



# City of Roswell

38 Hill Street  
Roswell, Georgia 30075

## Meeting Minutes Community Development and Transportation Committee

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

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Wednesday, October 21, 2009

8:00 AM

Room 220

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*Meeting began at 8:03 a.m.*

### **CALL TO ORDER/ROLL CALL**

**Present:** 6 - Mayor Jere Wood; Council Member Rich Dippolito; Council Member Lori Henry; Council Member Kent Igleheart; Council Member Jerry Orlans and Council Member Becky Wynn

*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; Julie Brechbill - Community Relations Manager; Stefanie Dye - Community Development Program Coordinator; Bill Keir – Economic Development Director; David Low –Deputy Director of Transportation; Mike Elliott – Traffic Operations Supervisor; Chris Chovan – Transportation Planning Manager; Franco DeMarco – Engineering Design Manager; Muhammad Rauf – Senior Transportation Engineer; Steven Buckley - Senior Transportation Engineer; Angel Stark – Community Development Administrative Assistant; Kim Weber - Transportation Administrative Assistant; and Marlee Press – Executive Assistant to Council.*

**Minutes of the September 23, 2009 committee meeting were approved.**

## Addendum to the Agenda

- Kay Love requested that two addendum items be added to the agenda. The first is the "Consideration of a Resolution requesting the Georgia Department of Transportation to substitute "Roswell" as a destination for the now existing destination "Norcross" on the exit marker for Exit 7 on Georgia 400" which was deferred from the October 19, 2009 Mayor and City Council meeting to this committee. The second item is "Discussion of the plan for additional bicycle sharrows (Share the Road Arrows)." This was added at the request of Councilmember Kent Igleheart.

**Committee approved adding these items to the agenda.**

## Transportation

1.

### The plan for additional bicycle sharrows (Share the Road Arrows)

- A pilot program to improve the operational safety of the road network was initiated in June with bicycle sharrows and a bicycle box on Riverside near Dogwood. Due to recent bike/car accidents and serious injuries to two cyclists here in Roswell, there has been a request from a resident and cyclist in Roswell, Rick Carey for more immediate action to begin painting more sharrows on certain roads. After contacting some Council members requesting further discussion on this issue, it was placed on this committee agenda.
- The purpose of the sharrows is to identify that there are going to bikes and cars sharing the road but there is no facility for the bikes independent so they essentially overlap. The sharrow is designed to be painted on the ground to show that vehicles should expect bikes and that they should generally expect them to be on the right side of the lane.
- Mayor had concerns about adding sharrows on Old Alabama because it is a dangerous road and he doesn't want bicyclists to be encouraged to ride on that road. Councilwoman Wynn suggested instead of sharrows on Old Alabama to Nesbit to add them to the other part of Old Alabama south of Holcomb Bridge Road. Steve Acenbrack said the sharrows would not go beyond Market Blvd. because beyond that there are bike lanes and the multi-use trail.
- Mayor suggested sharrows on Cox Road because that road is part of the bicyclists 40 mile loop ride.
- Mr. Carey said the problem is there are so many motorists that do not know that the road is to be shared with bicyclists. He suggested that this be looked at as a share of the road initiative that can help prevent injuries.
- Councilwoman Henry requested to see a map that shows where the bike lanes are and see how they come together with the sharrows.
- Councilman Orleans said educating the population is the key. He suggested that Bike Roswell work with Community Relations on a video that can be put on RCTV as an educational tool to get this information out to the public. It was also discussed that Recreation and Parks, Transportation and the Police Department have been talking about some type of partnering with Bike Roswell to do some education.
- Mayor suggested that staff look at the whole Thursday Night Bike Route where they don't have bike lanes and consider adding sharrows on that route.
- Mayor added that since they were discussing bicyclists, he would like Council to consider supporting State Representative Wendall Willard's legislation asking that there be safe distance between the car and the bicyclist when the car is passing the bicyclist. Wendall Willard is asking to define that to be 3 feet. Councilwoman Wynn

said that a resolution will be written and brought forward to an upcoming Mayor and Council meeting.

- Mayor also suggested that the Recreation Commission make it a regulation that helmets become mandatory when bicycling on the city's trails. Both Councilwoman Henry and Councilman Orlans said this should be handled through education.

**Staff will proceed with the guidance given at this committee meeting.**

## Community Development

### 2. Road Closure for the Georgia Transplant Foundation Fundraiser on Friday, October 30, 2009

- The organizer, Georgia Transplant Foundation, requests permission to close Norcross Street from Alpharetta Street to Canton Street from 5:30 p.m. to 8:30 p.m. The left turning lane from Alpharetta Highway (GA Hwy 9) and the right turning lane from Alpharetta Street will be closed. Permission to close these lanes has been received from the GDOT. Steve Acenbrak said from a traffic standpoint, staff didn't see a problem with this.
- Mayor had asked this group to make sure that they had talked to all of the property owners that front that street and that there were no objections. It was brought up that there is not a single business that fronts that part of Norcross Street. Kay Love added that Diesel is on the front and the corner and they are involved in this fundraiser. All the other businesses have another access off of Canton Street.
- Councilman Orlans was concerned about closing this road on a Friday afternoon. Staff assured him that there are plenty of alternate routes and it is just one little section.

**A motion was made by Council Member Becky Wynn, seconded by Council Member Rich Dippolito, that this road closure be approved. The motion carried by the following vote:**

**In Favor:** 6 - Mayor Wood; Council Member Dippolito; Council Member Henry; Council Member Igleheart; Council Member Orlans and Council Member Wynn

### 3. CDBG-Recovery 2009 Grant Agreements

- On March 18, 2009, the Mayor and City Council met in a Special Called Work Session and approved the submission of two projects for CDBG-Recovery 2009 funding totaling \$125,611: \$105,000 for the Swaybranch Rd. waterline to be administered by the Public Works/Environmental Department, and \$20,611 to be administered by the Transportation Department for correcting a drainage issue on Norcross Street at Crestview Circle. Staff requested that the contracts be brought forward for approval.
- Once an agreement is executed, the City will have four months to award a contract for construction on these projects and funds must be obligated by September 30, 2010.

**A motion was made by Council Member Rich Dippolito, seconded by Council Member Becky Wynn, that the CDBG-Recovery 2009 Grant Agreements be approved for the Regular Agenda and placed on the Mayor and City Council agenda for 11/2/2009. The motion carried by the following vote:**

**In Favor:** 6 - Mayor Wood; Council Member Dippolito; Council Member Henry; Council Member Igleheart; Council Member Orlans and Council Member Wynn

4. Funding the city's mandatory new initiative for a Comprehensive Plan update in FY 2010

- *Staff said back in 2005 the state changed the planning regulations as it relates to the completion of a Comp Plan. The state wanted the plan to have more meaning and they wanted the Comp Plan map to be something other than a reflection of the zoning map. More importantly they wanted a Comp Plan that was thoroughly engaged with the community. The state changed the regulations into three parts: 1) There has to be a "Community Assessment"; 2) They also require a "Community Participation Plan"; and 3) Those two documents have to be sent to the state for approval and then staff can proceed with the "Community Agenda" which is the actual plan.*
- *There is a need for a mid year budget increase to fund the city's mandatory new initiative for a Comp Plan update. No funds for this initiative were allocated in the current budget year.*
- *The initiative requires action because estimated time frames back up into the current year. An RFP needs to be issued to obtain the services of a qualified consultant. In order to meet the required timeline, the City needs to contract with a consultant in FY 2010 for the Comp Plan update. The additional advertising adds a minimum of 45 days to the process. Providing additional time for interview and selection adds another 45 days. The mandatory time limit in order to keep the Qualified Local Government status is that the Community Agenda must be transmitted to ARC no later than July 1, 2011. Staff said this will be a 18 month process.*
- *The estimated cost for the consultant ranges around \$140,000-\$150,000.*
- *Councilwoman Henry added that 10 years ago was the last time they did a community outreach program so it is time to do that again because most citizens don't even know what is in the Comp Plan.*
- *Councilman Igleheart said the update is needed but he had questions as to where the money is coming from and the whole mid-year November budget adjustment. Kay Love said as in the past, it will come from reserves. For the mid-year budget adjustment it is not taken out of the savings but it is money that is left over from the prior fiscal year. That would be money already budgeted and allocated but not spent.*

**A motion was made by Council Member Kent Igleheart, seconded by Mayor Jere Wood, that the funding for the Comp Plan update be brought forward in the mid year budget adjustment and be placed on the Mayor and City Council Regular Agenda for 11/16/2009. The motion carried by the following vote:**

**In Favor:** 6 - Mayor Wood; Council Member Dippolito; Council Member Henry; Council Member Igleheart; Council Member Orleans and Council Member Wynn

## Transportation

### 5. Riverwalk Emergency Access Project

- *The entrance to the Riverwalk Condominium complex is impassible by vehicular traffic when the Chattahoochee River spills over its banks during intense storm events. The entrance can remain closed for several days depending on the time it takes the river to recede and this poses a public safety concern. During the recent flooding, Riverside/Azalea had to be closed off and at a couple of points there is not emergency access.*
- *The City has received a request from the homeowners association to reconstruct an old access road from the top of the hill down to River View Trail, an internal circulation road, to be utilized by for emergency access.*
- *Steve Acenbrak suggested looking at hiring a contractor to put in a little curb cut inside their subdivision and re-establish an entrance and probably put in some heavy duty gravel so there is just enough to provide access to a fire truck or an ambulance. The city would gate it off with a key and maybe two locks – one where the subdivision would have access out if they wanted it and the city would have access in. It is just an emergency access. The estimated cost is \$24,000.*
- *Councilwoman Henry said that the Legal Department usually suggested that the city not do anything on private property. She thought this was the complex's responsibility. Bob Hulseley said this is strictly for the public safety to get in and out. There is an easement there already for emergency access. Councilwoman Henry also questioned whose responsibility it would be to maintain this area. She added that the city has permitted developments that have emergency access in their plans where they don't have dedicated driveways or roads. Steve Acenbrak said they were not anticipating any maintenance cost for this.*
- *Bob Hulseley said that the city's public road floods and it makes it inaccessible for that development. There is no way from any public road to get in and out so he thinks it is appropriate for the city to establish this accessibility.*
- *Kay Love said this is the most cost effective option. She said from a liability standpoint, the city was put on notice that there is no public access and no ability to get down there.*
- *Mayor suggested since they are looking at the most cost effective way, to tell the neighborhood two things: 1) Although there is no road maintenance involved, trees will fall and the burden would be on that community to keep the trees off of it; 2) If the city is going to negotiate with the development to have a key, it would be best to have them participate in the cost. Councilman Orleans suggested that the city have an agreement with them so they understand that it needs to be maintained by them.*
- *Councilwoman Henry requested that staff look back into the minutes when this was permitted to see what type of agreements there were on this access road. She said there is a very similar situation in another development (Northcliff) in Roswell.*

**This item was deferred. Kay Love said staff will go back and do some more research on this property and take a look at Northcliff subdivision and what other subdivisions have this same type of issue and bring this back to the November 18th committee meeting with that information and make a determination as how Council would like staff to proceed.**

6. Right-of-way acquisition of Parcel 5 for the Oak Street Streetscape Project, Phase I, in an amount not to exceed \$7,000

- *The Oak Street Streetscape Project, Phase I, has 5 parcels and is in the Right-of-Way negotiation stage. Parcel 1, 2 and 4 were approved by Mayor and City Council on October 5, 2009. Parcel 5 has now been negotiated and approved by the owner. This is the SOCA property. Parcel 3 is still in final negotiations.*

**A motion was made by Council Member Becky Wynn, seconded by Mayor Jere Wood, that the right-of-way acquisition of Parcel 5 for the Oak Street Streetscape Project, Phase I be approved for the Regular Agenda and placed on the Mayor and City Council agenda for 11/2/2009. The motion carried by the following vote:**

**In Favor:** 6 - Mayor Wood; Council Member Dippolito; Council Member Henry; Council Member Igleheart; Council Member Orleans and Council Member Wynn

7. Back Street, a private road that connects Grimes Bridge Road to Market Place

- *Back Street is a private alley way serving the business community south of Holcomb Bridge Road between Grimes Bridge Road and Market Place. The City has been contacted by one of the business owners who is interested in converting Back Street from a private to a public road. It is in very poor condition and will require total reconstruction to bring it to City of Roswell's standards.*
- *Steve Acenbrak is reluctant to use city forces on a private road because it is not part of our policy. The city would accept it as a public alley way, provided that all property owners connecting to Back Street agreed to the conversion (100% participation) and that Back Street is brought up to City of Roswell standards.*
- *Staff wrote the property owners a letter on October 14th and have not received a response yet. Mayor said the ball is in their court. Staff added that there is no public safety issue involved in this and no access issues.*
- *Staff was directed to wait to get a response from the property owners on the letter sent from Transportation regarding what needs to be done to convert Back Street from a private to a public road.*

**Staff was directed to wait to get a response from the property owners on the letter sent from Transportation regarding what needs to be done to convert Back Street from a private to a public road.**

8. Entrance to Johns Creek Environmental Campus (JCEC)

- Roswell's Transportation Department analyzed the entrance of JCEC to ensure that this facility will have safe access for all motorists including school buses. The same entrance will be used for the City Park facility, Garrard Landing. These accesses were studied for a traffic signal, but did not meet any warrants.
- RDOT made a suggestion to GDOT to add a two way left turn lane to serve and ensure safe ingress and egress for all traffic, especially for school buses to JCEC and all other traffic to Garrard Landing and Fire Station # 7. GDOT initially denied the request for this two way turn lane since they believed it was not needed at the time. RDOT called a meeting with GDOT and explained the potential safety concerns and need. GDOT finally agreed and asked Fulton County to provide an updated design showing the suggested two way left turn lane. Fulton County and RDOT are working on the details of how much extra work is needed and who should pay for it. Fulton County reports they have no funding to make the necessary improvements.
- The JCEC was built and agreed on by Roswell because a large component of this campus was an educational component. There would be several buses a day taking school children in and out to orient them into this facility. Staff said the problem is that Fulton County didn't include in and out access for the school buses.
- Mayor said he would like to see this Council support not spending the money on this, which is around \$5,500, but having this improvement made and then go to Fulton County to say that they need to pay for this improvement.
- Councilwoman Henry said that when this came forward years ago, Fulton County wanted to put in a sewer plant at one of the gateways to the City. There were negotiations with Fulton County and it was agreed to make it an environmental campus. She said the city made the best of it but now it is time for Fulton County to hold up their end of the bargain.

**A motion was made by Mayor Jere Wood, seconded by Council Member Becky Wynn, that a Resolution be drafted for the Regular Agenda and placed on the Mayor and City Council agenda for 11/2/2009. The language will include asking Fulton County to make this improvement (adding a two way left turn lane) in order to improve the access for the school buses that it was designed for and for Fulton County to pay for this improvement. The motion carried by the following vote:**

**In Favor:** 6 - Mayor Wood; Council Member Dippolito; Council Member Henry; Council Member Igleheart; Council Member Orleans and Council Member Wynn

9. SR 9 Earmark at Chattahoochee River Bridge

- Staff has been working closely with GDOT and FHWA to determine what type of project(s) could be programmed using the earmark funding at the Chattahoochee River Bridge along SR 9. Previous attempts to get the funding programmed for the overall SR 9 corridor have proved fruitless due to the FHWA requirement that the earmark be spent on the bridge itself and not any other location.
- Last week, staff was successful in gaining FHWA approval to move forward with a conceptual project developed in-house to rehabilitate the bridge to provide pedestrian and bicycle accommodations. This would address many connectivity and safety issues for multi-modal use across the Chattahoochee River.
- Staff is meeting with the Chief of the Bridge Section of GDOT to get him to help with the language for the RFP to move forward. Staff envisions a new 12-foot structure built adjacent to the existing bridge that would accommodate a 10-foot multi-use sidepath for use by pedestrians and bicycles. The new paths would tie into the existing Riverwalk trail system and existing sidewalks in Sandy Springs. Eventually an intergovernmental agreement will need to be developed with Sandy

*Springs for the southern connection.*

Staff will get information to Mayor and Council after their meeting with GDOT regarding the earmark funds at the Chattahoochee River Bridge.

10.

**Approval of a Resolution requesting the Georgia Department of Transportation substitute "Roswell" as a destination for the now existing destination "Norcross" on the northbound exit marker for Exit 7 on Georgia 400.**

*Presented by Steve Acenbrak, Director*

- *This request is for the GDOT to update the Exit Marker at Exit 7 on Georgia 400 to reflect that a major portion of the City of Roswell lies directly east of Georgia 400 and to designate the exits from Georgia 400 onto Holcomb Bridge Road east as the "Roswell" exit instead of the "Norcross" exit.*
- *Mayor said when he talked to Brandon Beach, that it would be GDOT's cost to update the sign. He added that Mr. Beach was reasonably confident that he can get it done with GDOT.*
- *Kay Love suggested taking the resolution straight to Council. There is time and if staff finds out that there is no way that GDOT will approve this, the resolution can be pulled or amended before the Council meeting.*

**A motion was made by Council Member Becky Wynn, seconded by Mayor Jere Wood, that this Resolution be approved for the Regular Agenda and placed on the Mayor and City Council agenda for 11/2/2009. Staff will be meeting with GDOT before this meeting and this issue will be discussed. The motion carried by the following vote:**

**In Favor:** 6 - Mayor Wood; Council Member Dippolito; Council Member Henry; Council Member Igleheart; Council Member Orleans and Council Member Wynn

*\*\*\*Subsequent to this meeting, it was determined that this item will not be going to the Mayor and City Council meeting on 11/2/09.\*\*\**



11. Grimes Bridge Road

- *Steve Acenbrak said the opening is planned for the beginning of December. The bridge is finished but the approach is quite muddy. He would like the ribbon cutting in advance of the bridge opening before it is open to traffic.*

12. Mansell and Old Roswell Road

- *The timetable for Old Roswell Road and Mansell Road to be cleared and finished is 6-8 months. There is still a lot of work to be done. Councilman Dipolito requested that staff look at the signal timing at that intersection also.*

13. 24 Hours in an Emergency

- *Roswell had a lot of flooding and a lot of bridges were washed away and were damaged. Staff called GDOT to come and inspect a handful of bridges that may have been impacted by the flooding. They said the depth of the channel was 4.8 feet deeper than the last time they checked it two years ago. GDOT recommended immediately closing the Riverside Bridge to traffic. They had to send a diver down there and there was a huge log jam. Staff had an on-call contractor get down there with a crane and clear the area. There was a great deal of coordination involved.*

*Meeting adjourned at 9:42 a.m.*