



**Meeting Minutes**  
**Community Development and**  
**Transportation Committee**

*Mayor Jere Wood*  
*Council Member Nancy Diamond*  
*Council Member Rich Dippolito*  
*Council Member Kent Igleheart*  
*Council Member Jerry Orlans*  
*Council Member Betty Price*  
*Council Member Becky Wynn*  
*City Administrator Kay Love*

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Wednesday, July 28, 2010

8:00 AM

Room 220

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*Meeting was called to order at 8:01 a.m.*

**CALL TO ORDER/ROLL CALL**

- Present:** 5 - Council Member Nancy Diamond; Council Member Rich Dippolito; Council Member Kent Igleheart; Council Member Betty Price and Council Member Becky Wynn
- Absent:** 2 - Mayor Jere Wood and Council Member Jerry Orlans

*Staff Present: Kay Love – City Administrator; Michael Fischer - Deputy City Administrator; Alice Wakefield – Community Development Director; ; Steve Acenbrak – Director of Transportation; Brad Townsend – Planning and Zoning Director; Clyde Stricklin – Deputy Director of Community Development; Bob Hulse – Assistant City Attorney; Stu Moring - Director of Public Works; Stefanie Dye - Community Development Program Coordinator; Bill Keir – Economic Development Director; ; David Low – Deputy Director of Transportation; Franco DeMarco – Engineering Design Manager; Police Sergeant Kevin Smith; Muhammad Rauf – Senior Transportation Engineer; Robert Del Ross - Senior Transportation Engineer ; Andrew Antweiler - Transportation Planner; Chris Chovan - Transportation Planning Manager; Morgan Rodgers - Assistant Director of Recreation and Parks; Jeff Pruitt - Administrator of Parks; Kimberly Johnson - Community Relations Coordinator; Jennifer Erdmann - Grants Specialist; Angel Stark – Community Development Administrative Assistant; Kim Weber - Transportation Administrative Assistant; and Marlee Press – Executive Assistant to Council.*

**Minutes of the June 23, 2010 committee meeting were approved.**

### Addendum to the Agenda

- *Kay Love requested that an addendum item be added to the agenda. This item came out of the M&CC meeting on Monday, July 26, 2010. It is to update and provide Council with some additional information on the Wayfinding sign grant.*

**Committee approved adding this item to the agenda.**

### Community Development

#### Consideration of a Rolling Road Closure for the Bikers Community Action PAC Ride on Sunday, August 22, 2010

- *Killer Creek Harley Davidson and Biker Community Action PAC requested a rolling road closure for the event on Sunday, August 22, 2010 from 10:00 a.m. to 1:00 p.m. The ride will start at Killer Creek Harley Davidson on Alpharetta Highway proceeding down Hembree Road into Alpharetta and going south on GA 400. This request does not include a request for sponsorship. There is no cost to the City as this event is using Fulton County officers to escort the ride.*

**A motion was made by Council Member Betty Price, seconded by Council Member Becky Wynn, that the Rolling Road Closure for the Bikers Community Action PAC be approved. The motion carried by the following vote:**

**In Favor:** 5 - Council Member Diamond; Council Member Dippolito; Council Member Igleheart; Council Member Price and Council Member Wynn

#### Consideration of City Sponsorship and Road Closure for the Big Pumpkin 5K Run/Walk on Saturday, October 30, 2010

- *World Harvest Church requested City sponsorship and road closures on Saturday, October 30, 2010 from 8:00 a.m. to 10:00 a.m. The request is to close Hardscrabble Road north bound lane to Etris east bound lane, Crabapple Road south bound to Chaffin Road west bound lane back to Hardscrabble Road. This is the annual event that has been sponsored by the City in the past. The cost to the City is \$4,127 which exceeds the \$3,000 level of sponsorship by \$1,127.*
- *Staff talked to them about changing the route to bring down the costs but they wanted to keep this route.*
- *They are under the old Special Events Regulations so there is no application fee.*

**A motion was made by Council Member Nancy Diamond, seconded by Council Member Becky Wynn, that the City Sponsorship and Road Closure for the Big Pumpkin 5K Run/Walk be approved. The motion carried by the following vote:**

**In Favor:** 5 - Council Member Diamond; Council Member Dippolito; Council Member Igleheart; Council Member Price and Council Member Wynn

## Discussion of the Special Events Process

- *At the June 23, 2010 committee meeting, staff presented an analysis of the current program and recommended changes to the policy. Staff was directed to come back with a draft amended ordinance, a revised policy and guide manual which incorporated the changes discussed.*
- *Staff recommended a draft amendment to the ordinance which eliminates the stated application fee amount. Staff recommended a two tier application fee: 1) Tier One: \$200 for large corporations and organizations not located within the City of Roswell; and 2) \$50 for small events that make no use of City resources located within the City of Roswell. Kay Love said there is a lot of coordination amongst staff and on average \$200 would cover those administrative type costs. The application fee is nonrefundable but in the current ordinance the Mayor may waive the fee for charitable events. Council Member Price added that there is a difference between not located within the City of Roswell vs. out of state. She said they may need verbiage either saying outside the City of Roswell or saying "out of state". She also brought up the language of large corporations. She said they should say "entities" or "organizations" because if they are making use of city resources or asking for a sponsorship, that is really the issue. She also suggested doing \$150 for Tier One.*
- *Staff recommended a detailed special event policy and procedure manual which: 1) Expands the filing deadline for one (1) year but not less than 90 days; 2) Pre-determined race routes to be determined by the PD and the RDOT; and 3) Limitation on the number of events any given year. Council Member Price said when they talk about the deadline of one year that maybe it should say a window with a deadline of not fewer than 90 days (rather than not less than).*
- *Other recommendations by staff are: 1) The Chattahoochee Nature Center and their recurring events will be a separate item within the budget in the amount of \$10,000; and 2) Council to consider pre-approving recurring events annually at the beginning of the new budget starting in FY2012.*
- *Council Member Igleheart was concerned about the one year in advance. He said the city knows about the annual events but the average group is not going to be able to do it a year in advance. Alice Wakefield said staff looked at other cities and looked at their timelines. Alpharetta is one year but no less than 90 days to give staff an opportunity to work with the event organizer to make sure their needs are met. She added that often staff can work with the group to help reduce the cost. She said the reason they are asking for a longer period of time is because staff is running into a situation where a lot of organizers wait until the very last minute. Staff is scrambling trying to meet their needs and get their event approved in a timely manner.*
- *Kay Love said staff can soften the wording that staff's preference would be to have it a year in advance however their application must be submitted no less than 90 days before. Kay Love said time is needed so all these applicants get used to the process but the reason for a deadline is for staff to do their best job to provide them their resources and to staff it appropriately. Alice said the events staff really needs that time where multiple departments have to coordinate. Alice said staff also needed this deadline so they don't end up with the situation like April 17th where there were 6 events on that one day.*

**A motion was made by Council Member Betty Price, seconded by Council Member Rich Dippolito, that the Special Events Policy be approved. Committee agreed to keep the level of sponsorship cap at \$3,000 for non-profits. There will be two tier application fees. Tier One will be \$150 for entities utilizing city resources (Council Member Price added that is irrespective of sponsorship). Tier Two will be \$50 for events not utilizing city resources. The application fee is nonrefundable. The filing window/deadline is**

one (1) year, not fewer than 90 days. Council Member Price said it will be on a first come, first serve basis. Council Member Diamond clarified that there is this filing deadline for those using city resources and there is not a deadline on those not using city resources.

Bob Hulse said committee can decide if they would like to keep this waiver with the Mayor or if it should be given to the City Administrator, CD Director, be done administratively, or brought to Council. The Chattahoochee Nature Center and their recurring events will be a separate item within the budget in the amount of \$10,000. Established Pre-determined race routes will be determined by the PD and the RDOT. Staff has requested that Council consider pre-approving recurring events annually at the beginning of the new budget starting in FY2012.

**In Favor:** 5 - Council Member Diamond; Council Member Dippolito; Council Member Igleheart; Council Member Price and Council Member Wynn

**Approval for the Mayor and/or City Administrator to sign agreements for utility relocations with Georgia Power, AT&T, Charter Communications, and Meer Electric for the Oak Street Streetscape Project totaling \$705,953.**

*Presented by Alice Wakefield, Director of Community Development*

- *Staff has gone back again and to work with the utility companies to come up with a more costly feasible solution. Staff has been working with the people on Oak regarding the utilities and hopefully to do this project. The basic concept is to get the biggest cable off the poles first (the first one you see when you drive down the road). It has telephone and communication cables on those poles. GA Power recommended if we can get those off their poles they will have much more flexibility on how they can provide the services. It is recommended to sign an agreement with AT&T and Charter to get all their cable off the poles and put it in a cable duct which is in the road. Then GA Power will be able to relocate their poles so all you will see is the wires in a row at the top of the pole. Right now they are in a cross configuration and they have all their power transformers at the top of the poles. By putting those services for the businesses on the north side of Oak Street in the back, all those power transformers are removed from the poles along the street. It will also get the poles out of the sidewalk right of way so there can be the ADA accessible 5 foot clear zone. There will be a new pole at the corner of SR9 and Oak Street moved back off the street. The wires will be in vertical alignment so it is less visual clutter.*
- *Once the poles are moved and the new wires are in there, then they will need to hook up all these services so the city would have to sign a service agreement with a private contractor to connect those poles to the new businesses and rewire their service.*
- *Staff is requesting that committee approve signing the agreement with AT&T and Charter so they can get started and get those cables and wires down and get that off the pole. The city would also need to sign an agreement with GA Power. The cost is less than \$350,000 that the city has already given them. The final cost for Phase 1 is \$531,200 and Part 2 is to go around the corner for the AT&T, Charter, and Meer for a total estimated cost of \$174,753 and the total overall cost of the project is \$705,953 which is down from \$1.8M.*
- *Council Member Price said each time they discuss the project with different solutions, the number goes down. She asked if this number will go down any lower. Kay Love said this is the best solution that the city is going to get and this money needs to be spent.*
- *Council Member Dippolito said this is a good alternative because there are a lot of poles with a lot of cross lines going across the street. This solution would eliminate all of that.*
- *Council Member Price asked what the city's arrangement with Meer Electric is and if the city bids this out or is Meer just the company the city uses. Clyde Stricklin said they are the on-call service vendor for the city. Kay Love added that the city has trades contract for a variety of disciplines and Meer is the current contract holder for that. They do get rebid but not when the city is in the contract period with them.*
- *Council Member Wynn asked about the new poles. She asked if they were going to blend in with the historic look that they are trying to get in that area. Clyde said they will be the newer wood – the lighter brown and will blend in nice with the historic district.*

**A motion was made by Council Member Betty Price, seconded by Council Member Rich Dippolito, that the agreements be approved for the Regular Agenda and placed on the Mayor and City Council agenda for 8/9/2010.**

Committee agreed to sign an agreement with AT&T and Charter to remove their non-power related wires from the GA Power poles. The proposal is for AT&T and Charter to install their services in underground conduits located within the Oak Street right-of-way. The estimated cost with AT&T is \$275,000. The estimated cost with Charter is \$27,000. Committee also agreed to sign agreements with GA Power and Meer Electric. This will require removing poles from certain areas and replacing new poles in different areas. Once these power services are relocated, businesses will require rewire services to reconnect these wires which will be done by the City's on-call services provider Meer Electric. The estimated cost with GA Power is \$350,000. The estimated cost with Meer Electric is \$53,953 (which is to rewire electrical services for eight (8) existing businesses). The motion carried by the following vote:

**In Favor:** 5 - Council Member Diamond; Council Member Dippolito; Council Member Igleheart; Council Member Price and Council Member Wynn

## Discussion of the City's CDBG Program

- Staff gave an update of the status of CDBG program year projects, Fulton County (FC) contracts and spending deadlines, and potential reallocation of CDBG funds.
- There was a meeting with Fulton staff in which the entire discussion centered around Fulton County's need for all of the municipalities to spend down the funding because they were expecting a penalty from HUD. The funds have to be spent by November 1st. We had projects identified, FC re-advertised, and now the city finds itself in the position again of having the deadline come down from HUD through Fulton County. Staff has some projects that they need Council to give them some direction on and then some options for some other ways they can spend the balance of the money.
- The critical project is the funding under the Arts Village Infrastructure. Based on the approval today of moving forward with Oak Street, they can quickly spend those funds. Some of the funds could be used for the Oak Street design.
- Fulton County said they need a letter from the city by the end of the week explaining how we are going to spend the money down. Alice Wakefield asked Fulton County about non-profits within the city. Two projects listed are the Child Development Association and the Drake House. These are possible entities that we can utilize the funds. Staff said they need to be careful on how the city uses the funds because it was advertised for the Arts Village Infrastructure so whatever project(s) are chosen have to be tied back to some infrastructure improvement. The CDA is in the target area but they may not be able to meet deadline for some of these projects. The Drake House asked the County for funds. Even though the structure they acquired is outside the target area the services the Drake House provides do benefit the target community.
- Another possible project includes the Oxbo Apartments Acquisition which is in the target area and it is part of an infrastructure improvement.
- Alice said in addition to staff needing guidance on the spending for these projects, they also would ask the committee to authorize the placement of the acceptance of the Arts Village Infrastructure CDBG FY2010 Contract Agreement on the August 9th M&CC Agenda.

**A motion was made by Council Member Betty Price, seconded by Council Member Becky Wynn, that that staff can send a letter to FC with the request for this funding to go in priorities of Oxbo Apartments acquisition, Oak Street design, Drake House and CDA (in that order). Also in the letter would be the \$135,000 reimbursement for the Warsaw Waterline which is part of the second option. Option 1 would be Oxbo Apartments. Option 2 would be putting all the other projects together. Committee also authorized that the Arts Village Infrastructure CDBG FY2010 Contract agreement with Fulton County be placed on the Mayor and City Council agenda for 8/9/1010. The motion carried by the following vote:**

**In Favor:** 5 - Council Member Diamond; Council Member Dippolito; Council Member Igleheart; Council Member Price and Council Member Wynn

## Discussion of Zoning Agenda Briefings - Guidance

- *Kay Love said the Mayor and Council Member Price expressed some concerns about the appropriateness of those Zoning Agenda Briefings and what was discussed at those briefings and the difference between that meeting vs. the Legal meeting that is conducted by city staff. There are some Council Members who have attended them and thought they were beneficial. The main concern that Kay heard from Mayor Wood and Council Member Price is they were not open to the public and discussions may be happening outside of the public. She said staff's intent of these briefings was to have a discussion about the items to better prepare staff to present to the M&CC and provide any additional information, background and history to the Council Members.*
- *Council Member Diamond felt it helpful because there is often times they get to the Council table and there is a question they have and the research is not available. There were questions that didn't get answered on the spot but they were ready for the Monday night meeting because they got the information. She wants to know as much as she can know going in to make the best decision and this is a tool to do it. Council Member Wynn found the Zoning Briefing meeting very informative because they could ask questions, they did get some clarification and they could get a little more detail of what is going on.*
- *Council Member Price brought up Alice's goals of Engaging the Public. She said she already goes to the legal meetings and it was her understanding that these Zoning Briefings were going to be a reiteration of that so she didn't attend. When she saw the minutes it became clear that items that she thought were going to be a reiteration of the Legal meeting she was already attending were not discussed. She thinks those issues can be handled at the Legal meeting that there would be no difference with regard to public since neither one is a public meeting. She said if people want to discuss those issues they can just come to the Legal meeting. Council Member Diamond asked if Council Member Price is suggesting that they bring the staff that was at the Briefing and adding those staff members to the Legal meeting. Council Member Price said that would be a waste of staff time.*
- *Council Member Wynn said if the Mayor and all Council Members want to go to the Legal meeting, they could have 2 meetings. Council Member Dippolito suggested trying to combine with the Legal meeting and see how it goes. Right now there is a Legal meeting and two meetings for the Council for the Agenda Review. If everyone wants to come to the Legal, just have 2 legal meetings. Kay Love said they can do back to back legal meetings but Council will need to let Legal know if they are coming so not everyone is showing up at the same time and having to wait.*
- *Kay said they will have to look at the timing of those Legal meetings so Mayor and Council have the latest information that they will be seeing in the packet.*
- *Council Member Price said just for the record and she doesn't know if other people were apprised of those meetings, with the exception of once since she has come on Council, she has been the only Councilmember at the Legal meeting. Council Member Dippolito said historically it has just been the Liaison to Community Development that went to the Legal meeting.*

**There was consensus from Council at this committee meeting to have two (2) Legal meetings if necessary and not have the extra Zoning agenda briefing. This would be expanding the Legal meeting. There would be 2 Legal meetings if more than 3 elected officials wanted to attend the meeting. Staff will look at the timing of the these meetings so that Mayor and Council would have the latest information that is in the M&CC packet when attending these meetings.**



### Discussion of a Roswell Women's Club Project

- *Members of the Roswell Woman's Club were present.*
- *Council Member Price said the RWC does an annual fundraising project. This year they would like to do an event similar to the Sandy Springs Turtle Festival initiated a few years ago. Roswell's proposed project would kick off this fall with "critters" featured in front of businesses. She added that this is still very preliminary. They would select an animal or item to be constructed that would be shown in various locations depending on who the sponsor is. Most of them will generally be in the Historic District or business commercial area. At the end of the event, there would be an auction and maybe a parade.*
- *Council Member Price said they just want to make sure that there is nothing that they have not thought about and who they need to go in front of to make sure that this can move along. They already presented it to the HPC. She said it is most likely going to be an Owl on Books - the thinking being that this would tie in with an education concept since the receipts of the fundraising are pre-dominantly disseminated into education and other non-profits and also to tie in with the Nature Center since their owl is prominent in their outreach. Also, in Roswell there is an owl. You see an OWL. We will have Owls in Roswell.*
- *Council Member Dippolito suggested that they speak with the Cultural Arts Board and get their input and try to buy in for the Arts Community and really use them as a resource to help pull that together. Council Member Price said each owl gets connected to an artist and they decorate it any way they choose.*
- *Council Member Wynn asked if this was citywide. Council Member Price said it depends where the sponsor wants to place it. HPC had brought up that they didn't want too many in the Historic District so the Woman's Club is going to work with them to come up with a map of possible locations and then let the sponsor select from those locations.*
- *Council Member Diamond was excited about this project coming to Roswell because in Sandy Springs it brought the community together. She said with the branding and marketing program she is working on, a key component is events that pull everybody together.*

**Council members felt this was a great project. Council Member Price will continue working with the Women's Club to move this project along.**

## Discussion of a Business "Ambassador" as part of Business Friendly discussions

- Council Member Price discussed an "Ambassador" to act as a single point of contact to "shepherd" applicants through the permitting process. She said in the small group she has outside of Council called the Redevelopment Initiative, one of the recurring themes in part of the business friendly discussions was a suggestion on how to facilitate people going through the permitting process. She said people have said they are getting inconsistent answers or changes in mid stream. A number of people suggested having some sort of person assigned to them to shepherd them through the process so that person has a stake in getting it resolved as well as the applicant. She would like some suggestions as to how to facilitate applicants as they navigate what may be a moving target or an impression of theirs that they are not always sure of what has to be done in the process.
- Council Member Diamond asked if Council Member Price wants an additional person on staff. Council Member Price said not necessarily but there would be an identifiable staff member with every applicant. Council Member Diamond said the problem with that is you are taking that person out of doing their usual job to cover the other areas. Council Member Wynn said it is a good idea to have an "ombudsman" but there are questions on how to fund it and how it all would work.
- Council Member Dipolito said this kind of ties into the Lean Kaizan program. Alice Wakefield said when the Lean Kaizan event occurred they had no rift (losing some employees). Based on the rift and the restructuring that they had to do because of the rift they don't have a person at this time that can hold someone's hands. If anyone has a problem with the process, if they contact her, Brad or Clyde, they resolve the issue. She added that many of their rules are state mandated rules and staff doesn't have the authority to bend the rules. She also stated that each division shepherds the applicant through their process.
- Kay Love said one of the complaints is that people don't know what to expect and they don't know how long the process is going to take. One of the ways to help shepherd them without a physical body is to have a virtual shepherd by making sure the information is on the website. They could also have a fact sheet that shows that the process will take this period of time. If the applicant has a question, it lists who they should call to help them through the process. Lean Kaizan is all about helping to get through the process.
- Alice clarified that the Lean Kaizan exercise was only for Land Disturbance (LDP) permitting. They have not applied that to any other activity yet. The City Engineer is working on SOPs (Standard of Procedures). She has asked the rest of the staff to work on SOPs to lay out the process of what to expect.
- Alice added that besides the SOPs they are also as a department working on a business plan for the department to tell who they are, what they do, why they do it, and how they do it. They are also looking on tracking of how much time they spend on items. Staff's efforts for being business friendly is providing people the expectations and helping them when there is a glitch.
- Council Member Diamond said one of the things that came out of Lean Kaizan was to use Genero more often and really have that as a basis.
- It was suggested to try to get the builders and developers or anyone trying to get a permit to use the Genero program more. It is a virtual ambassador that would allow the applicant to see where the permit is in the process. Kay Love suggested having another meeting with developers and builders like they have had in the past to talk about the city processes and to hear from these people and what their issues are. They could be taught about Genero and have a demonstration. Council Member Dipolito suggested that Council Member Price find out what specific problems that the builders and developers are having. Alice Wakefield said her department is working on the Standard of Procedures (SOPs) that will help explain the process.

*They will continue working on the Business plan for their department. The implementation of the Lean Kaizen on September 1st will also help with these issues.*

- Council Member Price asked if there is a way to expand the concept of that into the greater picture of permitting, etc. Alice said the goal is to get the LDP process set up and get it functioning, and then move on to other things such as building permitting and ultimately perhaps planning and zoning. Planning and zoning will take some amendment to the ordinance because the ordinance lays out the process.*
- Council Member Dippolito asked if there is something on the website that if you look it up that says if you have a problem, call a certain number. Kay Love said they don't right now but it is something they can look into.*
- Council Member Price said the comments from her group were that they were being ignored so they are not even bothering to come to get the permits. If that is the case, everyone loses. It is not a good idea to have unregulated activities going on but if they feel that is the only way they can do, she can understand that is the route they have chosen.*

## Discussion of the various Boards and Commissions

- *There was a discussion of the purpose, roles and responsibilities of Boards and Commissions.*
- *Council Member Price said there was discussion at her Redevelopment Initiative group about some specific concerns regarding interfacing with staff. She said a larger issue was interfacing with the Boards and Commissions. She said it is sometimes perceived that those Boards and Commissions are part of city staff when they are in fact volunteer citizens. She said some of those issues are being resolved since some of those people have terms that have expired. There will be some new faces on some of those Boards and Commissions. She added that there has been community comment about abolishing some of these Boards and Commissions. She doesn't know if there is any will or desire or sensibility to look into this.*
- *Council Member Wynn said they need to look at having a training period for the new members of the Boards and Commissions. She said they may also need to do something with the existing members. Some of the Boards and Commissions have lost sight of what they are really supposed to be doing. They might want to look at having a refresher course.*
- *Council Member Price suggested having an orientation. Council Member Wynn suggested that when they get the new people on board is to sit down with each one of these Boards and Commissions and show them what they are supposed to be doing which is like an orientation. She said to have staff that sits at these meetings be part of that orientation so staff has an idea of exactly what they are supposed to be doing and try to keep those Boards and Commissions on that track. She added that this should be mandatory. Council Member Price asked if they are provided with some materials that clarifies what they are supposed to do.*
- *Council Member Dippolito said as for replacing or finding new people for some of these boards, they need to be careful in particular with these planning and design boards, that they get people who have some expertise in those areas. He said just because they are involved in the community they should not just be placed on a board. These people are giving advice and making decisions on things they really don't know anything about. He said there is a lot of expertise out there. Council Member Price said she doesn't want to discount the importance of that community member on the Board because you can get to the point that you are almost anti-competitive. You do need a balance on the boards that are not completely related to the business. Council Member Wynn agreed that it is good to have someone on the Boards that is street smart. They do need that balance. Council Member Price added that it needs to be defined and it needs to be a person of a certain type on certain boards. She said it is pretty well defined but it is not well defined when you come on as to what is really expected and what are the guidelines.*
- *Bob Hulse suggested having a general orientation for Boards and Commissions and separate BZA out from that because BZA is quasi-judicial and those members need to know what can and cannot be said.*

**Kay Love said her and Michael Fischer will get with Legal and draft a letter to the Board and Commission members from the M&CC to welcome them and let them know what the expectations are. They would give them the Legal aspects of the Boards and Commissions. They would give them some general operating procedures. There will be a mandatory training for them to attend.**

### Update of the Lean Kaizen Program and the Community Development Reorganization Plans - Guidance

- Staff said the Implementation of the Lean Kaizen program is September 1st.
- Kay Love said there is so much in play with the Early Retirement Program (ERP) and with some other positions that have been vacated across the city and not just in Community Development. She added that there are some items in closure that she will be speaking about. No positions will be filled without appropriate approval. They have some critical positions in play. There are some that will be eliminated and some positions swapped out. It is all in the works. Staff understands the directive about taking a look at this whole issue very seriously and doing more with less.
- Council Member Price asked if there is any end date in mind where they might feel there is some resolution. Kay Love said August 16th is the Early Retirement end date and she will be back to Council in the October timeframe with a very comprehensive reorganization with her specific recommendations.

### Update of the Wayfinding Signage Grant

- There was discussion at the July 26th M&CC about awarding the contract for the pedestrian kiosk and use of grant money. Staff got back together to determine where they were with the grant money and city funding as it related to the Wayfinding Signage program overall. Alice Wakefield said they pulled all the various reports going back to 2007 when this project was first created. It appears that there is not an issue related to the grant. There is no deadline so this gives staff the time to continue to discuss the option of doing the kiosk project with the original bidder of \$21,000.

**Committee agreed to defer this to the Community Development and Transportation Committee agenda for 8/25/2010. Staff will come back to the committee with a complete report.**

**In Favor:** 5 - Council Member Diamond; Council Member Dippolito; Council Member Igleheart; Council Member Price and Council Member Wynn

### Transportation

Consideration to pay GDOT \$261,307.77 to fulfill the City's 20% obligation towards GDOT's construction contract with Southern Concrete Construction Co., Inc. for the construction of the SR9/140 Intersection Improvement project

- *The intersection improvements of the SR 9 /140 project include adding a second left turn lane on the eastbound and westbound approaches on SR 9 and the addition of a median on SR 9 from SR 140 to Commerce Parkway on the north side and a median on the south side from SR 140 to the shopping center driveway. Once construction starts, a plan modification will be initiated to add a median cut on SR 9 at the Mimms shopping center driveway to provide left turn lanes into the center.*
- *The Project Framework Agreement for this project was signed June 30, 2004. GDOT is letting this project; however, the agreement obligated the City to pay 20% of the construction costs on this intersection improvement project. The lowest responsible bidder was Southern Concrete Construction Co., Inc. in the amount of \$1,306,538.87. The City's share is 20% of that cost or \$261,307.77.*
- *For a \$1.3M, the city's cost is \$261,307. There was \$433,000 budgeted for this project.*

**A motion was made by Council Member Kent Igleheart, seconded by Council Member Becky Wynn, that the payment to GDOT for \$261,307.77 be placed on the Mayor and City Council agenda for 8/9/2010. The motion carried by the following vote:**

**In Favor:** 4 - Council Member Diamond; Council Member Igleheart; Council Member Price and Council Member Wynn

Consideration to award a design contract to URS Corporation in the amount of \$35,096 for Bus Stop Amenities

- *The ARC programmed \$25 million of MARTA capital funds in return for funding MARTA Operations in 2009. The City of Roswell is eligible to program \$1,674,500 in capital improvements that enhance or augment the existing MARTA bus service in the City of Roswell. An Intergovernmental Agreement (IGA) was executed for this project in the amount of \$250,000 for design and construction.*
- *Steve Acenbrak said all 4 projects (see below for the other 3 – sidewalks and HBR/400) are going to the city's on-call services to take care of the various aspects of the MARTA Offset.*
- *This project will design bus stop improvements at up to ten shelter locations. The improvement locations were based on bus ridership. There were eight primary and two alternate locations chosen. There are two alternate locations in case a constructability issue or right-of-way limitation does not allow a shelter to be installed at a primary location.*
- *Council Member Price said one of the areas that looks so bad is right at the intersection of Holcomb Bridge and Alpharetta Hwy. southbound right by Stoney River. Steve said it is on the list but it is not on the top of the list. Council Member Wynn said the one at Oak Street and Atlanta Street (by the cemetery) is awful. Steve said the contractor is going to look at all of the sites and they are going to stretch this money out as far as they can.*
- *Council Member Dippolito asked about the Drake House School Bus Stop and if it was an actual structure and if it would be consistent with these other shelters. Kay Love said this is a school bus stop and not a MARTA stop. Steve said it is not included in any of this. It is a stand alone issue and is for the children at Clara Drive that have no place to assemble. Steve said the city is working with them to provide a place to assemble.*

**A motion was made by Council Member Rich Dippolito, seconded by Council Member Becky Wynn, that awarding the design contract to URS Corporation (one of the City's engineering services on-call vendors) for the Bus Stop Amenities be placed on the Mayor and City Council agenda for 8/9/2010. The motion carried by the following vote:**

**In Favor:** 5 - Council Member Diamond; Council Member Dippolito; Council Member Igleheart; Council Member Price and Council Member Wynn

Consideration to award a design contract to Clark Patterson Lee in the amount of \$59,526 for Sidewalk Gap Closure - Batch #1

- *An Intergovernmental Agreement (IGA) was executed for this project in the amount of \$924,500 for design and construction. This project will design sidewalks to fill five gaps.*
- *Steve Acenbrak said there are so many sidewalks that they split them into batches for the city's consultant teams (see Batch #2 below). They tried to balance out the workload between the two consulting firms. All the locations meet all the MARTA requirements. They are first looking at the most heavily used areas and ones they can get right away.*
- *Steve said this is just for the design. He is hoping that there they won't need to do any right of way acquisition. They will have to look at each situation individually. As soon as these designs are ready they will use the MARTA money to send that out to bid for construction.*
- *Council Member Dippolito said it seems like a lot of money for design even with it being a mile of sidewalk. Andrew Antweiler said they went out and walked those locations. The trouble with sidewalks is they are typically not easy to fill because they have to rebuild driveways and even put up walling. There are utilities involved and landscaping. Some are easier to design but some are harder and that is why there is a difference in the cost. It is complicated to put a sidewalk in.*
- *Council Member Price asked if the construction is going to these firms. Steve said it will be different. She was told it will be different contractors for the construction and Kay Love added that these will have to be bid out. Council Member Price asked what happens if these designs are so different or obtuse that the construction people cannot even manage to connect them. Steve said part of their design work is a constructability review. They will have specific construction professionals come in and say they can't build it that way so it won't be designed that way. The design will be done in a way that people can bid on it and build it. Council Member Price asked if the construction is then bound to that design and Steve confirmed.*
- *Both batches were approved at the same time.*

**A motion was made by Council Member Rich Dippolito, seconded by Council Member Kent Igleheart, that awarding the design contract to Clark Patterson Lee (one of the City's engineering services on-call vendors) for Sidewalk Gap Closure be placed on the Mayor and City Council agenda for 8/9/2010. The motion carried by the following vote:**

**In Favor:** 5 - Council Member Diamond; Council Member Dippolito; Council Member Igleheart; Council Member Price and Council Member Wynn



Consideration to award a design contract to Gresham Smith & Partners in the amount of \$41,260 for Sidewalk Gap Closure - Batch #2

- *An Intergovernmental Agreement (IGA) was executed for this project in the amount of \$924,500 for design and construction. This project will design sidewalks to fill six gaps.*

**A motion was made by Council Member Rich Dippolito, seconded by Council Member Kent Igleheart, that awarding the design contract to Gresham Smith & Partners (one of the City's engineering services on-call vendors) for Sidewalk Gap Closure be placed on the Mayor and City Council agenda for 8/9/2010. The motion carried by the following vote:**

**In Favor:** 5 - Council Member Diamond; Council Member Dippolito; Council Member Igleheart; Council Member Price and Council Member Wynn

Consideration to award a design contract to PB Americas Inc. in the amount of \$71,168 for Holcomb Bridge Road over GA 400 Pedestrian Improvements

- *An IGA was executed for this project in the amount of \$500,000 for design and construction. The HBR over GA 400 Pedestrian Improvements will be a multi-modal safety improvement to install sidewalks and pedestrian accommodations along HBR adjacent to and on the bridge over GA 400.*
- *Steve Acenbrak said this one is a little different. They are going to connect the project that is almost complete which is the HBR sidewalks just to the west of Holcomb Bridge with the east side of HBR. In concept it is very simple. In execution it is going to be real complicated. There will be sidewalk considerations, crossing considerations, etc.*
- *Staff felt PB Americas was creative and could help staff not only meet this challenge in a cost effective way but in a tasteful way.*

**A motion was made by Council Member Rich Dippolito, seconded by Council Member Becky Wynn, that awarding the design contract to PB Americas Inc. (one of the City's engineering services on-call vendors) for Holcomb Bridge Road over GA 400 Pedestrian Improvements be placed on the Mayor and City Council agenda for 8/9/2010. The motion carried by the following vote:**

**In Favor:** 5 - Council Member Diamond; Council Member Dippolito; Council Member Igleheart; Council Member Price and Council Member Wynn

## Consideration to approve the recommendations of the Big Creek Bridge Road Project Study

- *The Big Creek Bridge Road (f.k.a. North Bridge) Study analyzed alternatives to alleviate traffic congestion at the HBR/SR 400 interchange as well as along HBR itself east and west of the interchange. Over the last 15 months, the consultant team has tested a variety of alternatives for the roadway alignment.*
- *The preferred alternative includes two phases. Phase One of the project would take Big Creek Bridge Road (BCBR) from Old Alabama Road at Holcomb Woods Parkway along the Kimberly Clark property crossing SR 400 approximately halfway between the Holcomb Bridge Road and Mansell Road interchanges and connecting with Old Holcomb Bridge Road just north of the Aspen Point Apartments west of SR 400. (There would be no access to SR 400 provided.)*
- *Phase Two would continue the roadway westward along the northern property line of the Roswell Place apartments connecting to Warsaw Road south of Liberty Square subdivision.*
- *In addition to the technical work performed for the study, the consultant team extensively engaged the communities both business and property owners surrounding the areas impacted by the roadway. The consultant team met with M&CC on two occasions to discuss all of the alternatives and most recently, the preferred alternative. Two public meetings were held at the Doubletree Hotel: the first describing three alternatives and the final meeting showing the preferred alternative. While there were a large number of concerns expressed by residents immediately adjacent to the preferred alignment, staff felt that the concerns can be addressed and mitigated in the design and environmental phases as the project moves forward.*
- *Staff feels that Gresham Smith did exactly what they were commissioned to study. Staff's position is the consultant has met all the terms and conditions of the contract and they are ready to close that contract. Council Member Dippolito said they are not looking for approval of the alignment. They are just saying that the consultant has completed their study and they are ready to close it out but we still have further study to do. The study says that an alignment of some type will work and will meet the traffic and transportation and congestion reduction needs of the city.*
- *Council Member Dippolito reiterated that all the residents and business' concerns are being heard. He said Mayor and Council and staff will take all of the concerns into account and see if there is a better way to do it and address those concerns. He said Council is concerned about the impact on both the neighborhoods and the school and how does all that traffic impact them. He said the next step is the process of looking at the whole system and look at all the intersections and see how all that traffic impacts what they are considering do as far as this bridge. Steve Acenbrak added that is exactly what the Holcomb Bridge Corridor study is going to look at. They are going to look at this intersection in great detail and how it affects Warsaw Road. The spin off of this study will be the solution for how Warsaw can be improved today and accept this new configuration in the future so they don't have to rebuild it twice.*
- *Council Member Igleheart commented that until staff really clarifies and resolves a lot of these issues, they are not ready to move forward on this and they don't have the money. They have to consider the people that are impacted by this.*
- *Staff's recommendation is for the alignment to be approved along with approving the study that supports all that data. Councilmember Dippolito said the difficulty is approving this alignment knowing there is a lot of opposition to it. There are a lot of issues that they need to work through and make sure they get the neighborhoods comfortable with the solution that they bring forward since they are the ones mostly impacted (Liberty Square).*
- *Kay Love said the city doesn't have any funding to move forward past this study*

*so to explore certain options, they can from a staff time do that. The next phase of this was not funded because they funded the HBR Corridor study first. Council Member Dippolito agreed that the HBR Corridor study needs to be done first. Steve said the results of the HBR Corridor Study will allow staff to later scope this project.*

*• Kay Love said no formal action is needed other than to close out the contract. She added that the consultant was under contract. They have complied and completed their contract. She said it sounds like the committee is not ready to accept all those recommendations because there is more work to be done.*

**The committee is not ready to accept all the recommendations from the study because there is more work to be done. There is no formal Council action that has to happen. The consultant did what they were hired to do. The results of the study can be provided to the M&CC. The next steps would be to continue dealing with some of the issues that staff knows are out there and proceed with the Holcomb Bridge Road corridor study. Staff will close out the contract with the consultant.**

## Discussion of SR9/120 Pedestrian Crosswalk Options

- *The intersection at the Historic Square (State Routes 9 and 120) needs improvement to prevent further damage to the stone walls and to accommodate improved pedestrian access due to the recent completion of the steps leading to Barrington Hall.*
- *GDOT under their Fast Forward program made changes to this intersection four years ago. The changes included changes to the alignments of the lanes and the addition of a raised pedestrian refuge island. However, large trucks moving southbound on SR 9 turning right onto SR 120 routinely hit the wall along the square in order to avoid the raised island and the pedestrian pole in the refuge island.*
- *The City and GDOT have discussed numerous approaches to improve this area over the years. There is not enough right-of-way to adequately accommodate truck turning movements as well as current pedestrian crossing geometries given the restrictions of the historic area. GDOT has hired and paid a contractor to make some minor improvements in the area but staff is not comfortable that they will have any lasting impact. Staff said the analysis done by a surveyor and the city's computer modeling software shows that GDOT's improvements will not prevent the larger trucks from continuing to damage the wall because they will still not have the sufficient radius to make the turn. The RDOT has developed several preliminary concepts to resolve most of the conflicts in the area. The constraints staff is trying to balance include: accommodating large truck turning movements, relocating the wall out of way while trying to preserve an existing 14 inch pecan tree, safely accommodating increased pedestrian movement between the Square and the new steps to Barrington Hall, as well as deciding on how best to work with GDOT and their contractor.*
- *In the northwest quadrant of the intersection, staff's concept involves increasing the turning radius, rebuilding the pedestrian refuge island, rebuilding a portion of the existing stone wall and relocating a utility pole. In the southwest quadrant, staff's concept involves increasing the turning radius and building a new pedestrian refuge island with no impact to the existing stone wall in front of Barrington Hall. Staff's concept also calls for replacing the existing traffic signal with decorative mast arms similar to the existing signal with Sloan Street. There is also a plan to add a fourth pedestrian crossing across the southern leg of the intersection to complete connections on all legs.*
- *The estimated cost of this concept is \$200,000 and no funding options have been explored at this point. Steve said that with the safety and functional improvements to this area, it will be money well spent. Steve thinks they can find this money within their existing budget.*
- *Steve added that there is an issue with the 14 inch pecan tree and what will happen to it in order to change the turning radius. Andy Pittner said the tree is weakened but not diseased. He said the root zone will be cut into to change the turning radius. He added that they can try to manage the disturbance and see if the tree manages it. If it doesn't, the tree will go into decline and at some point it will perish and it can be replaced. The other option is if they anticipate that it might get injured during this process, they can remove it during the construction and replace it then.*
- *Council Member Dippolito said that this 14 inch pecan tree is on the Historic Square so it is important to try to save the tree.*

**A motion was made by Council Member Nancy Diamond, seconded by Council Member Becky Wynn, that the 14 inch pecan tree try to be preserved while trying to resolve most of the conflicts in this area. The first course of action will be to take actions necessary to preserve the tree by trying the suggestions from the City Arborist. Staff said since the survey has already been paid for,**

staff can design the concept for the improvements in-house. Staff said they will come back in a few months with a recommendation for some funding options. The motion to save the tree carried by the following vote with Council Member Price voting against the motion because she doesn't like to see any encroachment on the Square :

**In Favor:** 4 - Council Member Diamond; Council Member Dippolito; Council Member Igleheart and Council Member Price

**Opposed:** 1 - Council Member Wynn

### Discussion of the concept and implementation of the Roswell Green Loop

- Recently, GDOT informed the City that there is approximately \$1.3M of unobligated HPP (High Priority Project) money available to the City for new and existing projects. HPP (High Priority Project) is Federal money that flows through the state. There is a 20% city match. A portion of this \$1.3 million has been reprogrammed to the Hardscrabble Road at Chaffin Road intersection project, to bring the total available HPP funding for construction to \$1.6 million. With this additional funding, staff proposes a change and enhancement in the original scope of this project. Since HPP funds are involved, all Federal guidelines must be followed.
- Staff proposes that the new project begin implementation of the Green Route of the Roswell Loop by constructing a multi-use trail and bicycle lanes on Hardscrabble Road from King Road to Etris Road, connecting Roswell High School with Sweet Apple Elementary School, and providing a trail connection to the existing trail system in Sweet Apple Park. The project will also include bicycle lanes and a sidewalk along Chaffin Road from Hardscrabble south to Northgate Trace, and intersection improvements at East Chaffin, West Chaffin, and at the entrance to the Wexford subdivision. This is a major backbone of a future trail system for the city.
- Council Member Dippolito said for staff to look closely at the Intersection improvements since there have been objections to some of these improvements in the past. He said for staff to look back at the things they didn't approve in the past and keep it simple. He said the multi-use trail will be widely accepted.

**A motion was made by Council Member Rich Dippolito, seconded by Council Member Becky Wynn, that staff proceed with this project. The motion carried by the following vote:**

**In Favor:** 5 - Council Member Diamond; Council Member Dippolito; Council Member Igleheart; Council Member Price and Council Member Wynn

### Discussion of transportation issues related to the phase of the Riverwalk project from Azalea to the Chattahoochee Nature Center

- Council Member Price wanted something in writing or some sort of clarification to satisfy the CNC's concerns about road closure and the potential requirement for a decel lane. CNC has to submit a letter of non-objection which they don't want to do if they are not assured in some sort of writing that there would be no road closure during the Riverwalk /Boardwalk project and that a decel lane would not be required as related to the Riverwalk/Boardwalk project.
- Steve Acenbrak confirmed there will be no hard closures associated with their Riverwalk/Boardwalk project but there may be selective lane closures (one lane at a time - flaggers on each side of an area where they are tying in). He added that there is no decel lane associated with this Riverwalk/Boardwalk project.

**This matter was Discussed**

### Discussion of the North Fulton Comprehensive Transportation Plan (NFCTP)

- The draft project list for the Regional Transportation Plan coordinated by the ARC has been presented by the Kimley-Horn consultant team for review. A M&CC Work Session has been scheduled for August 9, 2010 to discuss the NTCTP.
- Council Member Dippolito wanted staff to highlight what projects are specific to Roswell so Mayor and Council have some additional information in order to be ready for the Work Session.
- Steve Acenbrak said these projects include all six cities. Staff looked at connections across jurisdictions, looked at existing conditions, did an assessment report, did a telephone survey, met with stakeholders and had charrettes.
- The projects are listed in 3 tiers: 1) RTP TIP projects which could have funding available; 2) Projects that would probably be candidates for this TE Splost if it were to pass; and 3) Projects that are basically considered viable but with no specific funding sources
- Tier 1 projects include: Hardscrabble Road upgrade; SR 140/Houze Road upgrade; Rucker Road upgrade; Atlanta Street improvements; Regional Bicycle/Pedestrian connection via Riverwalk; and Connection of Big Creek Greenway to Riverwalk
- Tier 2 projects include: Big Creek Bridge Road; Grimes Bridge Connector; HBR/400 Interchange Improvements; and Regional Bike/Ped Connection along Westside Parkway
- Tier 3 projects include: Old Alabama from two lanes to four lanes; and two New River Crossings.

Meeting adjourned at 11:29 a.m.