>	<p>Customer will:</p> <ul style="list-style-type: none"> ● Validate and provide sign-off of Reports. ● Maintain the Reports once configured. ● Map OpenGov Budget export to Customer ERP import format.
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Online Budget Book Configuration

Description	OpenGov Responsibilities	Customer Responsibilities
<p>Online Budget Book (OBB)</p>	<p>OpenGov will:</p> <ul style="list-style-type: none"> ● Based on best practices, build out the look and feel of six (6) Standard OBB Templates: <ul style="list-style-type: none"> ○ Home Page ○ Generic (multi-use) ○ Operating 	<p>Customer will:</p> <ul style="list-style-type: none"> ● Provide logo and branding colors to OpenGov. ● Sign off on OBB Templates prior to OBB Story Shell Configuration. ● Validate and sign off on OBB

	<ul style="list-style-type: none"> ○ Department ○ Capital ○ Capital Project ● Create up to two (2) OBB Reports using OpenGov Budget data and Report Views to use in Department and Project OBB Story Shells. ● Create Department and Project OBB Story Shells from OBB Templates for up to fifty (50) Departments and up to fifty (50) Projects and add OpenGov Report Views to Department and Project Story Shells. ● Provide up to ten (10) one-hour working sessions to answer Customer questions on OBB Configuration. 	<p>Department and Project Story Shells.</p> <ul style="list-style-type: none"> ● Complete Department and Project Story Shells by adding Customer content including: <ul style="list-style-type: none"> ○ Narrative ○ Images ○ External Data ● Create remaining OBB Stories from OBB Templates for each section of the Table of Contents and add Customer content including: <ul style="list-style-type: none"> ○ Narrative ○ Images ○ External Data ● Create any additional Reports and Report Views needed to add to OBB. ● Attend working sessions to get answers on OBB questions. ● Make Stories public and Publish OBB.
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Working Sessions and Trainings

Description	OpenGov Responsibilities	Customer Responsibilities
Budgeting & Planning Working Sessions	<p>OpenGov will:</p> <ul style="list-style-type: none"> ● Per the agreed upon Project Plan, schedule working sessions with Customer's System Administrators to: <ul style="list-style-type: none"> ○ Review configurations; ○ Provide training on system functionality; ○ Gain feedback; and ○ Answer questions regarding configured system functionality. 	<p>Customer will:</p> <ul style="list-style-type: none"> ● Per the agreed upon Project Plan, attend working sessions to: <ul style="list-style-type: none"> ○ Understand configurations; ○ Gain training on system functionality; ○ Give feedback; and ○ Ask questions regarding configured system functionality
OpenGov University	<p>OpenGov will:</p> <ul style="list-style-type: none"> ● provide access to OpenGov University online training courses intended to teach 	<p>Customer will:</p> <ul style="list-style-type: none"> ● Review training courses

	users on the basics of OpenGov.	
Budgeting & Workforce Administrator Training	<p>OpenGov will:</p> <ul style="list-style-type: none"> ● Provide training to Customer System Administrators on how to: <ul style="list-style-type: none"> ○ Create and manage Budgets ○ Prepare to set up Next Year's Budget ○ Create and manage Workforce Plans including Cost Elements and Position Upload Templates ○ Export Budget Data for use in OpenGov Reports. 	<p>Customer will:</p> <ul style="list-style-type: none"> ● Identify relevant participants and attend scheduled trainings.
Online Budget Book Administrator Training	<p>OpenGov will:</p> <ul style="list-style-type: none"> ● Provide one (1) 60- Minute System Training designed for OBB Administrators on how to: <ul style="list-style-type: none"> ○ Use and copy OBB Templates ○ Add Reports Views to Stories ○ Add Customer content including: narrative, images, and external data to Stories ○ Publish Stories ○ Update and maintain Stories. 	<p>Customer will:</p> <ul style="list-style-type: none"> ● Identify relevant participants and attend scheduled trainings.
Virtual Budget End-User Training	<p>OpenGov will:</p> <ul style="list-style-type: none"> ● Provide two (2), 60-Minute training session(s) to Customer's Internal Users on how to: <ul style="list-style-type: none"> ○ Navigate Opengov Budgets and Reports 	<p>Customer will:</p> <ul style="list-style-type: none"> ● Identify relevant participants and attend scheduled trainings.

Appendix C: Technical Requirements

C-1: OpenGov Budgeting & Planning Suite

Budgeting & Planning Suite	
Description	Technical Requirements
Current Budget	<ul style="list-style-type: none">● Flat file● .csv, .xls, .xlsx with headers● Operating Budget● Capital Budget
Personnel Calculations and Tables	<ul style="list-style-type: none">● PDF, Word, csv, .xls, .xlsx with headers

PATRICK H. BOONE
ATTORNEY AND COUNSELOR AT LAW
NEW SOUTH FEDERAL SAVINGS BUILDING, SUITE 705
215 RICHARD ARRINGTON, JR. BOULEVARD NORTH
BIRMINGHAM, ALABAMA 35203-3720

TELEPHONE (205) 324-2018
FACSIMILE (205) 324-2295

E-Mail: patrickboone@bellsouth.net

October 25, 2022

By Electronic Mail

Mr. Melvin Turner, III
Finance Director
Vestavia Hills Municipal Center
P. O. Box 660854
Vestavia Hills, Alabama 35266-0854

In Re: Agreement with OpenGov, Inc.

Dear Mr. Turner:

On October 20, 2022, you sent to me via electronic mail a proposed Statement of Work (“SOW”) by and between OpenGov, Inc. and the City of Vestavia Hills, AL (“Customer”) with a request that I review the agreement and provide you with my written legal opinion. The purpose of this letter is to comply with your request.

FACTS

The City purchased software services from OpenGov, Inc. using the process of the State of Alabama Bid List. OpenGov, Inc. now has a new module that the City wishes to purchase over a three-year period at a cost of \$97,457.85.

LEGAL OPINION

You have requested my legal opinion regarding whether or not the purchase must be made after advertising for competitive bids. It is my legal opinion that the purchase is not subject to the Alabama Competitive Bid Law.

BASIS FOR LEGAL OPINION

I base my legal opinion upon the Alabama Competitive Bid Law, which states in pertinent parts as follows:

A. The Alabama Competitive Bid Law applicable to municipalities set forth at Title 41-16-50(a), *Code of Alabama, 1975*, provides in pertinent parts as follows:

"(a) With the exception of contracts for public works whose competitive bidding requirements are governed exclusively by Title 39, all expenditure of funds of whatever nature for labor, services, work, or for the purchase of materials, equipment, supplies, or other personal property involving fifteen thousand dollars (\$15,000) or more, and the lease of materials, equipment, supplies, or other personal property where the lessee is, or becomes legally and contractually, bound under the terms of the lease, to pay a total amount of fifteen thousand dollars (\$15,000) or more, by or on behalf of any...governing bodies of the municipalities of the state ...shall be made under contractual agreement entered into by free and open competitive bidding, on sealed bids, to the lowest responsible bidder."

B. Title 41-16-51(a)(11), *Code of Alabama, 1975*, provides as follows:

"§41-16-51. Exemptions—Void Contracts—Criminal Penalties.

(a) Competitive bids shall not be required for utility services, the rates for which are fixed by law, regulation, or ordinance, and the competitive bidding requirements of this article shall not apply to:

(11) Purchases of computer and word processing hardware when the hardware is the only type that is compatible with hardware already owned by the entity taking bids **and custom software.** (*emphasis added*)"

Please call me if you have any questions regarding any matters set forth in this legal opinion.

Sincerely,



Patrick H. Boone
Vestavia Hills City Attorney

PHB:gp

cc: City Manager Jeffrey D. Downes (by e-mail)
City Clerk Rebecca Leavings (by e-mail)

ORDINANCE NUMBER 3127

AN ORDINANCE TO FURTHER AMEND THE ZONING ORDINANCE AND THE ZONING MAP OF THE CITY OF VESTAVIA HILLS, ALABAMA, ADOPTED SEPTEMBER 16, 1985, AND AS LAST AMENDED SO AS TO CHANGE THE CLASS OF DISTRICT ZONING OF PROPERTY FROM VESTAVIA HILLS AGRICULTURE TO VESTAVIA HILLS R-2

BE IT ORDAINED by the City Council of the City of Vestavia Hills, Alabama, as follows: That the Zoning Ordinance and Zoning Map of the City of Vestavia Hills, Alabama, adopted September 16, 1985, and as last amended so as to change the class of district zoning of the following described property from Jefferson County unknown to Vestavia Hills O-1 (office park district):

3419 Ronlea Circle
Gladys Bailey, Owner(s)

More particularly described as follows:

Parcel Of Land Located In The Ne 1/4 Of The SW 1 /4 And The SE 1/4 Of The NW 1/4 of Section 23, Township 18 South, Range 2 West, More Particularly Described As Follows:

Commence At A Found 1" Crimp Pipe At The NW Corner Of Lot 24 Of Brentwood Highlands Subdivision Recorded In Map Book 65, Page 22, Jefferson County, Alabama; Thence S 01°02'34" E Along The Westerly Line Of Said Lot 24, 200.00 Feet To A Set 1/2" Capped Rebar (Ca-1158) At The SW Corner Of Said Lot 24 And The Point Of Beginning; Thence N 56°28'39" E Along The South Line Of Lot 24, 150.40 Feet To A Found 1" Crimp Pipe At The SW Corner Of Lot 23; Thence N 56°56'52" E Along The South Line Of Lot 23, 139.81 Feet To A Found 1" Crimp Pipe At The SW Corner Of Lot 22; Thence N 56°54'-28" E Along The South Line Of Lot 22, 49.96 Feet To A Found L" Crimp Pipe; Thence N 50°46'22" E Along The South Line Of Lot 22, 54.86 Feet To A Found 1" Crimp Pipe At The SW Corner Of Lot 21; Thence N 51°04'03" E Along The South Line Of Lot 21, 105.09 Feet To A Found 6" Row Marker On The North Right Of Way Of Interstate ,459; Thence S 41°20'16" W Along Said North Right Of Way, 3.95 Feet To A Found 1/2" Capped Rebar (Ca,817); Thence N 01°02'34" W, 173.68 Feet To The Point Of Beginning. Said Parcel Contajning 0.765 Acres More Or Less.

APPROVED and ADOPTED this the 19th day of November, 2022.

Ashley C. Curry
Mayor

ATTESTED BY:

Rebecca Leavings
City Clerk

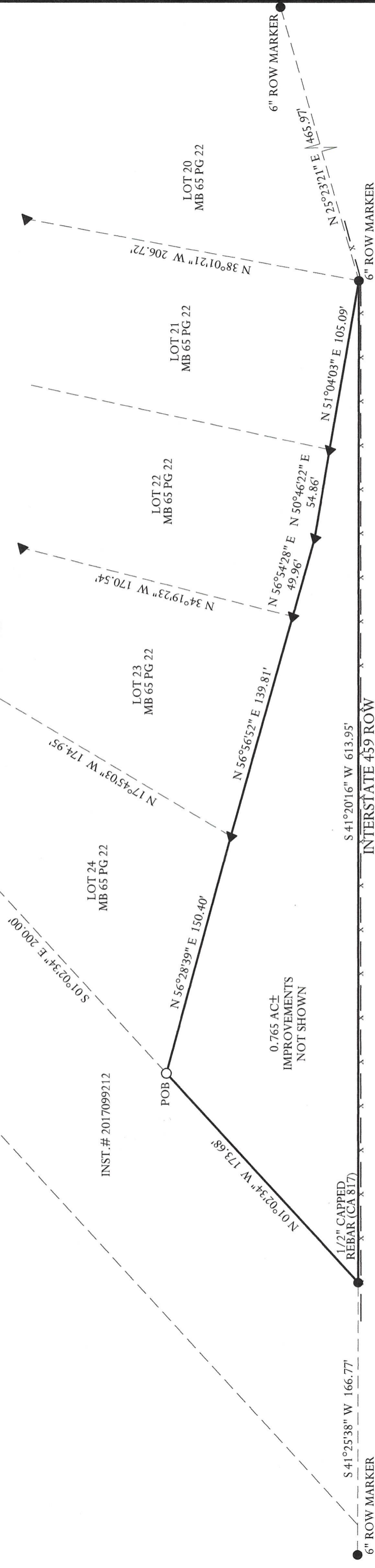
CERTIFICATION:

I, Rebecca Leavings, as City Clerk of the City of Vestavia Hills, Alabama, hereby certify that the above and foregoing copy of 1 (one) Ordinance # 3127 is a true and correct copy of such 24th day of October, 2022, as same appears in the official records of said City.

Posted at Vestavia Hills City Hall, Vestavia Hills Library in the Forest, New Merkle House and Vestavia Hills Recreational Center this the _____ day of _____, 2022.

Rebecca Leavings
City Clerk

LEGAL DESCRIPTION
 A PARCEL OF LAND LOCATED IN THE NE 1/4 OF THE SW 1/4 AND THE SE 1/4 OF THE NW 1/4 OF SECTION 23, TOWNSHIP 18 SOUTH, RANGE 2 WEST, MORE PARTICULARLY DESCRIBED AS FOLLOWS:
 COMMENCE AT A FOUND 1" CRIMP PIPE AT THE NW CORNER OF LOT 24 OF BRENTWOOD HIGHLANDS SUBDIVISION RECORDED IN MAP BOOK 65, PAGE 22, JEFFERSON COUNTY, ALABAMA; THENCE S 01°02'34" E ALONG THE WESTERLY LINE OF SAID LOT 24, 200.00 FEET TO A SET 1/2" CAPPED REBAR (CA-1158) AT THE SW CORNER OF SAID LOT 24 AND THE POINT OF BEGINNING; THENCE N 56°28'39" E ALONG THE SOUTH LINE OF LOT 24, 150.40 FEET TO A FOUND 1" CRIMP PIPE AT THE SW CORNER OF LOT 23; THENCE N 56°56'52" E ALONG THE SOUTH LINE OF LOT 23, 139.81 FEET TO A FOUND 1" CRIMP PIPE AT THE SW CORNER OF LOT 22; THENCE N 56°54'28" E ALONG THE SOUTH LINE OF LOT 22, 49.96 FEET TO A FOUND 1" CRIMP PIPE; THENCE N 50°46'22" E ALONG THE SOUTH LINE OF LOT 22, 54.86 FEET TO A FOUND 1" CRIMP PIPE AT THE SW CORNER OF LOT 21; THENCE N 51°04'03" E ALONG THE SOUTH LINE OF LOT 21, 105.09 FEET TO A FOUND 6" ROW MARKER ON THE NORTH RIGHT OF WAY OF INTERSTATE 459; THENCE S 41°20'16" W ALONG SAID NORTH RIGHT OF WAY, 613.95 FEET TO A FOUND 1/2" CAPPED REBAR (CA-817); THENCE N 01°02'34" W, 173.68 FEET TO THE POINT OF BEGINNING. SAID PARCEL CONTAINING 0.765 ACRES MORE OR LESS.



ABBREVIATIONS

POC	POINT OF COMMENCEMENT
POB	POINT OF BEGINNING
ROW	RIGHT OF WAY
DB	DEED BOOK
PG	PAGE

LEGEND

○	SET 1/2" CAPPED REBAR (SPS CA-1158LS)
●	FOUND MONUMENTATION
▲	FOUND 1" CRIMP PIPE

NOTES
 1. PURPOSE OF SURVEY: TO SURVEY AND DESCRIBE THE REMAINING PROPERTY OF ROBERT & GLADYS BAILEY AFTER ROW WAS ACQUIRED FOR INTERSTATE 459.
 2. IMPROVEMENTS NOT LOCATED.

SOUTHERN POINT SURVEYING
 330 GREGORY ROAD JASPER, AL 35503 (205) 522-6805 WES@SOPOSURV.COM

BOUNDARY SURVEY FOR ROBERT & GLADYS BAILEY		
PART OF THE NE 1/4 OF SW 1/4 & SE 1/4 OF NW 1/4 SECTION 23, T 18S, R 2W JEFFERSON COUNTY, ALABAMA		
DWG NAME: BAILEY 459	JOB No.: 22-107	SCALE: 1"=60'
CRD NAME: BAILEY 459	LAST FIELD SURVEY DATE: 1-2021	
DRAWN BY: WGB	BEARINGS BASED ON STATE PLANE GRID (NAD 83 ALABAMA WEST), VIA RTK GPS	
TYPE OF SURVEY: SUBURBAN		

I HEREBY CERTIFY THAT ALL PARTS OF THIS SURVEY AND DRAWING HAVE BEEN COMPLETED IN ACCORDANCE WITH THE CURRENT REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR SURVEYING IN THE STATE OF ALABAMA TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.



SURVEYOR'S SIGNATURE: *Wesley Gary Bertoldi*
 WESLEY GARY BERTOLDI, P.L.S.
 ALABAMA LICENSE No: 27167 DATE: 1.24.22



City of Vestavia Hills

Planning and Zoning Commission Review and Recommendation



Case Number: RZ-22-7

Owner Name: GLADYS BAILEY

Owner Address: 3425 RONLEA CIR VESTAVIA AL 35243-1633

Representative: Wes Bertoldi

Rep. Address:

Project Address: 3419 Ronlea Cir

Legal Description: BEG SW COR OF LOT 24 BRENTWOOD HIGHLANDS S 182 S TO N R/W OF I-459 NE 620 S SW 429 S TO P O B

Parcel ID Number: 28 00 23 3 002 008.000

Current Zoning: A

Requested Zoning: R-2

Intended Purpose: Combine parcels to the north

MOTION Mr. Larson made a motion to recommend Rezoning for 3419 Ronlea Cir. from Vestavia Hills A to R-2 as presented. Second was by Mr. Romeo. Motion was carried on a roll call; vote as follows:

Mr. Honeycutt – yes

Mr. Sykes – yes

Ms. Barnes – yes

Mr. Larson – yes

Mr. Romeo – yes

Mr. Maloof– yes

P&Z Recommendation: Mr. Vercher– yes

Motion carried.

Date of P&Z Meeting: November 10, 2022

Authorized by:

Vestavia Hills Planning and Zoning Commission, Michael Vercher, Chair

Issued by:

Conrad Garrison, City Planner



11/17/2022

RZ-22-7

Rezoning Application

Status: Active

Date Created: Sep 9, 2022

Applicant

Wesley Bertoldi
wes@soposurv.com
399 GREGORY RD
JASPER, AL 35503
2055226805

Primary Location

3425 RONLEA CIR
VESTAVIA HILLS, AL 35243

Owner:

Gladys Bailey
3425 Ronlea Cir Birmingham, AL 35243

Agenda Scheduling Information

Agenda Schedule

November 2022

Comment/Reschedule/Delay & Reason

--

Property Information

Subject Property Address

3419 Ronlea Cir

Tax Parcel ID Number

28 00 23 3 002 008.000

Legal Description

BEG SW COR OF LOT 24 BRENTWOOD HIGHLANDS S 182 S TO N R/W OF I-459 NE 620 S SW 429 S TO P O B

Existing Parking Spaces

--

Proposed Parking Spaces

--

Submission Date

09/09/2022

Type of Project

New Residential Subdivision

Action Requested:

From Existing Zoning Classification

A

To Requested Zoning Classification

R-2

For the Intended Purpose of:

Combine parcels to the north

Acreage of Subject Property

0.765

Acreage of Property to be Disturbed

0

Setbacks

Front

--

Back

--

Side

--

Open Space

--

Lot Coverage Percentage

--

Tree Save Plan - I acknowledge that a if this is a new non-residential development or is a residential development in excess of 3 units, that I am required to submit a tree save plan concurrent with this application (excludes PUDs).

**Owner Information**

Applications must be either submitted by the owner of the property or a representative duly appointed by the owner by way of a notarized letter and/or power of attorney.

Property Owner Name

GLADYS BAILEY

Company Name

--

Owner Address City State Zip

3425 RONLEA CIR VESTAVIA AL 35243-1633

Owner's Phone Number

205-9605910

Email Address of Owner

RBAILEY@CHARTER.NET

By checking this box, I hereby affirm that I am the representative of the owner duly authorized to represent this petition for rezoning. Simultaneously with this application, I am submitting notarized documentation from the owner which authorizes me to represent this case. If no authorization is provided, this application cannot be processed.

**Owner Representative/Responsible Party**

Wes Bertoldi

Company Name

--

Contact Email of Responsible Party

--

Mailing Address of Responsible Party

--

Phone No. of Responsible Party

--

Email Address of Responsible Party

wes@soposurv.com

Project Engineer Information (if applicable)**Name**

--

Company

--

Mailing Address

--

Phone Number

--

Email

--

Internal Reviews**Date of P&Z Meeting**

11/10/2022

P&Z Recommendation & Vote

MOTION Mr. Larson made a motion to recommend Rezoning for 3419 Ronlea Cir. from Vestavia Hills A to R-2 as presented. Second was by Mr. Romeo. Motion was carried on a roll call; vote as follows:

RESOLUTION NUMBER 5423

**APPOINTING A MEMBER TO THE VESTAVIA HILLS
PARKS AND RECREATION BOARD**

**BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF
VESTAVIA HILLS, ALABAMA, AS FOLLOWS:**

WHEREAS, _____ is hereby appointed as a member of the City
of Vestavia Hills Parks and Recreation Board; and

WHEREAS, the appointment shall be effective January 1, 2023, and shall expire
December 31, 2027.

APPROVED AND ADOPTED this the 28th day of November, 2022.

Ashley C. Curry
Mayor

ATTESTED BY:

Rebecca Leavings
City Clerk

RESOLUTION NUMBER 5424

**APPOINTING MEMBERS TO THE
VESTAVIA HILLS LIBRARY BOARD**

**BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF
VESTAVIA HILLS, ALABAMA, AS FOLLOWS:**

WHEREAS, _____ and _____ are hereby
appointed as a member of the City of Vestavia Hills Library Board; and

WHEREAS, the said appointments shall be effective January 1, 2023 and shall
expire December 31, 2026.

APPROVED AND ADOPTED this the 28th day of November, 2022.

Ashley C. Curry
Mayor

ATTESTED BY:

Rebecca Leavings
City Clerk