



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

Wednesday, December 16, 2009

8:00 AM

Room 220

Meeting was called to order at 8:02 a.m.

CALL TO ORDER/ROLL CALL

Present: 6 - Mayor Jere Wood; Council Member Rich Dippolito; Council Member Kent Igleheart; Council Member Jerry Orlans; Council Member Betty Price and Council Member Becky Wynn

Absent: 1 - Council Member Lori Henry

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 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; 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 November 18, 2009 committee meeting were approved.

Community Development

1. Intergovernmental Agreement for Aerial Imagery and Centerline Roads

- *The cities of Alpharetta, Dunwoody, Johns Creek, Milton, Roswell, and Sandy Springs have put together an RFP for acquisition of 2010 Aerial Photography, LiDAR and Centerline Roads. The City of Alpharetta has agreed to sponsor this effort on behalf of all six Cities. Legal has reviewed the IGA.*
- *Funding in the amount of \$55,000 was appropriated in the mid-year budget adjustment. The amount did decrease slightly due to the six-city shared costs for the Aerial Photography and LiDAR. The estimated cost for the 2010 Aerial Photographs will be around \$30,000. The estimated cost for the 2010 Digital Road Centerlines will be around \$25,000.*
- *The new photography will allow staff to identify new development and land use changes, to update planimetrics including parcels, building footprints and future land use, assist with Property Tax Assessments to further identify new structures that are not being assessed, update the impervious surface database for Stormwater Utilities, and identify ROWs and easements for the City trail system.*

A motion was made by Council Member Rich Dippolito, seconded by Council Member Becky Wynn, that the Intergovernmental Agreement for the Aerial Imagery be approved and placed on the Mayor and City Council agenda for 12/21/2009. The motion carried by the following vote:

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

2.

Parking of commercial motor vehicles in residential areas

- *Staff had been asked to look at parking commercial vehicles in residential areas. The control of parking a commercial vehicle at a residential household is not defined or controlled by the current code or zoning ordinance. Per Code Section 22.3.4, restrictions of parking commercial vehicles on any public street is controlled by weight and the time period of no longer than 6 hours. In the zoning ordinance, Chapter 10.23 of "Home Occupations", vehicles kept on sight in association with the home occupations shall be used by the resident only. It sets no standards for the size or use of that vehicle, which is to be primarily used as a passenger vehicle for the occupant. Chapter 10.29 of the zoning ordinance includes the provision to allow parked or stored recreational vehicles in the side or rear of a residential property.*
- *The State of Georgia defines commercial vehicles as a self-propelled or towed vehicle used on the highways that has a gross vehicle weight of at least 10,001 pounds to transport more than 10 passengers.*
- *Staff recommended the inclusion of a definition for commercial motor vehicles similar to that used by the State and to indicate that anything over 10,001 pounds be prohibited from being parked in a residential district except when loading or unloading.*
- *Staff said in reviewing the current regulations, and looking at the particular case brought to Council by the Farvers (890 Oakhaven Drive), the resident next door has a home occupation and listed that the commercial vehicle parked at his residence being used for his business. The vehicle in question is a dump truck and it falls under 10,000 lbs. Mr. Farber said his neighbor is running a construction company from his residence. He was keeping trucks, trailers, bobcats between their properties and rebuilding automobiles in his driveway.*
- *Councilman Igleheart asked about the history on the code enforcement site complaints. Alice Wakefield stated there was an identical complaint in the same subdivision that was taken to court and the judge ruled in favor of the violator, saying the regulation was too vague and relied on the state definition for trucks and that anything less than 36,000 lbs was not considered commercial vehicles. Kay Love said the ordinances are not specific enough. Councilwoman Wynn suggested that Council needs to tighten up the ordinances.*
- *Councilman Dippolito agreed with staff about tightening up the weight definition for commercial vehicles and to look into tightening up other ordinances.*

A motion was made by Council Member Rich Dippolito, seconded by Council Member Betty Price, that staff initiate a text amendment to the city code regarding commercial vehicle weight and place this on the Mayor and City Council Zoning agenda for 1/11/2010. The motion carried by the following vote:

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

3.

Community Development Department Assessment

- *Staff has been looking at ways for the CD Department to make improvements, streamline operations and become more business friendly. Alice Wakefield was asked to make an analysis of the department and report back to Committee in December. She said that by nature an analysis like this one focuses on deficiency, however, this analysis was viewed as an opportunity to provide directions and support of the department by drawing focus to the Mission Statement, established goals, objectives and recommendations to enhance the function of the department.*
- *This department is the most visible. It is the face of the city regarding land use and land development. The department interacts with residents, property owners, business owners, developers, other agencies and elected officials. The department is responsible for current and long-range planning, economic development, permitting, land development and building, code enforcement, business registration, and GIS. It serves the public best when it provides consistent answers and follows established policy, efficiently takes in applications, has a standardized and integrated development review process, provides accurate and consistent information, performs inspections and issues permits in a timely manner and demonstrates a willingness to help.*
- *Ms. Wakefield stated after speaking with developers, attorneys representing developers, and business owners, a constant comment was that staff needs to: 1) More clearly communicate the process and the expectations up front and not make changes as the process proceeds; 2) Make recommendations based on existing policies and the regulations and not get into the politics of the matter; 3) Be open to new ideas and help facilitate projects; 4) Offer options and directions; and 5) Provide timely decisions and provide information.*
- *Other items included amendment to the zoning ordinance so that it is clear, concise, and understandable.*
- *The Goals for the department are: 1) To create an efficient and effective department; 2) To provide the highest level of professional planning services; 3) To develop innovative solutions; and 4) To engage the public at all opportunities.*
- *Mayor said staff has full support from Council. He said a lot of the agenda is operational, and Council will rely on Alice Wakefield for the operational changes. He requested that staff bring back to Council those areas in which staff seeks guidance from Council.*

The next step in this endeavor is for staff to work with the City Administrator to develop an implementation plan, including prioritizing the recommendations and timeframe. That plan will be presented to Mayor and City Council in early 2010.

4. Special Events Budget Update

- *The allocation in the FY2010 budget for special events was \$60,000. The City annually sponsors several events and receives requests for sponsorship for many more events. Staff provided this update of city sponsored special events that have occurred and those anticipated for the remainder of the fiscal year.*
- *The cost projection based on the previous year events is \$67, 383.00. This total includes five events that are not expected to reoccur as city sponsored events in FY 2010. Thus, there is an anticipated cost overrun of \$7, 383.80. Assuming the five events are not sponsored, the cost for special events will be \$55,170.00 which is within budget. Interest has been expressed in making the Day of Hope (Convey of Hope) a city sponsored event at City Hall. The cost for this event last year was \$5,733.36. Should the cost for this year remain the same, then the total cost of city sponsored events will be \$60,904.16. This amount represents \$904.16 over budget.*
- *Councilman Orlans said there was discussion in the past about cutting back on the Criterium event since it needed to become more self-sufficient in finding sponsors. Kay Love said staff received a letter about the Criterium getting an event coordinator that will help transition this out of the city's hand. Steve Acenbrak said in 2010 the city will be trying to save \$5,000 from the races and hopes for the continual decrease of commitment from the city each year and having the local businesses take over through sponsorship. Mayor said they are also looking at moving this beyond its current model of being a bicycle race and expand it. The name is being changed from the Criterium to Bicycle Festival and expanding from 1 day to 2 days. Mayor stated the long term goal is this event not costing the city any money.*
- *Councilman Orlans also suggested that the Georgia Rides to the Capitol is a more political event and this should be removed from sponsorship.*

Staff will continue bringing in the Special Events applications as they are submitted to the department and will keep the committee updated on the Special Events budget.

*****Council Member Jerry Orlans left the meeting before Transportation was discussed. It was 10:18 a.m.*****

Transportation

5. Right-of-way acquisition of Parcel 3 for the Oak Street Streetscape Project, Phase I, in an amount not to exceed \$41,000

- *The Oak Street Streetscape Project, Phase I, has 5 parcels and is in the Right-of-Way negotiation stage. Parcel 1, 2, 4 and 5 have been previously approved by Mayor and City Council. Parcel 3 has now been negotiated and approved by the owner. This is the final parcel for the first phase before construction can begin. The engineering consultant, Engineering Design Technologies, Inc. (EDT), has completed the design and their sub-contractor BM&K is ready to begin acquiring right of way. The total costs include fee simple, permanent easement and site improvement costs.*

A motion was made by Council Member Kent Igleheart, seconded by Mayor Jere Wood, that the approval of the right-of-way acquisition of Parcel 3 for the Oak Street Streetscape Project be approved for the Regular Agenda and placed on the Mayor and City Council agenda for 12/21/2009. The motion carried by the following vote:

In Favor: 5 - Mayor Wood; Council Member Dippolito; Council Member Igleheart; Council Member Price and Council Member Wynn

6. Consideration to apply for a SRTA Georgia Transportation Infrastructure Bank Loan

- *The Georgia Transportation Infrastructure Bank or GTIB is a revolving infrastructure investment fund that provides low-interest loans to state, regional and local government entities to fund needed local transportation projects. Projects eligible for possible funding include highways, roads, bridges, air transport and airport facilities, rail and transit or bicycle facility projects. Eligible costs include all project phases except for ongoing maintenance.*
- *Staff is researching projects that may be eligible such as Oxbo Road, Old Alabama/Old Alabama Connector and the roundabout at Grimes Bridge/ Norcross/ Warsaw.*
- *The city will be competing for these funds. The application window opens in January 2010 and staff would like to have several candidate projects in line for potential funding.*
- *Kay Love stated that this will require additional discussion and/or work session. Staff would like to proceed with bringing specific projects to Council for consideration of this loan.*
- *Councilman Dippolito suggested that the city only borrow money if the leverage is needed and not to just borrow because the money is there. He urged Council to look at what is outstanding and when the City plans to pay it back, and suggested that the City make sure that if the loans are prepaid that there will not be any penalties.*

Committee approved that staff can bring the projects forward that would be eligible for this Low Interest Loan Program.

7. Discussion of MARTA Offset Projects

- *Staff has met with the other North Fulton cities, MARTA, and ARC and received clarification on programming the MARTA Offset Funds. ARC will be programming \$6.25 million in MARTA capital funds for the five north Fulton cities. The City of Roswell is eligible to program \$1,687,000 in capital improvements. Eligible projects are those that are designed to augment and/or enhance the existing MARTA bus service in the City of Roswell.*
- *ARC will program a list of projects for the North Fulton cities as part of the 1st Quarter 2010 TIP Amendment. The City of Roswell must submit a list of projects for approval by MARTA and ARC at the beginning of January, 2010, ARC is requiring all five north Fulton cities to submit their project lists together so they can be programmed together.*
- *Staff requested Mayor and Council concurrence of the projects for the program. Staff put together a matrix and some of the projects they listed were: 1) finishing the connection at the Holcomb Bridge sidewalk project and extending it across the bridge; 2) bus stops and bus shelters; 3) pedestrian safety improvements; and 4) new sidewalks. Specific details related to design or location will be determined through the planning and design process. Council will be asked to approve each project before it begins.*
- *The will be no Roswell tax payer money used for this project.*

A motion was made by Council Member Becky Wynn, seconded by Council Member Kent Igleheart, that staff can bring forward to Mayor and Council a general list of projects for the MARTA Offset Projects Program and place these projects on the Mayor and City Council agenda for 12/21/2009. The motion carried by the following vote:

In Favor: 4 - Mayor Wood; Council Member Igleheart; Council Member Price and Council Member Wynn

8. Discussion of a Joint Transportation Summit Meeting with the City of Sandy Springs - Guidance

- *The concept to use the Federal Earmark of \$3M to build bicycle and pedestrian capable bridges on both sides of the SR9 Bridge over the Chattahoochee River will greatly benefit both Roswell and Sandy Springs.*
- *The Mayor has suggested that staff use this opportunity to host a Summit with Sandy Springs to share information on pending transportation projects of mutual interest and look for partnership opportunities. Councilwoman Wynn stated that this meeting be only about the earmark for the Chattahoochee Bridge.*
- *Staff will look at having this summit sometime in early 2010.*

Committee approved that staff work on this joint Transportation Summit Meeting with the City of Sandy Springs to discuss mainly the Federal Earmark for the Chattahoochee River Bridge. Staff was requested to establish an agenda ahead of time.

Other Items

Administration

9. Discussion of implementing a hiring freeze in the current fiscal year
- *This item was deferred at the December 8th Administration and Finance and Recreation and Parks committee meeting to this committee.*
 - *Kay Love stated she feels this is too early in the year to determine this. There would be a better idea about revenues and expenditures in the January/February timeframe. She suggested that Council wait on implementing a hiring freeze until there is a better understanding of the bigger financial picture so Council can make a more informed decision.*
- Committee approved that the discussion of implementing a hiring freeze be placed on the Mayor and City Council Regular Agenda on 12/21/2009.**

Finance

10. Consideration to Award the Banking Service Contract to BB&T (Branch Banking & Trust)
- *This item was deferred at the December 9th Administration and Finance and Recreation and Parks committee meeting to this committee.*
 - *Julia Luke stated the Evaluation committee and staff recommends awarding the contract to BB&T. The city does require the dedicated method, which means the bank will have to pledge 110% of the city's balances and securities that would be in the city's name in the event of any kind of default so the city can recover funds.*
- A motion was made by Council Member Kent Igleheart, seconded by Council Member Becky Wynn, that the Banking Service Contract be approved and be placed on the Mayor and City Council agenda for 12/21/2009. The motion carried by the following vote:**
- In Favor:** 3 - Council Member Igleheart; Council Member Price and Council Member Wynn

Meeting adjourned at 10:55 a.m.