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December 11, 2025

Ms. Eva Kennedy, Executive Director  
Northeast Georgia Regional Commission  
305 Research Drive  
Athens, GA 30605-2795

RE: Update of Local Comprehensive Plan

Dear Ms. Kennedy,

I am writing to request the assistance of the Northeast Georgia Regional Commission with the update of the local comprehensive plan for the City of Loganville. We would like to nominate Councilwoman Lisa Newberry, Assistant City Manager Jeff Smith, and Planning Director Robbie Schwartz to serve on the steering committee on our behalf.

The primary contact for this project is Director Schwartz, who may be reached at [rschwartz@loganville-ga.gov](mailto:rschwartz@loganville-ga.gov) or 770-466-2633. Thank you for your time and attention in this request and we look forward to hearing from you.

Sincerely,

Lee "Skip" Baliles,  
Mayor, City of Loganville

## Northeast Georgia Regional Commission

305 Research Drive  
Athens, GA 30605



**Scope of Work to Perform Consulting Services for Walton County, Town of Between, Town of Jersey, and the Cities of Good Hope, Loganville, Social Circle, and Walnut Grove**

Date	Services Performed By:	Services Performed For:
10/28/2025	Northeast Georgia Regional Commission 305 Research Drive Athens, GA 30605	Walton County, Town of Between, Town of Jersey, and the Cities of Good Hope, Loganville, Social Circle, and Walnut Grove

This Statement of Work (SOW) is issued by request of the Walton County Planning Department ("Client") and Northeast Georgia Regional Commission ("Contractor"). A formal agreement will be made available following local review and formal request by the chief elected officials of each jurisdiction.

## Period of Performance

The services provided are proposed to commence on May 1, 2026, and shall continue through December 31, 2027.

## Scope of Work

Contractor shall provide the services and deliverable(s) as follows:

NEGRC will lead, facilitate, and write the 2027 comprehensive plan for Walton County and all associated municipalities. Each jurisdiction will its own individual comprehensive plan document. Responsibilities of the NEGRC include the following:

- NEGRC will lead and facilitate the update process, including public engagement (1 online public survey and 4-7 public open houses) and analysis of special topic areas (land use, transportation, etc.). A summary of information and raw data from the analyses will be provided to local governments with the final deliverable.
- NEGRC will lead and facilitate 2 public hearings and \_\_\_\_\_ steering committee (i.e. project advisory committee) meetings.
- NEGRC will produce all final content (maps, images, writing, etc.) for the final plan document.

## Deliverable Materials

*The final deliverable will include the following: (1) Individual Comprehensive Plans for each jurisdiction (2) any public engagement material gathered during the study, (3) all associated data collected during the study.*

## Jurisdictional Plan Type and Fee Schedule

Municipality	Requested plan type	Local Fee
Walton County	Basic Plan – Two Additional Elements	\$6,000
Town of Between	Basic Plan – Two Additional Elements	\$3,000
City of Good Hope	Basic Plan – One Additional Elements	\$1,500
Town of Jersey	Basic Plan – One Additional Elements	\$1,500
City of Loganville	Basic Plan – Two Additional Elements	\$6,000
City of Social Circle	Basic Plan – Two Additional Elements	\$6,000
Town of Walnut Grove	Basic Plan – Two Additional Elements	\$6,000
<b>Total:</b>		<b>\$30,000</b>

The total value for the services pursuant to this SOW is estimated to not exceed \$30,000 unless otherwise agreed to by both parties via a project change request. A revised MOA will be issued specifying the amended value. This figure is based on an estimate of providing the above-mentioned deliverables and all associated costs.

**Additional Fees:** Any additional elements, analyses, or meetings outside of the scope of the requested plan type will have an associated fee applied in addition to the quoted services by jurisdictional request.

## Invoice Procedures

Client (Walton County) will be invoiced annually or at the discretion of the NEGRC for consulting services and travel expenses. Invoices are due within 30 days of receipt.

Client will be invoiced all additional costs requested that are associated with the above-mentioned deliverables. Any additional costs will align with the NEGRC's Local Fee Schedule for Comprehensive Plans per jurisdiction.

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## Schedule of Work

The following project implementation schedule is provided as a general guide and are subject to change if needed. Tasks will be undertaken and pursued in such sequence as to assure their expeditious completion and as may be required elsewhere in this Statement of Work. All deliverables are intended to be completed in a manner that allows the local government(s) to adopt the required comprehensive plan update by the due date of June 30, 2027.

Activity	Timeframe
NEGRC hosts preliminary planning meeting	October 28, 2025
LOCAL GOVERNMENT(S) coordinate availability, assemble steering committee, and confirm associated subcontractor(s)	November 2025 – March 2026
NEGRC performs kickoff public hearing	May 2026
Public Engagement Process (30-day online survey and public open houses)	May – August 2026
NEGRC performs jurisdictional analysis of existing data	June – August 2026
NEGRC facilitates steering committee meetings	September – December 2026
NEGRC finalizes draft	February 2027
LOCAL GOVERNMENT(S) perform review and request any necessary revisions	February – April 2027
NEGRC hosts second public hearing and LOCAL GOVERNMENT transmits plan for regional and state review	April 2027
LOCAL GOVERNMENT(S) adopt plan	June 2027
Deliverable assembly and project closeout	July 2027



# Comprehensive Plan Local Fee Schedule

## Basic Plan – Base Required Elements Only

**Cost:** No local fee

### Elements:

Community Goals  
Needs and Opportunities  
Broadband Services  
Community Work Program

### Public Input:

Two public hearings  
Online public survey  
One local government  
work session(in-person or  
virtual)

## Basic Plan – One Additional Element

**Cost:** \$1,500 for areas of population under 1,000  
\$3,000 for areas of population above 1,000

### Addition of one of the following elements:

-Future Land Use  
-Transportation  
-Housing  
-Economic Development

## Basic Plan – Two Additional Elements

**Cost:** \$3,000 for areas of population under 1,000  
\$6,000 for areas of population above 1,000

### Addition of two of the following elements:

-Future Land Use  
-Housing  
-Transportation  
-Economic Development

## Advanced Plan

**Cost:** \$10,000 for areas of population under 1,000  
\$20,000 for areas of population above 1,000

### Includes:

- All required elements
- Any additional elements
- In-depth local analysis of each element
- Two public hearings, four public engagement events,  
and an online survey

# Additional Options

## Extensive Local Analysis

**Cost:** \$5,000 for more in-depth analysis of local conditions  
and needs

## Increased Public Involvement

**Cost:** \$1,000 per additional work session  
\$1,000 per additional public input outlet

## Additional Element

**Cost:** \$1,500 for areas of population under 1,000  
\$3,000 for areas of population above 1,000

### Optional Elements include, but are not limited to:

Housing  
Transportation  
Economic Development  
Sustainability / Resiliency

**Note:** This document is intended as a guide for the Northeast Georgia Regional Commission Planning & Government Services Division regarding local fees for comprehensive plan updates. Fees are subject to change depending on project conditions and local needs. Prior to beginning all projects that require a local fee, a Memorandum of Agreement will be executed between the two parties.

## Contacts

Mark Beatty | Director of Planning & Government Services

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[mbeatty@negrc.org](mailto:mbeatty@negrc.org)

Joyce Okoth | Program Assistant

(706) 369-5650

[jokoth@negrc.org](mailto:jokoth@negrc.org)