



# City of Roswell

38 Hill Street  
Roswell, Georgia 30075

## Meeting Minutes Mayor and City Council

*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*

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Wednesday, September 12, 2012

7:00 PM

City Hall

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### WELCOME

**Present:** 6 - Mayor Jere Wood, Council Member Nancy Diamond, Council Member Rich Dippolito, Council Member Jerry Orlans, Council Member Betty Price, and Council Member Becky Wynn

**Absent:** 1 - Council Member Kent Igleheart

*Staff Present: City Administrator Kay Love; Deputy City Administrator Michael Fischer; Police Chief Dwayne Orrick; Fire Chief Ricky Spencer; Community Development Director Alice Wakefield; Planning and Zoning Director Brad Townsend; Code Enforcement Officer Steve Johnson; Building Inspector Erick Glick; Code Enforcement Administrative Assistant Vicki Barclay; Environmental/Public Works Deputy Director Mark Wolff; Finance Director Keith Lee; Recreation and Parks and Historic and Cultural Affairs Director Joe Glover; Transportation Director Steve Acenbrak; Transportation Deputy Director David Low; Transportation Planner Andrew Antweiler; Community Relations Coordinator Kimberly Johnson; Community Relations Digital Media Designer Joel Vazquez; City Clerk Marlee Press.*

*City Attorney David Davidson absent, excused. Assistant City Attorney Bob Hulsey, absent, excused.*

### **Pledge of Allegiance - National Society of the Daughters of the American Revolution**

**Martha Stewart Bulloch Chapter**

**Atlanta Chapter of the Daughters of the American Revolution**

**Reading of the Preamble to the Constitution and The American's Creed**

**CONSENT AGENDA**

1. **Approval of August 13, 2012 Mayor and Council Meeting minutes (detailed minutes to replace Council Brief adopted on August 27, 2012); Approval of August 27, 2012 Mayor and Council Brief.**  
*Administration*  
Approved
2. **Approval for Mayor and/or City Administrator to sign a contract with WFN Consulting of Marietta for Analysis of Impediments to Fair Housing Choice Plan (AI) services in the amount of \$22,950.**  
*Administration*  
Approved
3. **Approval to sign a Project Framework Agreement (PFA) with the Georgia Department of Transportation (GDOT) for Big Creek Parkway and approval of BA35042200-09-12-12 to transfer funds in the amount of \$52,500 to the Big Creek Parkway Project Account.**  
*Transportation*  
Approved

**Approval of the Consent Agenda**

*\*\*Consent Agenda and Mayor's Report items were called out of agenda order.*

A motion was made by Council Member Orlans, seconded by Council Member Wynn, to Approve the Consent Agenda. The motion carried by the following vote:

In Favor: 5

## REGULAR AGENDA

### Mayor's Report

#### 1. **Reading of a Proclamation for Constitution Week.**

*Mayor Wood conducted the reading of the proclamation recognizing that September 17, 2012 marks the 225th anniversary of the signing of the Constitution. Mayor Wood proclaimed the week of September 17 through September 23, 2012 as Constitution Week in the City of Roswell.*

*A representative of the Martha Stewart Bulloch Chapter and the Atlanta Chapter of the Daughters of the American Revolution (DAR) expressed their appreciation to Mayor and Council for the proclamation. She noted that members of the DAR all across the country will present literature and teach classes in schools in honor of this 225th anniversary of the signing of the United States Constitution. She thanked Mayor and Council for their generosity, support, and enthusiasm. Mayor Wood expressed his appreciation for their efforts to remind citizens of this important anniversary of the Constitution.*

#### 2. **Presentation of USA Track and Field - Georgia 2012 Green Space Award to City of Roswell.**

*Mayor Wood introduced this item. Councilmember Price said it was her honor to present to the City of Roswell the 2012 Greenspace Award from the USA Track and Field Georgia Association. The USA Track and Field Association which has 14,000 national members and 5,000 members in Georgia, selected the City of Roswell to be the sole recipient in Georgia this year due to our "Dedication to providing a vast greenspace city for youth and master runners, bikers, race walkers, and all outdoor and sporting enthusiasts for the state of Georgia." Councilmember Price noted that the City did not apply for this award, but the chairman of the event relayed that the Hall of Fame Committee was aware of the City's reputation and was grateful for the greenspace initiatives that Roswell has embraced and wanted to recognize and encourage these efforts. Councilmember Price said she accepted the award on behalf of the Mayor and Council, all the visionaries who have come before us, those who have provided, acquired, shaped, and maintained these properties. She gave special recognition to Recreation and Parks Director Joe Glover and his entire staff. She said the award was presented at a ceremony held in Atlanta on August 25, 2012. The USA Track and Field Association Georgia asked that she deliver the message of "Well done to the City of Roswell and to work to recruit, encourage, and develop future track and field stars and to continue to make efforts that will inspire future Olympians." She noted that the association was very concerned that this has not been a priority in this country or state in recent years. She expressed her appreciation to be able to attend this event on behalf of the City, those who made it possible, and those who also share in this award. Mayor Wood invited Joe Glover to come forward to accept the award. The Mayor stated the Recreation and Parks Department deserves credit for this award more than anyone else.*

#### 3. **Introduction of the SAFEbuilt team that will be providing Building Code Administration and Code Enforcement Services for the City of Roswell.**

*Mayor Wood introduced this item. City Administrator Kay Love stated this was an*

initiative to outsource the City's Code Enforcement and Building Administration services. A team has been established which includes some City of Roswell employees that were previously providing those services along with new team members. A reception at City Hall was held this evening at 6:00 p.m. to introduce the new team; and Neighborhood Improvement team meetings have been held. Ms. Love invited Community Development Department Director Alice Wakefield to the podium. Ms. Wakefield stated that when her department first endeavored with the outsourcing of code enforcement and building services, there was definitely a concern about staffing because the City had very good staff. She is very pleased with the mixture of previous City staff mixed with new members who have new experiences and new attitudes.

Ms. Wakefield introduced the Safebuilt staff now at the City:

Program Director and Chief Building Official, Ringo McCollum. Ms. Wakefield stated that Mr. McCollum is a Master Code Professional, a Level 5 Building Official, and a certified zoning enforcement officer. He has a professional combination not usually found, and many other certifications.

Building Inspector, Erick Glick. Ms. Wakefield explained that Mr. Glick is a certified Building Inspector, Mechanical Inspector, Electrical Inspector, and Plumbing Inspector and has been with the City of Roswell since 2004. Mr. Glick is now a Safebuilt employee working with the City.

Electrical Inspector, Mike Davis. Ms. Wakefield stated Mr. Davis is a certified Electrical Inspector. She has known Mr. Davis from her days with the City of Milton, when he also worked there as the electrical inspector.

Code Enforcement Supervisor, Angela Shumate. Ms. Wakefield explained that Ms. Shumate is a certified Property Maintenance and Housing Inspector, Master Certified Code Inspector, and a Master Certified Code Enforcement Officer.

Code Enforcement Officer, Steve Johnson. Ms. Wakefield noted that Mr. Johnson has been a Code Enforcement Officer with the City of Roswell since 2006. Mr. Johnson is now a Safebuilt employee working with the City. Mr. Johnson is a Master Certified Code Enforcement Officer.

Code Enforcement Officer, Mike Tooley. Ms. Wakefield explained that Mr. Tooley is a Master Certified Level II Code Enforcement Officer and Certified Peace Officer. He began his Public Safety career as a police officer in 1987.

Permit Technician, Felicia Johnson. Ms. Wakefield explained that Ms. Johnson has been in the business as a permit runner for over ten years and understands the other side of getting a permit through the process. Ms. Johnson recently joined the Safebuilt team after operating her own business.

Administrative Assistant, Vicki Barclay. Ms. Wakefield explained that Ms. Barclay had been a City of Roswell Code Enforcement employee for thirty years. She now will be working the front counter with Permit Technician Felicia Johnson and will help ensure a smooth transition with the Safebuilt team.

Ms. Wakefield briefly introduced Safebuilt District Manager John Walker.

Mayor Wood welcomed the entire Safebuilt team, those who were previous City employees, and those who recently came to the City with Safebuilt. The Mayor stated the City has much confidence in this new team providing Building Code Administration and Code Enforcement Services.

**4. Approval of a Board of Zoning Appeals appointment - Angela Hitch.**

*Mayor Wood nominated Angela Hitch to serve on the Board of Zoning Appeals.*

**A motion was made by Council Member Wynn, seconded by Council Member Orlans, that this appointment to the BZA be approved. The motion carried by the following vote:**

**In Favor: 5**

**Community Development - Councilmember Nancy Diamond**

**5. Approval of the Initiation of a text amendment to amend the sign ordinance regarding the "Find it all Roswell" campaign and the use of temporary signs.**

*Presented by Bradford D. Townsend, Planning and Zoning Director*

*Councilmember Diamond introduced this item. Planning and Zoning Director Brad Townsend stated the initiation of this proposed text amendment is to change the date for allowing temporary banners for an additional forty (40) days as part of the "Find it all Roswell" program, to extend it to 2014. Staff recommends approval of the initiation.*

*Mayor Wood asked if this text amendment is to allow the temporary banners for an additional period of time. Mr. Townsend stated that was correct; allowing the banners for an additional forty days; to be extended for an additional two years.*

**A motion was made by Council Member Diamond, seconded by Council Member Orlans, that the initiation of the Text Amendment be approved. This will change the year from 2012 to 2014 to allow for a two year time frame for the "Find it all Roswell" campaign. It will go to Planning Commission on 10/16/2012 and will be placed on the Mayor and City Council agenda for First Reading on 11/14/2012. The motion carried by the following vote:**

**In Favor: 5**

Enactment No: ORD 2011-12-16

**6. Approval of a Resolution to Adopt the Short Term Work Program (STWP) and Capital Improvement Element (CIE) covering the five year period 2012-2017.**

*Presented by Bradford D. Townsend, Planning and Zoning Director*

*Councilmember Diamond introduced this item. Planning and Zoning Director Brad Townsend stated this proposed resolution for adoption is for the approval of the annual Short Term Work Program and Capital Improvement Element covering 2012 to 2017. This document has been transmitted to the Georgia Department of Community Affairs as well as the Atlanta Regional Commission; both have found it in compliance. Staff recommends approval of the resolution.*

Mayor Wood requested a brief summary of what the program does. Mr. Townsend explained that for the City of Roswell to collect impact fees, the City is required by state statute to become a Qualified Local Government. To maintain that Qualified Local Government status, the City must annually update in five year increments, how the City would have improvements with Recreation and Parks, Public Safety, and Transportation, as well as other capital improvements. The short term work program subsequently goes for annual approval. This is the City's annual update to maintain its Qualified Local Government status. Mr. Townsend confirmed for Mayor Wood that the plan is available to the public and can be viewed on the City's website under Community Development Comprehensive Plan Annual Update.

**A motion was made by Council Member Diamond, seconded by Council Member Price, that this Resolution to adopt the STWP and CIE be approved. The motion carried by the following vote:**

**In Favor: 5**

Enactment No: R2012-09-43

**7. Approval of an Amendment to Chapter 18.2.1, Obstruction of Street or Right-of-Way of the City of Roswell Code of Ordinances. (First Reading)**  
*Presented by Alice Wakefield, Director of Community Development*

Councilmember Diamond introduced this item. Community Development Director Alice Wakefield explained there was a slight disconnect discovered between the practice in the Transportation department and what the provision of the ordinance states. This amendment would clarify that in Chapter 18.2.1, Obstruction of Street or Right-of-Way, that there cannot be an obstruction in the street unless it is temporary in nature, such as roll off dumpsters, and is permitted as required in Section 18.1.2. Ms. Wakefield stated this ordinance will clarify that if someone is doing construction work and needs a dumpster, it would be possible to receive permission through the Transportation department through Transportation's encroachment permitting process. Ms. Wakefield noted that this would be the first reading of the text amendment.

Mayor Wood asked City Administrator Kay Love to read the ordinance in the absence of both City attorneys.

Ms. Love conducted the first reading of an ORDINANCE OF THE CITY OF ROSWELL, GEORGIA TO AMEND SECTION 18.2.1 OF CHAPTER 18 –STREETS, SIDEWALKS AND PUBLIC PLACES stating: Chapter 18, Streets, Sidewalks and Public Places is amended by amending Section 18.2.1, Obstruction of Street Right-of-Way to read as follows:

Section 18.2.1 - Obstruction of Street or Right-of-Way.

(a) No person shall place or cause to place in any street and/or sidewalk: debris, rubbish, irrigation water, boxes, displays, signs, poles, goods, merchandise or any other object so as to impede and/or endanger traffic on streets and/or sidewalks unless temporary in nature and permitted as required in Section 18.1.2.

**Motion:** Councilmember Diamond moved for Approval of an Amendment to Chapter 18.2.1, Obstruction of Street or Right-of-Way of the City of Roswell Code of Ordinances. (First Reading). Councilmember Dippolito seconded.

*Council comments:*

*Councilmember Price stated there was recent discussion regarding irrigation in right-of-ways. She noticed that it was mentioned in Section 18.1.2 but that is not part of what is really being changed. Ms. Wakefield confirmed that Councilmember Price was correct. Councilmember Price replied, "I know we had a solution but I wondered if it would be fitting to attach it here."*

*Mayor Wood replied there recently was a question regarding how someone would water grass in the beauty strip between the sidewalk and the street because the water department did not want the spray being sprayed on the sidewalk. The Mayor noted that Transportation suggested drip irrigation would be an appropriate way to do that. The Mayor said the City administratively would allow drip irrigation in the right-of-way.*

*Councilmember Wynn noted that at Committee there was discussion regarding a time limit. In addition, there was discussion regarding reflecting materials on the dumpster so that it can be better seen at night. Ms. Wakefield explained that when someone comes in for a permit, they will go to the Transportation department. There will be a time limitation. If the dumpster will be in the street overnight, reflectors would be required; reflectors on the dumpster would not be the norm. Ms. Wakefield confirmed that it would be handled through the Transportation department.*

*Public comments invited. No comments were made.*

**A motion was made by Council Member Diamond, seconded by Council Member Dippolito, that this Ordinance regarding Obstruction of Street Right-of-Way be approved on First Reading with the requested change by Council Member Price and be placed on the Mayor and City Council agenda for 9/24/2012. The motion carried by the following vote:**

**In Favor: 5**

Enactment No: ORD 2012-09-14

**8. Approval of a Resolution to Submit the 5-Year Atlanta Street/Town Square LCI Update to the Atlanta Regional Commission (ARC).**

*Presented by Alice Wakefield, Director of Community Development*

*Councilmember Diamond introduced this item. Community Development Director Alice Wakefield explained this resolution is to adopt the 5-year action plan update to the Atlanta Street/Town Center Corridor Livable Center Initiative. The update is due to the Atlanta Regional Commission by September 30, 2012. The Livable Center Initiative requires that periodic updates be conducted and submitted. The plan identifies those completed tasks and the timeframe for tasks remaining.*

*Mayor Wood asked if this update submittal would include the Duany proposal. Ms. Wakefield stated that it separate but a part of it. The update references the historic gateway; the Oak Street improvements; the Roswell Town Square improvements; the bus shelters; the Barrington Hall staircases; Groveway; and any other improvements which have taken place in that LCI boundaries. Mayor Wood replied this does not talk about future plans but refers to what has been accomplished. Ms. Wakefield stated yes.*

**A motion was made by Council Member Diamond, seconded by Council Member Price, that this Resolution for the 5-year plan update to the Atlanta Street/Twon Square Corridor LCI be approved. The motion carried by the**

following vote:

In Favor: 5

Enactment No: R2012-09-44

**9. Approval of a Resolution to Submit a Georgia Initiative for Community Housing (GICH) Application.**

*Presented by Alice Wakefield, Director of Community Development*

*Councilmember Diamond introduced this item. Community Development Director Alice Wakefield stated this is the Georgia Initiative for Community Housing program, a collaborative program of the University of Georgia, the Georgia Department of Community Affairs, and the Georgia Municipal Association. This is a three year program that is spent on identifying needs and team building. Ms. Wakefield said, "The first two years relate to implementation plans and activity. If Roswell is selected to participate, it will be the largest city to participate in the program and will be the only one in the Metro-Atlanta region." The cost to the City is approximately \$1,000 per year for the two facilitated retreats. This is in collaboration with the Roswell Housing Authority; it is a joint application. The application deadline was September 7, 2012. Ms. Wakefield clarified that the application was sent with the understanding that the resolution would follow.*

*Mayor Wood asked about the nature of the retreats, who would attend, and where they will be held. He noted that he was supportive. Ms. Wakefield stated, the program has very specific guidelines as to the participants. She said they would propose having an elected official; Councilmember Nancy Diamond who is the liaison to Community Development department. Staff would include Stefanie Dye and Charles Alford; a real estate representative; a builder; a developer; Planning Commission member; non-profit representative; Habitat for Humanity representative; Public Housing Authority member; ARC representative; Chamber of Commerce representative; Roswell Business Alliance member; Downtown Development Authority member; residents; and a faith based organization representative.*

*Mayor Wood asked what is expected to be accomplished at this retreat. Ms. Wakefield said she hoped what would be accomplished "Is a way to look at and to analyze and to prepare for housing and for a variety of housing. One of the most important things that it will do, is it will put the City along with the Housing Authority in a better position when the City goes after funds like the low income tax credit that is currently pending before the Department of Community Affairs. It is more of a technical assistance; it is more of a collaboration, a think tank type of situation." Mayor Wood asked if this would be to create a vision for alternate housing in Roswell. Ms. Wakefield replied yes. Mayor Wood said that would be good.*

**A motion was made by Council Member Diamond, seconded by Council Member Orlans, that this Resolution to submit a GICH application be approved. The motion carried by the following vote:**

In Favor: 5

Enactment No: R2012-09-45

**10. Approval of a Resolution Establishing an Economic Development Incentive Policy.**

*Presented by Alice Wakefield, Director of Community*



## Development

Councilmember Diamond introduced this item. Community Development Director Alice Wakefield stated this item was brought before Mayor and Council not just on the behalf of the City and City staff, but also on the behalf of the Roswell Business Alliance. It is also one step to start the implementation of the Strategic Economic Development Plan. She explained that when staff looked at incentives to promote economic development, including the Opportunity Zone, and the Freeport Exemption, which are state programs, they realized that it is important for the City to offer incentives. She said staff reviewed what other cities are doing, Sandy Springs, Alpharetta, and also Cobb County. Through that review, staff developed the Economic Development Incentive Policy.

Ms. Wakefield stated the incentives included, as follows:

1. **Waiver or Reduction of Permit Fees.** The City may waive or reduce all building permit fees associated with the business location/expansion including all building fees associated with new construction, plan review and tenant finishes.
2. **Waiver of Impact Fees.** Businesses locating to the City that meet the criteria defined in this policy may be exempt from impact fees assessed pursuant to Chapter 24, Section 24.3.11 of the Roswell Zoning Ordinance (Development Impact Fees).
3. **Waiver of Business Registration Fee.** The City may waive applicable business license fee assessed pursuant to Chapter 10, Occupation Taxes of the Roswell code of Ordinances up to the sum of \$7,130 each year for a period up to three years.
4. **Expedited Permitting Process:** The City may expedite the permitting process required for business location or expansion.

Ms. Wakefield stated criteria was set high but could be amended. Ms. Wakefield said in order to be eligible for incentives of any kind a business must meet the following criteria:

1. Achieves City goals, described in the Strategic Economic Development Plan and 2030 Comprehensive Plan, as may be established and revised by the Mayor and City Council from time to time; and
2. Results in the location, expansion or retention of a business within the City; Creates at least fifty (50) or more new full-time equivalent jobs with an annual salary of 110% of the "Median Earnings for Workers." For example, if the median earning for a worker is \$41, 299, then the average wage for the created jobs would be \$45,428; or
3. Provides new capital investment equal to or in excess of \$15 million for a business location or expansion in the City. Capital investment must be new construction, an addition to an existing facility, or capital improvements. For purpose of this policy, "capital improvements" means property improvements that will enhance property values or will increase the useful life of the property.

Ms. Wakefield stated the City is receiving much inquiry. She said quite often the question asked is "What is the City going to offer?" She said the policy has been structured so that it is not automatic. Proposals will be analyzed by an Economic Development Incentives staff comprised of the City Administrator, the Finance Director, a Roswell Business Alliance representative, and the Community Development Director. Their findings will be presented to Mayor and Council. The decisions regarding incentives will ultimately be made by the Mayor and Council and it will be their sole discretion if those incentives will be granted all or in part. Ms. Wakefield stated a written agreement will be required. She noted that at Committee there was a concern regarding assurance that the business would comply with the terms of the agreement. She noted there will also be a timetable and a list of the kinds of improvements or development; the project would include a timetable for compliance with the criteria; the duration of the agreement; and a provision to recapture the value of the City incentives if the business fails to meet expectations. Mayor Wood referring to the list of incentives and the reduction or waiver of impact

fees or business registration fees, asked if there is any objective standards other than the major criteria as to how much it might be reduced or the level of these waivers. He asked if this would waive all or part of the impact fees, and if this is a sliding scale. Ms. Wakefield replied no, it is on a case by case basis which would be based on the recommendation of the committee and up to Mayor and Council. She said the committee may advise that Mayor and Council waive all the permit fees but Mayor and Council could decide to waive only a portion of it. City Administrator Kay Love said, "One of the pieces of analysis that the committee will conduct will be the revenue impact. Looking at the taxes that that parcel provides to the City; looking at the types of jobs and the revenue impact it has on the economy. We have some metrics to use with that. There will be an analysis to see what those offsets will or will not be and a recommendation would be based upon that. There is not a standard scale because each case could be different. If we, the committee, were not recommending a complete waiver then there would be the justification of a partial waiver, or obviously no waiver." Mayor Wood asked if staff anticipates establishing a scale or some criteria rather than just being a case by case basis. Ms. Love stated that if Mayor and Council gave that directive, it would be established. Mayor Wood said he would encourage staff to do so. He said that business wants predictability. If Steve Stroud of the Roswell Business Alliance is pitching this program, he will have an idea of what businesses might qualify for rather than just stating a possibility. The Mayor said he understood that as an initial effort the City may not currently have that criteria in scale at this time but he encouraged staff to develop one even if it is not binding. It will establish criteria in some way to look at this rather than only a case by case basis with no predictability.

Mayor Wood asked to look at the threshold numbers. He encouraged Council to consider lowering the threshold because it is a sliding scale and very flexible. Councilmember Dippolito noted that the numbers referenced included a typo; item #3 should be \$15 million. Ms. Wakefield agreed. Mayor Wood stated that was substantial. He encouraged staff to develop the sliding scale. He said for instance, if a business brought in twenty-five jobs and one million dollars he would be willing to expedite processing and waive some small fees, perhaps not the impact fees. Mayor Wood said staff should try to broaden this because even small incentives show that the City is encouraging the program. He requested that analysis be done to see if the threshold could be lowered even more. He noted that the City's major market is the businesses with five, ten, and fifteen employees. The Mayor said he did not want to create a large threshold that works once a year. He would like something that everyone who comes to town receives a little something. Mayor Wood asked that Councilmembers Diamond and Dippolito who supported this to consider how this could be expanded, recognizing that the City does not want to give up a lot of revenue but even small incentives show a willingness to work with people.

Councilmember Dippolito stated he agreed with the Mayor's comments. He noted there was discussion at Committee regarding going back after approval of this item to start looking at a small business incentive. He noted that at Committee there was also discussion about having items #2, and #3 on the criteria list be an "or" rather than an "and." This was for example, so that if someone came to redevelop a shopping center for \$15 million, they would not necessarily have employees, but would still be investing \$15 million and would want to be included. Councilmember Dippolito said it looked like this policy was not written that way. He asked if the intent is to have it "either/or." Ms. Wakefield replied that it was changed on page 1, to "or." Councilmember Dippolito stated he saw the change.

Councilmember Price referring to incentive #4 regarding expediting the permitting process, stated she thought that was not to imply that everyone else gets a slow permitting process. She asked what would be different. Ms. Wakefield stated that

what they are talking about is bringing the different divisions in to complete all the processing in sped up "shotgun" fashion. Councilmember Price asked if it stresses the department to do that. She asked what the difference in the permitting process is if a business brings in ten employees or 30 employees. Ms. Wakefield stated there is no difference in the permitting process. She said, "The only difference is, and it is your choice, even if you don't take advantage of this and you want to meet with all of us at one time, we are available to meet with you. The normal procedure is that you meet with Jackie Deibel and Brad Townsend, go through the zoning process, and move on to either the building permit process or the land disturbance process. If you want to meet with all of us at one time to submit your plans, and we review them concurrently, we are always open to that." Mayor Wood stated the City moves quickly on every project but those projects which are super projects, the City moves super quickly. Councilmember Price asked if this could be called a new policy compared to our old policy. Mayor Wood replied that this is a written policy compared to before we had an unwritten policy; not only does the City act business friendly, this lets business know that as a matter of written policy, the City is business friendly.

Councilmember Diamond stated this is not just a first step to a number of things, but since the City has pared down its staff, given the economic time, if a portion of what has been heard and comes true, the City does not want to put itself in with too many incentives and then get too behind in staffing. She said the City should tread carefully. Mayor Wood stated if Steve Stroud brings in business, the City would gear up the Safebuilt staff.

**A motion was made by Council Member Diamond, seconded by Council Member Orlans, that this Resolution establishing the Policy be approved. The motion carried by the following vote:**

**In Favor: 5**

Enactment No: R2012-09-46

### **Transportation Department - Councilmember Betty Price**

- 11. Approval for the Mayor/and or City Administrator to sign a contract with Johnson Landscapes Inc. for the MARTA Pedestrian-Sidewalk Construction Projects in the amount of \$435,981.99.**

*Presented by Steve Acenbrak, Director of Transportation*

*Councilmember Price introduced this item. Steve Acenbrak, Director of Transportation stated an invitation to bid was submitted for this project. Five bids were received. Johnson Landscapes, Inc. was the lowest responsive responsible bidder. The project consists of sidewalk construction at four locations to continue and ultimately end the successful program with MARTA offset funds. This will be an additional 3,570 linear feet of pedestrian improvements (two-thirds of one mile). It will add to the City's inventory of 2.5 miles of sidewalk built in fourteen locations. Mr. Acenbrak referring to a map of the City of Roswell pointed out the four sidewalk locations: Hembree Road (multi-use path), Norcross Street, Canton Street connecting to City Hall, and Pine Grove Road. Mayor Wood inquired about the Canton Street connection. Mr. Acenbrak referred to the Canton Street connection area, pointing out City Hall, State Route 9, and Canton Street. He indicated on the map where there will be a brick paver connection to an east lot, cross walk improvements, and sidewalk improvements on the south side of Canton Street. He*

*noted that currently pedestrian movement is circuitous around a wall with a large signal cabinet in the way. Mr. Acenbrak noted that Councilmember Dippolito had pointed out early on, is that it is very difficult for pedestrians who are not familiar with the area to figure out how to get over to Canton Street if they have parked at City Hall. This Canton Street connection will make that easier.*

*Mayor Wood asked if there is lighting. Mr. Acenbrak stated the Transportation design does not include lighting but it is his understanding that the Recreation and Parks department is handling that lighting. Mayor Wood inquired about signage to direct pedestrians from Canton Street to parking. Mr. Acenbrak replied that signage could be done. He said it could be supplemented for Alive After Five and other events. Mayor Wood stated signage for pedestrians at the triangle will help them know where parking is located. Mr. Acenbrak stated Transportation would make it easy and simple.*

*Councilmember Price referring to the financial impact information included in the Council packet, asked if when the \$244,000 comes out of the MARTA funds will it deplete that funding. Mr. Acenbrak stated that is correct. She asked if the remainder will come from the Sidewalk Connectivity Program Account which would not be depleted. Mr. Acenbrak stated that is correct. Councilmember Price stated last year Council passed the allocation of money for lighting of that connection, in the amount of \$30,000. Mr. Acenbrak replied the amount was \$40,000.*

*Council comments:*

*Councilmember Dippolito expressed his appreciation to Keith Long, the landscape architect who is responsible for the original Canton Street connection concept. He said Mr. Long is a member of the Blue Ribbon Committee, volunteered his time, and was instrumental in putting together the design for the sidewalks from Canton Street to City Hall. Mr. Acenbrak agreed. Mayor Wood expressed his appreciation to Mr. Long and noted that Mr. Long should be included in the ribbon cutting.*

**A motion was made by Council Member Price, seconded by Council Member Dippolito, that this contract for the MARTA Pedestrian Sidewalk construction projects be approved. The project consists of constructing sidewalks at four locations: Hembree Road (multi-use path), Pine Grove Road, Norcross Street, and reconstructing two existing crosswalks at the intersection of SR 9 (Alpharetta Street) at Magnolia Street and constructing a new sidewalk on the City Hall property. The motion carried by the following vote:**

**In Favor: 5**

**12. Approval for the Mayor and/or City Administrator to sign the annual Road Striping contract to Peek Pavement Markings, LLC.**

***Presented by Steve Acenbrak, Director of Transportation***

*Councilmember Price introduced this item. Steve Acenbrak, Director of Transportation stated road striping is an annual and important part of Transportation maintenance operations; it provides positive guidance to motorists, bicyclists, and pedestrians. Mr. Acenbrak, referring to the previous agenda item, noted that on all four of the sidewalk projects, there are crosswalk improvements. In order to do that, the pavement must be effectively marked. This is done by both paint and thermoplastic. It is a rigorous process that requires correct dimensions, sight distances, and ensuring that pavement is in good shape. Mr. Acenbrak stated this procedure is the "icing on the cake" after road construction, drainage, and paving is completed. He explained that there is some capability within the RDOT sign shop to*

do a limited amount of "refreshing" places, but when it comes to long-line striping, the City requires a contractor that has the trucks, equipment, and the expertise. Mr. Acenbrak stated this contract would supplement City staff to complete the professional striping such as that seen at Hwy 9 and SR 120, or the longer striping along the longer roadways after the City's repaving program. Mr. Acenbrak noted that the City has previously used Peek Pavement Markings, LLC; they are a state-wide contractor.

Mayor Wood asked for a cost estimate. Mr. Acenbrak stated costs vary year to year, but normally it is between \$50,000 and \$80,000 per year; various funds within the budget are used to fund that. He explained that this will be an on-call service with task orders issued for service such as crosswalks and arrows. Mr. Acenbrak confirmed for Mayor Wood that the City would not be entering into a fixed contract.

**A motion was made by Council Member Price, seconded by Council Member Wynn, that this contract for annual road striping be approved. The motion carried by the following vote:**

In Favor: 5

**13. Approval of a Resolution to abandon a portion of Elizabeth Lane.**

*Presented by Steve Acenbrak, Director of Transportation*

Councilmember Price introduced this item. Steve Acenbrak, Director of Transportation referring to a graphic, stated Elizabeth Lane is a small dead-end road. Mayor Wood asked for clarification of the location on the map; he thought Elizabeth Lane was a driveway. Mr. Acenbrak said it looks like a driveway; it currently serves two houses. Mayor Wood asked when the City last maintained that road. Mr. Acenbrak stated that it has been quite a while. He stated that Kathryn Logan, who resides on the street above Elizabeth Lane, is seeking access to the area behind it, and is looking to build a shop with a septic tank. He explained that Fulton County requires a full acre for a septic tank. The RDOT reviewed the possibility of connectivity and future uses of this road. Mr. Acenbrak stated there is really no future connectivity access for Elizabeth Lane and there are no plans for this property; abandoning it will reduce the street maintenance cost and liability. Adjacent property owners do not object to this abandonment. Mr. Acenbrak stated the Logans have submitted a survey and abandonment documents for Mayor and Council consideration. Mayor Wood asked if the rear portion or the entire portion is requested for abandonment. Mr. Acenbrak clarified that it is actually the eastern portion; basically the end of Elizabeth Lane, which will allow the Logans access to the south. Mayor Wood asked if the portion adjacent to the front lot will still remain a public street. Mr. Acenbrak stated that is correct. Mayor Wood suggested encouraging abandonment of that portion as well. Mr. Acenbrak stated staff could try but it could take a while. Mayor Wood stated he understood but having a street that only serves two houses is not cost effective.

*Council comments:*

Councilmember Orlans asked for clarification of the shop location. Mr. Acenbrak pointed out the area on the map. Councilmember Orlans referred to the map and asked what is to the right of that area. Planning and Zoning Director Brad Townsend pointed out on the map the location of the property owner requesting the abandonment and also noted the lots which would still have right-of-way. Mayor Wood asked if this is for retail shop. Mr. Acenbrak replied no; it is a work shop and would not be open to the public. Mr. Townsend stated it would be a residential structure. Councilmember Orlans said that it made more sense since it is at the end of Elizabeth Lane; the street will stop at the lot line and serve the two houses in front.

Mr. Acenbrak stated that is correct.

Councilmember Price asked, "I want to make sure that the homeowner involved is taking both abandonments from that and the adjacent; and that they are aware that this would increase their taxable evaluation." Mr. Acenbrak replied, "Right. The one that wants it has acknowledged it; the other one wanted no part of it, and so, they withdrew all of their rights to it because they don't want to have to pay the extra taxes." Councilmember Price asked if the homeowner was assuming both. Mr. Acenbrak replied yes.

**A motion was made by Council Member Price, seconded by Council Member Dippolito, that this Resolution for Road Abandonment be approved. The motion carried by the following vote:**

**In Favor: 5**

Enactment No: R2012-09-47

**14.**

**Approval to accept the final report of the Holcomb Bridge Road (HBR) Corridor Study.**

*Presented by Steve Acenbrak, Director of Transportation*

Councilmember Price introduced this item. Steve Acenbrak, Director of Transportation stated the Holcomb Bridge Road (HBR) Corridor Study is a success. Mr. Acenbrak commended RDOT Project Manager Andrew Antweiler and Arcadis Project Manager Prasoon Sinha; the consulting teams did a great job. Mr. Acenbrak explained that the HBR Corridor Study is a year's worth of technical details. Stakeholders included the local business communities, technical advisors including GDOT, MARTA, and all the agencies which have an interest in this area. He displayed the study on the overhead and noted the following five goals for the project: enhance the safety; manage the congestion; enhance the users experience; increase bicycle and pedestrian transit mobility; support redevelopment. Embedded in the study were issues such as the fact that this really is the gateway to the City from Georgia Route 400. It is very important that this corridor function well, increases economic viability, but also looks good. There was a list of twenty-two projects that were divided into short-term, long-term, and mid-term projects. Mr. Acenbrak stated, "This study cost the City a year's worth of effort and \$500,000. Of that \$500,000, we spent \$100,000 and \$400,000 of it was federal money. We have already leveraged two projects. GDOT has already said this is great work, has taken two of these projects and agreed to fund them at \$1.6 million dollars. That is a return of your investment of 16:1." Mr. Acenbrak stated the projects include "the northbound off-ramp which was going to help mitigate that weave between the folks that are exiting north off Georgia 400 to go eastbound on Holcomb Bridge Road; and Warsaw Road by the Olive Garden Restaurant will have the turn lane extended." He noted that Transportation has already worked through the signal timing to give 2 cycles per signal to flush that lane out and improve operational efficiencies. Currently, motorists turning left back up into the general purpose lanes which clogs traffic. He said there are discussions with GDOT for a third project, the southbound on-ramp. GDOT agrees that it is a good project; Transportation is working on getting operational money. Mr. Acenbrak said that there is a very limited budget state-wide; Alpharetta and Roswell are the first two cities to have projects approved. Mayor Wood noted that Roswell is a partner with Alpharetta and he is happy to see that they are on top of this as well. Mr. Acenbrak said that because the City of Roswell conducted the study even before that state funding was available, Roswell was the first in line and able to get it. Mr. Acenbrak reiterated that this is a 16:1 return on the investment; doing these types of studies is good business for the City of Roswell and it paved the way for the City's bond projects. He said the vision of Mayor and Council has

*allowed RDOT to take quite a bit of that future bond revenue that is anticipated to pass in November, and apply it to projects which are ready to go. Design for those projects is ready to start right away because of the work of the good Transportation team.*

*Mayor Wood asked for further clarification on the map regarding where GDOT money would be used, what the City is asking bond money for, and the total of the projects if the bond referendum is passed. Mr. Acenbrak displayed a map showing the limits of the entire project going from Warsaw Road to Holcomb Woods Parkway; it also includes the Big Creek Parkway, which is not actually part of this study, and the connection to North Point Parkway. The map indicated 22 projects. Mr. Acenbrak stated they were projects #2, and #6 on the map. Those two projects total \$1.6 million.*

*Mayor Wood asked for clarification regarding the bond referendum projects. Mr. Acenbrak showed a table of the short-term, mid-term, and long-term projects. He said the bond will be funding some of the short-term projects that are listed on the table. Mayor Wood asked to see the short-term projects on the map. Mr. Acenbrak said Transportation did not know exactly which short-term projects will be included because they are still negotiating with GDOT. Mayor Wood asked if the City hoped to receive more money from GDOT. Mr. Acenbrak replied that is correct. The City is trying to leverage its money and trying to work a partnership. He said this could include the south bound on-ramp; the south bound-off ramp; the early off ramp; the third through lane on the east side of GA 400 for the westbound lanes; and landscaping and aesthetic improvements throughout the corridor, as much can be leveraged. Mr. Acenbrak stated it will not fix all the problems but will make significant and immediate improvements to the network and it will look better.*

*Mayor Wood expressed his appreciation to Council for their support of the Transportation department, Councilmember Price, liaison to the Transportation department, and most particularly, the Transportation department staff and their good work. The Mayor stated this is an example that the Transportation staff's work is paying off; he is excited about these projects and the projects yet to come. He stated the City of Roswell has the best Transportation department in the state of Georgia; this is just one good example.*

**A motion was made by Council Member Price, seconded by Council Member Orland, that this Study of the HBR Corridor which highlights the vision and goals for the area and creates a master plan to guide future improvement decisions be approved. The motion carried by the following vote:**

**In Favor: 5**

### **City Attorney's Report**

#### **15. Recommendation for closure to discuss personnel and real estate.**

**A motion was made by Council Member Dippolito, seconded by Council Member Diamond, that recommendation for closure be approved. The motion carried by the following vote:**

**In Favor: 5**

### **Adjournment**

*After no further business, the Mayor and Council meeting adjourned at 8:04 p.m.*