

### **Meeting Minutes**

### Community Development and Transportation Committee

City Administrator Kay Love 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

Wednesday, February 24, 2010	8:00 AM	Room 220

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

#### CALL TO ORDER/ROLL CALL

Present: 6 - Council Member Nancy Diamond; Council Member Rich Dippolito; Council Member Kent Igleheart; Council Member Jerry Orlans; Council Member Betty Price and Council Member Becky Wynn

Absent: 1 - Mayor Jere Wood

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; Stu Moring – Public Works Director; Bob Hulsey – 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; Police Sergeant Ken McRae; Muhammad Rauf - Senior Transportation Engineer; Steven Buckley - Senior Transportation Engineer; Jean Rearick - City Engineer ; Robert Del Ross - Senior Transportation Engineer ; Andrew Antweiler - Transportation Planner; Jennifer Erdmann - Grants Specialist; Dottie Etris - Executive Director of the RCVB; Angel Stark – Community Development Administrative Assistant; Kim Weber -Transportation Administrative Assistant; and Marlee Press – Executive Assistant to Council.

Minutes of the January 27, 2010 committee meeting were approved.

#### Addendum to the Agenda

• Kay Love requested that an addendum item be added to the agenda. It was "Discussion of real estate directional signs for agent caravans on Tuesdays." This was added at the request of Councilmember Nancy Diamond and was deferred from the January 27, 2010 committee meeting.

Committee approved adding this item to the agenda.

#### **Community Development**

1.

City Sponsorship and Rolling Road Closure for the Roswell Cycle Festival on Saturday and Sunday, April 24-25, 2010

• The organizer, Bike Roswell, requests City sponsorship for the Saturday event. The Saturday event will take place at the Big Creek Park. For the Sunday events, they requested City sponsorship and a rolling road closure from 7:00 a.m. to 7:00 p.m. for the Mayors Ride and to close Canton Street, part of Woodstock Street, Green Street, Plum Street, part of Alpharetta Street and part of Norcross Street.

• The cost for the City of Roswell for this event is \$30,000. Staff said there is a verbal commitment for a \$5,000 sponsorship. This event has been sponsored in the past.

A motion was made by Council Member Betty Price, seconded by Council Member Jerry Orlans, that City Sponsorship and a Rolling Road Closure for the Roswell Cycle Festival be approved. Committee approved \$25,000 for this event. The motion carried by the following vote:

In Favor: 6 - Council Member Diamond; Council Member Dippolito; Council Member Igleheart; Council Member Orlans; Council Member Price and Council Member Wynn

### City Sponsorship for the Roswell Day of Hope on Saturday, April 17, 2010

• The organizer, Fellowship Bible Church, requests City sponsorship for the Roswell Day of Hope on Saturday, April 17, 2010 from 10:00 a.m. to 2:00 p.m. They request permission to use the City Hall grounds for this event. The cost for the City of Roswell for this event is \$5,733.36. This event has been approved in the past.

A motion was made by Council Member Jerry Orlans, seconded by Council Member Rich Dippolito, that City Sponsorship for the Roswell Day of Hope be approved. The motion carried by the following vote:

In Favor: 6 - Council Member Diamond; Council Member Dippolito; Council Member Igleheart; Council Member Orlans; Council Member Price and Council Member Wynn

### Rolling Road Closure for the GA Rides to the Capitol on Tuesday, March 23, 2010

• GA Rides to the Capitol is sponsored by the City on Tuesday March 23, 2010 from 8:00 a.m. to 10:00 a.m. This is the annual event that has been sponsored by the City in the past. The cost for the City for this event is \$1,664.

• Police Sgt. Ken McRae said the Roswell Police escort goes the entire ride to the Capitol, however, the other police departments pick up the route in their jurisdictions. Roswell will still maintain the lead since it starts in Roswell and will maintain the lead with the Mayor and his group all the way down to the Capitol.

• It was discussed at the last committee meeting, that the cost of the event would not come out of the Special Events Budget. Staff was requested to look at other sources to fund this event.

A motion was made by Council Member Jerry Orlans, seconded by Council Member Becky Wynn, that a Rolling Road Closure for the GA Rides to the Capitol be approved. It was approved that the funds would come from another financial source and not the Special Events fund. The motion carried by the following vote:

In Favor: 6 - Council Member Diamond; Council Member Dippolito; Council Member Igleheart; Council Member Orlans; Council Member Price and Council Member Wynn

# City Sponsorship for the Chattahoochee Nature Center (CNC) 2010 Special Events

• The CNC is requesting City sponsorship of their 2010 events by asking for assistance in closing local roads along the river for the two 10K races and support of other annual events by utilizing police officers and transportation services as needed for their large festivals. As they get close to the specific event, they submit the specific application for sponsorship.

• Every year CNC submits their events in advance for the year as a placeholder for City sponsorship. Their total placeholder for this year \$7,728. All the events are listed on the Special Events Budget Balance listing. Kay Love said that since there is \$60,000 in the Special Events budget, putting all their events in as a placeholder could preclude another organization from city sponsorship if the funds are all used.

A motion was made by Council Member Jerry Orlans, seconded by Council Member Betty Price, that City Sponsorship for the Chattahoochee Nature Center (CNC) 2010 Special Events be approved. Council Member Price also requested that the Special Event Budget Balance sheet also include where each special event is in the approval process. The motion carried by the following vote:

6.

### City Sponsorship for 2010 Special Events and discussion of the Special Events Budget

• At the Community Development and Transportation committee meeting on 1/27/10 there was discussion of city sponsorship for the Chattahoochee Nature Center for their 2010 events and discussion of the Special Events budget. Staff was requested to review previous history of city sponsorship for not for profit organizations and bring back information to the 2/2/10 committee meeting regarding the compliance with the Special Events policy. It was then deferred at that committee meeting.

• Kay Love wanted to make sure there was a consensus that everyone is comfortable with the budget as it is now with them having the \$25,000 commitment for the Bike Festival and removing the GA Rides to the Capitol.

Committee approved the Special Events Budget. Council Member Price also requested that the Special Event Budget Balance sheets also include where that event is in the approval process.

# Award a bid to POND & Company for the Comprehensive Plan 2030 Update in the amount of \$148,725

• Eleven (11) bids were received and those bids were short-listed by the Evaluation Committee to four (4) firms ranging from \$148,600 to \$181,500. POND & Company was the most responsive responsible bidder in the amount of \$148,725. This is a Fixed price contract. \$150,000 is appropriated in the 2010 budget.

A motion was made by Council Member Jerry Orlans, seconded by Council Member Rich Dippolito, that awarding the bid to POND & Company for the Comp Plan 2020 Update be approved to be placed on the Mayor and City Council agenda for 3/1/2010. The motion carried by the following vote:

#### Apply for the ARC Community Choices Program

• On February 1, 2010 the ARC Community Choices program released a request for applications. The application deadline is March 5, 2010. The project must be a specific, clearly defined project with a clear role for the community choices team to assist.

• Staff requested that the application be for the Development of Design Guidelines for the Grove Way Community with assistance from the Community Choices Team. This is an opportunity to take the Grove Way Charrette to the next step. Staff believes it is a logical next step to ask for assistance to look at developing new guidelines whether that be an overlay district, form base or some type of design guidelines.

• Councilmember Orlans discussed that maybe the city should request assistance in the development of a mixed used ordinance for the city instead of just one location. Staff stated that the ARC may not accept a citywide program since the Community Choices Program is for smaller type oriented projects. Alice Wakefield said the reason they did not go that route for an overall mixed use ordinance was because the entire discussion of density will be handled through the comp plan. Out of the comp plan there will be recommendations for those types of ordinances.

A motion was made by Council Member Betty Price, seconded by Council Member Nancy Diamond, that the application for the ARC Community Choices Program be approved to be placed on the Mayor and City Council agenda for 3/1/2010. The motion carried by the following vote:

In Favor: 6 - Council Member Diamond; Council Member Dippolito; Council Member Igleheart; Council Member Orlans; Council Member Price and Council Member Wynn

#### Land Disturbance Permit Process Lean Program

On December 2, 3, and 4, 2009 the Engineering Division hosted a Lean Kaizen Event which was sponsored by an EPA grant. The facilitator analyzed the current state of the Land Disturbance Permit (LDP) Process and produced a future state with measureable goals and a 30- 60-90 day implementation plan. The outcome of the event was a reduction of the time required to process a permit through the LDP process from 120 days to 54 days. Jean Rearick said this will be a much better process that is responsive to the community and to the development community.
Many of the items of the 30-60-90 day implementation are already in progress. Some of the facilitator time still available will be used to provide training for the front desk staff to try to bring them into the process. The other half of his time will be used to review the permit application which staff is currently working on revising. They will be developing a Standard Operating Procedure for the front office staff and the receipt of the permit applications.

• There are four sections to this program: 1) Process – this will be identified and written down and created; 2) Communication - from the Design Plan Review team members and will be on the website; 3) Management training; and 4) Technology – this will include Genero and ERP.

A motion was made by Council Member Betty Price, seconded by Council Member Nancy Diamond, that staff can begin the 30-60-90 Day Implementation Plan for the Land Disturbance Permit Process Lean Program. The motion carried by the following vote:

In Favor:	6 -	Council Member Diamond; Council Member Dippolito; Council Member Igleheart; Council Member Orlans; Council Member Price and Council Member Wynn
Text	Ame	endment for the definition of companion animals
at the I staff we • Th the Zoi • Co pygmy Counci	Decer ork or ne leg ning ( ouncil goats ilmer	mmunity Development and Transportation Committee reviewed this issue mber 16, 2009 and January 27, 2010 Committee meeting and requested in the language to cross reference the current code section on this issue. The language to cross reference the current code section on this issue. The language to cross reference the current code section on this issue. The language to cross reference the current code section on this issue. The language to cross reference the current code section on this issue. The language to cross references to other sections of Ordinance. It also clarifies some of the language. The member Dippolito had concerns that there were no quantity limits on is and potbelly pigs and he couldn't support the ordinance without limits. The Wynn suggested putting in the number "3" (the same as dogs) for mimals when the text amendment is initiated.
Membe definit City Co limiting	er Ke ion o ounci g the ross r	as made by Council Member Becky Wynn, seconded by Council nt Igleheart, that the Initiation of a Text Amendment for the f companion animals be approved and placed on the Mayor and il Zoning agenda for 3/8/2010. Staff was requested to add language number of pygmy goats and potbelly pigs to three (3). They will reference on the number of dogs. The motion carried by the ote:
In Favor:	6 -	Council Member Diamond; Council Member Dippolito; Council Member Igleheart; Council Member Orlans; Council Member Price and Council Member Wynn
Reso	lutio	on opposing state legislation regarding chickens
issues • Th	belor nis Re	Imember Orlans requested this Resolution because he said that Zoning ng at the local level and should not be regulated by the state. esolution states that it is the responsibility of the local government, not the ne and regulate uses within their borders
Membe chicke 3/1/201 and Gl	er Be ns be 10. S <sup>-</sup> MA ar	as made by Council Member Jerry Orlans, seconded by Council cky Wynn, that a Resolution opposing state legislation regarding e approved and be placed on the Mayor and City Council agenda for taff was requested to send the resolution to the state legislature nd out sister cities in North Fulton County once it is approved by e motion carried by the following vote:
In Favor:	6 -	Council Member Diamond; Council Member Dippolito; Council Member Igleheart; Council Member Orlans; Council Member Price and Council Member Wynn

#### Expediting a conditional use application for a used car lot

• This was added at the request of Councilmember Price. She clarified that the word "expedited" does not mean that they are bypassing or avoiding or not doing the proper steps. It is just stating out a time frame that would allow the normal process to go through in the most rapid method possible but adhering to all processes currently in place, this assuming that each step of the way is approved.

• Brad Townsend said for a conditional use approval in which this is in reference to a used car establishment, the normal submittal deadline would be March 2nd. This does meet the criteria for asking for a conditional use. The Neighborhood meeting would be April 15th. The PC meeting would be April 18th and the normal M&CC meeting if you move to the third Monday would be June 21st. It could be expedited by combining the Neighborhood meeting and the PC meeting into one evening. That skips the month process in between the two where there usually are some conversations between neighborhoods looking at the application prior to coming to M&CC.

• Councilmember Orlans had concerns that this may not be practical to have the two meetings on the same night. Councilmember Wynn agreed and added that it doesn't give the community the opportunity to digest all the information. She was fine with less than 30 days between the 2 meetings.

• Councilmember Dippolito suggested moving the Neighborhood meeting earlier since there are 6 weeks between the submission date and the Neighborhood meeting and this is not a complicated application. Councilmember Orlans requested that the committee just give staff the guidance to try to work with this and shrink the time tables and have staff decide on the exact date.

A motion was made by Council Member Nancy Diamond, seconded by Council Member Becky Wynn, that expediting a conditional use permit for a used car lot be approved and placed on the Mayor and City Council Zoning agenda for 5/10/2010. Staff will work on a time table based on this issue being placed on the M&CC Zoning agenda on 5/10/2010. Staff will email to Council the calendar they came up with. The motion carried by the following vote:

#### Real estate directional signs for agent caravans on Tuesday

• At the Community Development and Transportation committee meeting on 1/27/10, Councilmember Diamond brought up the discussion of allowing real estate agents to put up directional signs for their Tuesday caravans. Councilmember Diamond was requested to go back to the real estate agents to find out what they are requesting and when the signs would be put up and removed.

• After her discussions, Councilmember Diamond proposed that directional signs for real estate caravans on Tuesdays be allowed to be placed out after 6 p.m. on Monday and must be picked up by 5 p.m. on Tuesdays. There would be a sunset clause so if this proves effective, consideration could be given to making it a permanent allowance.

• Councilmember Wynn supported this with a sunset clause but to have Code Enforcement watch this to make sure the agents are adhering to the rules.

• Bob Hulsey said the section of the sign ordinance for the weekend signs is limited to real estate directional signs. This would be an extension of that. To add in about directional signs for caravans on Tuesday, there would have to be a text amendment to change the ordinance.

• The discussion continued about limiting the signs to directional signs for the caravans and just trying this out to see what happens. Councilmember Price had concerns about doing this for the signs but not doing the same for the conditional use permit discussed earlier since they are both zoning issues. She said by doing this they are ignoring the current ordinance.

• Alice Wakefield said from a Code Enforcement standpoint, it would be much more of a comfort level if they follow through the process even if they expedite it and M&CC approve it on May 17th

A motion was made by Council Member Jerry Orlans, seconded by Council Member Becky Wynn, that the initiation of the Text Amendment to the Sign Ordinance for real estate directional signs for agent caravans be approved and placed on the Mayor and City Council Zoning agenda for 3/8/2010. The process will be expedited so it will go to Council for the First Reading on May 10th with the second reading on May 17th. The motion carried by the following vote:

#### **Transportation**

13.

#### A multi-way stop request by the Northcliff Subdivision HOA

• The Northcliff HOA requested that staff look at the intersections along Northcliff Trace for sight distance issues. Staff has conducted a survey of all six intersections and have noted the following:

1. Bluffview Trace - Inadequate sight distance looking both left and right;

- 2. Northcliff Trace Inadequate sight distance looking left;
- 3. Bluffwind Chase Inadequate sight distance looking both left and right; and
- 4. Stonemist Trace Inadequate sight distance looking left;

• Staff recommended that a multi-way stop be approved and installed at the intersection of Bluffview Trace and a multi-way stop at the intersection of Northcliff Trace due to the inadequate sight distance caused by the vertical and horizontal curves of the roadway. Since Bluffwind Chase is in such close proximity to Bluffview Trace, staff does not recommend a multi-way stop as vehicles approaching from the right should be traveling at an acceptable speed after stopping at the Bluffview Trace intersection. The sight distance at Stonemist Trace can be improved by trimming or removing a nearby bush.

• Steve Acenbrak said these are traffic control devices needed because of safety purposes.

A motion was made by Council Member Rich Dippolito, seconded by Council Member Nancy Diamond, that the two (2) staff recommended multi-way stop signs in the Northcliff Subdivision be approved. The motion carried by the following vote:

In Favor: 6 - Council Member Diamond; Council Member Dippolito; Council Member Igleheart; Council Member Orlans; Council Member Price and Council Member Wynn

#### Revise Article 22.2.5 - Designated Truck Routes of the Roswell Code of Ordinances

• Staff identified the need to update and clarify the existing designated truck route ordinance based on current city limits and roadway improvements. The ordinance was last updated in 2002. Since then the City has annexed new land areas and new road construction is being completed which triggers the need for the update. This is basically just housekeeping.

• This changes the exact limits and cleans up our city limits and aligns them in the ordinance with what is physically on the ground. The intent of this is to limit truck traffic to just those areas that are specifically designated truck routes within the city limits.

A motion was made by Council Member Rich Dippolito, seconded by Council Member Betty Price, that the Revision to Article 22.2.5 - Designated Routes of the Roswell Code of Ordinances be approved and be placed on the Mayor and City Council agenda for 3/1/2010. The motion carried by the following vote:

In Favor: 6 - Council Member Diamond; Council Member Dippolito; Council Member Igleheart; Council Member Orlans; Council Member Price and Council Member Wynn

# Award a contract for the concept and design for the SR140 and SR92 Advanced Transportation Management Systems (ATMS) to URS in the amount of \$174,113

• The SR 140 (Holcomb Bridge Rd) ATMS and SR 92 (Crossville Rd/Woodstock Rd) ATMS projects will include traffic management features to improve traffic flow and monitoring capabilities. Project limit for SR 140 ATMS is from SR 9 to Barnwell Rd and for SR 92 ATMS is from SR 9 to Cobb County Line. City has secured 80% Federal funds for construction; however concept, design and 20% construction match remain the City's responsibility for both projects. Estimated amounts for concept and design phase are allocated in the City's current fiscal year for both projects.

• This would be the designing of the upgraded signals, fiber interconnect and running all of that back to the Traffic Control center at our Hembree facility that the city will have soon.. The city will have remote access and ability to actually manipulate signals along SR140 and SR92 when this is all designed and constructed.

• The five on-call engineering firms were offered the opportunity to submit separate proposals for the concept and design of each project. Three of the firms decided not to submit a proposal. URS Corporation and Gresham Smith, decided to team together on both the SR 140 and the SR 92 ATMS projects and submitted one proposal with URS Corporation being the lead consultant and Gresham Smith as their sub. Currently URS and Gresham Smith are working as a team on the design of SR 9 ATMS project for the Cities of Sandy Springs, Roswell and Alpharetta.

• Per the separate proposals submitted by URS, the fee for concept and design for SR 140 ATMS is \$112,265 and for SR 92 ATMS, the fee is \$89,995. However, URS suggested that if the City combines these two projects into one project, URS can offer significant cost savings and develop the concept and design for both projects for \$174,113 (\$28,147 less than the separate costs). Staff recommended this proposal from URS.

A motion was made by Council Member Rich Dippolito, seconded by Council Member Betty Price, that awarding a contract for the concept and design for the SR140 and SR92 ATMS to URS be approved and be placed on the Mayor and City Council agenda for 3/1/2010. The motion carried by the following vote:

#### MARTA Bus Shelter Design

• Staff is proposing to install new bus shelters with a design that matches the context of Roswell's historic character at a number of MARTA bus stop locations throughout the city with a portion of the MARTA Offset Funds. Staff has researched previous efforts by the City to install non-standard MARTA bus shelters at bus stops. Based on previous information, staff identified the Palladian style bus shelter manufactured by Daytech Manufacturing Ltd.

• The city has received approval from MARTA to move forward.

• The Historic Preservation Committee has reviewed and has concurred with the bus shelter design.

• There will be no advertising associated with these shelters. Staff will discuss in detail the recommended transit enhancement projects to implement with the MARTA Offset Funds at the March 1, 2010 Work Session. The Work Session will discuss the locations of bus shelters, sidewalks, and other projects. It is planned to have these bus shelters in 17 locations in the city.

• Councilmember Wynn said her concern is the elimination of bus routes so they do not want shelters in areas that are going to be eliminated. She also requested that staff look at putting bike racks at some of the locations.

A motion was made by Council Member Kent Igleheart, seconded by Council Member Jerry Orlans, that the staff's recommended design for the bus shelters be approved. Council Member Price also requested that the design be reviewed by DRB. The motion carried by the following vote:

In Favor: 6 - Council Member Diamond; Council Member Dippolito; Council Member Igleheart; Council Member Orlans; Council Member Price and Council Member Wynn

#### Sway Branch Road Project

• Staff has refined the concept for the transportation component of the Sway Branch Road project to provide a more efficient and cost effective solution. The transportation component is part of a larger project.

• There are 3 components to the project: 1) Waterline project that is funded entirely by CDBG stimulus money; 2) Detention ponds – property was donated to the city and the design proposal has been approved by Council and staff has identified a couple of funding sources; and 3) Transportation – there are a variety of costs associated with this. Transportation staff has come up with an innovative and much cheaper doable way. There is also potential funding in place for the entire project.

• Steve Acenbrak said what staff attempted to do was look at a roadway connection. Their solution is a very low tech but very satisfactory solution to this situation where they will now have a connection between Market and Warsaw so that the Sway Branch connection will be in place. They decided to keep the drive and realign the intersection so everything else stays the same as it is now. Clyde Striklin has been working on the right of way needed.

A motion was made by Council Member Rich Dippolito, seconded by Council Member Jerry Orlans, that the concept design for the transportation component of the Swaybranch Road project can proceed. The motion carried by the following vote:

In Favor: 6 - Council Member Diamond; Council Member Dippolito; Council Member Igleheart; Council Member Orlans; Council Member Price and Council Member Wynn

#### Bike Festival Planning Update

• Staff updated the Committee on the actions taken to date regarding the 2010 Roswell Bike Festival, scheduled for April 25, 2010. The intent is to broaden the appeal of the event.

• There has been a commitment for \$5,000 to offset the city's fund.

• Bike Roswell is involved and CVB is involved. Eric Broadwell from Bike Roswell has agreed to be the Event Director and they are working on increasing sponsorships for the event. Dottie Etris from CVB has been working very hard with the business community and has been working on the advertising for the event.

• Kuwanis is doing the Bike Rodeo. Bike Roswell is doing the Mayor's Ride. There is also the Big Creek event to appeal to the off road community on Saturday. The intent is to really try to draw people in for a weekend of cycling in the city.

• Eric Broadwell said right now they don't have any one person or group responsible to take over the event and reduce the cost for the city that much. He intends for next year to have a non-profit organization put in place and take those profits and grant the money back to the city to be used for bicycle infrastructure signs or whatever they can do. With that one entity having an interest in Roswell, he thinks they can grow it to be an even bigger event and probably offset a lot of the costs.

• Kay Love added that staff's directive from Council was to move it off of a complete city event and expand the scope so other people and groups are involved and that is what it was it now happening.

• Councilmember Orlans said they do need one source to coordinate all of this. They need to put the revenue under one tent. If they are going to make the transition, the city needs to get out of this as best we can and get this event standing on their own.

#### **Administration**

19.

#### Resolution to submit FY2011 Federal Appropriation Requests

• The City recently received the FY2011 Federal Appropriation forms from Senator Chambliss' office. A separate form must be completed for each project that falls into one of the following categories:

Commerce, Justice, Science & Related Agencies; Energy & Water Development; Financial Services & General Government; Homeland Security; Interior, Environment & Related Agencies; Labor, Health and Human Services, Education & Related Agencies; Legislative Branch; State, Foreign Operations & Related Programs & Transportation, Housing and Urban Development & Related Agencies.

• Staff is proposing to submit nine (9) total projects in seven (7) categories totaling approximately \$6.3M. The deadline to submit projects is March 1, 2010.

• Each project stands alone by category. The projects do not compete outside of the category but the projects do compete for funds within each category.

A motion was made by Council Member Jerry Orlans, seconded by Council Member Rich Dippolito, that a Resolution to submit nine (9) projects for the FY2011 Federal Appropriation Requests be approved and be placed on the Mayor and City Council agenda for 3/1/2010. The motion carried by the following vote:

Meeting adjourned at 10:03 a.m.