



City Council Meeting SEPTEMBER 17, 2018

ALPHARETTA CITY HALL
COUNCIL CHAMBERS
2 PARK PLAZA
6:30 PM

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PLEDGE TO THE FLAG**
- IV. PROCLAMATIONS**
 - A. Constitution Week - Daughters of the American Revolution**
- V. CONSENT AGENDA**
 - A. Council Meeting Minutes (Meeting of 08/27/2018 & 9/4/2018)**
- VI. NEW BUSINESS**
 - A. North Point Placemaking Plan**
- VII. WORKSHOP**
 - A. PH-18-05 Unified Development Code Text Amendments/Fire Pit & Clearing and Grading Regulations**
 - B. Wills Park Master Plan**
- VIII. PUBLIC COMMENT**
- IX. REPORTS**
- X. ADJOURNMENT**



City Council Meeting STAFF REPORT

Submitting Department: City Clerk

Submitted By:

Meeting Date: September 17, 2018

I. AGENDA ITEM TITLE: COUNCIL MEETING MINUTES (MEETING OF 08/27/2018 & 9/4/2018)

II. RECOMMENDATION:

III. BUDGET IMPLICATIONS:

BUDGETED ITEM: NO

FISCAL IMPACT: NO

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST:

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>

EXTERNAL FUNDING SOURCES:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>

IV. REPORT IN BRIEF:

V. ALTERNATIVES:

VI. ATTACHMENTS:

City Council Meeting Minutes 9-4-18, City Council Meeting Minutes of 8-27-18



City Council Meeting
September 4, 2018
Office of the City Clerk
ALPHARETTA CITY HALL
COUNCIL CHAMBERS
2 PARK PLAZA

This summary is provided as a convenience and service to the public, media and staff. It is not the intent to record proceedings verbatim. Any reproduction of this summary must include this notice. Public comments are noted as heard by Council, but not quoted or paraphrased. This document includes limited presentation by Council and invited speakers in summary form. This is not an official record of the Alpharetta City Council Meeting proceedings. Official Minutes are recorded and available for review.

I. CALL TO ORDER

❖ *Mayor Gilvin called the meeting to order at 6:34 p.m.*

II. ROLL CALL

- Council Members
 - o Mayor Jim Gilvin
 - o Mayor Pro Tem Donald F. Mitchell
 - o Jason Binder
 - o Ben Burnett (ABSENT)
 - o John Hipes
 - o Dan Merkel
 - o Karen Richard
- Staff
 - o Bob Regus, City Administrator
 - o Sam Thomas, City Attorney
 - o James Drinkard, Asst. City Administrator
 - o Peter Sewczwicz, Director of Public Works
 - o John Robison, Deputy Director of Public Safety
 - o Morgan Rodgers, Director of Recreation and Parks
 - o Kathi Cook, Director of Community Development
 - o Michael Woodman, Senior Planner

- o Tom Harris, Director of Finance
- o Shawn Mitchell, Budget Manager

III. PLEDGE TO THE FLAG

IV. PROCLAMATIONS AND PRESENTATIONS

A. Presentation by Fulton County Chief of Police Halbert - Human Trafficking

V. CONSENT AGENDA

A. Council Meeting Minutes (Meeting of 08/20/2018)

B. Financial Management Report: Month Ending July 31

C. Approval of Mediated Settlement—Ranetta Cruse 2018-2976

- ❖ Council Member Merkel offered a motion to approve the Consent Agenda
 - The motion received a second from Council Member Binder
 - The motion was approved unanimously 6-0

VI. OLD BUSINESS

A. PH-18-06: R.D. Manning House Historic Designation /10 Cumming Street (2nd reading)

- Director of Community Development, Kathi Cook, came forward to present this item on behalf of staff
- Staff recommends that Mayor and Council approve PH-18-06 10 Cumming St Historic Designation
- The applicant, Frank Duffy, 10 Cumming Street is requesting that the property be designated as Historic.
- The submitted request, if approved, will allow the applicant to change the property status from Contributing Historic Property to be designated as Historic per the Historic Preservation Ordinance.
- The property meets the Criteria for Designation
- The R.D. Manning House possesses historic significance and association as a home to one of the founding families of Alpharetta.
- It is deemed worthy of preservation, as it is 107 years old and representative of the Craftsman / Prairie Style home popular in the 1930's.

- Tracy Ward, the downtown consultant for the City, noted that the columns on the front of the home are not original. The architecture most closely represents a combination of Prairie and Craftsman Styles.
- The Georgia Historic Preservation Trust does not recommend the designation of this property as an individual landmark due to loss of exterior integrity due to the enclosure of the front porch such that it no longer reads as the Craftsman style. They do however; recognize the City's authority to make this decision on a local level.
- City Attorney, Sam Thomas, read the Ordinance aloud constituting a 2nd reading
- ❖ Mayor Pro Tem Mitchell offered a motion to approve PH-18-06: R.D. Manning House Historic Designation /10 Cumming Street
 - The motion received a second from Council Member Merkel
 - The motion was approved unanimously 6-0

B. PH-18-07: Lewis Manning House Historic Designation/40 Cumming Street (2nd reading)

- Director of Community Development, Kathi Cook, came forward to present this item
- Staff recommends that Mayor and Council approve PH-18-07 40 Cumming St Historic Designation
- As required by Zoning Condition # 9 for CLUP-17-02/Z-17-04 Taylor Morrison / 40 Cumming Street on September 25, 2017, the applicant is requesting that the property be designated as Historic. The property is known as the Lewis Manning House.
- The submitted request, if approved, will allow the applicant to change the property status from Contributing Historic Property to designated as Historic per the Historic Preservation Ordinance.
- The property meets the Criteria for Designation. The Lewis Manning House possesses historic significance and association as a home to one of the founding families of Alpharetta.
- It is deemed worthy of preservation as it is 123 years old and is an outstanding representative of a Queen Anne Style home.
- Tracy Ward, the downtown consultant for the City agrees that this property should be designated as Historic.
- The Georgia Historic Preservation Trust supports the designation because of its significance as an outstanding example of the Queen Anne style.

❖ Council Member Richard offered a motion to approve PH-18-07 Lewis Manning House Historic designation/40 Cumming St.

- The motion received a second from Council Member Hipes
- The motion was approved unanimously 6-0

C. PH-18-08: Troy Rucker House Historic Designation / 1080 Rucker Road (2nd reading)

- Director of Community Development, Kathi Cook, came forward to present this item
- Staff recommends that Mayor and Council approve PH-18-08 1080 Rucker Rd Historic Designation.
- The applicant is requesting that the property be designated as Historic. The subject property is known as the Troy Rucker House.
- The submitted request, if approved, will allow the applicant to change the property status from Contributing Historic Property to designated as Historic per the Historic Preservation Ordinance.
- The property meets the Criteria for Designation
- The Troy Rucker House possesses historic significance and association as a home to one of the founding families of Alpharetta.
- It is deemed worthy of preservation as it is 118 years old and is an outstanding representative of a Queen Anne Style home.
- Tracy Ward, the downtown consultant for the City agrees that this property should be designated as Historic.
- The Georgia Historic Preservation Trust supports the designation of the Troy Rucker House due to its significance as an outstanding example of a Queen Anne cottage as well as its association with Troy Rucker.

❖ Council Member Merkel offered a motion to approve PH-18-08 Troy Rucker House Historic Designation/1080 Rucker Rd

- The motion received a second from Council Member Binder
- The motion was approved unanimously 6-0

VII. NEW BUSINESS

A. Downtown Alpharetta Walkability and Pedestrian Safety Study

- Director of Public Works, Pete Sewczwicz, came forward to present this item
- Staff recommends approval of AECOM's proposal in the amount of \$124,280.00 for the Downtown Alpharetta Walkability and Pedestrian Safety Study and authorize the Mayor to execute all necessary documents.
- This request is for the study of pedestrian activity in Downtown Alpharetta.
- Current and planned development is increasing the amount of pedestrian activity in the Downtown area. As more people choose to walk to destinations, there becomes a greater need to enhance existing pedestrian facilities and implement measures to increase the area's walkability. The purpose of this study is to evaluate the City's existing pedestrian facilities in relation to planned or approved developments/projects and provide answers to four key questions:
 1. Where are people walking today?
 2. Where are they likely to be walking, once the planned and approved developments/projects mature?
 3. How can the existing infrastructure be enhanced?
 4. What additional infrastructure can be installed to support the increase of pedestrians?
- The study will be divided into four tasks, with each task building upon work performed in the preceding tasks.
- The first task will document existing pedestrian infrastructure and pedestrian destinations to assess the current conditions of the pedestrian network.
- The second task will involve conducting field evaluations around the focus areas to observe pedestrian and driver behavior with the goal of developing an understanding of where people are crossing the street and how pedestrians and drivers are responding to existing infrastructure.
- The third task will utilize the gathered data to provide recommendations for improvements to existing infrastructure and future infrastructure needs to enhance walkability and pedestrian safety.
- The final task will be the preparation of a toolbox of recommended pedestrian safety measures that can be used with future projects and developments.
- AECOM was awarded one of three contracts for on-call engineering services on August 1, 2016 through RFQ 16-1009. AECOM staff is currently working on updating Georgia Department of Transportation's "Pedestrian and Streetscape Guide". Thus, AECOM was selected for this task from the three on-call firms based on their expertise in this area.

- Staff reviewed AECOM's proposal and found their rates and allocated hours for the various design tasks to be reasonable and in line with industry standards. City staff will review AECOM's invoices to verify that the hours being billed to each task accurately represent the progress made for each billing period.
- Once a notice to proceed is issued, the work is anticipated to be complete within six months.

Public Comment

None

❖ Mayor Pro Tem Mitchell offered a motion to approve AECOM's proposal in an amount not to exceed \$124,280.00 for the Downtown Alpharetta Walkability and Pedestrian Safety Study and authorize the Mayor to execute all necessary documents and include Thompson St from Haynes Bridge Road to Westside Pkwy as well as the North Point Pkwy corridor

- The motion received a second from Council Member Richard
- The motion was approved unanimously 6-0

B. Morrison Parkway Sidewalk Improvements, ITB 19-002 2018-2972

- Director of Public Works, Pete Sewczwicz, came forward to present this item.
- Staff recommends that Mayor and Council award ITB 19-002 to Sol Construction LLC in the amount of \$618,306.40 for the Morrison Parkway Sidewalk Improvements; allocate funds in the amount of \$30,000.00 for utility relocations; and authorize the Mayor to execute all necessary documents.
- The award of this bid is for the construction of approximately 1,700 linear feet of 8' wide sidewalk along the south side of Morrison Parkway from Hembree Road to the eastern property line of the Honda property (approximately 450' west of Lakeview Parkway). Included in the project scope is the installation of curb and gutter, installation of storm drainage, and construction of retaining walls.
- The Department of Public Works prepared plans and specifications for the project and advertised for competitive bids during July and August 2018. Bids for the project were received on August 23, 2018 and the City received a total of five bids from the following:
 - Sol Construction LLC \$ 618,306.40
 - Excellere Construction LLC \$ 934,200.00
 - Ohmshiv Construction LLC \$1,029,999.00
 - Tri Scapes Inc. \$1,043,950.93
 - CMES, Inc. \$1,229,474.00
- The apparent low bidder, Sol Construction LLC, is an experienced contractor which has worked on several projects with similar elements in Georgia for multiple governmental agencies including DeKalb County and the City of Cumming. The contacted references stated that Sol Construction LLC provided reliable work on time and within budget and would utilize

their services again. Additionally, Sol Construction LLC was awarded and completed the City's Fiscal Year 2017 Bond Sidewalks - Phase 4 project which included construction of sidewalks along Morris Road and North Point Parkway.

- Sol Construction LLC demonstrated an exceptional level of communication, performance, professionalism and workmanship on said project.
- Staff met with representatives of Sol Construction LLC on August 28, 2018 to review the scope of work and the City's expectations. Staff questioned the representatives in regards to the significant gap in bid pricing, reviewing key line items where their costs were significantly lower than the other bids received.
- The representatives assured staff that they had visited the site multiple times and thoroughly reviewed the plans and specifications. The representatives of Sol Construction LLC noted that they would be self-performing several tasks that others may utilize subcontractors to accomplish, such as construction of retaining walls.
- Additionally, the representatives noted that they enjoyed working with the City on the prior sidewalk project they had been awarded and felt comfortable they knew the City's expectations, thus they were willing to aggressively price the project for an opportunity to work with the City again.
- Sol Construction LLC assured staff that they could complete the project for the submitted bid amount and within the allocated time frame. Thus, staff determined Sol Construction LLC to be the lowest responsive and responsible bidder.
- The construction of this sidewalk segment will necessitate the relocation of one utility pole and two light poles.
- Additionally, there are a number of underground utilities within the project limits. While efforts have been made to design around the underground utilities, it is not uncommon in this situation for unmarked utilities to be encountered or utility depths to vary.
- Costs for utility relocations will be paid by the City directly to the utility owner.
- The costs of these relocations are anticipated to be no more than \$30,000.00.
- Once a contract with Sol Construction LLC has been finalized and executed, construction may begin immediately.
- The anticipated completion date is no more than 120 days from notice to proceed.

Public Comment

None

- ❖ Mayor Pro Tem Mitchell offered a motion to award ITB 19-002 to Sol Construction LLC in an amount not to exceed \$618,306.40 for the Morrison Parkway Sidewalk Improvements; allocate funds in the amount of \$30,000.00 for utility relocations; and authorize the Mayor to execute all necessary documents
- The motion received a second from Council Member Merkel
- The motion was approved unanimously 6-0

VIII. WORKSHOP

A. Downtown Alpharetta: Old Roswell Street Centralized Waste / Recycling Facility

- The Assistant City Administrator, James Drinkard, came forward to present this item.
- Before proceeding to the creation of engineered plans by one of our on-call consulting firms, staff is requesting feedback from City Council.
- Once developed, the plans would be used to secure bids for construction of the facility.
- With the increasing popularity of Downtown Alpharetta as a destination, especially for dining, a corresponding growth in garbage from businesses within the district is being seen.
- Nowhere is this issue being experienced more than at the existing dumpster facility located in the City's parking lot on Old Roswell Street.
- The existing dumpster facility was originally designed to handle garbage and recyclables only for the buildings located at 10 Milton Avenue and 37 Old Roswell Street, consisted of two restaurants, a salon, and professional office space. Over time, however, additional restaurants and businesses began using the facility such that today six restaurants, a bakery, and several retail shops use the facility.
- As use of the facility expanded beyond the two original buildings, the City took over management and responsibility and implemented a program whereby the cost of servicing the facility was born by the utilizing businesses based on a pro-rata share in a two-tiered cost formula (restaurants bearing a higher cost than other users due to generating a higher trash volume).
- The volume of waste that the Old Roswell Street facility is having to support has far exceeded its capacity.
- Although service days have been maximized, this routinely results in bags of garbage being piled onto the ground in front of the dumpsters; sometimes to the point that Republic Services is unable to service the dumpsters.
- While Staff has worked with solid waste professionals seeking to identify alternative means of addressing the issue, the only option is to expand the capacity of the centralized waste facility.

- Due to a variety of limiting factors; including topography, the need to minimize parking loss, and operational issues; it has been determined that the only real option is to relocate the centralized waste facility to a central location within the Old Roswell Street parking lot. This will allow for a facility sized to meet current and anticipated future demand while accounting for other relevant factors.
- The plan would result in a net loss of only two parking spaces from this lot.

IX. PUBLIC COMMENT

None

X. REPORTS

- Council Member Binder announced that the consultants working on the Wills Park Master Plan submitted a draft plan for public review. It is available online and residents can complete a survey and have opportunity for public input on September 11th and at the September 17th Council Meeting.
- Mayor Pro Tem Mitchell thanked everyone for their outpouring of support following the passing of his mother.
- Council Member Hipes announced that he and Council Member Richard will host a Town Hall meeting on October 8th on the east side of town, with the specific location to be announced closer to the date.
- Mayor Gilvin reminded everyone of the upcoming "Grilling and Gridiron" event on Saturday, September 8th in Downtown Alpharetta

XI. ADJOURNMENT

❖ *Mayor Gilvin adjourned the meeting at 7:38 p.m.*

Respectfully submitted,



Coty Thigpen, City Clerk



City Council Meeting & Public Hearing

August 27, 2018

Office of the City Clerk

ALPHARETTA CITY HALL

COUNCIL CHAMBERS

2 PARK PLAZA

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I. CALL TO ORDER

A. *Mayor Gilvin called the meeting to order at 6:30 p.m.*

II. ROLL CALL

- Council Members
 - o Mayor Jim Gilvin
 - o Mayor Pro Tem Donald F. Mitchell (ABSENT)
 - o Jason Binder
 - o Ben Burnett
 - o John Hipes
 - o Dan Merkel
 - o Karen Richard
- Staff
 - o Bob Regus, City Administrator
 - o Sam Thomas, City Attorney
 - o James Drinkard, Asst. City Administrator
 - o Peter Sewczwicz, Director of Public Works
 - o John Robison, Deputy Director of Public Safety
 - o Morgan Rodgers, Director of Recreation and Parks
 - o Kathi Cook, Director of Community Development
 - o Michael Woodman, Senior Planner

- o Tom Harris, Director of Finance
- o Shawn Mitchell, Budget Manager

III. PLEDGE TO THE FLAG

IV. PROCLAMATIONS AND PRESENTATIONS

A. Public Safety Presentation - K9 unit

B. Proclamation - National Payroll Week

V. PUBLIC HEARING

A. CLUP-18-04 / Z-18-06 / CU-18-06: 1150 Upper Hembree Road/Animal Hospital

- Senior Planner, Michael Woodman, came forward to present this item.
- This item was heard at the July 12, 2018 Planning Commission meeting. Staff recommended approval of the item subject to 8 conditions. Two people spoke in opposition to the request and Staff received two emails in opposition. The concerns were noise and precedence of allowing change in zoning. After discussion, the Planning Commission recommended to approve the item with an additional condition. Vote (5-1)
- The applicant requested a deferral to the August 27, 2018 City Council meeting to allow them to meet with Birch Hollow residents to try to address their concerns.
- Staff recommends approval of CLUP-18-04/Z-18-06/CU-18-06 1150 Upper Hembree Road/Animal Hospital, subject to the following conditions:
 1. 'Animal Hospital, Small Animals' shall be added as a conditional use at 1150 Upper Hembree Road and limited to no more than 4,162 square feet.
 2. Conditional use approval shall be limited to Paw Patch Animal Clinic; no additional 'Animal Hospital, Small Animals' businesses or subleasing shall be permitted within the approved space.
 3. Hours of operation shall be Monday – Saturday 7:00 AM – 7:00 PM.
 4. The business shall not have boarding/kenneling facilities, except that animals may be kept over-night for care incidental to the hospital use.
 5. Dumpster shall be maintained within a screened dumpster enclosure, as approved by Staff.
 6. Grassed area between the sidewalk and parking lot shall be sodded or seeded to fill in bare areas.
 7. Exterior modifications to the existing structure shall be residential in character, as approved by Staff.
 8. 50' undisturbed buffers on the north and east sides of the property shall be replanted where sparse, as approved by Staff.
 9. The property shall be restricted to office or animal hospital, small animals uses.
- The applicant, Scott Hutchison, requests rezoning of 2.48 acres from O-I (Office-Institutional) to C-1 (Neighborhood Commercial) and a conditional use to allow an 'Animal Hospital, Small Animals' business in an existing free-standing structure. A Comprehensive Land Use Plan amendment is requested to change the designation of the property from 'Professional Business

Office' to 'Commercial'. The property is located at 1150 Upper Hembree Road on the north side of Upper Hembree Road and west of Harris Road.

- The submitted request, if approved, will allow the applicant to operate an 'Animal Hospital, Small Animals' business in a 4,162 square foot existing 1-story office building. The business is Paw Patch Animal Clinic,
- which is a traditional animal hospital with no boarding or kenneling. The subject property is located at 1150 Upper Hembree Road on the north side of Upper Hembree and west of Harris Road.
- The subject property is zoned O-I (Office-Institutional) and received conditional use approval in 2000 for Solutions Counseling Services, which was an adolescent counseling center. Surrounding properties are zoned R-12 (Dwelling, 'For-Sale', Residential) to the north, O-I to the west and south and R-15 (Dwelling, 'For-Sale', Residential) to the east. Birch Hollow subdivision is adjacent to the north, a single-family home to the east, former assisted living facility to the west and medical office and assisted living facility to the south. Upper Hembree Road is designated 'Professional Business Office' and 'Commercial' on the City's Future Land Use Map, with the subject property designated 'Professional Business Office'. The nearest home in the Birch Hollow subdivision is approximately 240', as measured in a straight line, from the applicant's requested location.
- The property is developed with a 4,162 square foot 1-story office building, which was converted from a residence in 2000. Approximately 21 parking spaces are provided on the property, which exceeds the City's requirement of one (1) parking space per 200 square feet for the proposed use. The applicant intends to utilize the existing building with no planned exterior modifications. A privacy fence is proposed at the rear of the property for the purpose of providing a secured dog walking area. 50' undisturbed buffers are provided along the north and east sides of the property. If approved, staff recommends enhancement of the buffers where sparse.
- Unified Development Code (UDC) Section 1.4.2 defines 'Animal Hospital, Small Animals' as follows:
 - o "A place where dogs, cats, birds or other animals normally kept as household pets are given medical or surgical treatment and the boarding of animals is limited to short-term care incidental to the hospital use."
- There are currently no 'Animal Hospital, Small Animals' businesses on Upper Hembree Road corridor. The nearest similar use is North Roswell Veterinary Clinic located at the southwest corner of Alpharetta Highway and Hembree Road in the City of Roswell and approximately one (1) mile away from the subject property. The nearest similar use in the City is Country Place Animal Hospital, located at 2165 Old Milton Parkway.
- The applicant's business is Paw Patch Animal Clinic, which is a traditional animal hospital serving dogs, cats and pocket pets. The business will provide inpatient, outpatient, surgery, radiology, preventive, wellness care and grooming services. The business will not provide boarding, kenneling or emergency care services. Hours of operation will not exceed Monday – Saturday 7:00 AM – 7:00 PM. The applicant anticipates three (3) employees, in addition to Dr. Banner.
- City Staff has reviewed the applicant's proposal and finds that it can generally support the request for comprehensive land use plan amendment, rezoning and conditional use. The

proposal is consistent with the development pattern in the area, which predominately consists of office-institutional and commercial uses. The business will be conducted within the existing building and will not offer boarding or kenneling services. In addition, the applicant does not propose any exterior modifications and should not impact the quality of life for adjacent residential properties. However, conditions should be established as part of this application that regulate and limit expansion of the proposed use and require enhancement of landscape buffers and dumpster screening.

- The report submitted by the applicant states that property owners within 500' were contacted regarding the applicant's intent. The report states that no comments were received. Staff received emails/calls from residents in the adjacent Birch Hollow subdivision with concerns over noise and change of zoning.
- Applicant came forward to present their request

Public Comment

- Georgina Zambrana, 8550 Birch Hollow Drive, Roswell, GA, came forward to speak on this item
- John Defease, 710 Willow Overlook, Alpharetta, GA, came forward to speak on this item
- Andrea Hastings, 3820 Mansell Road, Alpharetta, GA, came forward to speak on this item
- Rachel McAfee, 1968 Chart Marietta, GA, came forward to speak on this item
- Denise Osmond, 5411 Jackson Point Marietta GA, came forward to speak on this item
- Andrea, 64 Paces Lake Dr, Dallas, Ga, came forward to speak on this item
- Michael Miller, 16131 White Circle, Marietta, GA, came forward to speak on this item
- Jeff Howard, 4229 Caroline Trace, Kennesaw, GA, came forward to speak on this item

- ❖ Council Member Richard offered a motion to approve the CLUP-18-04/Z-18-06/CU-18-06 1150 Upper Hembree Road/Animal Hospital, subject to the following conditions:

1. 'Animal Hospital, Small Animals' shall be added as a conditional use at 1150 Upper Hembree Road and limited to no more than 4,162 square feet.
2. Conditional use approval shall be limited to Paw Patch Animal Clinic; no additional 'Animal Hospital, Small Animals' businesses or subleasing shall be permitted within the approved space.
3. Hours of operation shall be Monday – Saturday 7:00 AM – 7:00 PM.
4. The business shall not have boarding/kenneling facilities, except that animals may be kept over-night for care incidental to the hospital use.
5. Dumpster shall be maintained within a screened dumpster enclosure, as approved by Staff.
6. Grassed area between the sidewalk and parking lot shall be sodded or seeded to fill-in bare areas.
7. Exterior modifications to the existing structure shall be residential in character, as approved by Staff.
8. 50' undisturbed buffers on the north and east sides of the property shall be replanted where sparse, as approved by Staff.
9. The property shall be restricted to office or animal hospital, small animals uses.
10. Applicant shall plant a row of Leyland Cypress along the rear property line
11. Privacy fence shall be connected to the existing building

12. There shall be no free-roam exercising of animals in the open areas of the property.
13. Applicant shall regularly collect animal waste to avoid odors.
14. Flood lights shall not be pointed at adjacent residential properties in Birch Hollow subdivision.

- The motion received a second from Council Member Binder
- The motion was approved unanimously 6-0

B. PH-18-06: R.D. Manning House Historic Designation /10 Cumming Street (1st reading)

- Director of Community Development, Kathi Cook, came forward to present the item.
- This item was heard at the August 9, 2018 Historic Preservation Commission meeting. Staff recommended approval. One person asked a question concerning the restoration of the property. After discussion, the Historic Preservation Commission recommended to approve the item. Vote (5-0)
- Staff recommends approval of PH-18-06 10 Cumming St Historic Designation
- The applicant, Frank Duffy, 10 Cumming Street is requesting that the property be designated as Historic. The subject property is located at 10 Cumming Street.
- The submitted request, if approved, will allow the applicant to change the property status from Contributing Historic Property to be designated as Historic per the Historic Preservation Ordinance.
- The R.D. Manning House possesses historic significance and association as a home to one of the founding families of Alpharetta.
- It is deemed worthy of preservation, as it is 107 years old and representative of the Craftsman / Prairie Style home popular in the 1930's.
- Tracy Ward, the downtown consultant for the City, noted that the columns on the front of the home are not original. The architecture most closely represents a combination of Prairie and Craftsman Styles.
- The Georgia Historic Preservation Trust does not recommend the designation of this property as an individual landmark due to loss of exterior integrity due to the enclosure of the front porch such that it no longer reads as the Craftsman style. They do however; recognize the City's authority to make this decision on a local level.
- Applicant, Frank Duffy, came forward on behalf of the applicant
- Assistant City Attorney, Scott Haste, read the Ordinance title into the record constituting a 1st reading

Public Comment

None

❖ Council Member Richard offered a motion to approve PH-18-06 10 Cumming St Historic Designation including the Ordinance as read by City Attorney

- The motion received a second from Council Member Hipes
- The motion was approved unanimously 6-0

C. PH-18-07: Lewis Manning House Historic Designation/40 Cumming Street (1st reading)

- Director of Community Development, Kathi Cook, came forward to present this item.
- This item was heard at the August 9, 2018 Historic Preservation Commission meeting. Staff recommended approval. One person asked a question concerning the restoration of the property. After discussion, the Historic Preservation Commission recommended to approve the item. Vote (5-0)
- Staff recommends approval of PH-18-07 40 CUMMING ST HISTORIC DESIGNATION.
- As required by Zoning Condition # 9 for CLUP-17-02/Z-17-04 Taylor Morrison / 40 Cumming Street on September 25, 2017, the applicant is requesting that the property be designated as Historic. The subject property is located at 40 Cumming Street and is known as the Lewis Manning House.
- The submitted request, if approved, will allow the applicant to change the property status from Contributing Historic Property to designated as Historic per the Historic Preservation Ordinance.
- The Lewis Manning House possesses historic significance and association as a home to one of the founding families of Alpharetta.
- It is deemed worthy of preservation as it is 123 years old and is an outstanding representative of a Queen Anne Style home.
- Tracy Ward, the downtown consultant for the City agrees that this property should be designated as Historic.
- The Georgia Historic Preservation Trust supports the designation because of its significance as an outstanding example of the Queen Anne style.
- Assistant City Attorney, Scott Hastey, read the Ordinance title into the record constituting a 1st reading

Public Comment

- Albert Stovall, 175 Manning Drive, Alpharetta, GA, came forward to speak on this item

❖ Council Member Richard offered a motion to approve PH-18-07 40 Cumming St Historic Designation including the Ordinance as read by City Attorney

- The motion received a second from Council Member Binder
- The motion was approved unanimously 6-0

D. PH-18-08: Troy Rucker House Historic Designation / 1080 Rucker Road (1st reading)

- Director of Community Development, Kathi Cook, came forward to present this item.
- This item was heard at the August 9, 2018 Historic Preservation Commission meeting. Staff recommended approval. One person asked a question concerning the restoration of the property. After discussion, the Historic Preservation Commission recommended to approve the item. Vote (5-0)
- Staff recommends approval of PH-18-08 1080 Rucker Rd Historic Designation.
- The applicant is requesting that the property be designated as Historic. The subject property is located at 1080 Rucker Rd and is known as the Troy Rucker House.
- The submitted request, if approved, will allow the applicant to change the property status from Contributing Historic Property to designated as Historic per the Historic Preservation Ordinance.
- The Troy Rucker House possesses historic significance and association as a home to one of the founding families of Alpharetta.
- It is deemed worthy of preservation as it is 118 years old and is an outstanding representative of a Queen Anne Style home.
- Tracy Ward, the downtown consultant for the City agrees that this property should be designated as Historic.
- The Georgia Historic Preservation Trust supports the designation of the Troy Rucker House due to its significance as an outstanding example of a Queen Anne cottage as well as its association with Troy Rucker.
- Assistant City Attorney, Scott Haste, read the Ordinance title into the record constituting a 1st reading

Public Comment

- Cindy Hogan, 1080 Rucker Road, Alpharetta, GA came forward to speak on this item as the property owner
- Terry Shipp, 3125 Gadsden St, Alpharetta, GA came forward to speak on this item
- Solina Kent, neighbor of the property under consideration, came forward to speak on this item
- Connie Mashburn, 1245 Tuscan Ct, Alpharetta, GA, came forward to speak on this item
- ❖ Council Member Richard offered a motion to approve PH-18-08 1080 Rucker Rd Historic Designation including the Ordinance as read by the City Attorney
 - The motion received a second from Council Member Binder
 - The motion was approved unanimously 6-0

E. MP-18-06: Starbucks/Windward

- Senior Planner, Michael Woodman, came forward to present this item.
- This item was heard at the August 2, 2018 Planning Commission meeting. Staff recommended approval of the item subject to 6 conditions. No one spoke in favor of or in opposition to the request. After discussion, the Planning Commission recommended to approve the item subject to staff's recommended conditions. Vote (6-1)
- Staff recommends approval of MP-18-06 Starbucks/Windward Master Plan, subject to the following conditions:
 1. Property shall be developed substantially in accordance with submitted plan prepared by GPD Group, dated 6/28/2018, except for modifications required to comply with the conditions below.
 2. Add 'Restaurant with Drive-thru Window' as a permitted use in Windward Master Plan Pod 4 at 6197 Windward Parkway for Starbucks. Approval shall be limited to a coffee shop only.
 3. Drive-thru facilities shall not be visible from the public right-of-way. Decorative landscape material shall be used to screen the drive-thru, as approved by the DRB.
 4. Replace dead, dying or missing landscape material in existing required landscape areas.
 5. Developer shall provide the required bicycle racks.
 6. Building, site and landscape plans shall be subject to review and approval by the DRB.
- The applicant, GPD Group, is requesting an amendment to Windward Master Plan Pod 4 to allow a former bank with drive-through to be converted to a Starbucks with drive-through on a 1.15-acre site. A master plan amendment to add 'Restaurant with Drive-thru Window' as a permitted use in Windward Pod 4 is required for the proposed business. The subject property is located at 6197 Windward Parkway at the southwest corner of Windward Parkway and Market Place.
- The submitted request, if approved, will allow a former bank with drive-thru to be converted to a coffee shop with drive-thru for Starbucks on a 1.15-acre site. A master plan amendment to add 'Restaurant with Drive-thru Window' as a permitted use in Windward Pod 4 is required for the proposed business. The nearby Starbucks at 3070 Windward Plaza will be closing due to lease termination and is proposed to be relocated to the subject property. The subject property is located at 6197 Windward Parkway at the southwest corner of Windward Parkway and Market Place.
- The property is zoned CUP (Community Unit Plan) and subject to the Windward Master Plan Pod 4. A 1-story, 3,625 square foot bank with drive-thru was constructed in 2008 for Flagstar Bank and later PNC Bank. Surrounding properties are also zoned CUP and subject to the Windward Master Plan, including Market Forest retail center to the west, E-Trade Financial to the north, The Ascent at Windward apartments to the east, Bank of America to the southeast and Windward Plaza office building to the south. The Comprehensive Land Use Plan designation of the property is 'Commercial', which allows the proposed use.
- The Windward Master Plan was approved in 1980 with a substantial

update in 1993 (MP-92-03) for a 3,000+ acre planned community, including residential, commercial, office, industrial and recreational uses. Windward Pod 4 has a land use designation of 'Commercial', which allows professional office, banks, restaurant, theater, health club, retail commercial, service commercial, gas station, civic buildings, medical facilities, hotel and conference center, specialty retail shops and boutiques and day care center. 'Commercial' pods in Windward represent less than 2%, or 60 acres, of the total land area within the Master Plan. The Windward Master Plan has been amended on a few occasions.

- The applicant's site plan depicts the 1-story, 3,625 square foot bank building and associated parking to remain. The building is proposed to be opened up at the front to include an under roof open air patio (596 square feet), which will reduce the size of the building to 3,032 square feet. Land disturbance is limited to reconfiguration of the drive-thru facilities from three (3) lanes to a single lane, as well as the addition of a dumpster enclosure, sidewalk connection and outdoor seating area. Additional green space will be added as a result of the modifications to the drive-thru facilities. Access to the site will continue from Windward Parkway.
- A total of 28 parking spaces exists and will remain on the property. Windward Pod 4 requires one (1) parking space per 200 square feet; therefore, the proposed use would require 15 spaces. Landscape strips along Windward Parkway and Market Place are substantially in compliance with the Unified Development Code. If approved, staff recommends a condition requiring the developer to assess existing landscaping and replace any missing, dying or dead material. A tree save/stormwater area is located to the rear of the property; however, the developer does not propose any impacts to the area.
- The applicant submitted trip generation figures for the proposed request. The proposed use would generate a total of 2,983 daily trips, when calculated based on the total area of the building. However, the size of the existing building is larger than what Starbucks needs. Starbucks typically builds a 2,000 square foot building for free-standing ground up projects. Starbucks proposes to open the front of the existing building to be an under roof open air patio, which will result in a decrease to the overall building size. The applicant estimates that the proposed Starbucks will generate 1,638 daily trips.
- The City's Transportation Engineer reviewed the applicant's proposed drive-through configuration. From the right-turn into the site, there would be space for approximately eight (8) vehicles beyond the eight (8) vehicles between the order board and the drive-through window. In addition, vehicles coming from Market Place would have over 400' before the order board. From both drives vehicles would more likely choose to drive into the site and park in lieu of waiting in a long drive-through line. Staff believes the site provides sufficient circulation for the operator to manage any peak customer surges.
- Staff has reviewed the applicant's proposal and finds that it can generally support the request for master plan amendment. The request is compatible with properties in the vicinity, which are also designated 'Commercial' and developed with commercial uses. The property was previously developed with drive-thru facilities and the applicant is asking to utilize those facilities in conjunction with a restaurant use. The Windward Master Plan was approved in 1980 with a substantial update in 1993 before the first Starbucks with drive-thru opened in 1994. Therefore, a

coffee shop with drive-thru was not considered in the Windward Master Plan list of permitted uses. If approved, conditions are recommended requiring screening of the drive-thru facilities. However, a drive-through should only be permitted for a coffee shop, which has fewer trips at different peak times as compared to a traditional fast food restaurant with drive-through.

- The report submitted by the applicant states that property owners within 500' were contacted regarding the applicant's intent. The report states that no comments were received.
- Applicant came forward to speak to their request

Public Comment

None

❖ Council Member Richard offered a motion to approve the MP-18-06 Starbucks/Windward Master Plan, subject to the following conditions:

1. Property shall be developed substantially in accordance with submitted plan prepared by GPD Group, dated 6/28/2018, except for modifications required to comply with the conditions below.
2. Add 'Restaurant with Drive-thru Window' as a permitted use in Windward Master Plan Pod 4 at 6197 Windward Parkway restricted to Starbucks.
3. Drive-thru facilities shall not be visible from the public right-of-way. Decorative landscape material shall be used to screen the drive-thru, as approved by the DRB.
4. Replace dead, dying or missing landscape material in existing required landscape areas.
5. Developer shall provide the required bicycle racks.
6. Building, site and landscape plans shall be subject to review and approval by the DRB.

- The motion received a second from Council Member Merkel
- The motion was approved unanimously 6-0

F. PH-18-AB-51 Minimum Distance Requirement Waiver Request - Chiringa

- City Clerk, Coty Thigpen, came forward to present this item.
- Staff recommends approval of PH-18-AB-51 Chiringa Minimum Distance Requirement Waiver request.
- The applicant, Chiringa, has applied for a City of Alpharetta Alcohol License for on-premise consumption. The proposed restaurant is located at 34 S. Main Street, Suite 2B, within City Center in one of the 'jewel boxes' adjacent to the Town Green. After reviewing the application, it was determined that the applicant did not satisfy the distance requirement for public parks due to their proximity to the City's Town Green.

Licensees within the Downtown District are required to be 50 feet from public parks.

- The City's Alcohol Code has special provisions and exceptions for establishments located in the Downtown District. One such provision, outlined in the attached Code Section 4-399, provides an allowance to submit a distance waiver request for Council consideration.
- The applicant has satisfied all other necessary requirements for a City of Alpharetta On-Premise Consumption Alcohol License.

Public Comment

- Cheri Morris, owner/lessor of the property, came forward to speak on this item
- ❖ Council Member Merkel offered a motion to approve PH-18-AB-51 Chiringa Minimum Distance Requirement Waiver request.
 - The motion received a second from Council Member Binder
 - The motion was approved 4-2; with Burnett and Richard voting no

VI. NEW BUSINESS

A. Board And Commission Appointments: Alpharetta Development Authority

- ❖ Mayor Gilvin offered a motion to appoint Jack Nugent to the Alpharetta Development Authority
 - The motion received a second from Council Member Binder
 - The motion was approved unanimously 6-0

B. Morris Road Operational Improvements, ITB #18-009

- City Administrator, Bob Regus, came forward to introduce Taylor Wright, consultant for the project
- Staff recommends Mayor and Council award Bid No. 18-009 to Vertical Earth Incorporated in the amount of \$2,600,127.17 for the Morris Road Operational Improvements TSPLOST Project and authorize the Mayor to execute all necessary documents.
- The award of this bid is for the construction of the Morris Road Operational Improvements TSPLOST project.
- Elements of this project include:
 - Providing two lanes of travel in each direction along Morris Road from Old Milton Parkway to Preston Ridge;
 - Converting one of the two north-bound lanes of Morris Road between Preston Ridge and Webb Bridge Road into a center turn lane;
 - Constructing a roundabout at the intersection of Morris Road Preston Ridge
 - Installing sidewalks along both sides of Morris Road from Old Milton Parkway to Webb Bridge Road.

- Plans and specifications for this project were prepared by Pond and Company with program management oversight provided by Atkins. The project advertised for competitive bids during May, June, and July 2018. Bids for the project were received on July 12, 2018 and the City received a total of five bids from the following:

Vertical Earth Inc.	\$2,600,127.17
CMES, Inc.	\$3,026,366.00
Baldwin Paving Company, Inc.	\$3,198,988.53
C. W. Matthews Contracting Co., Inc.	\$3,216,831.76
A! Contracting LLC	\$3,324,704.50

- The apparent low bidder, Vertical Earth Inc. is an experienced contractor which has worked on several projects with similar elements in Georgia for multiple governmental agencies including City of Johns Creek, City of Kennesaw, and City of Roswell. The contacted references stated that Vertical Earth Inc. provided reliable work on time and within budget and would utilize their services again. Additionally, Vertical Earth Inc. was previously awarded, and has substantially completed, the city's Warsaw Area Sidewalk Improvement Project.
- Staff met with representatives of Vertical Earth Inc. on July 26, 2018 to review the scope of work and the City's expectations. Vertical Earth Inc. assured Staff that they could complete the project for the bid amount and within the allocated time frame. Thus, staff determined Vertical Earth Inc. to be the lowest responsive and responsible bidder.
- Once a contract with Vertical Earth Inc. has been finalized and executed, construction may begin immediately. The anticipated completion date for work at all locations is no more than 365 days from notice to proceed.

Public Comment

None

- ❖ Council Member Burnett offered a motion to award Bid No. 18-009 to Vertical Earth Incorporated in an amount not to exceed \$2,600,127.17 for the Morris Road Operational Improvements TSPLOST Project and authorize the Mayor to execute all necessary documents.

- The motion received a second from Council Member Richard
- The motion was approved unanimously 6-0

C. E911 Prepaid and Postpaid Fee Resolutions

- Director of Finance, Tom Harris, came forward to present this item.
- Staff recommends Mayor and Council adoption of the updated E911 Prepaid and Postpaid Fee Resolutions to ensure compliance and uniformity with recent State law changes.
- During the 2018 Session, the Georgia General Assembly passed HB 751 and it was signed into law on May 7, 2018. HB 751 is a comprehensive piece of legislation that, among other things, establishes the Georgia Emergency Communications Authority (GECA) as the coordinating body for 911 and emergency communications in the state.

Additionally, the legislation creates a new process by which all 911 fees are to be collected and remitted to local governments.

- Beginning January 1, 2019, service suppliers will begin aggregating and remitting their collected 911 fees to the Georgia Department of Revenue through a contract with GECA. Wireline, postpaid wireless, and Voice over Internet Protocol fees will continue to be distributed based on the same formula as before. Prepaid will continue to be distributed based on the same formula as well; however, the prepaid remittances will be delivered to the local governments monthly as opposed to the current annual distribution in October.
- Per O.C.G.A. § 46-5-134, the 911 fees collected by the service supplier and transmitted to the authority for distribution to local governments pursuant to Code Section 38-3-185 shall, upon being received by a local government, be deposited and accounted for in a separate restricted revenue fund known as the Emergency Telephone System Fund maintained by the local government. All such funds shall be used exclusively for the purposes authorized by O.C.G.A. § 46-5-134(-f).
- With these changes to the processes, new 911 resolutions need to be adopted by each local government that operates a public safety answering point (PSAP). Updated 911 Resolutions were approved by Alpharetta in June 2018 based on staff interpretations of HB 751. However, model resolutions were subsequently provided in July by the Georgia Municipal Association and staff desires to reaffirm its 911 fees using the updated resolution language to ensure consistency with other PSAP providers.
- The new 911 resolutions must be submitted to the Georgia Department of Revenue no later than November 1, 2018 to ensure that the Department has sufficient time to implement the new collection and remittance process by January 1, 2019.
- Assistant City Attorney, Scott Hastey, read the Resolutions aloud

Public Comment

None

- ❖ Council Member Merkel offered a motion to adopt updated E911 Prepaid and Postpaid Fee Resolutions as ready by City Attorney.
 - The motion received a second from Council Member Binder
 - The motion was approved unanimously 6-0

VII. WORKSHOP

A. Proposed Changes to PSC and MU Zoning Districts and North Point Overlay - Caleb Racicot, TSW

B. Buice Road - Replacement of Speed Tables

- City Administrator, Bob Regus, came forward to present this item
- Buice Road, between Kimball Bridge Road and Jones Bridge Road is under the jurisdictional authority of Johns Creek. On the east and west side of Buice Road are Alpharetta residents and on the west side of Buice Road is Ocee Park. Along Buice Road are several speed control devices. These speed tables were installed by Fulton County and now are the responsibility of Johns Creek. Due to the speed tables not meeting standards, Johns Creek is looking to have them all removed. Johns Creek's traffic calming

policy does not permit the installation of speed cushions along non-internal subdivision streets.

- The proposed plan is for chicanes and mini-roundabouts be installed along Buice Road. A chicane is a series of alternating mid-block curb extensions that narrow the roadway and require vehicles to follow a curving, S-shaped path with the intent of discouraging speeding.
- The roundabouts proposed are much smaller than existing roundabouts in the area. The smallest roundabout in Alpharetta is located at Bates and Mayfield Road and is 82' in diameter. The proposed min roundabouts along Buice are planned to be 72' in diameter. Landscaping will not be installed in the middle of the roundabouts since Public Safety Vehicles and larger vehicles (i.e. moving trucks) will travers the roundabout via driving thru the roundabout and not around the roundabout.
- Representatives from Johns Creek present the attached plan to citizens along the corridor and individuals present at the meeting were overwhelming in support of the proposed improvements. The end goal of the project is to slow the speed of the vehicles along Buice Road and the chicanes and mini-roundabouts will accomplish this goal.

C. Downtown Alpharetta: Old Roswell Street Centralized Waste / Recycling Facility

- Assistant City Administrator, James Drinkard, came forward to present this item on behalf of staff
- With the increasing popularity of Downtown Alpharetta as a destination, especially for dining, a corresponding growth in garbage from businesses within the district is being seen. Nowhere is this issue being experienced more than at the existing dumpster facility located in the City's parking lot on Old Roswell Street.
- The existing dumpster facility was originally designed to handle garbage and recyclables only for the buildings located at 10 Milton Avenue and 37 Old Roswell Street, consisted of two restaurants, a salon, and professional office space. Over time, however, additional restaurants and businesses began using the facility such that today six restaurants, a bakery, and several retail shops use the facility.
- As use of the facility expanded beyond the two original buildings, the City took over management and responsibility and implemented a program whereby the cost of servicing the facility was born by the utilizing businesses based on a pro-rata share in a two-tiered cost formula (restaurants bearing a higher cost than other users due to generating a higher trash volume).
- The volume of waste that the Old Roswell Street facility is having to support has far exceeded its capacity. Although service days have been maximized, this routinely results in bags of garbage being piled onto the ground in front of the dumpsters; sometimes to the point that Republic Services is unable to service the dumpsters. While Staff has worked with solid waste professionals seeking to identify alternative means of addressing the issue, the only option is to expand the capacity of the centralized waste facility.
- Due to a variety of limiting factors; including topography, the need to minimize parking loss, and operational issues; it has been determined that the only real option is to relocate the centralized waste facility to a central location within the Old Roswell Street

parking lot. This will allow for a facility sized to meet current and anticipated future demand while accounting for other relevant factors.

- The plan would result in a net loss of only two parking spaces from this lot.
- Council would like to workshop this item again at the next Council Meeting

VIII. PUBLIC COMMENT

None

IX. REPORTS

- Council Member Burnett announced that he will not be at the September 4th Council Meeting
- Council Member Richard announced the 1st Community Conversation Meeting that will take place at City Hall on September 12th at 6pm

X. ADJOURNMENT

❖ *Mayor Gilvin adjourned the meeting at 8:36 p.m.*

Respectfully submitted,



Coty Thigpen, City Clerk



CITY COUNCIL MEETING STAFF REPORT

SUBMITTING DEPARTMENT: COMMUNITY DEVELOPMENT
SUBMITTED BY: KATHI COOK
DRAFTED BY: MICHAEL WOODMAN

I. AGENDA ITEM TITLE: NORTH POINT PLACEMAKING PLAN

CITY COUNCIL: SEPTEMBER 17, 2018

II. RECOMMENDATION:

Award contract in the amount of \$93,726.00 to MKSK under the terms and conditions of the City's Creative Placemaking Plan for North Point Area contract and authorize Mayor to execute all necessary documents.

III. BUDGET IMPLICATIONS:

BUDGET ITEM: No FISCAL IMPACT: Yes

INCLUDED IN CURRENT FY CPTL BUDGET: No INCLUDED IN CURRENT FY OPRT BUDGET: No

TOTAL PROJECT COST: \$93,726.00

APPROPRIATIONS:

ACCOUNT TITLE/NUMBER	DOLLAR AMOUNT
ARC Community Development Assistance Program (Placemaking Plan)	\$75,000.00
ARC CDAP – City Match (34090200-579000)	\$18,726.00

EXTERNAL FUNDING SOURCES:

ACCOUNT TITLE/NUMBER	DOLLAR AMOUNT
ARC Community Development Assistance Program (USDOT Surface Transportation Funding)	\$75,000.00

IV. REPORT IN BRIEF:

The recent North Point LCI update identifies Placemaking as an area-wide initiative to enhance development and reinvestment into the area and to create memorable experiences for consumers. On March 8, 2018, the Mayor authorized staff to submit an application to the Atlanta Regional Commission's (ARC) Community Development Assistance Program seeking grant funding for a Creative Placemaking Plan for the North Point LCI. ARC awarded the City \$75,000.00 to complete the Placemaking Plan, with the City committed to a 20% match in the amount of \$18,750.00.

The North Point LCI Creative Placemaking Plan will examine the options for elements to improve safety and walkability along the North Point Parkway corridor. The study will also formulate a wayfinding concepts, streetscape, design guidelines and signage program and plan to encourage efficient and

safe movement of pedestrians, bicycles and vehicles in, through and around the North Point area. The project shall recommend a diversity of types of public art to make the corridor attractive as well as interactive. Lastly, as part of the study process and public outreach, the City will implement a temporary demonstration project to illustrate what some of the final concepts could be.

The City issued the Creative Placemaking Plan for North Point Area RFP (#19-101) on July 5, 2018. Seven (7) consultant teams responded to the RFP with two (2) teams being shortlisted for interviews. Staff recommends awarding the contract to MKSK.

V. ALTERNATIVES:

VI. ATTACHMENTS:

- ARC Subgrant Agreement
- MKSK Proposal

RFP Evaluation / Scoring Sheet (Detail)
CREATIVE PLACEMAKING PLAN FOR NORTH POINT AREA
RFP # 19-101

OFFERORS	MKSK	TSW
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Scoring Instructions:

1. Score each criteria for each proposal using a scale of 1 - 5; 5 = highest score
2. Scores should be noted for each criteria as this will be the basis for evaluation.
3. Weights will be applied to combined scores.
4. Cost will be evaluated separately.

CRITERIA		
Presentation/Interview 75% (shortlisted firms only) 9-5-18	3.30	2.25
Cost 25%	1.25	1.25
Final Proposal Scoring	4.55	3.50

Cost 25%	\$93,726.00	\$93,750.00
	5.00000	4.99872
	1.25	1.25

Presentation/Interview scoring 75% (9-5-18)

Team Member #1	5.00	3.00
Team Member #2	5.00	3.00
Team Member #3	4.00	3.00
Team Member #4	4.00	3.00
Team Member #5	4.00	3.00
Avg Score	4.40	3.00
Weighted Score	3.30	2.25

4.2 Cost Proposal and Price Certification

- a. Each Offeror **MUST** present a fixed cost proposal for the work to be performed as outlined in this RFP. The Total Cost Proposal is to include all costs (separate provisions for travel, incidentals, added services or staff, and/or per diem **WILL NOT** be accepted). See Exhibit B-1 for more information.
- b. Total Project Cost Proposal for Placemaking Plan for North Point Area as outlined in this RFP Section 2 and Exhibit A-1, and any subsequent Addenda that may have been issued:

\$ 93,726

- c. On a separate sheet, include labor/designation categories and per hour rates for each category in the event additional work specifically related to this project is requested by the City.

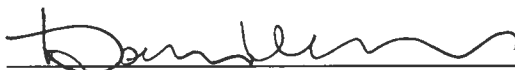
Award will consider price, but price will not be the sole, determining factor.

Proposal Price Certification

In compliance with Section 2 Scope of Project/Specifications, the undersigned offers and agrees that if this Proposal is accepted by the City Council within one hundred twenty (120) days of the date of RFP Proposal Response Due Date/Time, that the undersigned will furnish any or all of the deliverables upon which prices are quoted, at the price set opposite each, to the designated point(s) within the time specified.

COMPANY MSK2, LLC (dba MKSK)

ADDRESS 504 Rhett Street, Suite 204, Greenville, SC 29601

AUTHORIZED SIGNATURE(S) 

PRINT / TYPE NAME(S) AND TITLE(S) Darren Meyer, PLA, ASLA, Principal

CONTACT INFO: PHONE NUMBER 864.626.5716

CONTACT INFO: E-MAIL ADDRESS dmeyer@mkskstudios.com

SCOPE OF WORK TASKS/HOURS												
	Principal	Principal	Senior Associate	Urban Planner I	Urban Planner II	Graphic Designer	Landscape Arch. II	Landscape Arch. III	Project Manager	Sr Project Eng	Project Engineer	Total Basic
	D. Meyer	B. Strader	B. Marsengil	T. Coker	D. Zellefrow	N. Braam			I. Battle	B. Jones	R. Augat	
Task 1: Client Coordination, Existing Conditions Analysis, & Public Involvement												
Design Work Plan & Detailed Schedule				4								18
Define Community Engagement Process				4	4							
Existing Plan & Data Review	2	2	2	6	4				2			48
Discover the North Point Area	8	8	8	8	8				8			4
Convene Project Management Team Meeting #1	4			4	4				2			14
Determine Existing Perceptions, Opportunities, & Challenges	4	8	8	8	8				8			44
Conduct Existing Conditions Analysis	2	2	4	8	8				2			26
Establish Benchmarking & Best Practices	2	2		6	6							16
Convene Project Management Team Meeting #2				4	4				4			
Conduct Public Meeting #1				8	8				4			20
Total Hours	22	22	22	60	54	0	0	0	30	0	0	210
Hourly Fee	\$190.00	\$190.00	\$155.00	\$119.00	\$102.00	\$115.00	\$108.00	\$102.00	\$208.40	\$154.25	\$144.85	1588.50
Total	\$4,180	\$4,180	\$3,410	\$7,140	\$5,508	\$0	\$0	\$0	\$6,252	\$0	\$0	\$30,670
Task 2: Plan Development												
Develop Draft Recommendations	16	8	8	32	24	8	4	4	8	8		120
Review & Present Draft Placemaking Recommendations	8	8	8	16	16				4			60
Total Hours	24	16	16	48	40	8	4	4	12	8	0	180
Hourly Fee	\$190.00	\$190.00	\$155.00	\$119.00	\$102.00	\$115.00	\$108.00	\$102.00	\$208.40	\$154.25	\$144.85	1588.50
Total	\$4,560	\$3,040	\$2,480	\$5,712	\$4,080	\$920	\$432	\$408	\$2,501	\$1,234	\$0	\$25,367

SCOPE OF WORK TASKS/HOURS

	Principal D. Meyer	Principal B. Strader	Senior Associate B. Marsengil	Urban Planner I T. Coker	Urban Planner II D. Zellefrow	Graphic Designer N. Braam	Landscape Arch. II	Landscape Arch. III	Project Manager I. Battle	Sr Project Eng B. Jones	Project Engineer R. Augat	Total Basic
Task 3: Finalize Plan												
Develop Draft Plan	8	8	8	24	24	6	2	2	8			90
Convene Project Management Team Meeting #4				8	8							16
Host Public Meeting #2	8	8		12	12				4			44
Prepare Final Plan	2	2		12	12				4			32
ARC & Stakeholder Coordination Meeting	4			8	8				4			
Deliver Final Plan	8			8	8				4			28
Total Hours	30	18	8	72	72	6	2	2	24	0	0	234
Hourly Fee	\$190.00	\$190.00	\$155.00	\$119.00	\$102.00	\$115.00	\$108.00	\$102.00	\$208.40	\$154.25	\$144.85	1588.50
Total	\$5,700	\$3,420	\$1,240	\$8,568	\$7,344	\$690	\$216	\$204	\$5,002	\$0	\$0	\$32,384

Task 1 \$30,670

Task 2 \$25,367

Task 3 \$32,384

TOTAL \$88,420

Expenses
(includes mileage, travel, printing,
courier, and overnight delivery
services) \$5,305.22

GRAND TOTAL \$93,726

PER HOUR RATES

MKSK Hourly Rates		BPA Engineering Hourly Rates	
Senior Principal	\$190	Project Manager	\$208.40
Principal	\$190	QA/QC Engineer	\$179.60
Senior Transportation Associate	\$190	Senior Project Engineer	\$154.25
Senior Associate	\$155	Project Engineer	\$144.85
Associate	\$140	Senior Designer	\$122.45
Landscape Architect I	\$119	CAD	\$94.55
Landscape Architect II	\$108	Administrative	\$55.25
Landscape Architect III	\$102		
Landscape Architect IV	\$65		
Urban Planner I	\$119		
Urban Planner II	\$102		
Urban Planner III	\$92		
Urban Planner IV	\$65		
Graphic Designer I	\$115		
Graphic Designer II	\$100		
Graphic Designer III	\$92		
Graphic Designer IV	\$65		
Administration	\$65		

MKSK Cost Proposal - Creative Placemaking Plan for North Point Area

Project Expenses		Person-Hrs Travel (ea trip)								
Travel	Mtg Qty	Principal	Project Mgr	Graphic	Engineer	Total Hrs	Flight	Miles	Rate	
		\$190	\$119	\$115	\$208				\$0.545	
In-person Meetings (car travel from Greenville)	5	5	5			50		260	\$708.50	Discover, PMT mtgs 1&3, Public mtgs 1&2 (combined with PMT mtgs 2&4) for Principal and Proj Mgr
In-person Meetings (air travel from Detroit)	1	3				3	\$328			Discover
In-person Meetings (air travel from Columbus)	1			3		3	\$328			Discover
In-person Meetings (car travel from Atlanta - BPA)	3				3			52	\$85.02	Discover, PMT meetings 1&3
Total Person-Hours Travel		28	25	3	9	56				
Total		\$5,320	\$2,975	\$345	\$1,875.60	\$10,516	\$656		\$793.52	
Person-Hrs Travel Discount						\$8,640				MKSK-applied reduction of non-local person-hrs for travel
Total Travel	\$3,325.22					\$1,876				
Printing		Mtg Qty	Copies	Pages	Rate	Total				
11x17 color (PMT meeting materials)	5	6	15	\$2.00		\$900.00				Discover, PMT meetings 1-4
36x48 color (Public meeting materials)	2	1	12	\$45.00		\$1,080.00				Public meetings 1&2
Total Printing	\$1,980.00					\$1,980.00				
Total Travel	\$3,325.22									
Total Printing	\$1,980.00									
Total Project Expenses	\$5,305.22									

REQUEST FOR PROPOSALS #19-101

CREATIVE PLACEMAKING PLAN FOR NORTH POINT AREA

PREPARED FOR:



AUGUST 2, 2018



MKSK **BPA**

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**CITY OF ALPHARETTA
REQUEST FOR PROPOSALS (RFP)
(THIS IS NOT AN ORDER)**

Finance Department
2 Park Plaza
Alpharetta, GA 30009
P: (678) 297-6052
F: (678) 297-6093
purchasing@alpharetta.ga.us

RFP TITLE: CREATIVE PLACEMAKING PLAN FOR NORTH POINT AREA

RFP #: 19-101

RFP RESPONSE DUE DATE/TIME: AUGUST 2, 2018; 10:00 AM

RFP ISSUE DATE: JULY 5, 2018

NUMBER OF PAGES: 37

SINGLE POINT OF CONTACT DURING PROCUREMENT PROCESS

PROCUREMENT AGENT: Debora Westbrook

City of Alpharetta Phone: 678-297-6052 FAX: 678-297-6093

Finance Department Email: purchasing@alpharetta.ga.us

2 Park Plaza Procurement Website: <https://www.ebidexchange.com/alpharetta>

Alpharetta, GA 30009

INSTRUCTIONS TO SUBMIT A PROPOSAL:

1. CITY HALL NORMAL HOURS FOR DELIVERIES: MON-THURS 8:30 AM-5:00 PM; FRI 8:30 AM-4:30 PM
2. PROPOSAL PACKAGE MUST BE SEALED IN OPAQUE PACKAGING; NO FAXED OR EMAILED RESPONSES ACCEPTED
3. SUBMIT UNBOUND (3-RING BINDER OK) **ONE** PAPER ORIGINAL WITH ORIGINAL SIGNATURES; **THREE** PAPER COPIES OF ORIGINAL; AND **ONE** CD-ROM/FLASH DRIVE COPY OF ORIGINAL
4. **ONE** COST PROPOSAL ORIGINAL IN SEPARATE SEALED ENVELOPE
5. **NO** PUBLIC OPENING WILL BE HELD FOR RFP RESPONSES

DELIVER SEALED PROPOSAL TO:

CITY OF ALPHARETTA

FINANCE DEPARTMENT

CITY HALL 1ST FLOOR GREETER STATION

2 PARK PLAZA

ALPHARETTA, GA 30009

ATTN: DEBORA WESTBROOK

EXTERIOR OF OFFEROR'S SEALED ENVELOPE/PACKAGE MUST NOTE:

Offeror's Name and Address

RFP Title & Number as noted on top of this page

RFP Due Date & Time as noted on top of this page

(or as may be changed by Official Written Addendum)

THIS PAGE MUST BE COMPLETED, SIGNED, AND RETURNED WITH EACH RESPONSE

By signing and returning this form with a Proposal, the authorized signer and represented firm have read, understand, and agree to information within this Request for Proposal and with required and informational documents, files, and/or forms posted to webpage for this RFP and made part of this RFP and any contract that may be awarded as a result of response to this RFP. Furthermore, Offeror acknowledges and agrees that Offeror has carefully examined and fully understands the provisions and requirements of this RFP, has made a personal examination of the site of the proposed work (if applicable), is satisfied as to the actual conditions and requirements of the proposed Work, and hereby proposes and agrees that if Offeror's Proposal is accepted, Offeror will contract with the City in full conformance with the Contract Documents.

FIRM/OFFEROR NAME:

MSK2, LLC (dba MKSK)

FIRM/OFFEROR MAILING ADDRESS:

504 Rhett Street, Suite 204, Greenville, SC 29601

FIRM/OFFEROR PHONE NUMBER(S):

864.626.5716

FIRM/OFFEROR FAX NUMBER(S):

614.621.3604

EMAIL ADDRESS FOR OFFEROR'S CONTACT:

dmeyer@mkskstudios.com

AUTHORIZED OFFEROR SIGNATURE:

PRINTED NAME OF SIGNER:

Darren Meyer, PLA, ASLA, Principal

OFFEROR FEDERAL I.D. NUMBER:

45-3413259

OFFEROR DUNS NUMBER:

078724799

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AUGUST 2, 2018

DEBORA WESTBROOK
CITY OF ALPHARETTA
2 PARK PLAZA
ALPHARETTA, GA 30009

DARREN MEYER, PLA, ASLA, PRINCIPAL
504 RHETT STREET, SUITE 204
GREENVILLE, SC 29601

Re: Request for Qualifications #19-101 - CREATIVE PLACEMAKING PLAN FOR NORTH POINT AREA

Dear Ms. Westbrook and Selection Committee,

MKSK is pleased to present our proposal to lead the process for a creative placemaking plan for the North Point Area. This package is based on your Request for a Technical Proposal and our experience with similar projects.

The North Point Area is a critical transportation and commercial district for the citizens of Alpharetta and the northern Fulton County region. While the area moves traffic fluidly, it does so at the expense of other modes. Walking and cycling could be viable alternatives given the proximity of new residential development and amenities such as the Big Creek Greenway. Likewise, the visual quality of both the public realm and the adjacent private development have evolved to accommodate the automobile, resulting in a place that lacks strong community identity. A plan is needed that can foster an attractive and vibrant district through right-of-way improvements, private development guidelines, and a grounded implementation strategy.

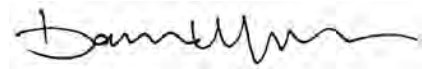
We understand the City of Alpharetta's desire to invigorate the North Point Area as a place for commerce—and people. The ground work has been established with the 2008 North Point Activity Center LCI Plan, 2012 LCI Plan Update, and the 2017 City of Alpharetta 2035 Comprehensive Plan. This is an opportune time to evaluate how the public realm in the North Point Area can be redesigned to encourage more walking, bicycling, and transit use. Such improvements can help stimulate the transformation of North Point into a vibrant mixed-use district with a strong sense of place while retaining the area's important role in regional commerce and moving traffic safely and efficiently.

MKSK will collaborate closely with City staff to create a seamless and well-coordinated project team. This team will engage the various stakeholders whose support will be needed to help achieve the vision—municipal staff and officials, ARC, GDOT, MARTA, North Fulton CID, business owners, investors, and the greater Alpharetta community. Joining MKSK on this effort, Atlanta-based firm BPA Engineering will provide the team with technical support regarding easements, parcel maps, infrastructure, and determining the feasibility of recommended improvements, such as traffic mitigation.

MKSK is a 27-year-practice of 90 landscape architects, urban designers, and planners. MKSK is a leader in planning and placemaking design for communities throughout the South and Midwest. Central to our approach is creating implementable community-based strategies and plans. Through a creative and broad-based foundation of public engagement, we develop a deep understanding of the strengths of people and place onto which we can build ideas for the future. MKSK brings established experience in corridor planning and redevelopment, signage and wayfinding, nonmotorized planning and design, and streetscape design. Our work is widely recognized for crafting catalytic strategies that produce strong economic outcomes, building consensus for a shared community vision, and creating unique spaces and places that speak to livability and authentic identity.

We look forward to the opportunity to discuss your specific needs in greater detail and believe that our success in addressing similar projects provides you with an experienced team geared toward meeting the challenges of this project.

Sincerely,
MKSK

A handwritten signature in black ink, appearing to read 'Darren Meyer', with a stylized, flowing script.

Darren Meyer, PLA, ASLA, Principal in Charge
dmeyer@mkskstudios.com | 864.626.5716



SECTION 2: SCOPE OF WORK & PROJECT REQUIREMENTS

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PROPOSED WORK PLAN

This section outlines MKSK's proposed approach to the Creative Placemaking Plan. It is fully expected that refinements will be discussed with the Client and, ultimately, become the final scope of services for assisting with the creation of the North Point Area Creative Placemaking Plan.

TASK 1: CLIENT COORDINATION, EXISTING CONDITIONS ANALYSIS & PUBLIC INVOLVEMENT

The following subtasks will be undertaken to build a solid foundation for the plan.

1.1 Design a Work Plan and Detailed Schedule

Building upon input from the Client, MKSK will finalize the project schedule complete with timing and locations for stakeholder meetings, community engagement sessions, and temporary demonstration projects. This will be refined and monitored by both the Client and the MKSK project manager.

1.2 Define the Community Engagement Process

MKSK will work with the Client to design and facilitate three (3) public engagement sessions with the assistance of City of Alpharetta staff. (The final meeting will be centered on a temporary demonstration project.) These events will be highly interactive and inclusive and yield essential insight to craft a narrative about the North Point Area and the values of the community.

Design. MKSK will work with the staff and Steering Committee to design the specific details for these engagement sessions, including specific engagement activities, background research, and products. The team will look for ways to use engagement processes to connect the cultural sector with the business community, residents, as well as visitors to the North Point Area. These engagement sessions will connect people and bring fun to the public engagement process while developing new collaborative connections between people in the community in ways that will serve ongoing community-building.

Promote. MKSK will assist with promoting the sessions, including developing the design of marketing material. MKSK will utilize the City of Alpharetta and Project Management Team to promote the sessions within their networks as well as through official city channels. The City of Alpharetta and Project Management Team will be responsible for securing engagement locations.

Facilitate. MKSK will lead and facilitate an informative and engaging public program. Various times and locations will be selected to ensure broad and diverse opportunities for engagement. Activities may include surveys, hands-on exercises, and interactive displays in traditional and nontraditional spaces.

Consult. The Steering Committee will play an active role in the workshops and the team will consult with them at key parts of the program.

1.3 Existing Plan and Data Review

MKSK will work with the Client to determine what current public, civic, and cultural destinations and attributes are valued in the North Point Area. The team will review the following plans:

- 2018 North Point LCI Plan
- North Point Area demographics
- North Point Area employment
- Locations for planned projects and investment in the North Point Area
- Geographic distribution of cultural and recreational assets
- 2008 North Point Activity Center LCI Plan
- 2012 North Point Activity Center LCI Plan 5-Year Update
- 2017 City of Alpharetta 2035 Comprehensive Plan
- National assessment of conditions and trends in Placemaking

Additionally, using available GIS data and/or aerial photography provided by the City, we will prepare a project mapping base plan. It is our assumption that the base mapping will depict existing rights-of-way, planimetric features including limits of all pavements, topography, above and below grade site utilities, and adjacent land uses. The above information, to be provided by the client, will serve as the basis of the site design and documentation moving forward.

1.4 Discover the North Point Area

The Team will meet with the Client for an in-depth orientation to the project area. This is anticipated to be a full-day session and include a Client-guided tour of the North Point Area, highlighting existing art, cultural, and recreational destinations, as well as significant businesses, institutions, and residential developments throughout the project area.

SCOPE OF WORK

We will take careful note of the project area public realm and existing roadway typologies and conditions, including, but not limited to:

- Road Construction/Type (curb vs. shoulder)
- Non-Motorized Facilities (sidewalks & bike facilities, widths, conditions, extents)
- Transit Facilities/Stops (including amenities and conditions of the waiting area and connections)
- Drainage Patterns/Systems (curb and gutter/swale, etc.)
- Streetscape Character (tree canopy/spacing/species, landscape, lighting, amenities)
- Existing Pedestrian Crossings
- Existing Utilities
- Right-of-Way Conditions
- Adjacent Land Uses/Major Destinations such as parks, schools, transit, employment centers, retail centers, and residential communities.

1.5 Convene Project Management Team Meeting #1

The Client will convene a Project Management Team that is composed of relevant city departments and ARC staff. This Management Team will be responsible for guiding the calendar of the community engagement for the Placemaking Plan, helping craft goals and action steps to enliven identified locations throughout the project area, and advising the MKSK team throughout the development of the Placemaking Plan.

1.6 Determine Existing Perceptions, Opportunities and Challenges

The MKSK team will meet with the Project Management Team and project stakeholders to listen and learn about the North Point Area and its place within the City of Alpharetta. During this series of meetings, the team will elicit input that begins to form an internal vision for the potential project sites and will discuss the plan for fulfilling the vision. This task anticipates up to eight stakeholder group meetings to be held across two working days (days do not need to be consecutive).

1.7 Conduct Existing Conditions Analysis

Based on our field work and document/data review, we will perform an overall analysis of the project area, noting strengths, weaknesses, opportunities, and constraints along each of the study corridors and their connections. We will prepare preliminary graphic exhibits of the study area that will serve as the foundation for plan development and will focus on two scales: the comprehensive/overall connectivity of the corridor network and surrounding regional context,

and the individual study corridors themselves. Due to the number of corridors and scale of study area, we recommend using 2D enlargement plans and cross sections of typical conditions along each corridor that will serve as “models” in the plan development. In addition to 2D plan and cross sections, we have found that using 3D modeling and producing “perspective” cross sections of key areas can more clearly convey constraints and opportunities to stakeholders and members of the community.

1.8 Establish Benchmarking & Best Practices

Based on the findings of existing conditions analysis, we will begin the process of analyzing opportunities and developing conceptual strategies for the Creative Placemaking Plan. This task will begin by benchmarking best practices applicable to the project area conditions that exemplify the goals and objectives of the LCI program. This benchmarking will help to develop an understanding of the opportunities for multimodal infrastructure, multi-use trails and connections, streetscape amenities (such as street trees, pavement materials, etc.), public art, and other district placemaking tactics. This will supplement the existing conditions review that will comprise the materials presented at Public Meeting #1.

1.9 Convene Project Management Team Meeting #2

We will present our findings regarding existing conditions analysis and benchmarking for review with the Project Management Team and discuss goals and priorities for moving forward. We will discuss presentation materials and the format for Public Meeting #1, as well as the interactive activities we will use to collect the most impactful public input.

1.10 Conduct Public Meeting #1

Public Meeting #1 will focus on exploring the possibilities for placemaking. We will work with City staff to conduct an initial public meeting in an open-house format engage the community in conversation about:

- Existing conditions of the project area;
- Strengths, weaknesses, and opportunities within the context of the study area;
- Relevant best practice examples and the range of possibilities for creative placemaking, public space activation, active transport solutions, and overall framework for public realm improvements;
- Ideas and preferences for the character, type, and treatment of placemaking initiatives, alternative transportation solutions, and supporting private development in the project area.

TASK 1 MEETINGS:

Initial Client Meeting
 Project Management Team Meetings #1 and #2
 Stakeholder Group Meetings (up to 8)
 Public Meeting #1

TASK 1 DELIVERABLES:

Work Plan, Project Schedule, Public Engagement Plan
 Project Management Team Presentations
 Stakeholder Input Summary Memo
 Project Area Inventory and Initial Assessment
 Benchmarking and Best Practices Summary Report
 Public Meeting Deliverables and Input Summary Memo

TASK 1 TIMEFRAME: Months 1-4

TASK 2: PLAN DEVELOPMENT

The following subtasks will be undertaken to develop the Creative Placemaking Plan.

2.1 Develop Draft Recommendations

Based on the input received during stakeholder meetings and Public Meeting #1, the MKSK team will extract the story that the North Point Area wants to tell the outside world. This narrative will become the foundation on which the Creative Placemaking Plan is built. The plan will contain goals and action steps for the sites that are achievable within three-to-five years as well as long-term initiatives. The Creative Placemaking Plan will cover the following topics (in no order):

- Evaluation and alignment of existing plans with goals and programs in the North Point Area.
- Identification of potential placemaking locations and public space activation.
- Identification of corridor identity (or theme) for the North Point Area.
- Conceptual plans for preferred streetscape and infrastructure improvements, including potential amenities, activity locations, connections to other public spaces, and integration into the surrounding private development.
- Development of project area wayfinding system, including sign typologies and conceptual environmental graphics.
- Temporary, short-, mid-, and long-term goals for project implementation.

2.2 Review and Present Draft Placemaking

Recommendations. MKSK will review the draft Creative Placemaking Plan and presentation materials with the Project Management Team. With their approval, the MKSK team, together with members of the Management Team, will present draft recommendations to relevant stakeholders for their input and feedback.

TASK 2 MEETINGS:

Project Management Team Meetings #3

TASK 2 DELIVERABLES:

Draft Placemaking Plan
 Presentation Materials

TASK 2 TIMEFRAME: Months 4-7

TASK 3: FINALIZE PLAN

The following subtasks will be undertaken to finalize the development of the Placemaking Plan.

3.1 Develop Draft Plan

Following Public Meeting #2, MKSK will prepare a draft plan document. In addition to the topics listed in 2.1 above, the plan will include the following:

- Summary of plan development process, including public input.
- Project area map containing elements and strategies to be installed at recommended locations.
- Recommended corridor layouts and sections.
- Development Scenarios for private investment within the project area that support placemaking, public space activation, and multi-modal transportation goals.
- 100-day action plan for quick project implementation.
- Order of magnitude cost estimates for major recommended projects.
- Phasing program for various recommended project elements.
- Staffing recommendations and budget requirements.
- Exploration of funding and sustainability of the Placemaking Plan through partnerships, city, ARC, and foundation support.

SCOPE OF WORK

3.2 Convene Project Management Team Meeting #4

Upon completion of the draft plan document, MKSK will present the draft plan document to the Project Management Team. We will provide two weeks for review, comments, and suggested edits to the draft plan.

3.3 Host Public Meeting #2

This event will serve as a forum for public input on draft plan recommendations. MKSK will provide for public review copies of the final plan document as well as posters and other exhibits illustrating key recommendations. Additionally, this event will feature an outdoor public art demonstration project. The demonstration project will provide an opportunity to promote plan recommendations, with a special focus on the “100-Day Plan” for quick project implementation.

3.4 Prepare Final Plan

Based on revisions from input gathered from the Project Management Team and Public Meeting #3, MKSK will prepare a final plan document and accompanying materials

3.5 ARC and Stakeholder Coordination Meeting

Prior to finalizing the LCI plan recommendations in the final report, MKSK and City Staff will coordinate with ARC in the final plan review process including a transportation project review meeting with affected organizations (GDOT, MARTA, City Public Works, etc.)

3.6 Deliver Final Plan

MKSK will submit the final plan (and supporting materials) to the Project Management Team and ARC, including revisions incorporated from the final ARC review process.

TASK 3 MEETINGS:

Project Management Team Meeting #4
Public Meeting #2

TASK 3 DELIVERABLES:

Draft Plan Document (in PDF form)
Public Meeting #2 Materials
Final Plan Document with supporting appendices, concept plans, and typical sections (in PDF form)
Supporting graphics and data in original formats

TASK 3 TIMEFRAME: Months 8-10

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FIRM PROFILE MKSK

CONTACT:

Darren Meyer
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dmeyer@mkskstudios.com
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Greenville, SC 29601

HOME OFFICE:

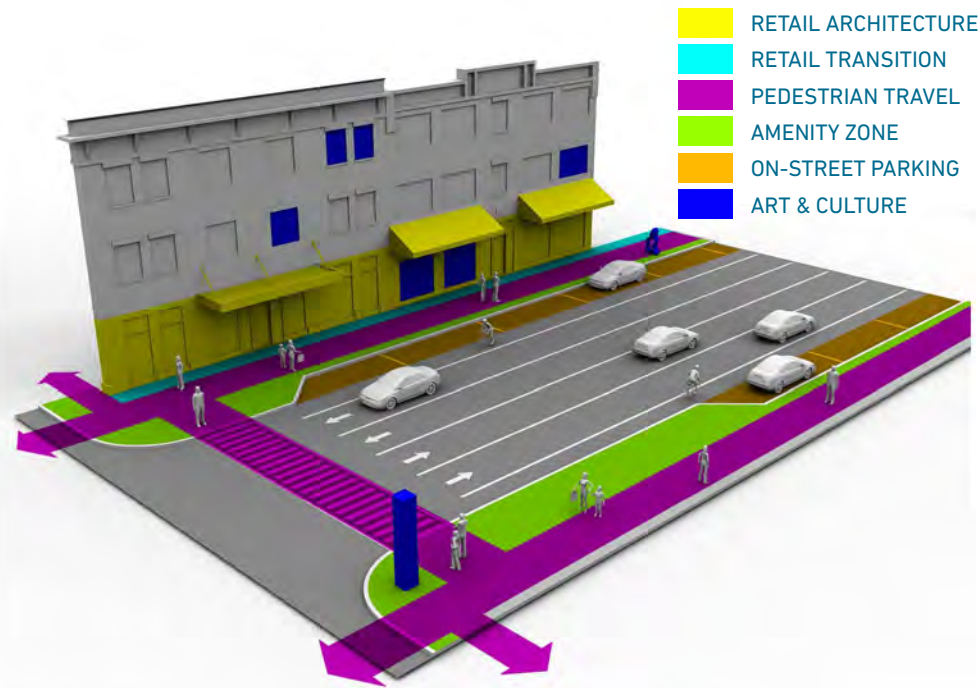
462 S Ludlow Alley
Columbus, OH 43215

MKSK brings Landscape Architects, Urban Designers, Planners and Environmental Graphic Designers together to offer creative planning, design, economic, and sustainable solutions. MKSK offers multidisciplinary professional services through our studios in Ohio, Kentucky, Indiana, South Carolina, and Michigan offices. As planners and landscape architects, we blend the art and science of land planning, placemaking and urban design; we are principled by a comprehensive view of sustainability that emphasizes not only environment, but also economy, energy, and society. We support our work with sound market data, engineering metrics, and community engagement. This information forms the backbone of our decision-making and allows us to give clients informed recommendations. We are leaders in helping communities plan and implement projects, because we help to seek out innovative funding and partnering strategies. We revisit work and measure outcomes. We strive to learn from our projects and we bring this knowledge to our clients.

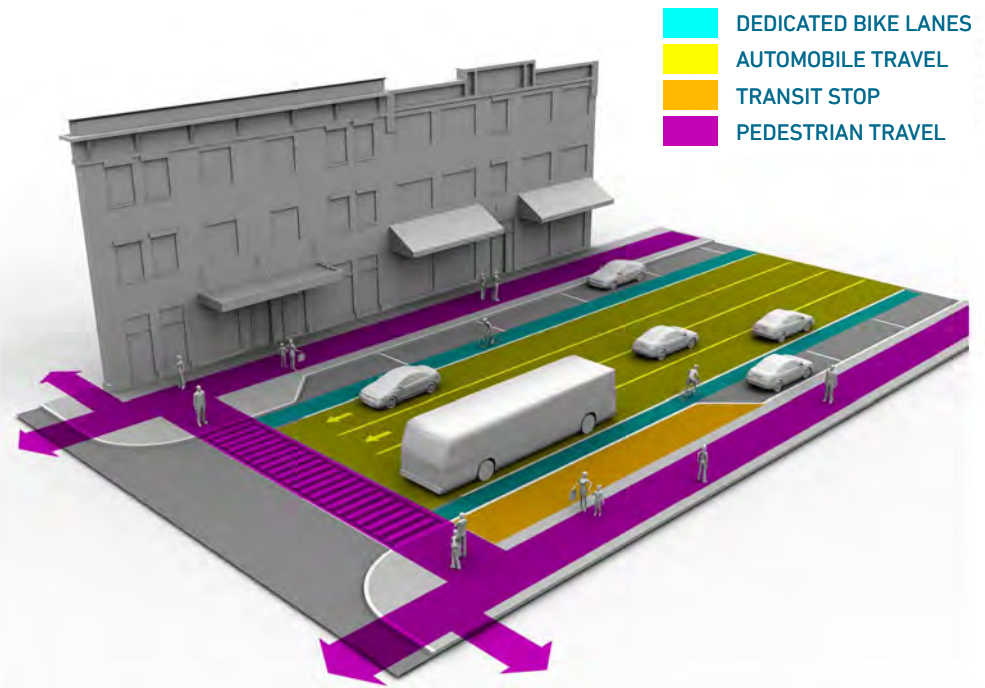
Our mission is to **Shape Place, Impact Lives,** and **Share the Story.** Which means crafting public spaces and planning communities in such a way that spaces transform, inspire, and perform successfully . . . 10. . . 20. . . 50 years into the future. It means taking a holistic approach to serving as stewards of the communities, our clients, and the environment. And it means measuring the results of our projects—how they perform and their impact on users and society—so that we can share the outcomes and engage others in the discussion. It's why we joined the profession, why we have the passion for what we do, and why we seek out bold and creative solutions for the cities in which we are privileged to work.

Since our beginnings in 1990, a combination of creative problem solving and technical expertise at MKSK has resulted in hundreds of built projects. With a studio of design professionals and a guiding principle of design excellence, MKSK strives to raise the standard of urban design, land planning, and landscape architecture services. The MKSK team offers a staff of 78 including 8 AICP certified planners, 34 Ohio Registered Landscape Architects, 15 LEED certified professionals and an environmental graphic design/signage and wayfinding specialist.

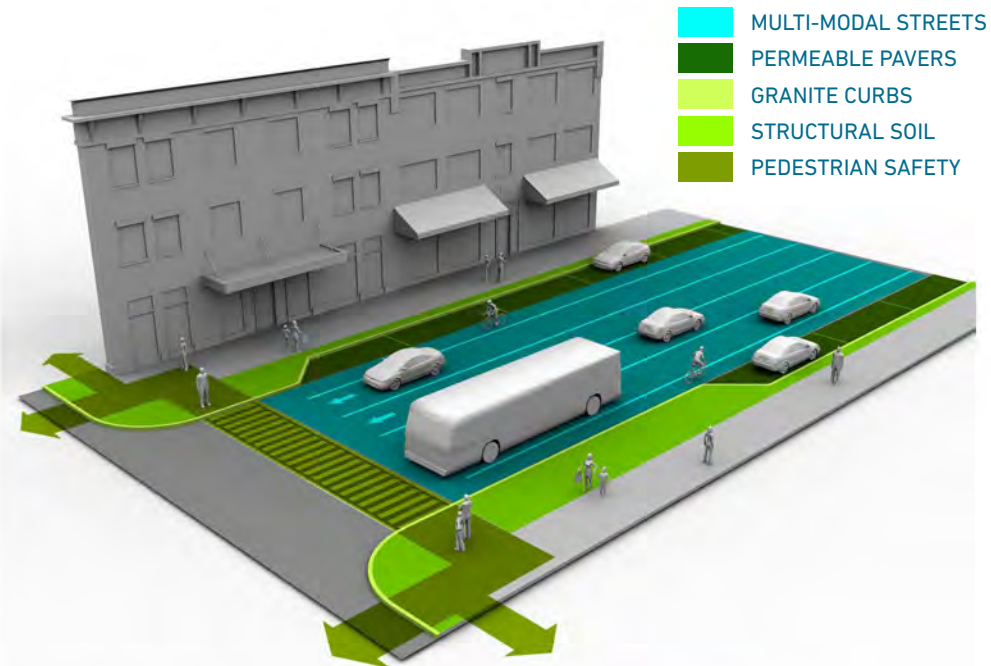




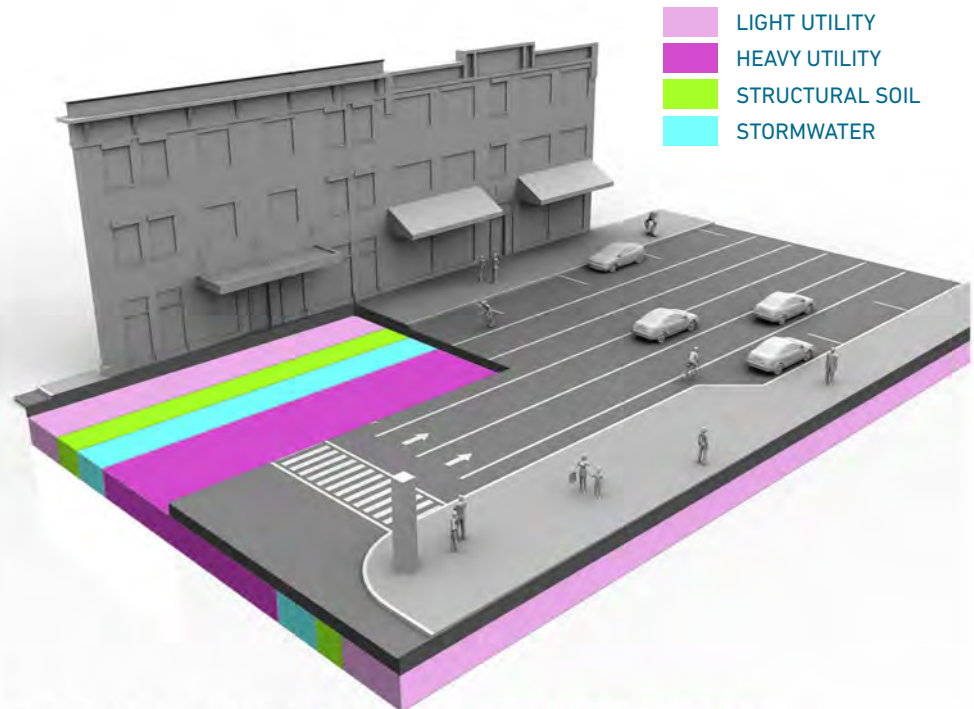
THE SMART STREET LAYERS OF ACTIVATION



THE SMART STREET MULTI-MODAL TRANSPORTATION



THE SMART STREET SUSTAINABLE PRACTICES



THE SMART STREET FUTURE INFRASTRUCTURE

CONTEXT SENSITIVE SOLUTIONS STREETSCAPES

We are committed to a streetscape design approach that is holistic in nature, that seeks to balance the economic, environmental and societal impacts and opportunities and apply creativity and innovation to solve current issues while striving for responsible, long-term, practical solutions.. This integrated approach considers all the layers of activity along the street, from retail nodes to office and residential districts, the interrelationships between the public realm and other adjoining uses (whether public, semi-public, or private spaces) in order to accommodate multi-functionality.

Our experience and expertise includes the design and implementation of hundreds of streetscapes throughout the Midwest centered around several principles:

DESIGN FOR SAFETY, DESIGN FOR ALL - We utilize best practice research evaluating current successful methodologies as well as innovative safety treatments, particularly those successfully implemented elsewhere. Prioritizing pedestrian and motorist safety and usability at all levels of streetscape composition is critical, particularly for more vulnerable groups.

GREAT STREETS ARE FOR GREAT COMMERCE - Streets are an economic asset as well as a functional element. Well-designed streets generate higher value for businesses, properties, cities, and residents. Though streetscapes should not be considered only an economic solution, their value should not be dismissed. Thoughtful composition can encourage and direct visitors, promote outdoor dining and active shopping, and visually enhance a district.

STREETS ARE PUBLIC SPACES - We consider the 21st century street must be designed for livability. Beyond their fundamental use for moving people and goods, our streets comprise an extensive network of public open spaces that can facilitate social, civic, and economic interactions. Streets should encourage physical activity for all ages, by facilitating walking, bicycling, and transit as attractive and convenient means of transportation.

STREETS ARE ECOSYSTEMS - Streets present an extraordinary opportunity to improve the environmental health of the community. A consistent, connected, and green streetscape can substantially improve urban heat island and stormwater impacts while improving both the beauty of the urban environment and the true real estate value of adjacent land.

STREETS CAN BE CHANGED, STREETS CAN BE MAINTAINED - Our infrastructure networks must be mindfully designed for durability and cost-effectiveness. We'll consider full lifecycle costs and benefits while proposing and challenging solutions. Besides initial capital outlays, the measurable long term economic, environmental, safety, health, and other benefits of well-designed, well-managed streets will be taken into consideration. Administration and reliability of a system is critically important, as such we'll aim to encourage the implementation of a clear and consistent design review process to streamline project review and keep current the discussion of streetscape design and construction.

DISCOVERY DISTRICT SID
PLACEMAKING PLAN

HOME TEAM PROJECT PAGE NEWS DOCUMENTS PARTICIPATE

PROJECT UPDATE
DRAW. WRITE. INSPIRE.

Check out the postcard gallery of community ideas!

"Thank You" to everyone who has participated in the Discovery District SID Placemaking Plan on our 14th public participation, the public outdoor market and the Special Improvement District annual meeting, we have gathered hundreds! :)

SIGN UP FOR PROJECT UPDATES

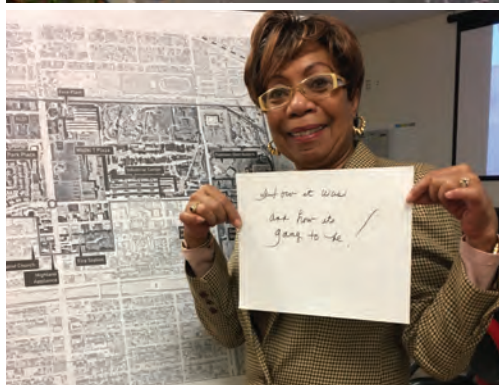
Name:

Email:

CONTACT US

Name:

Email:



HOW WOULD YOU... ACTIVATE THIS GREEN SPACE?

DRAW. WRITE. INSPIRE.

ANY MORE IDEAS? MORE SPACE ON OPPOSITE SIDE!

From Dog Sculptures and Tow to the ground drinking fountains... Now dog + a splash pad for people + dogs

FOR MORE INFORMATION VISIT DISCOVERYDISTRICTPLAN.COM



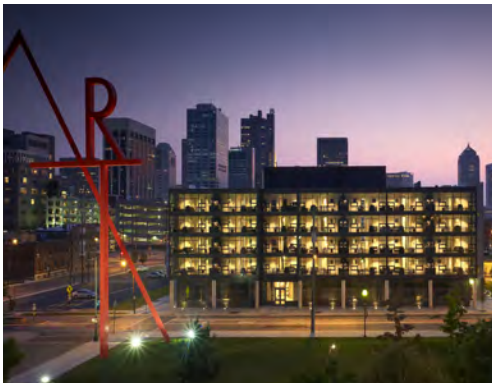
COMMUNITY & STAKEHOLDER ENGAGEMENT

Public involvement and engagement is a fundamental part of our community-based urban planning and design approach. The success of the public visioning process is a critical step in building understanding, support, and ownership of focus areas that will ultimately lead to effective implementation across time.

Our team views the early stages of a planning project as a time for learning and collaboration. It is here that we invite the public and stakeholders to share with us the issues and considerations important within a community. This knowledge, and the relationships built through this process, guides our planning efforts as we develop ideas and strategies to address project issues. The testing of those ideas, through further public engagement, ultimately provides us with a consensus-based direction. Our goal is to form a shared and “living” vision. To reach this goal, we attempt to cast a wide net, which often includes residents, business interests, development community members, key stakeholders, key officials, and public agencies. Opportunities to engage the public can be in the form of traditional open houses, forums, or focus group sessions. More and more, outreach is occurring online through web-based meetings, surveys, and via social media platforms.

Our team is at the forefront of these emerging methods of collaboration and participation. However, with each project, we work with the client to evaluate methods that are most appropriate for a particular project and community. MKSK has developed a toolbox of effective project management and public engagement methods through our working experience with many types of communities and many scales of projects.

Our public participation toolbox blends traditional methods with fresh approaches adapted to hands-on engagement together with 24-hour community information and dialogue on web-based platforms. The more traditional public participation and engagement opportunities incorporated in this process include stakeholder interviews, walking tour, and public meeting visioning workshops.

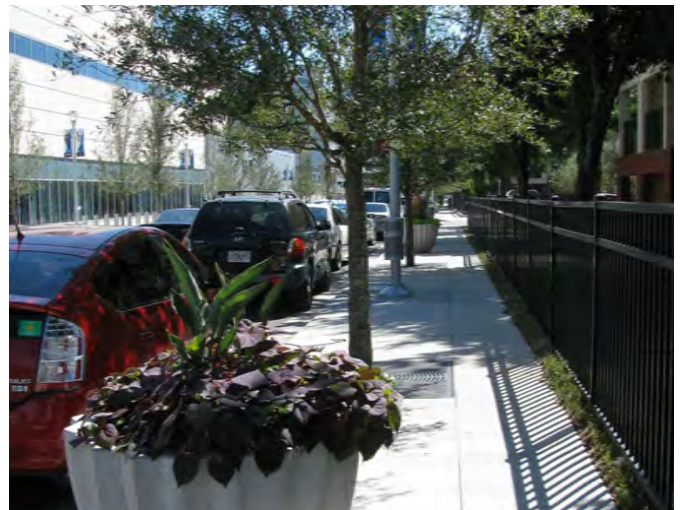


PLACEMAKING & PUBLIC ART

We work with municipalities, non-profit, cultural and institutional clients to help our communities become vibrant places of destination. MKSK leads a creative planning and design process that provides vibrant spaces while accommodating a variety of community and civic uses. MKSK understands that properly programmed, planned and designed urban spaces can be the catalyst for economic investment and redevelopment. Increased access to a downtown and riverfront, entertainment and cultural institutions, streetscape enhancements and pedestrian connections to connect multiple areas or districts, or revenue-generating community and event facilities that create a local and regional draw—these are the ‘spaces’ MKSK designs.

With over 70 regional and national design awards we have been recognized by our peers as a leader in our respective fields. More importantly, MKSK is proud of projects that have truly transformed the communities in which we work. MKSK seeks to go beyond “beautiful” to arrive at solutions that provide meaningful sustainable results. Projects that are environmentally, socially and economically sustainable. MKSK projects have become centerpieces and identifying parts of the communities in which they are located – generating civic pride, economic success, and overall enjoyment – making our communities stronger, prominent places to live, work and visit.

MKSK also has extensive experience qualifying, managing, and integrating artists’ work into projects, from pocket parks and gateways to streetscapes and the public realm. Depending upon the scope and nature of the project, members have worked with graphic designers, sculptors, artists, and in-house designers to integrate art, graphics, and sculpture into the public spaces they plan and design.



FIRM PROFILE



CONTACT:

Ira D. Battle, PE

Project Manager

Direct 404.224.9261

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Maitland, FL 32751

Founded in 1991 by Mr. Brindley B. Pieters, P.E., BPA is a multi-disciplinary engineering consulting firm headquartered in Maitland, Florida, with satellite offices located throughout Florida and a major branch office in Atlanta, Georgia. BPA is a certified Disadvantaged Business Enterprise (DBE) that offers professional Civil, Transportation, and Structural Engineering design services, along with Program Management and Construction Engineering Inspection services.

BPA's staff includes registered professional engineers trained in civil, structural, drainage, and transportation disciplines, construction management and cost estimating, CAD/technical specialists, and administrative personnel. The staff remains highly committed and responsive to ensuring quality and client satisfaction. BPA maintains in-house state of the art engineering and computer management programs to facilitate quick and efficient client services.

Civil Engineering services include the design of streetscape projects, utility systems, stormwater management and drainage, comprehensive drainage studies, and paving and grading. BPA provides professional services for the design and construction of residential, commercial, and industrial land development projects.

Utility Engineering and Utility Relocation Coordination. BPA has provided utility engineering services for water main, force main and reclaimed water main design and construction, facility site design and lift station rehabilitation projects for Orange County Utilities, Greater Orlando Aviation Authority, Sarasota County Environmental Services, the City of Atlanta, and Fulton County. Since 1995 BPA has also provided utility coordination for utility relocation coordination on projects for FDOT, County, City, and local agencies. During that time, BPA has held four separate FDOT District 5 Districtwide Utility Coordination contracts. BPA also provides utility relocation coordination to the Florida Turnpike's GECs.

Transportation Engineering services include construction plans and specifications for projects ranging from multi-lane divided urban roadways, bridges, rapid transit, rail systems, and airports to two-lane rural highways. BPA also provides preliminary corridor studies, corridor location and roadway alignment, new roadway design, roadway relocation design, roadway rehabilitation and resurfacing design, private and commercial roadway design, new interchange design, interchange redesign, traffic studies, traffic signals, traffic control during construction, and signing and pavement marking design. BPA supports its clients with valuable services in alternatives analysis, preparation of cost estimates, utility coordination and an array of miscellaneous tasks to bring a project to a successful conclusion.



PRINCIPLES FOR CREATING GREAT STREETS

- 1 STREETS SHOULD BE **GREAT PUBLIC SPACES** AS MUCH AS FUNCTIONAL PUBLIC INFRASTRUCTURE.
- 2 SIGNATURE STREETSCAPES SHOULD **DEFINE THE BRIDGE STREET DISTRICT**.
- 3 THE PUBLIC REALM SHOULD PROVIDE **VISUAL COHESION**; THE PRIVATE REALM SHOULD PROVIDE **VISUAL VARIETY**.
- 4 STREETSCAPE MATERIALS SHOULD BE **AUTHENTIC, DURABLE AND INSTALLED WITH AN ATTENTION TO DETAIL**.



BRIDGE STREET DISTRICT STREETSCAPE GUIDELINES, DUBLIN, OH

BRIDGE STREET DISTRICT STREETSCAPE GUIDELINES DUBLIN OHIO

CONTACT

Terry Foegler
Director of Strategic Initiatives
City of Dublin
tfoegler@dublin.oh.us
614.410.4660

CONTRACT VALUE/BUDGET

\$67,000

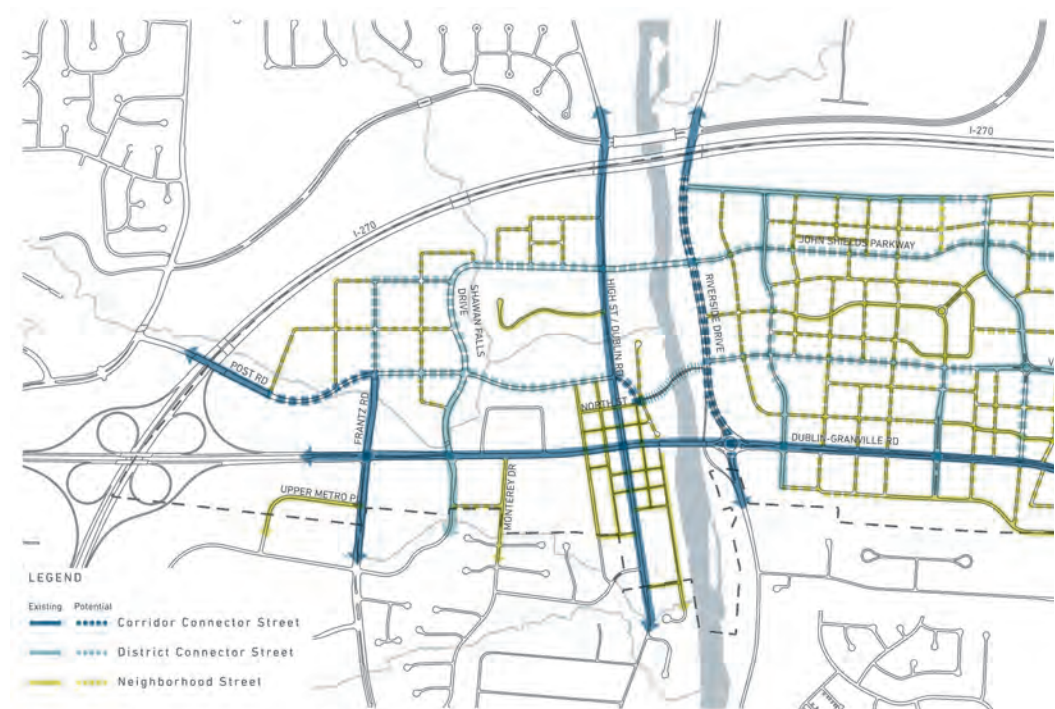
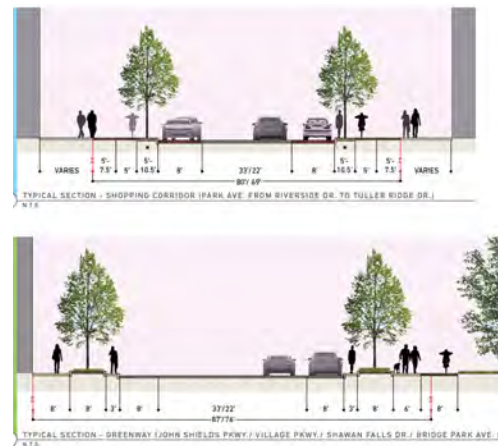
DATES

2013, On-going

The City of Dublin is in the process of expanding its civic center and enhancing its riverfront with the investment in its downtown Historic District and Scioto River corridor. This effort within the Bridge Street District will implement urban design principles to create an authentic, urban, mixed-use district in the heart of the City. MKSK collaborated with the City on the creation of the Bridge Street District Framework Plan, which advanced recommendations to provide a bold vision for future development of this area.

As part of the Bridge Street District planning and design efforts, MKSK examined the role the City's streets play in the connectivity and creation of a sense of place within the District. The Bridge Street District Streetscape Character Guidelines identify appropriate typologies, materials, and connections throughout the District. This identified appropriate corridor designs that create a well-connected street network and public spaces that encourage pedestrian activity and bicycle travel.

An important idea identified in the Plan was the Greenway System. This system loops through the District, and will be a signature feature. The Greenway system will be anchored by different community destinations, including parks, activity nodes, restaurants, and entertainment spaces. The Greenway System will include a cycle track, the first to be introduced to Dublin. This facility will create a bicycle-designated facility separated from traffic and pedestrian activity. This will allow the Greenway System to provide connections for multiple modes of transportation.



TEAM MEMBER INVOLVED:





'RE-STATE' STATE STREET CORRIDOR MASTER PLAN & IMPLEMENTATION, WEST LAFAYETTE, IN

‘RE-STATE’ STATE STREET CORRIDOR MASTER PLAN & IMPLEMENTATION WEST LAFAYETTE INDIANA

CONTACT

David Buck
Public Works Director
City of West Lafayette
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765.775.5130

CONTRACT VALUE/BUDGET

\$198,800 (Master Plan)

DATES

2014, On-going

MKSK has led the creation of RE-STATE: A Master Plan for State Street. The Plan is a vision and strategy seeking to RE-imagine, RE-invest, and RE-make State Street through Downtown West Lafayette, Purdue University, and a newly opened western gateway. It is a commitment to a new State Street—as a place where people want to live, work, and play—connected to recreational, educational, natural, and cultural assets; connected to neighborhoods and transportation networks; and most importantly, connected to the heritage, the character, and the people of West Lafayette and Purdue University.

MKSK is serving as the lead Urban Design consultant to The City of West Lafayette and Purdue University on the \$120 Million project to redesign State Street, the Perimeter Parkway, and numerous one-way street conversions. The project, an outcome of the MKSK-led State Street Master Plan, integrates roadway, streetscape, and aesthetics to improve safety and mobility, and to create a new image for the City of West Lafayette. The City and University have teamed to jointly deliver the project through a public-private partnership model.

As part of the technical advisory team, MKSK provided urban design services during the technical procurement portion of the project, evaluated developer team responses, reviewed final design documents, and audited construction. The project is anticipated to be complete by Purdue University’s sesquicentennial, in 2019.





LEXINGTON STREETScape MASTER PLAN & IMPLEMENTATION,
LEXINGTON, KY



LEXINGTON STREETSCAPE MASTER PLAN & IMPLEMENTATION LEXINGTON KENTUCKY

CONTACT

Harold Tate
Former Executive Director
Downtown Development Authority
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859.608.5183

CONTRACT VALUE/BUDGET

\$170,000 (Master Plan)
\$28M (Implementation)

DATES

2008 Master Plan
2011 Implementation

The Lexington Downtown Streetscape Master Plan established a strategy and guidelines for the incremental transformation of Downtown Lexington's public realm. The goal of the plan was to restore a pedestrian-friendly and inviting environment to the Downtown district's streets and public spaces. The master plan creates better connected urban spaces within Downtown and the adjoining neighborhoods through the development of a "Complete Streets" strategy, as well as establishes on-street pedestrian spaces that support outdoor dining, entertainment, and cultural activities and incentivize private investment within the Downtown. The Master Plan was unanimously adopted by Council in 2008 and immediate phase one implementation moved forward in order to complete the improvements by the opening of the 2010 FEI World Equestrian Games.

Implementation involved major downtown roadway corridors, focusing streetscape improvements and green infrastructure along Main, Vine, and South Limestone Streets between the University of Kentucky campus and the downtown and Cheapside Entertainment District.

Completed on a rigorous schedule, the project involved state and federal funding as well as substantial coordination between the local client, KY Department of Highways, and Federal Highway Administration (FHWA). Construction administration services included consultation with local, state, and federal officials responsible for evaluation of an FHWA "Right-to-Experiment" associated with a "Floating Bike Lane" along one of the corridors. Traffic modeling and roadway modifications were part of a "complete street" initiative that includes new bicycle facilities, bus and trolley stops, on-street parking, and loading spaces. The design of underground utilities, curb alignments, and signal infrastructure supports the future conversion of one-way streets to two-way while reducing the overall width of pavement cross-sections.





DOWNTOWN COLUMBUS PUBLIC REALM ENHANCEMENT STUDY,
COLUMBUS, OH



DOWNTOWN COLUMBUS PUBLIC REALM ENHANCEMENT STUDY COLUMBUS OHIO

CONTACT

Cleve Ricksecker
Executive Director
Capital Crossroads SID
jcricksecker@sidservices.com
614.645.5133

CONTRACT VALUE/BUDGET

\$85,000 Study

DATES

2009 Study
2013 Capitol Square
Streetscape Enhancements
2013 Downtown Bike Facilities
2016 Lynn and Peal Alley
Enhancements

TEAM MEMBER INVOLVED:



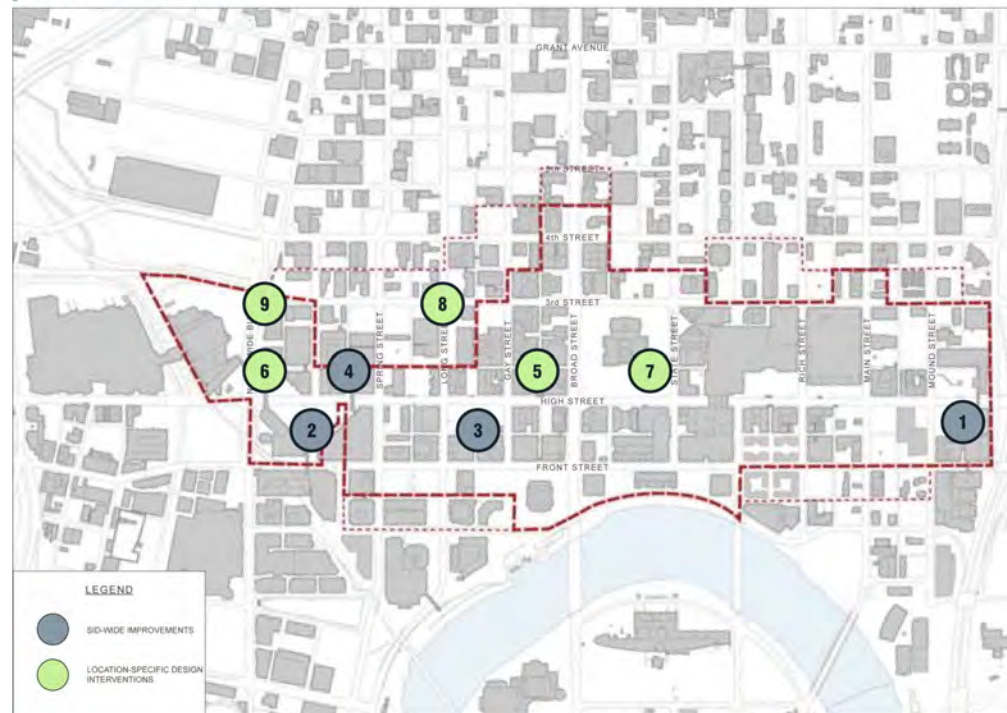
Through a collaborative process with the Capital Crossroads Special Improvement District (SID), a Downtown Public Realm Enhancement Study was created for downtown Columbus in 2009. The study identified creative concepts for areas within the right-of-way of the SID boundaries that can be implemented over five years. Improvements proposed in the plan include pocket parks, public art, pedestrian-scale lighting, outdoor dining, gateway signage, street furniture, bike infrastructure, and crosswalk treatments. While inspirational, artistic, and forward-thinking, the resulting concepts consider the practical realities of budget, constructability, and maintenance to ensure improvements are economically sustainable.

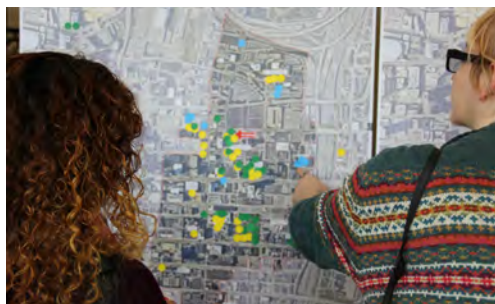
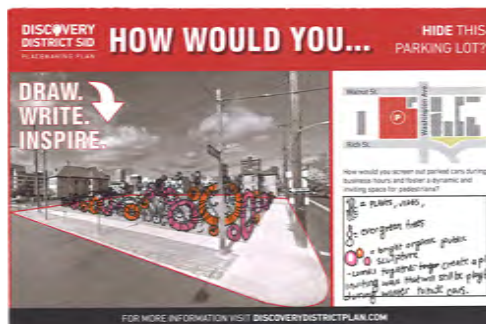
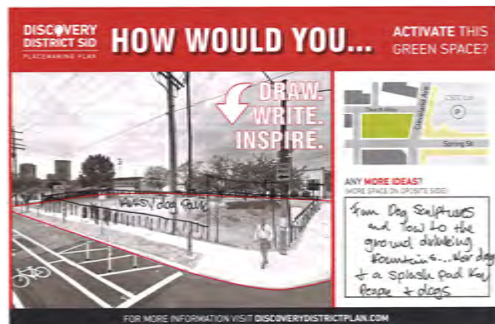
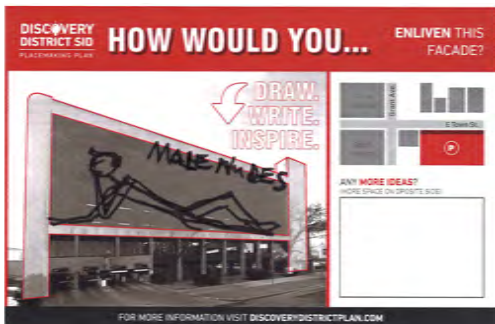
Working together with the SID, a report and graphics package was created with images and concepts that capture the imagination and help build consensus and funding support for these projects. The document helped to leverage the SID's ability to fund on-going maintenance costs that freed up available capital dollars from the city and other local government sources for these enhancements. Under this arrangement, improvements can be implemented that could not have otherwise been achieved within the City's capital improvement budget.

Since study completion, four of the nine areas identified for improvements have or are being implemented. As a result, the public realm will be dramatically improved throughout Downtown Columbus, making it a more attractive place to live, work, and visit.



CONCEPTUAL PLANNING AREAS





DISCOVERY DISTRICT PLACEMAKING PLAN COLUMBUS OHIO

CONTACT

Discovery District

Special Improvement District

Cleve Ricksecker, Executive Director

jcricksecker@sidservices.com

614.591.4518

CONTRACT VALUE/BUDGET

\$99,965

DATES

2017

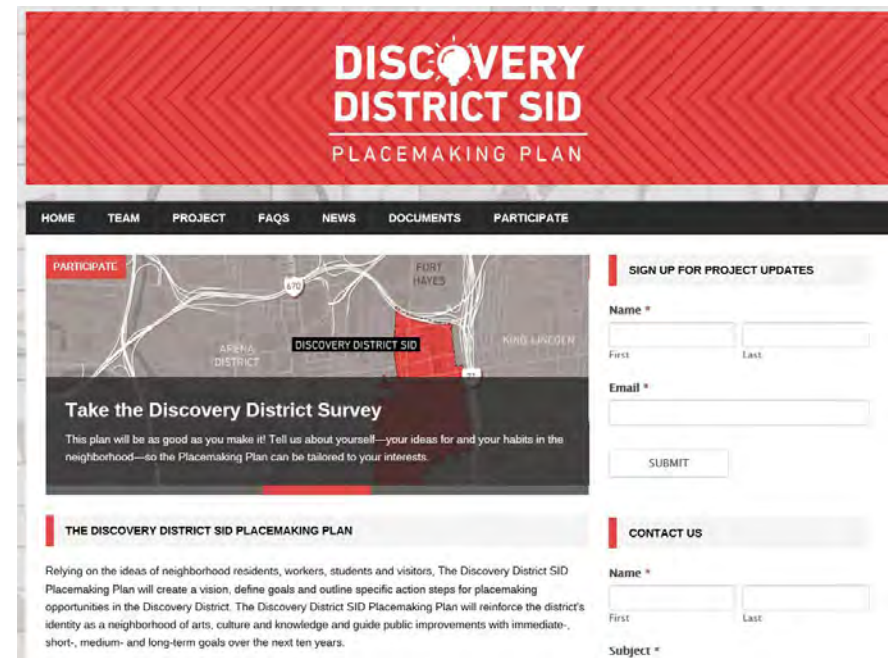
Located east of Downtown Columbus, the Discovery District is home to some of the area's most renowned institutions and attractions, such as the Columbus Museum of Art, Topiary Park, and the Columbus Downtown Library. Building on the success of downtown, the Discovery District is starting to experience a revitalization effort that has turned former surface lots into potential development sites.

The Discovery District SID Placemaking Plan builds on this energy to create a vision, define goals and outline specific action steps for placemaking opportunities in the Discovery District. Relying on the ideas of neighborhood residents, workers, students and visitors, MKSK is leading a public engagement strategy that reaches out to the community through interactive mobile displays at the district's college campuses, cultural anchors, and employment centers.

The plan will reinforce the district's identity as a neighborhood of arts, culture and knowledge — guiding public improvements in short, medium and long-term goals over the next ten years.

Online Engagement

The planning team built a custom website for the Discovery SID Placemaking Plan. The website functioned in several ways to ensure the success of the plan. Over the course of the project, the website attracted 647 sessions by 443 unique users, for a total of 1,785 page views. The website allowed the plan to be accessible to everyone in the community and ensure they could engage with the plan throughout the entire process. Key features of the website included a "Define the Discovery District" activity that provided results integral to the district's placemaking strategy, news articles featuring project milestones and promoting outreach opportunities, a "Sign up for Project Updates" form used to enhance outreach email list, FAQs, and more.





GORDON SQUARE ARTS DISTRICT COMMUNITY MASTER PLAN, CLEVELAND, OH

GORDON SQUARE ARTS DISTRICT COMMUNITY MASTER PLAN CLEVELAND OHIO

CONTACT

Carrie Carpenter
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Gordon Square Arts District
info@gordonsquare.org
216.961.4242

CONTRACT VALUE/BUDGET

\$75,000

DATES

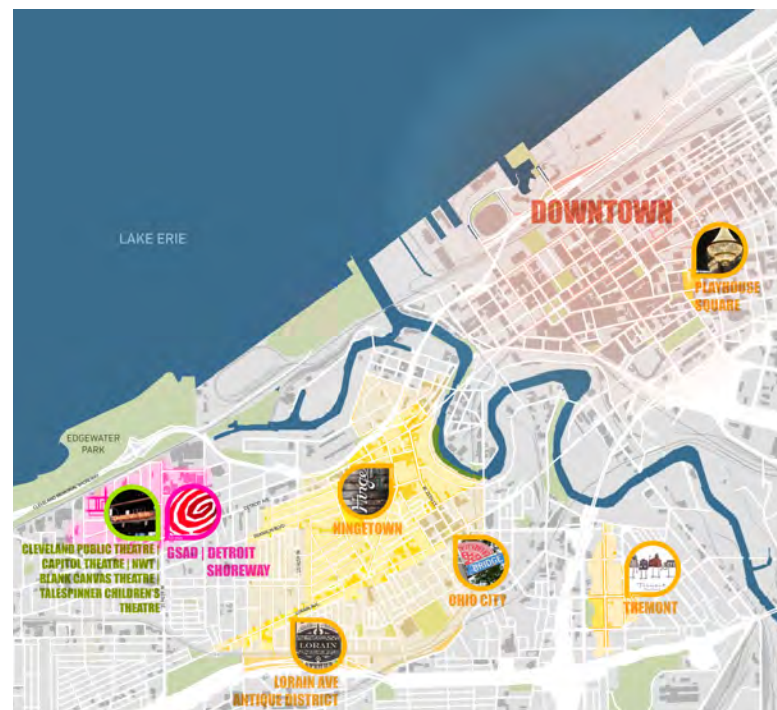
2014

The Gordon Square Arts District (GSAD) is the economic cornerstone of Cleveland's West Side where a powerful combination of housing, new businesses, the arts and neighborhood beautification are sparking redevelopment and investment. Gordon Square Arts District is a unique collaboration of Cleveland Public Theatre (CPT), Near West Theatre (NWT) and the Detroit Shoreway Community Development Organization (DSCDO), owner of the Capitol Theatre. The GSAD is a nationally recognized arts district and model for public/private partnerships and recently completed a successful \$30 million capital campaign.

MKSK worked with the GSAD Board, neighborhood stakeholders, arts and culture organizations, business owners and potential developers through an interactive public process to identify key areas of focus:

- Arts Identity
- Physical Branding within the District
- Identifying Market Strengths
- Building on District Assets

MKSK led a team of Market Strategists and Architects to create a master plan to guide public and private decision-makers regarding the optimum future physical development of the neighborhood, including retail, commercial and residential development along with recommendations for infrastructure, parking and public spaces.





REEDY RIVER REDEVELOPMENT AREA & UNITY PARK GREENVILLE SOUTH CAROLINA

CONTACT

Ginny Stroud
Community Redevelopment Admin
City of Greenville
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864.467.4568

CONTRACT VALUE/BUDGET

\$2.64M (Plan & Phase I, to-date)

DATES

2017 Redevelopment Plan
On-going (Implementation)

Located just west of the vibrant downtown of Greenville, South Carolina, the neighborhoods of Southernside and West Greenville have a rich history of textile industry and a vibrant culture of neighborhood life and civic activism. In response to increasing development interest and in keeping with decades of study of the Reedy River corridor, MKSK was selected by the City of Greenville to provide an action-oriented plan to create great public spaces and align the trajectory of future development with the goals of the community.

With the Reedy River running through the heart of the 350-acre study area, the core component of MKSK's work includes the development of a signature city park, complemented by an affordable housing strategy and form based code to guide surrounding development. Leading a team of design, engineering and policy experts from around the country, MKSK is continuing the Greenville tradition of high quality public space and public life in the urban neighborhoods of the west side.

Upon the successful completion of the master planning phase, MKSK was contracted by the City of Greenville to advance the design of the signature city park, coined Unity Park, to 50% construction documentation. Sustained engagement and inclusive decision making have continued to be the driving force in the development of park features and amenities as the design takes shape. This ambitious project is currently underway with drawings slated for completion in September of 2018.

MKSK has also introduced recommendations for the street network to enhance community character and the public realm.



TEAM MEMBERS INVOLVED:





ROCKY BRANCH GREENWAY COLUMBIA SOUTH CAROLINA

CONTACT

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Senior Policy Analyst
EPA Office of Sustainable
Communities
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202.564.8497

CONTRACT VALUE/BUDGET

\$42,410

DATES

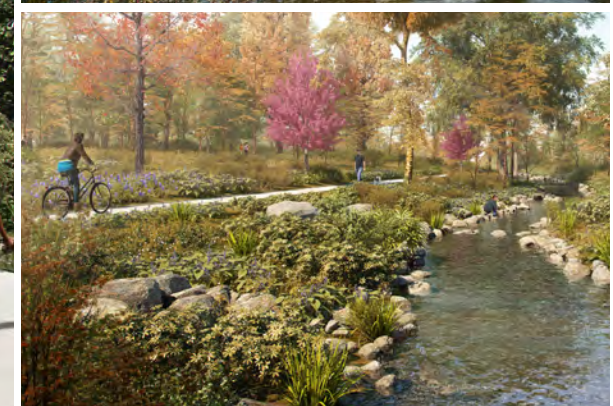
2018

TEAM MEMBERS INVOLVED:



MKSK along with SBE consultant McCleod Landscape Architects assisted the City of Columbia, South Carolina through the Federal EPA grant program for Greening America's Communities to develop a plan and a vision to transform an important urban waterway, the Rocky Branch, in the Capital City Mill District. This area of the city has been experiencing significant change and development pressure from a resurgent city center and a growing university. The area contains a diversity of uses from historic mill village neighborhoods and their respective textile mills, to student-oriented housing and a variety of lower-density commercial and light industrial businesses.

The Rocky Branch is overburdened due to development, historic channelization, and environmental degradation. Eroded banks, debris, and pollution decrease land values and have made it difficult for the public to envision how what has been a nuisance could become an attractive resource that provides environmental, public health, and community benefits. A revitalized Rocky Branch will be a tremendous asset and help catalyze additional revitalization in the area.



BEFORE



AFTER



BEFORE



AFTER



HIGHLAND PARK DOWNTOWN STRATEGIC PLAN, HIGHLAND PARK, MI

HIGHLAND PARK DOWNTOWN STRATEGIC PLAN HIGHLAND PARK MICHIGAN

CONTACT

Yvette Robinson
CED Director
City of Highland Park
yrobinson@highlandparkmi.gov
313.525.0050

CONTRACT VALUE/BUDGET

\$50,800

DATES

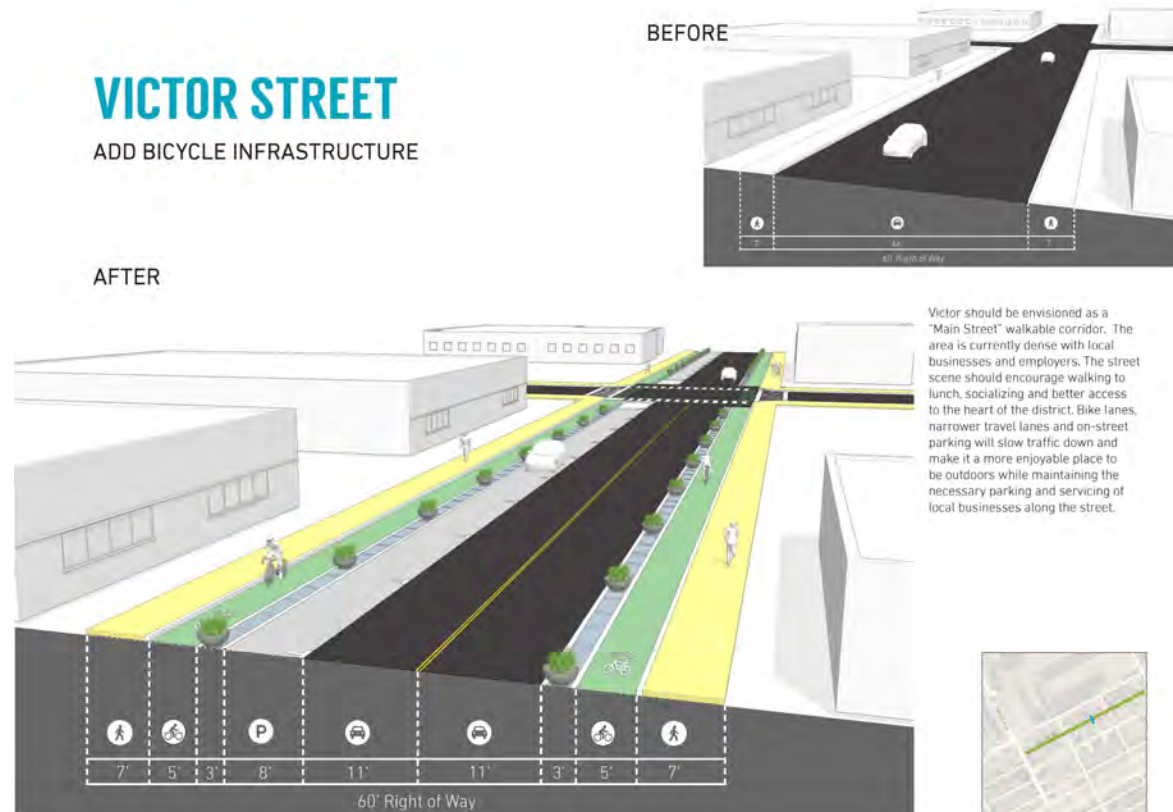
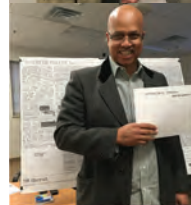
2017

TEAM MEMBER INVOLVED:



Highland Park is a historic community whose boundaries are wholly encompassed by the city of Detroit. An old industrial city once home to the prestigious Ford Motor Company Model T Plant before the company's relocation to the suburbs, Highland Park has been impacted by the nation's manufacturing decline and recession. As Highland Park emerges from State management, adjusts to the structural in the region's economy, and rebuilds its municipal services, it is focused on demonstrating to its residents and the region that it can be again a community of choice to invest, live, work, play, and learn. The Highland Park, Michigan, Tax Increment Financing Authority (TIFA) engaged MKSK to develop a strategic investment plan that would guide development activities in the city's TIF district over the next 5-10 years.

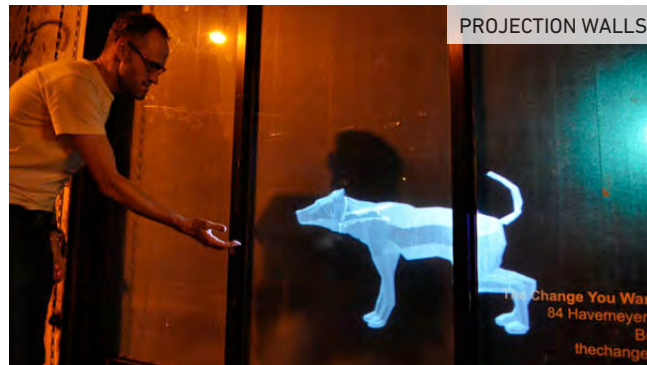
The plan takes a detailed look at early opportunity, low risk/high reward projects that bring the community together and prove the development market. Initiatives include tactical infrastructure including bike lanes and programs such as a pop-up outdoor movie theater and civic square for music, dancing, public art, food and beverage. These early uses become the anchors and amenities for future development. Future development initiatives include installing a critical piece of the regional greenway, mixed income housing, new cultural and retail experiences, and entrepreneurship support for culinary startups. The plan also provides operational guidance to TIFA that will assist them in identifying and recruiting development partners while focusing on equity and inclusion for its residents and businesses.



ART ON HIGH STRATEGIC PLAN

INSPIRATION BEYOND HIGH STREET

The City of Columbus' impressive investment in Public Art as part of the High Street Streetscape project has the opportunity to jump start further investment in public art from other public and private sources. Several themes emerged from public engagement efforts that reveal the desires of residents and visitors as they relate to public art. Monumental, interactive, bold, edgy, photo-worthy, and local are words that define the outcome that respondents would like to see from their public art. The following ideas are a sampling of inspiration generated by the public and refined by the project team.



PROJECTION WALLS



INDIANOLA PARK ADULT PLAYGROUND



POPLAR PARK CHANGES



GOODALE & PARK CAP PLAZAS



KING AVE GREEN SPACE TEMPORARY ART



ANNUAL TEMPORARY ART SHOW



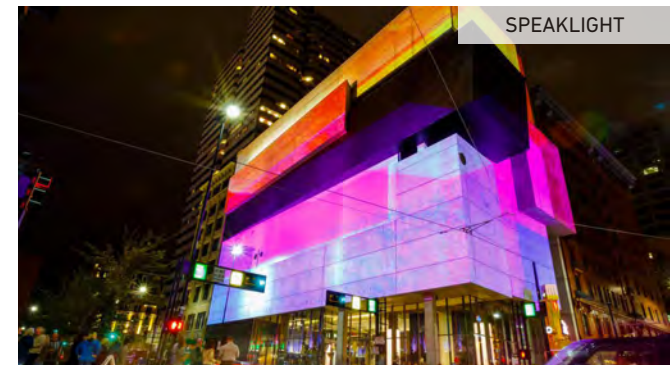
THEMED GARAGES



DESTINATION ART



SCULPTURE GARDEN



SPEAKLIGHT

ART ON HIGH STRATEGIC PLAN COLUMBUS OHIO

CONTACT

Lori Baudro
Publis Arts Coordinator
City of Columbus
lsbaudro@columbus.gov
614.645.6986

CONTRACT VALUE/BUDGET

\$16,200

DATES

2017

The purpose of the Art on High Strategic Plan is to advise the City of Columbus as it invests \$420,000 in public art along North High Street between downtown and The Ohio State University, one of the City's busiest, most visited, and highly traveled corridors. This budget represents two percent of the complete street reconstruction and enhancement project. The Art on High plan helps define the High Street Corridor by honoring its history, celebrating its culture, and creating rich experiences for residents and visitors through public arts. This plan guides the call for artists for this project and can be used by constituents to advise their art initiatives along the corridor moving forward.

The planning process explored optimal locations for public art integration along the corridor as well as public spaces immediately adjacent to High Street. A public engagement process gathered feedback from residents and the general public to arrive at several themes that represent the neighborhood and will be used to evaluate public art and placemaking installations to ensure they align with community priorities.

MKSK, also the Landscape Architect for the on-going High Street Streetscape Improvements project, was Urban Planner and Streetscape Advisor as part of a multidisciplinary team led by Designing Local, that included wayfinding and signage consultant Kolar Design and Public Art Curator Marc Pally.

The plan culminated in an identified national Call for Artists for the first City- Funded Project. The first installation is meant to inspire on-going investment in public art from business and community organizations, as well as residents. This process and the resulting artwork represent the first of what is anticipated to be many separate, contributing public art efforts in the community over time.



MAYFIELD ROAD CORRIDOR MULTIMODAL PLAN

**SOUTH EUCLID,
LYNDHURST,
MAYFIELD HEIGHTS &
CLEVELAND
HEIGHTS, OHIO**

CONTACT

Keith Ari Benjamin
City of South Euclid
Director of Community
Services
216.381.0400

CONTRACT VALUE/BUDGET

\$80,000

DATES

On-going

TEAM MEMBER INVOLVED:



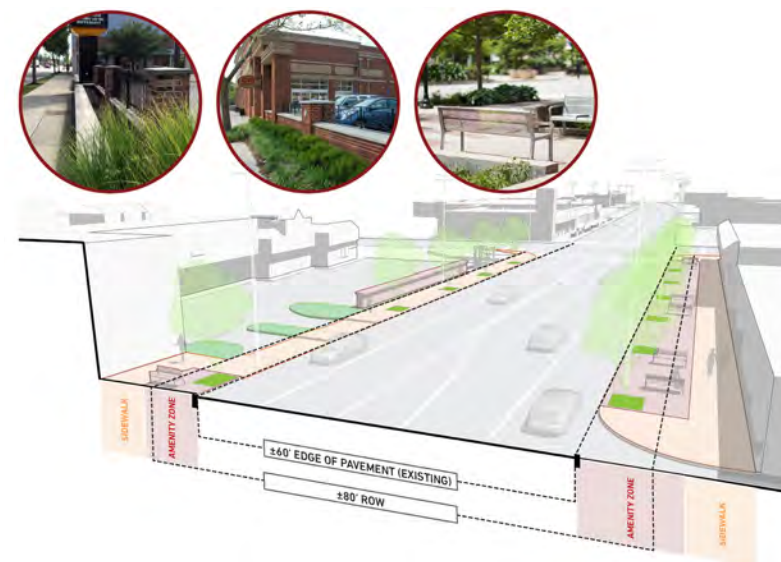
The goal of the Mayfield Road Corridor Multimodal Plan initiative is to create a unified vision for the future of the Mayfield Road corridor in the cities of South Euclid, Lyndhurst, Mayfield Heights, and Cleveland Heights, Ohio. The plan will present recommendations for incremental and long-term improvements aimed at enhancing safety and connectivity for pedestrians, bicyclists, and public transit, including unique streetscape and placemaking elements.

MKSK is leading a multidisciplinary team through the planning and community engagement process. The team is exploring the feasibility of reconfiguring portions of this multi-lane roadway to allocate space for other modes such as transit and bicycles, improvements to the pedestrian realm and street crossings, and access management strategies. Preliminary alternatives have been vetted with community members through an interactive public workshop aimed at helping people consider trade-offs and priorities to guide the most appropriate use space within the limited roadway right-of-way.

This project aligns with the Northeast Ohio Areawide Coordinating Agency's (NOACA) Transportation for Livable Communities Initiative (TLCI) objectives to provide multimodal transportation recommendations that enhance quality of life in the communities along the Mayfield Road corridor.



GREEN RD & MAYFIELD ROAD (LOOKING EAST) - PHASE 1



MAYFIELD ROAD - SHARED USE PATH



ESSENCE OF ATHENS PLAN ATHENS OHIO

CONTACT

Paul Logue
City Planner
City of Athens
plogue@ci.athens.oh.us
740.592.3338

CONTRACT VALUE/BUDGET

\$120,000

DATES

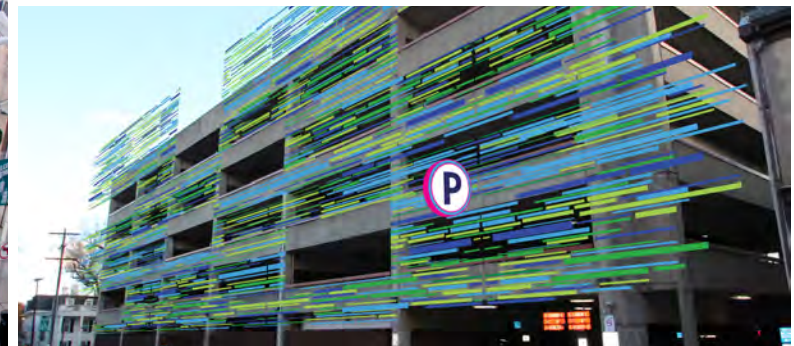
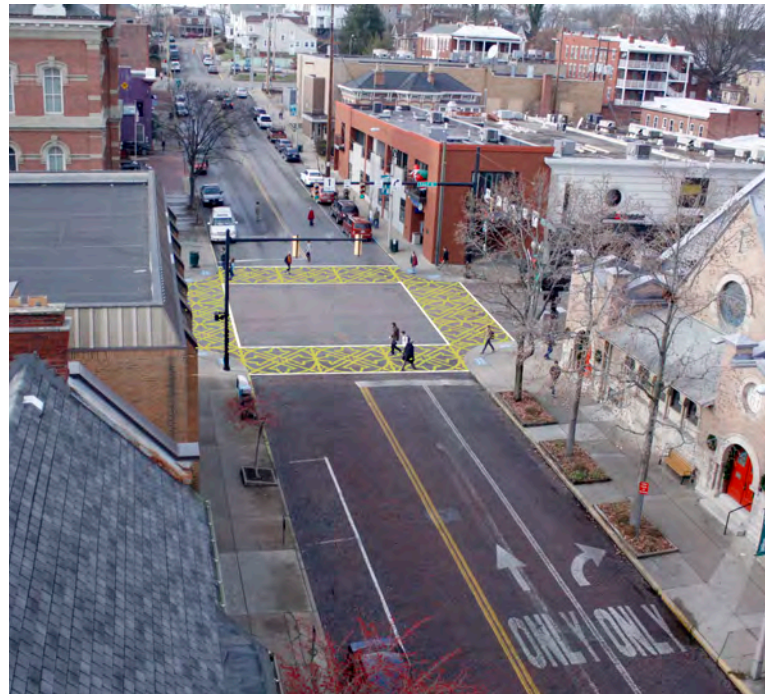
2014

MKSK, Designing Local, and the City of Athens collaborated on The Essence of Athens Plan, a compilation of community placemaking concepts to communicate the uniqueness of Athens. The strategic design plan provides a blueprint and design DNA for community enhancement projects and direction for community differentiation and ongoing development.

As a result of an extensive public participation process conducted by the City, clear elements for what makes Athens unique emerged. This framework became a family of components that speak to the core themes of The Essence of Athens.

Based on a collection of elements and themes and supported with best practice photographs provided by the community, MKSK provided design services to further develop and communicate the vision for each of the example projects.

TEAM MEMBER INVOLVED:



PROJECT: SEMMES STREET STREETScape, EAST POINT, GEORGIA

CONTACT: Vincent Reynolds, PE, City of East Point, Transportation Division Manager, 404.270.7114, vreynolds@eastpointcity.org

DESCRIPTION OF SERVICES: This project was the preliminary and final design for a 0.7-mile-mile widening and installation of new curb and sidewalks on both sides of Semmes Street from Norman Berry Drive to Washington Road to improve safety for bicyclists and pedestrians, and provide a uniform pedestrian environment. The design reflects the long-term development goals of the Livable Centers Initiative: Main Street Corridor Transit-Oriented Development Plan and the 2007 Atlanta Region Bicycle Transportation and Pedestrian Walkways Plan. BPA's design approach focused on providing a final product that not only serves the basic functions of a vehicular, bicycle and pedestrian facility, but also incorporated functional aesthetic elements to enhance the historic character of the Semmes Street corridor. The project made the pedestrian and bicycle interaction with automobiles safer, and improved the aesthetic value of the Semmes Street area by providing new sidewalks, marked bike lanes, marked on-street parking areas, and planting areas along the corridor.

BPA provided the conceptual design services consisting of development of various alternates, presentations at public meetings, coordination with GDOT for approval and funding, traffic analysis with projections for the 20-year traffic flow, and preparation of cost estimates. BPA provided the preliminary and final design services consisting of development of various alternates, presentations at public meetings, coordination with GDOT for approval and funding, traffic analysis with projections for the 20-year traffic flow, and preparation of cost estimates. BPA's services included roadway design, drainage, hydrology and hydraulic calculations, cost estimates, permitting, utility relocations consisting of power poles and lines and gas and water lines, and other related professional services including construction drawings, specifications, bid documents, and construction administration.

DATES: Conceptual Design: March 2007-March 2009; Final Design: September 2016-December 2018

CONTRACT VALUE: \$290,172 Design, \$886,000 Estimated Construction

TEAM MEMBER INVOLVED:



PROJECT: DANFORTH ROAD IMPROVEMENTS, ATLANTA, GEORGIA

CONTACT: Greg Holde, City of Atlanta, Public Works Manager, 404.330.6208, ghholder@atlantaga.gov

DESCRIPTION OF SERVICES: This project consisted of developing construction and right-of-way plans for roadway and streetscape improvements, which included new full depth pavement, as well as roadway milling and resurfacing, the installation of sidewalks on both sides of Danforth Road from its intersection with New Hope Road to west of Regency Center Drive. Features of the project include new curb and gutter, drainage improvements, including addition of new catch basins and longitudinal piping, planning areas, and concrete sidewalks. BPA provided overall management of the project design including attendance and participation in Public Outreach meetings, management and coordination of surveying, environmental, right-of-way acquisition, and lighting subconsultants. BPA also provided construction review services for the duration of the construction and assisted the City in preparation of punch-out and close-out items.

DATES: April 2008 - July 2013 **CONTRACT VALUE:** \$460,559 Design; \$1,727,862 Construction

TEAM MEMBER INVOLVED:



PROJECT: STREETSCAPE IMPROVEMENTS FOR THE AMWAY CENTER, ORLANDO, FL**CONTACT:** Ms. Lisa Henry, City of Orlando, 407.246.3646, lisa.henry@cityoforlando.net**DESCRIPTION OF SERVICES:** This project was the design for parking and streetscape improvements in downtown Orlando to improve the aesthetic, safety and pedestrian qualities of the streets to accommodate efficient access to the parking and the Amway Center.

BPA provided preliminary planning, civil design and construction documents for the parking and streetscape improvements along Division Avenue, Hughey Avenue and on South Street from Hughey Avenue to Division Avenue. The improvements included new roadways with on-street parking, new parking lots and the redesign and reconstruction of existing parking lots, sidewalks, lighting, signals, hardscape, street trees, and irrigation, storm sewers, site furnishings, and utility relocations. The scope of services included site analysis and preliminary planning; roadway and parking design; drainage design; utility relocations; sidewalk and ADA ramp design; signing and pavement marking plans; permitting; and construction administration.

TEAM MEMBER INVOLVED:

Coordination included weekly meetings with the City of Orlando, the design team for the Amway Center, the South Street Streetscape design team, FDOT, Orlando Utilities Commission, and numerous permitting agencies.

DATES: December 2008 - September 2010 **CONTRACT VALUE:** \$115,354 Design; \$8,400,000 Construction

PRINCIPAL IN CHARGE



DARREN MEYER
PLA, ASLA, PRINCIPAL
DESIGN PRINCIPAL IN CHARGE
LANDSCAPE ARCHITECT

TOTAL YEARS EXPERIENCE: 19
YEARS WITH MKSK: 19

EDUCATION

Bachelor of Science in Landscape Architecture, Ball State University

EXPERIENCE

From the planning of communities and promoting projects that champion community wellness and sustainability to the details of public open spaces, Darren's professional experience is at the intersection of complex infrastructure and community life. Darren serves as a Principal and lead of the Greenville office of MKSK. He has deep experience in leading large, multi-disciplinary teams to tackle complex urban challenges. He has served as the active and engaged leader of both planning and constructed projects bringing proven experience in all aspects of project implementation. Recent planning projects include the transformation of Dublin, Ohio's urban core. In the last 6 years (and currently active) of planning and implementation for Dublin's Bridge Street District, the City of Dublin solicited Darren to lead the MKSK team on over 15 independent public projects for the groundbreaking two square mile urban district centered on Dublin's riverfront. From the initial Framework Plan to a Streetscape Master Plan to public park planning and design, Darren has worked closely with the City on the successful implementation of policy and constructed capital projects. In Greenville, South Carolina, Darren is actively engaged with the City in advancing the design of a signature city park and the policy and regulatory framework for surrounding urban neighborhoods, as well as development planning strategies for City-owned properties.

REEDY RIVER REDEVELOPMENT AREA & UNITY PARK

GREENVILLE, SOUTH CAROLINA

MKSK provided for the City of Greenville an action-oriented plan to create great public spaces and align the trajectory of future development with the goals of the community. Core components of the plan included a signature city park, affordable housing strategy, and form-based code.

ROCKY BRANCH GREENWAY

COLUMBIA, SOUTH CAROLINA

MKSK assisted the City of Columbia through the Greening America's Communities Federal EPA grant program, working with the community to develop a plan and vision to transform the Rocky Branch. Overburdened by development, this important urban waterway will be revitalized into a community asset and catalyst for additional revitalization in the area.

BRIDGE STREET DISTRICT STREETScape GUIDELINES

DUBLIN, OHIO

In 2014, MKSK was asked by the City of Dublin to lead a design and engineering team to create streetscape standards for the two-square mile Bridge Street District in order to bring this philosophy of pedestrian-first, high quality infrastructure design to bear on the emerging public street construction projects.

DOWNTOWN PUBLIC REALM ENHANCEMENTS

COLUMBUS, OHIO

Improvements proposed in the plan include pocket parks, public art, pedestrian-scale lighting, outdoor dining, gateway signage, street furniture, bike infrastructure, and crosswalk treatments. Working together with the SID, a report and graphics package was created with images and concepts that capture the imagination and help build consensus and funding support for these projects.

MKSK



PROJECT MANAGER

MKSK


**TEE COKER, AICP
PLANNER**

TOTAL YEARS EXPERIENCE: 8
YEARS WITH MKSK: <1

EDUCATION

Bachelor of Arts in History, Furman University
Master of Arts in History, Clemson University
Master of City and Regional Planning, Clemson University

EXPERIENCE

Tee has broad experience contributing to and leading complex community planning and development projects involving multidisciplinary teams and extensive public engagement. His projects have included corridor and downtown master plans, trail and greenway master plans, community wayfinding plans, marketing and branding charrettes, community education and outreach initiatives, and signage design guidelines, among others. In his work as a professional planner and a community volunteer, Tee is passionate about helping places become vibrant, thriving communities by using a holistic, stakeholder-driven approach with a focus on real-world solutions.

CENTER STREET/POINSETT HIGHWAY MASTER PLAN*

TRAVELERS REST, SC

Tee led a multidisciplinary team of planners, designers, and engineers on a master plan for a state highway and adjacent streets in Travelers Rest. Project goals included creating multimodal connections between civic and recreational assets, to new commercial and residential development adjacent to the city's downtown district. Key recommendations included multimodal infrastructure improvements, intersection reconfigurations, and district identity.

DOWNTOWN CORRIDOR STUDY*

CLEMSON, SOUTH CAROLINA

Tee was part of a team of planners and designers that reimagined College Avenue, the City of Clemson's historic "Main Street," as a multimodal corridor. Tee facilitated public engagement and provided support in generating streetscape and placemaking recommendations.

EDGEFIELD CORRIDOR/SOUTH MAIN MASTER PLAN**

GREENWOOD, SOUTH CAROLINA

Over the past five years, Tee has conducted a retail market analysis for downtown Laurens, developed a citywide brand identity, and led a charrette-based master plan for the city's historic downtown. The heart of his work is an understanding of the community and its capacity to successfully implement planning strategies and recommendations.

COMMUNITY WAYFINDING PLAN

FOUNTAIN INN, SOUTH CAROLINA

Tee is managing a team to develop a wayfinding plan that leverages the historic and cultural assets and curates the visitor experience. The project will include an audit of the existing vehicular and pedestrian wayfinding signage and development of a comprehensive graphics package that recommends appropriately sited, scaled, and consistently-designed signage, such as community /district gateways, directional trailblazers, parking signage, and pedestrian-scale maps, kiosks and directional signage.



* PREVIOUS WORKS WITH ALTA

**PREVIOUS WORKS WITH ARNETT MULDROW & ASSOCIATES

LANDSCAPE ARCHITECT & URBAN DESIGNER



BRETT MARSENGILL
PLA, AICP, LEED AP
SENIOR ASSOCIATE
LANDSCAPE ARCHITECT & URBAN
DESIGNER

TOTAL YEARS EXPERIENCE: 25
YEARS WITH MKSK: 1

EDUCATION

Masters of Environmental Planning, Arizona State University
Bachelor of Landscape Architecture, University of Georgia

EXPERIENCE

Brett Marsengill joined the MKSK team to provide design process leadership and expertise in documentation and construction. During his tenure at Hargreaves Associates, Brett successfully led large scale complex projects with emphasis on design excellence, quality assurance and sound techniques of constructibility and cost-control. His particular area of expertise is in transforming challenging sites into integrated cultural, natural, and humanistic places within the urban fabric. While at Hargreaves Associates, Brett managed multidisciplinary teams for the Berkeley Art Museum in Berkeley, CA, Elizabeth Caruthers Park in Portland, OR, and the award winning Brightwater Treatment Plant in Bellevue, WA. Recently, Brett led the Visioning and Design of GWCCA's \$26M Centennial Olympic Park capital investment program.

*PREVIOUS WORKS WITH DTJ DESIGN

** PREVIOUS WORKS WITH HARGREAVES ASSOCIATES

REEDY RIVER REDEVELOPMENT AREA & UNITY PARK

GREENVILLE, SOUTH CAROLINA

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CENTENNIAL OLYMPIC PARK *

ATLANTA, GEORGIA

A \$26 million dollar revitalization planning and design recognizing the legacy, events, and urban public park that served as a catalyst for over \$9 billion investment in urban rejuvenation and high density housing. PATH flowing at the perimeter of the park provides connectivity to MARTA Streetcar and the western Beltline.

SOUTH LAKE UNION PARK **

SEATTLE, WASHINGTON

12 acre maritime park restoration and transit corridor celebrating historical, cultural, industrial, and waterfront heritage of the city and region. The park presents the Center for Wooden Boats and Museum of History and Industry (MOHAI) as destination points for visitors and residents alike.

BRIGHTWATER **

BELLEVUE, WASHINGTON

The 40 acre habitat restoration zone provides extensive educational opportunities and expands and enhances brownfield bio-diversity of the wildlife habitat in an urban setting. The trail corridor provides recreation for visitors as hiking loops extend through environmentally sensitive areas, upland forest, herbaceous wetlands and historic cultural resources.

MKSK



LANDSCAPE & URBAN DESIGNER

MKSK


DONALD ZELLEFWOW
LANDSCAPE &
URBAN DESIGNER

TOTAL YEARS EXPERIENCE: 7
YEARS WITH MKSK: 1

EDUCATION

Master of Landscape Architecture, University of Pennsylvania
Bachelor of Urban Planning, University of Cincinnati

EXPERIENCE

Authentic and unexpected design is Donny's passion. He believes this is achieved through meaningful engagement, rigorous research, and fearless creativity. Donny's work explores the power of ecology, the promise of technology, and the strength of community. His explorations range in scale from that of a single paver to an entire city and have taken him across the U.S. and through Spain, Colombia, and China. Before MKSK, Donny was a designer at SWA Group* in Dallas, Texas. While in Dallas, he and other local designers founded the initiative 'Design Future Dallas' to unite local creatives and collectively explore visions of the city's future. His work has been featured by Texas Architect, the Dallas Observer, and CBS Dallas and has been recognized by the Texas chapter of the American Society of Landscape Architects as well as both the Texas and Atlanta chapters of the American Institute of Architects.

* PREVIOUS WORKS WITH SWA GROUP

**PREVIOUS WORKS WITH SIX PITCH

REEDY RIVER REDEVELOPMENT AREA & UNITY PARK

GREENVILLE, SOUTH CAROLINA

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ROCKY BRANCH GREENWAY

COLUMBIA, SOUTH CAROLINA

MKSK assisted the City of Columbia through the Greening America's Communities Federal EPA grant program, working with the community to develop a plan and vision to transform the Rocky Branch. Overburdened by development, this important urban waterway will be revitalized into a community asset and catalyst for additional revitalization in the area.



PACIFIC PLAZA

DALLAS, TEXAS*

While at SWA Group's Dallas, Texas office, Donald served as Team Leader for the design of a 3.2 acre urban park in Downtown Dallas. The park, whose site has functioned as a parking lot since 1921, will bring much needed energy and ecology to Dallas' rapidly changing urban core.



TRINITY FOREST VISION PLAN *

DALLAS, TEXAS

While at SWA Group's Dallas, Texas office, Donald led the visioning of approximately 4,000 acres of neglected bottomland hardwood forest and floodplain along the banks of the Trinity River. This work was undertaken on behalf of the Trinity Recreation Conservancy, a nonprofit seeking to transform this resource into a world class urban nature park.



MULTIMODAL TRANSPORTATION PLANNER



BRAD STRADER, AICP, PTP
PRINCIPAL
TRANSPORTATION PLANNER

TOTAL YEARS EXPERIENCE: 35
YEARS WITH MKSK: 2.5

EDUCATION

Bachelor of Science Degree, with Honors, in Urban Planning,
Michigan State University

EXPERIENCE

Brad is MKSK's Complete Streets expert. He is a frequent speaker at regional and national conferences and webinars on innovative approaches to balance vehicle traffic with non-motorized users, and how the transportation system can support community vitality. Brad has been involved in over 70 corridor and downtown plans. Many of those have included analysis of road diets, addition of bike facilities, separated bikeways, exclusive transit lanes and other design treatments to tame urban thoroughfares. He prepared a training program for the Michigan Streets Coalition that has been delivered statewide, resulting in Michigan leading the nation in "Complete Street" support municipalities. He is frequently tapped as a community engagement event leader for effective discussions on how streets can be transformed. Brad is the past Chair of the ITE Transportation Planning Council and a member of the International Transportation Research Boards' Access Management Committee. He advises communities and agencies thorough the Great Lakes and Southeast Region on linking multi-modal transportation with land use.

MAYFIELD ROAD CORRIDOR MULTIMODAL PLAN SOUTH EUCLID, LYNDHURST, MAYFIELD HEIGHTS, CLEVELAND HEIGHTS, OHIO

MKSK is leading a multidisciplinary team through the planning and community engagement process. The team is exploring the feasibility of reconfiguring portions of this multi-lane roadway to allocate space for other modes such as transit and bicycles, improvements to the pedestrian realm and street crossings, and access management strategies.

SHAPING THE AVENUE LANSING, MICHIGAN

MKSK was part of a multi-firm project team to develop the form-based code, street, and streetscape design options. MKSK coordinated and facilitated a series of hands-on public workshops with a different focus for each community. Using an interactive street design activity developed by MKSK, community stakeholders and the public had the opportunity share their feedback on street design options following an orientation on 'best practices.'

HIGHLAND PARK DOWNTOWN STRATEGIC PLAN HIGHLAND PARK, MICHIGAN

Highland Park is a historic community whose boundaries are wholly encompassed by the city of Detroit. The plan takes a detailed look at early opportunity, low risk/ high reward projects that bring the community together and prove the development market. Initiatives include tactical infrastructure including bike lanes and programs such as a pop-up outdoor movie theater and civic square for music, dancing, public art, food and beverage.

GRATIOT AVENUE CORRIDOR PLAN DETROIT, MICHIGAN

Brad prepared a corridor management plan under the direction of a multi-agency committee to interface road agency guidelines with compatible community regulations. The plan resolved the challenge by using a "transect" approach to evaluate traffic, pedestrian connectivity, transit use, land use, and overall character.



ENVIRONMENTAL SIGNAGE & WAYFINDING

MKSK


NIELS BRAAM
ENVIRONMENTAL
GRAPHIC DESIGNER
BRANDING, WAYFINDING &
SIGNAGE

TOTAL YEARS EXPERIENCE: 20
YEARS WITH MKSK: 4.5

EDUCATION

Bachelor of Arts, Journalism/Advertising Program, University of Oregon

EXPERIENCE

Niels has more than 16 years of experience servicing the environmental graphic design needs of businesses and institutions. Engaged from concept ideation through production and installation, his work includes interior and exterior wayfinding analysis, planning and design, exhibit and environmental graphic design, branding, and donor recognition. With his previous firm, Niels successfully designed and implemented interior and exterior environmental graphics programs for Huntington Bank, The Ohio State University, as well as signage programs for Case Western Reserve University, Wake Forest University and Denison University. With MKSK, he is currently leading similar projects for the Columbus Museum of Art and the National Museum of the United States Air Force in Dayton, Ohio.

COMMUNITY WAYFINDING PLAN FOUNTAIN INN, SOUTH CAROLINA

MKSK is managing a team to develop a wayfinding plan that leverages the historic and cultural assets and curates the visitor experience. The project will include an audit of the existing vehicular and pedestrian wayfinding signage and development of a comprehensive graphics package that recommends appropriately sited, scaled, and consistently-designed signage, such as community /district gateways, directional trailblazers, parking signage, and pedestrian-scale maps, kiosks and directional signage.

ESSENCE OF ATHENS ATHENS, OHIO

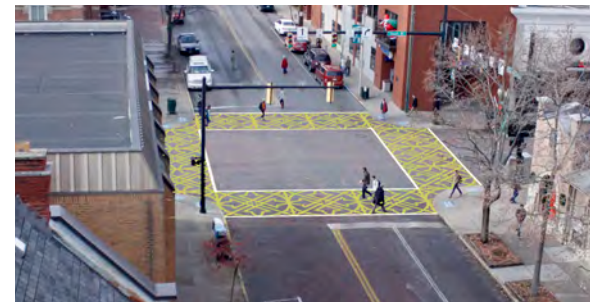
The Essence of Athens Plan is a compilation of community placemaking concepts to communicate the uniqueness of Athens. MKSK provided design services to further develop and communicate those concepts through a family of civic environmental graphics projects.

COLUMBUS MUSEUM OF ART CAMPUS EXTERIOR WAYFINDING PLANNING & SIGNAGE COLUMBUS, OHIO

On-site analysis of the Museum campus focused on clarifying vehicular, pedestrian, and ADA accessible circulation routes as well as building and parking identification. Once wayfinding needs were established, a conceptual design process explored creative solutions to address these needs, as well as express the new Museum brand identity.

NATIONAL MUSEUM OF THE U.S. AIR FORCE DAYTON, OHIO

MKSK performed a comprehensive wayfinding audit for the museum which addressed pre-visit communications, vehicular wayfinding, interior wayfinding, and general visitor experience. Our audit also included visitor and staff surveys. The information we gathered will inform our design process as we move into the design phase.



TRANSPORTATION ENGINEER



IRA BATTLE, PE
TRANSPORTATION ENGINEER

Years Of Experience: 34
Years With Current Firm: 22

EDUCATION

Bachelor of Civil Engineering, University of Central Florida

EXPERIENCE

Mr. Battle specializes in municipal, airport, residential, commercial, industrial, and institutional land development and infrastructure projects. Mr. Battle has led design efforts for utility relocation projects and coordinated with utility providers for required utility accommodations and adjustments. He has developed design criteria and provided utility coordination for airport design-build projects as well as provided utilities and drainage infrastructure inventory and design for airport master planning. Additionally, Mr. Battle has worked on major airport development, master planning, and programming projects including runway extension, roadway system improvements, cargo facilities, public parking decks, utility relocation, traffic volume, vehicle movements, and data collection. As a project manager at BPA, Mr. Battle is responsible for overseeing and completing multiphase projects, from plan development to oversight of costs, schedules, quality, information, staff management, collaborating with clients, contractors and government agencies to meet or exceed design, quality, timeline and budget expectations.

SULLIVAN ROAD PARK & RIDE LOT AT HARTSFIELD-JACKSON ATLANTA INTERNATIONAL AIRPORT ATLANTA, GEORGIA

Project Manager. The existing 20-acre site on which the Sullivan Road Park and Ride Lot will be located is in the southwest quadrant of the intersection of Sullivan Road and Riverdale Road (Highway 139). The various parking options proposed for the project will serve as an attractive alternative for patrons desiring onsite parking near the Domestic and International Terminals. The configuration of the site will utilize both the upper and lower level areas, and will offer distinct parking alternatives consisting of standard-size, large-size, and over-sized vehicle accommodations, electric vehicle charging stations, and canopy covered parking; as well as employee parking and shuttle storage. The site will also include a parking office, be LEED Silver certified, and promote green infrastructure initiatives.

DANFORTH ROAD ATLANTA, GEORGIA

Project Engineer. Responsible for designing the provisions for erosion, sediment and pollution control that were designed in accordance with the Manual for Erosion and Sediment Control in Georgia. Also responsible for developing the phased plans and customizing the plans with the specific site conditions; implementing structural controls to reduce the negative impacts of the roadway and bridge construction on the receiving water; and construction inspection of installed facilities. This project consisted of developing construction and right-of-way plans for roadway and streetscape improvements, which included new pavement, milling, resurfacing, new sidewalks, and drainage along with utility relocations and coordination.

INBOUND ROADWAYS AT HARTSFIELD-JACKSON INTERNATIONAL AIRPORT ATLANTA, GEORGIA

Project Engineer for the preparation of construction documents for improvements to upgrade the inbound terminal roadway network. The design realigned and widened roadways, segregated conflicting movements, improved weaving conditions, avoided queuing, blockage and delays, enhanced signage and wayfinding, and provided adequate connections, access and exits to and from other facilities. Responsible for providing roadway, drainage, and utility coordination of 4.5-miles of new roadway/pavement and/or existing roadway widening using GDOT guidelines. Major drainage systems within and near the alignments of the project area were located; owners were identified; and a report outlining the requirements for drainage connections and erosion control during construction was prepared in accordance with DOA design guidelines.

ADA COMPLIANCE AT CITY FACILITIES ATLANTA, GEORGIA

Project Manager. Responsible for the inspection and evaluation of eighteen City facilities for ADA compliance. Facilities inspected included Municipal Court House, seven Fire Stations, City Detention Center, City Workforce Development Agency, two Police Stations, Gateway Homeless Service Center, and three Neighborhood Community Centers. Responsible for confirming each condition by visiting the sites to determine non ADA compliance issues and determine unforeseen or unanticipated work required prior to implementing a design solution.

CIVIL ENGINEER



BENIQUEZ JONES, PE
CIVIL ENGINEER

Years Of Experience: 19
Years With Current Firm: 2



DESIGN ENGINEER



RANDY AUGAT
DESIGN ENGINEER

Years Of Experience: 34
Years With Current Firm: 22



EDUCATION

Bachelor of Civil Engineering, University of Alabama
Masters of Building Construction & Facility Management, Georgia Institute of Technology

EXPERIENCE

Mr. Jones has eighteen years' experience in the engineering industry serving in both a supportive and leadership role to complete projects on time and within budget through project coordination, research and analysis, communication with stakeholders, attention to detail, and constant refinement of data. His professional skills include QA/QC reviews, civil design, value engineering, estimating, planning, staff supervision, and project management. Mr. Jones has experience on roadway projects encompassing developing construction and bid documents, designing highways, freeways, roads, and streetscape improvements, landscaping, relocation of existing underground utilities, utility coordination, permitting, and stormwater improvements. His responsibilities include profile grades, roadway alignments, preparing engineering estimates and preparation of technical reports for development of transportation projects.

PROJECT EXPERIENCE

- Local Roadway Construction Projects (Atlanta Council District 9), Atlanta, Georgia
- Semmes Street Improvements, East Point, Georgia
- Flint River Road Improvements, Clayton County, Georgia
- Sullivan Road Park & Ride (Hartsfield-Jackson Atlanta International Airport), Atlanta, Georgia

EDUCATION

Bachelors of Civil Engineering, Florida State University

EXPERIENCE

Mr. Augat is experienced in designing and managing projects that have included streetscapes, multi-use trails, greenways, parks, site planning, roadways, utility systems and storm sewers. These projects included design, environmental permitting, project management, and construction administration. He has served as Project Manager on projects ranging from trail, park, roadway, and international airport expansion projects to site plans for commercial developments, public schools, master planned residential communities and redevelopment streetscapes. Mr. Augat has experience on a number of streetscape projects encompassing developing construction and bid documents, designing urban streetscape improvements, landscaping, relocation of existing underground utilities, designing new electric and fiber optic ducts banks, permitting stormwater improvements, creating public spaces and designing public art installations.

PROJECT EXPERIENCE

- Amway Center Streetscape, Orlando, Florida
- Sanford Avenue Streetscape, Sanford, Florida
- Williamson Boulevard, Volusia County, Florida
- Tephford Park, Tamarac, Florida

DEMONSTRATED CAPABILITY

MKSK's multi-disciplinary approach offers creative solutions to a diversity of design challenges through our offices in South Carolina, Ohio, Kentucky, Indiana, and Michigan. MKSK is a firm of 94, including 38- Registered Landscape Architects, 11- AICP Certified Planners, and 28- Graduate Urban Designers.

The MKSK team has all the necessary facilities and equipment capability to successfully deliver the project. All of our offices run the latest Windows Operating Systems which allow for the movement of projects and data between offices as workloads and schedules demand. Our networking also accommodates large file transfers via Email as well as FTP capabilities if needed on a project-byproject basis. We employ a staff of IT Technicians to facilitate that all our software and hardware are current or compatible with recent versions and for expedited technical response.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/21/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The James B. Oswald Company 1100 Superior Avenue, Suite 1500 Cleveland OH 44114		CONTACT NAME: Serena Turchik	
		PHONE (A/C, No, Ext): 216-839-2807	FAX (A/C, No): 216-839-2815
		E-MAIL ADDRESS: sturchik@oswaldcompanies.com	
		INSURER(S) AFFORDING COVERAGE	
INSURED	MSK2L-1	INSURER A: Charter Oak Fire Insurance Co	NAIC # 25615
	MSK2, LLC DBA MKSK; Myers Schmalenberger, Inc.;	INSURER B: Travelers P&C Co of America	25674
	Kinzelman Kline Gossman Ltd., dba MKSK	INSURER C: Travelers Indemnity Company	25658
	462 South Ludlow Alley	INSURER D: Travelers Indemnity Co of CT	25682
	Columbus OH 43215	INSURER E: Berkley Insurance Company	32603
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 1041142272 **REVISION NUMBER:** 11/20/2013

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	Y	6804H481956	11/14/2017	11/14/2018	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COM/POP AGG \$4,000,000 \$
	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ AI Primary & ☒ Non-Contributory GEN'L AGGREGATE LIMIT APPLIES PER: POLICY ☒ PROJECT ☒ LOC					
B	AUTOMOBILE LIABILITY	Y	BA1B331139	11/14/2017	11/14/2018	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	ANY AUTO ☐ ALL OWNED AUTOS ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ AI Primary					
C	UMBRELLA LIAB	Y	CUP1B337802	11/14/2017	11/14/2018	EACH OCCURRENCE \$3,000,000 AGGREGATE \$3,000,000 EXCLUDES Professional \$
	☒ DED ☒ RETENTION \$ 10,000 WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ☒ Y ☐ N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below					
D	Professional Liability	Y	UB38237730	11/14/2017	11/14/2018	OH Stop-Gap E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
E	Claims Made Retro Date: 06/01/87	N	AEC901763502	11/14/2017	11/14/2018	Each Claim Aggregate \$2,000,000 \$4,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Additional Insured and Waiver of Subrogation as designated above is provided when required of the Named Insured by written contract or agreement.

CERTIFICATE HOLDER

Specimen - OH
For Purposes of Evidencing
Coverage Only OH 43215

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Serena C Turchik

ACORD 25 (2010/05)

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SECTION 4. REQUIRED FORMS

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City of Alpharetta Disclosure Form and Certificate of Non-Collusion



DISCLOSURE FORM and CERTIFICATE OF NON-COLLUSION

Bidder must disclose any possible conflict of interest with any City of Alpharetta (City) elected official and/or employee and if a known relationship exists between any principal or employee of your corporation, firm, team, organization, or person and any City elected official and/or employee. Relationship may consist of financial, personal, or family relations or may be in the form of campaign contributions to elected officials.

If, to your knowledge, no relationship exists, this shall be stated in your response. Failure to disclose such a relationship (or lack thereof) may result in response being declared non-responsive and will not be considered further. If already awarded, may result in cancellation of a purchase and/or contract as a result of your response. Check one of the following, as it applies to your firm and this request. Use additional forms if needed:

- ☒ **No known relationship exists.** *If this box checked, skip to signature and firm information at bottom of form.*
- ☐ **Relationship does exist.** *If this box checked, include the name and position of the City Official to whom a campaign contribution was made or official/employee relationship. Use a separate form for each official to whom a contribution has been made within the past two (2) years or for additional official/employee relationships.*

Elected Official name and position:	
Amount/Value of Contribution:	
Date and description of Contribution:	
List other Relationship Type and name of City Employee/Official:	

By signing this form, I certify that:

- As an officer of this firm, or per the attached letter of authorization, I am duly authorized to certify the information provided herein is accurate and true; and my firm shall comply with all State and Federal Equal Opportunity and Non-Discrimination requirements and conditions of employment.
- That the firm's response is made without prior understanding, agreement, or connection with any corporation, firm, team, organization, or person submitting a response for the same materials, supplies, equipment, opportunity, or services and is in all respects fair and without collusion or fraud. My firm understands and agrees that bid/proposal collusion is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards; and
- That the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et seq. have not been violated and will not be violated in any respect. O.C.G.A. 45-10-20 through 45-10-28 provide that it is unlawful for a state [City] employee to transact business with the agency by which that person is employed for himself, on behalf of a business in which the employee or his/her spouse or dependents has a substantial interest, or on behalf of anyone as agent, broker, dealer, or representative. Transacting business in defined as selling real property, personal property, or services, or purchasing surplus real or personal property.

Firm's Full Legal Name:
(PLEASE TYPE OR PRINT)

MSK2 LLC (dba MKSK)

Authorized Signature:

Printed Name and Title of Person
Signing:

Tim Schmalenberger, FASLA, Principal

Date:

7/31/2018

Firm's Address:

504 Rhett Street, Suite 204, Greenville, SC 29601

Contact's Email Address:

tschmalenberger@mkskstudios.com

** This form must be completed in its entirety, signed by the firm's authorized signer and returned with your response in order for the response to be eligible for consideration.*

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Form
W-9
(Rev. November 2017)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**
▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line, do not leave this line blank.
MSK2, LLC

2 Business name/disregarded entity name, if different from above
MKSK

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.
☐ Individual/sole proprietor or single-member LLC
☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ **P**
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
462 S. Ludlow St.

6 City, state, and ZIP code
Columbus, OH 43215

7 List account number(s) here (optional)

Requester's name and address (optional)

Print or type.
See Specific Instructions on page 3.

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.
Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
- - - - -
or
Employer identification number
4 5 - 3 4 1 3 2 5 9

Part II Certification
Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here
Signature of U.S. person ▶
Ta P

Date ▶
1/2/18

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.
• Form 1099-INT (interest earned or paid)
• Form 1099-DIV (dividends, including those from stocks or mutual funds)
• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
• Form 1099-S (proceeds from real estate transactions)
• Form 1099-K (merchant card and third party network transactions)
• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
• Form 1099-C (canceled debt)
• Form 1099-A (acquisition or abandonment of secured property)
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Form **W-9** (Rev. 11-2017)

Cat. No. 10231X

CREATIVE PLACEMAKING PLAN FOR NORTH POINT AREA | MKSK 65

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Affidavit Verifying Contractor Participation in Federal Work Authorization Program (E-Verify/I-9)



AFFIDAVIT VERIFYING CONTRACTOR PARTICIPATION IN FEDERAL WORK AUTHORIZATION PROGRAM

GEORGIA

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the City of Alpharetta (GA) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b).

Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization (E-Verify) User Identification Number

4682671

Date of Authorization

11/28/2011

MSK2, LLC

Name of Contractor

CREATIVE PLACEMAKING PLAN FOR NORTH POINT AREA

Name of Project

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on JULY 25, 2018 in COLUMBUS (city), OHIO (state).

Signature of Authorized Officer or Agent

TIMOTHY S. SCHMALENSBERGER, C.O.O.

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE 26TH DAY OF JULY, 2018.

NOTARY PUBLIC

My Commission Expires:

11/23/2019



JORDAN PRORISE
Notary Public, State of Ohio
My Comm. Expires Nov. 23, 2019

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Affidavit Verifying Subcontractor Participation in Federal Work Authorization Program (E-Verify/I-9)



AFFIDAVIT VERIFYING SUBCONTRACTOR PARTICIPATION IN FEDERAL WORK AUTHORIZATION PROGRAM

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with MKSK Studios (contractor) on behalf of the City of Alpharetta (GA) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five (5) business days of receipt, a copy of the notice to the contractor.

Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

334434

Federal Work Authorization (E-Verify) User Identification Number

12.07.10

Date of Authorization

Brindley Pieters & Associates, Inc.

Name of Subcontractor

Creative Placemaking Plan for North Point Area, RFP 19-101

Name of Project

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on July 26, 2018, in Maitland (city), Florida (state).

Signature of Authorized Officer or Agent

Brindley Pieters, P.E., President

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE 26th DAY OF July, 2018.

NOTARY PUBLIC



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SUBGRANT AGREEMENT

THIS AGREEMENT, entered into as of this 25th day of July, 2018, by and between City of Alpharetta, Georgia (hereinafter referred to as the "Subgrantee") and the ATLANTA REGIONAL COMMISSION (hereinafter referred to as "ARC").

WITNESSETH THAT:

WHEREAS, ARC desires to engage the Subgrantee to render certain services hereinafter described in connection with an undertaking or project (hereinafter referred to as the "Project") which is to be wholly or partially financed by a grant from the United States Department of Transportation, (hereinafter, along with the appropriate auditing agency of the entities making such grant, referred to as "the Concerned Funding Agencies");

WHEREAS, the Subgrantee desires to render such services in connection with the project;

NOW THEREFORE, in consideration of the premises and the mutual covenants and agreements hereinafter contained, the parties hereto agree as follows:

1. Engagement of the Subgrantee. ARC hereby agrees to engage the Subgrantee and the Subgrantee hereby agrees to perform the services hereinafter set forth in accordance with the terms and conditions herein.
2. Scope of Services. The Subgrantee shall do, perform and carry out in a satisfactory and proper manner, as determined by ARC, the work and services described in Attachment "A" which is attached hereto and made a part hereof.
3. Time of Performance. The services of the Subgrantee are to commence immediately upon execution of this agreement. Work and services shall be undertaken and pursued in such sequence as to assure their expeditious completion and as may be required in Attachment "A." All work and services required hereunder shall be completed on or before September 30, 2019.
4. Compensation. The Subgrantee shall be compensated for the work and services to be performed under this agreement as set forth in Attachment "B" which is attached hereto and made part hereof. Compensation for work and services in the performance of this contract shall not exceed \$75,000.
5. Approval of Subcontracts. None of the work or services to be performed under this agreement by the Subgrantee shall be subcontracted without the prior written approval of ARC's Executive Director or his authorized agent. If such approval is requested, all subcontract documents shall be submitted to ARC's Executive Director or his authorized agent, for his review and approval prior to the execution of such subcontract. Further, if requested by ARC's Executive Director or his authorized agent, the Subgrantee shall provide ARC with such documentation as ARC's Executive Director shall require, regarding the

method the Subgrantee used in selecting its subcontractor. The Subgrantee acknowledges that if work or services to be performed under this agreement is financed solely or partially with federal funds, the selection of subcontractors is governed by regulations requiring competition between potential subcontractors or adequate justification for sole source selection. The Subgrantee agrees to abide by such regulations in its selection procedure.

Notwithstanding the foregoing, it is the policy of ARC that only highly qualified consultant teams shall be used to perform planning work. The Subgrantee agrees that it shall conduct procurements in accordance with 49 CFR 18.36(d) (3) using competitive proposals. Evaluation criteria will be established such that proposers' qualifications carry the most weight in the selection process. While cost or price may be a factor in the evaluation process, ARC's policy is that cost or price shall comprise no more than 25% of the overall weighted criteria established for said process. Failure to comply with this policy will result in disapproval of any subcontract(s) and withdrawal of ARC funding.

6. Prompt Payment and Retainage. The prime subgrantee agrees to pay each subcontractor under this prime grant for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime subgrantee receives from ARC. The prime subgrantee agrees further to return retainage payments to each subcontractor within 30 days after the subcontractors work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of ARC. This clause applies to both DBE and non-DBE subcontracts.

Any subgrantee found not to be in compliance with this clause will be considered in breach of contract and any further payments will be withheld until corrective action is taken. If subgrantee does not take corrective action, subgrantee may be subject to contract termination.

7. Assignability. The Subgrantee shall not assign, sublet or transfer all or any portion of its interest in this agreement without the prior written approval of ARC.
8. Amendments. ARC may require changes in this agreement. Except for termination for cause or convenience, such changes, including any increase or decrease in the amount of the Subgrantee's compensation shall be incorporated in written amendments to this agreement. Amendments to this agreement may be executed on behalf of ARC only by ARC's Executive Director and Chairman.
9. Insurance. The Subgrantee will have and maintain insurance coverage that complies with the laws of the state of Georgia, as well as reasonable and prudent business practices. Such insurance shall at least include Worker's Compensation, Public Liability, Property Damage, and Valuable Papers coverage.
10. Indemnification. The Subgrantee shall hold harmless and indemnify ARC, its officers, directors, and employees from and against losses, reasonable attorney's fees and costs, that may be based on any injury to persons or property caused by the negligent performance of services under this agreement by the Subgrantee or any person employed by the Subgrantee.

11. Formal Communication. Formal communications regarding this agreement shall include, but not necessarily be limited to correspondence, progress reports and fiscal reports.

All formal communication regarding this agreement shall be in writing between the person executing this agreement on behalf of the Subgrantee (executor) and ARC's Executive Director. However, the Subgrantee executor and ARC's Executive Director shall each have the right to designate in writing to the other an agent to act in his or her behalf regarding this agreement. Any restrictions to such designation must be clearly defined in the written designation.

In this regard, ARC's Executive Director hereby designates the Director of the Center for Livable Communities as his agent for purposes of this contract only, except for Amendments and Terminations.

12. Reports. The Subgrantee shall furnish ARC with narrative progress reports, in such form and frequency as may be specified by ARC's Executive Director or his authorized agent, outlining the work accomplished by the Subgrantee during the period, including the current status of the Project, and the percentage of work which has been completed.
13. Financial Reports. In addition to other records required by this contract, the Subgrantee agrees to provide to ARC such additional financial reports in such form and frequency as ARC may require in order to meet ARC's requirements for reporting to the Concerned Funding Agencies.
14. Program Fraud and False or Fraudulent Statements or Related Acts. The Subgrantee acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to this Project. Upon execution of the underlying contract, the Subgrantee certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the project for which this contract work is being performed. In addition to other penalties that may be applicable, the Subgrantee further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Subgrantee to the extent the Federal Government deems appropriate.
15. Review and Coordination. To ensure adequate assessment of the Subgrantee's project and proper coordination among interested parties, ARC shall be kept fully informed concerning the progress of the work and services to be performed hereunder. The Subgrantee may be required to meet with designated representatives of ARC and the Concerned Funding Agencies from time to time to review the work and services performed. The Subgrantee shall be given reasonable written notice of such meetings.

16. Inspections. Authorized representatives of ARC and the Concerned Funding Agencies may at all reasonable times review and inspect the Project activities and data collected pursuant to this agreement. Except where specifically prohibited by law, all reports, studies, records, and computations prepared by or for the Subgrantee under this agreement shall be made available to authorized representatives of ARC and the Concerned Funding Agencies for inspection and review at all reasonable times in the Subgrantee's office where data is normally accumulated. Approval and acceptance of such material shall not relieve the Subgrantee of its professional obligation to correct, at its expense, any errors found in the work unless such errors can be shown to be caused by inaccurate or incomplete information provided by ARC.
17. Maintenance of Cost Records. The Subgrantee shall maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred on the Project and shall make such material available at all reasonable times during the period of the agreement, and for three years from the date of final payment under the agreement, for inspection by ARC, the Concerned Funding Agencies, and if the work and services to be performed under this agreement is wholly or partially funded with federal funds, the Comptroller General of the United States, or any of their duly authorized representatives. The Subgrantee shall include the provisions of this paragraph in any subcontract executed in connection with this Project.
18. No Obligation by the Federal Government. ARC and the Subgrantee acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to ARC, the Subgrantee, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.
19. Status as Independent Contractors. Nothing contained in this agreement shall be construed to constitute the Subgrantee or any of its employees, servants, agents or subcontractors as a partner, employee, servant, or agent of ARC, nor shall either party to this agreement have any authority to bind the other in any respect, it being intended that each shall remain an independent contractor.
20. Subgrantee's Personnel. The Subgrantee represents that it has, or will secure at its own expense, all personnel required to perform the services under this agreement. Such personnel shall not be employees of ARC, nor shall such personnel have been employees of ARC during any time within the twelve-month period immediately prior to the date of this agreement, except with the express prior written consent of ARC. Further, the Subgrantee agrees that no such former ARC employees shall be involved in any way with the performance of this agreement, without the express prior written approval of ARC.
21. Employees' Rate of Compensation. The rate of compensation for work performed under this project by a staff member or employee of the Subgrantee shall not exceed the compensation of such person that is applicable to his or her other work activities for the Subgrantee.

Charges for salaries and wages of individuals shall be supported by time and attendance and payroll distribution records.

22. Interest of Subgrantee. The Subgrantee covenants that neither the Subgrantee, nor anyone controlled by the Subgrantee, controlling the Subgrantee, or under common control with the Subgrantee, nor its agents, employees or Subgrantees, presently has an interest, nor shall acquire an interest, direct or indirect, which would conflict in any manner or degree with the performance of its service hereunder, or which would prevent, or tend to prevent, the satisfactory performance of the Subgrantee's service hereunder in an impartial and unbiased manner. The Subgrantee further covenants that in the performance of this agreement no person having any such interest shall be employed by the Subgrantee as an agent, Subgrantee or otherwise. If the Subgrantee contemplates taking some action which may constitute a violation of this paragraph, the Subgrantee shall request in writing the advice of ARC, and if ARC notifies the Subgrantee in writing that the Subgrantee's contemplated action will not constitute a violation hereof, then the Subgrantee shall be authorized to take such action without being in violation of this paragraph.
23. Interest of Members of ARC and Others. No officer, member or employee of ARC, and no public official of any local government which is affected in any way by the project, who exercises any function or responsibilities in the review or approval of the project or any component part thereof, shall participate in any decision relating to this agreement which affects his or her personal interests or the interest of any corporation, partnership or association in which he or she is directly, or indirectly, interested; nor shall any such officer, member or employee of ARC, or public official of any local government affected by the project, have an interest, direct or indirect, in this agreement or the proceeds arising therefrom.
24. Officials Not to Benefit. No member of or delegate to the Congress of the United States of America, resident commissioner or employee of the United States Government, shall be admitted to any share or part of this agreement or to any benefits to arise herefrom.
25. Compliance with Requirements of the Concerned Funding Agencies. The Subgrantee shall be bound by the applicable terms and conditions of the Grant Contract between ARC and the Concerned Funding Agencies which said Grant Contract is on file in the offices of ARC and is hereby made a part of this agreement as fully as if the same were attached hereto. ARC will notify the Subgrantee in writing of any applicable changes within a reasonable time after ARC has received appropriate notice of such changes from the Concerned Funding Agencies.
26. Rights in Documents, Materials and Data Produced. For purposes of this agreement, "data" includes, but is not limited to, writings, sound recordings, photographs, films, videotapes or other graphic representations and works of a similar nature. ARC and the Concerned Funding Agencies shall have the right to use same without restriction or limitation and without compensation to the Subgrantee other than as provided in this agreement. The Subgrantee acknowledges that matters regarding rights to inventions and materials

generated by or arising out of this agreement may be subject to certain regulations issued by the Concerned Funding Agencies.

27. Data and Software Licensing. During performance of the work covered by this Agreement ARC may provide certain data or software products, such as aerial photography or commercially available planning data and software, to the Subgrantee that have been obtained from various sources under specific licensing agreements. The Subgrantee acknowledges that any data or software that ARC may provide hereunder is provided as a non-exclusive, non-transferable, limited license for the Subgrantee or its Sub-Subgrantees to use the data or software for the work covered by this Agreement only. The Subgrantee shall not redistribute, republish or otherwise make this data or software available to any party not covered by this Agreement. The Subgrantee or any Sub-Subgrantees shall not use this data or software for any work not covered by this Agreement. The Subgrantee further acknowledges that upon completion of the project covered by this Agreement all data and software provided by ARC will be returned to ARC and all copies of the data or software residing on the Subgrantee's or Sub-Subgrantee's computer systems will be removed.
28. Publicity. Articles, papers, bulletins, reports or other material reporting the plans, progress, analysis or results and findings of the work conducted under this agreement shall not be presented or published without first submitting the same to ARC for review and comment. No such presentation shall be made until comments have been received from ARC regarding such review; provided, however, if such comments have not been received by the Subgrantee within thirty calendar days after such submission, it shall be presumed that ARC has no objection thereto. ARC's comments, objections, reservations or disagreements regarding such material shall be accommodated as ARC shall specify.
29. Assurances. The Subgrantee hereby assures and certifies that it will comply with the appropriate regulations, policies, guidelines and requirements (as applicable), including, but not limited to, 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 48 CFR 31, "Contract Cost Principles and Procedures," Executive Order 12372, "Intergovernmental review of Federal programs," U.S. Office of Management and Budget Circular Nos. A 21, "Cost Principles for Educational Institutions," and A 133, "Audits of States, Local Governments and Non-Profit Organizations," or other requirements imposed by ARC or the Concerned Funding Agencies concerning requirements of law or project matters as expressly made applicable by ARC herein, as they relate to the application, acceptance, use and audit of federal funds for this federally assisted project. For audits of fiscal years beginning on or after December 26, 2014, the provisions of 2 CFR 200.501 supersede OMB circular A133. A nonfederal entity that expends \$750,000 or more in federal awards during its fiscal year must have a single or program-specific audit conducted for that year. Also, the Subgrantee gives assurance and certifies with respect to this agreement that:
 - a. For all agreements:
 - i. It possesses legal authority to apply for this agreement, and, if appropriate, to finance and construct any proposed facilities; and, any required resolution, motion or similar

action has been duly adopted or passed as an official act of the Subgrantee's governing body; that proper authorization exists for the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the Subgrantee to act in connection with the application and to provide such additional information as may be required, and, upon ARC approval of its application, that the person identified as the official representative of the Subgrantee is authorized to execute an agreement incorporating the terms of its application.

- ii. It understands that the phrase "federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect federal assistance.
- iii. It will comply with Title VI of the Civil Right Act of 1964 (P.L. 88-352 and 42 USC 2000d) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of age, handicap, religion, creed or belief, political affiliation, sex, race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any project or activity for which the applicant receives federal financial assistance and will immediately take any measures necessary to effectuate this assurance. The Subgrantee shall take affirmative action to ensure that qualified applicants are employed and qualified subcontractors are selected, and that qualified employees are treated during employment, without regard to their age, handicap, religion, creed or belief, political affiliation, race, color, sex or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotions, or transfers; recruitment or recruitment advertising; layoffs or terminations; rates of pay or other forms of compensation; selection for training including apprenticeship, and participation in recreational and educational activities.

The Subgrantee shall in all solicitations or advertisements for subcontractors or employees placed by or on behalf of the Subgrantee, state that all qualified applicants will receive consideration for employment without regard to age, handicap, religion, creed or belief, political affiliation, race, color, sex or national origin. The Subgrantee shall not discriminate against any qualified client or recipient of services provided through this agreement on the basis of age, handicap, religion, creed or belief, political affiliation, race, color, sex or national origin. The Subgrantee shall cause foregoing provisions to be included in all subcontracts for any work covered by this agreement so that such provisions will be binding upon each subcontractor.

The Subgrantee shall keep such records and submit such reports concerning the racial and ethnic origin of applicants for employment and employees as ARC or the Concerned Funding Agencies may require.

The Subgrantee agrees to comply with such rules, regulations or guidelines as ARC or the Concerned Funding Agencies may issue to implement the requirements of this paragraph.

- iv. It will comply with applicable requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of federal and federally assisted projects.
- v. It will comply with the applicable provisions of the Hatch Act which limits the political activity of employees.
- vi. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
- vii. It will cooperate with ARC in assisting the Concerned Funding Agencies in this compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting, through ARC, with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying, through ARC, the Concerned Funding Agencies of the existence of any such properties, and by (b) complying with all requirements established by ARC or the Concerned Funding Agencies to avoid or mitigate adverse effects upon such properties.
- viii. For agreements not involving federal financial assistance for construction, it will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the Project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Concerned Funding Agencies, through ARC, of the receipt of any communication from the Director of the EPA Office of Federal Activities indicting that a facility to be used in the project is under consideration for listing by EPA.
- ix. It will comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in U.S. Department of Labor regulations (41 CFR Part 60).
- x. The Subgrantee agrees that throughout the performance of this contract it will remain in full compliance with all federal and state immigration laws, including but not limited to provisions 8 USC 1324a and O.C.G.A. § 13-10-91 regarding the unlawful employment of unauthorized aliens and verification of lawful presence in the United States. Thereunder, Subgrantee will ensure that only persons who are citizens or nationals of the United States or non-citizens authorized under federal immigration laws are employed to perform services under this contract or any subcontract hereunder.

- xi. The Subgrantee agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

The Subgrantee further agrees to include the provisions contained in the forgoing paragraph in each subcontract for services hereunder.

The Subgrantee shall not retaliate or take any adverse action against any employee or any subcontractor for reporting, or attempting to report a violation(s) regarding applicable immigration laws.

- b. For agreements involving either full or partial federal financial assistance for construction projects(s):
 - i. It will comply with the provisions of Executive Order 11296, relating to evaluation of flood hazards, and Executive Order 11288, relating to the prevention, control, and abatement of water pollution.
 - ii. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to and Usable by, the Physically Handicapped," Number A117 1-1961, as modified (41 CFR 101 - 17.703). The Subgrantee will be responsible for conducting inspections to ensure compliance by the Subgrantee with these specifications.
- c. For agreements exceeding \$100,000.00 in federal financial assistance:
 - i. It will comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857 (h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15).

30. Certifications.

- a. Prohibition Against Use of Funds to Influence Legislation (Lobbying). No part of any funds under this agreement shall be used to pay the salary or expenses of any Subgrantee, or agent acting for the Subgrantee, to engage in any activity designed to influence legislation or appropriations pending before the Congress as stated in 49 CFR 20.
- b. Debarment and Suspension. The Subgrantee agrees to comply with the nonprocurement debarment and suspension rules in 49 CFR 29.
- c. Drug-Free Workplace. The Subgrantee agrees and certifies that it will comply with the requirements for a Drug-Free Workplace, as described in Section 50-24-3 of the Official Code of Georgia, including passing through this requirement to lower tier Subgrantees.

d. The Subgrantee agrees and hereby certifies that it will comply with the Georgia Security and Immigration Compliance requirements of O.C.G.A. § 13-10-91.

31. Other Requirements. In addition to other requirements of this agreement, the Subgrantee agrees to comply with, and shall be bound by, the applicable terms and conditions of all state and federal laws or regulations governing and defining resources, project administration, allowable costs and associated procurement standards, and the ARC Disadvantaged Business Enterprise Plan (in compliance with 49 CFR Part 26), as appropriate. In addition, the Subgrantee further agrees to comply with the DBE Utilization Plan submitted to ARC as part of its proposal. All such documents are hereby made part of this agreement fully as if the same were attached hereto.

The Subgrantee shall not discriminate on the basis of race, color, national origin, or sex in the performance of this agreement. The Subgrantee shall carry out applicable requirements of 49 CFR 26 in the award and administration of DOT assisted agreements. Failure by the Subgrantee to carry out these requirements is a material breach of this agreement, which may result in the termination of this agreement or such other remedy as the recipient deems appropriate.

The Subgrantee agrees to pay each subcontractor under this prime agreement for satisfactory performance of its agreement no later than ten business days from the receipt of each payment that said prime Subgrantee receives from ARC. The prime Subgrantee agrees further to return retainage payments to each subcontractor within ten business days after the subcontractors work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of ARC. This clause applies to both Disadvantaged Business Enterprises and non-Disadvantaged Business Enterprises.

32. Termination for Mutual Convenience. ARC or the Subgrantee may terminate this agreement in whole or in part when both parties agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds. The two parties shall, through formal written amendment, agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated. The Subgrantee shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. ARC shall evaluate each noncancelable obligation to determine its eligibility for inclusion in project costs. Settlement will be made in accordance with the terms and conditions of this agreement. ARC shall allow full credit to the Subgrantee for the ARC share of the non-cancelable obligations, properly incurred by the Subgrantee prior to termination.
33. Termination for Convenience. ARC may terminate this agreement, in whole or in part, at any time by giving written notice to the Subgrantee of such termination and specifying the effective date thereof, at least fifteen days before the effective date of such termination. In that event, all information and material produced or collected under this agreement and/or used in the performance of the scope of services shall, at the option of ARC, become its

property. If this agreement is terminated by ARC as provided in this paragraph, the Subgrantee will be reimbursed for the otherwise allowable actual expenses incurred by the Subgrantee up to and including the effective date of such termination, as authorized in Attachment "B." The Subgrantee shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. ARC shall evaluate each noncancelable obligation to determine its eligibility for inclusion in project costs.

34. Termination of the Agreement for Cause. If the Subgrantee, due to its action or failure to act, shall fail to fulfill in a timely and proper manner its obligations under this agreement, or if the Subgrantee has or shall violate any of the covenants, agreements, representations or stipulations of this agreement, ARC shall thereupon have the right to terminate this agreement by giving written notice to the Subgrantee of such termination and specifying the effective date thereof, at least five days before the effective date of such termination. In such event, all information and materials collected or produced under this agreement and/or used in the performance of the scope of services shall, at the option of ARC, become its property. The Subgrantee shall be entitled to receive just and equitable compensation for any satisfactory work completed under the Scope of Service up to and including the effective date of termination as authorized in Attachment "B." Notwithstanding the foregoing to the extent provided by law, the Subgrantee shall not be relieved of liability to ARC for damages sustained by ARC by virtue of any breach of this agreement by the Subgrantee and ARC may withhold any payments to the Subgrantee for the purpose of set-off for damages caused by the Subgrantee's breach, until such time as the exact amount of damages to ARC from the Subgrantee is determined.
35. Termination Due to Non-Availability of Funds. Notwithstanding any other provision of this agreement, in the event that any of the funds for carrying out the functions to which this agreement relates do not become available, then, upon written notice to the Subgrantee, this agreement may be immediately terminated without further obligation of ARC.
36. Suspension Due to Non-Availability of Funds. The Concerned Funding Agencies have the right to suspend financial assistance for this project. Consequently, ARC reserves the same right regarding this agreement. Such suspension would cause the withholding of further payments and/or prohibiting the Subgrantee from incurring additional obligations during the suspension period. However, unless notified in writing to the contrary, such suspension would not invalidate obligations otherwise properly incurred by the Subgrantee prior to the date of suspension to the extent that they are noncancelable.
37. Disputes and Appeals Any dispute concerning a question of fact arising either from a Subgrantee or subgrant selection decision, or under a Subgrantee or subgrant contract, once executed, shall be decided by the cognizant Center Director who, after advisory consultation with all appropriate ARC officials (e.g., Director of Business Services, General Counsel, etc.), shall promptly reduce such decision concerning the question of fact to writing and mail, or otherwise furnish a copy thereof, to the disputing party (i.e., as appropriate, either: the unsuccessful proposer; or the Subgrantee or subgrantee). The Center Director shall concurrently fully advise the disputing party, in writing, of the provisions outlined herein

below concerning the disputing party's right to appeal the decision to the ARC Executive Director. A copy of all such documents shall also be furnished to the Director of Business Services.

The decision of the Center Director shall be final and conclusive unless, within ten (10) calendar days of receipt of such written decision, the disputing party mails or otherwise furnishes a written appeal concerning the question of fact to the ARC Executive Director, who shall arrange a formal hearing within twenty (20) calendar days after receipt of such appeal. Both the appealing party and the cognizant Center Director shall be notified no less than five (5) calendar days in advance of the hearing and shall have the right to present witnesses and give evidence concerning the question of fact at such time. Within twenty (20) calendar days after the hearing, the Executive Director shall make a decision concerning the question of fact in writing to the appealing party and to the cognizant Center Director. A copy of the decision shall also be furnished to the Director of Business Services.

The decision of the Executive Director concerning the question of fact shall be final and conclusive unless determined by the cognizant grantor agency or agencies, or the Comptroller General of the United States, or a court of competent jurisdiction to have been arbitrary, capricious, an abuse of discretion or otherwise not in accordance with the law.

Pending final decision of an appeal to the Executive Director under a Subgrantee or subgrant contract already executed, the Subgrantee or subgrantee shall proceed diligently with the performance of the contract and in accordance with the cognizant Center Director's decision.

Nothing in the foregoing shall be construed as making final the decisions of the cognizant Center Director or the Executive Director as such decision relate to question of law.

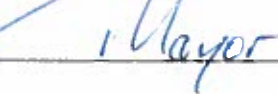
38. Applicable Law. This agreement shall be deemed to have been executed and performed in the State of Georgia. All questions of interpretation and construction shall be construed by the laws of Georgia.

IN WITNESS WHEREOF, the Subgrantee and ARC have executed this agreement as of the day first above written.

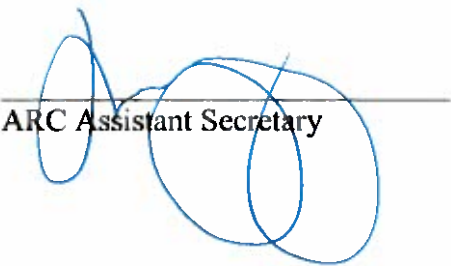
ATTEST:



CITY OF ALPHARETTA

By: 
Title: 

ATTEST:


ARC Assistant Secretary

ATLANTA REGIONAL COMMISSION

By: 
Executive Director

ATTACHMENT A

Scope of Work

I. General: The work to be accomplished is in support of the following Atlanta Regional Commission (ARC) sub-element:

802 CAS - Livable Centers Initiative Investment Policy Studies (LCI)

II. Area covered: All the necessary services provided in this subgrant contract will support the study of LCI-related programs and projects within the NorthPoint LCI along North Point Parkway from Mansell Rd to Haynes Bridge Rd. The study area may extend beyond these limits if needed for logical termini purposes.

III. Goal: Portions of the Atlanta Metropolitan Transportation Planning Area are in maintenance for both ozone and PM2.5 standards under the Clean Air Act under the Clean Air Act Amendments of 1990. Because of this designation, the region must look toward better development practices that support increased use of transportation modes other than single occupant vehicles (SOV) to help reduce emissions and meet air quality requirements. The LCI Program seeks to increase the use of alternatives to driving alone by developing transportation projects and other programs to improve accessibility, expand mixed-uses, utilize transit and support further development in the study area. Evaluation of the existing structure and development of likely scenarios should produce recommendations for future investment that support ARC's Livable Centers Initiative Program. By improving safety and walkability will result in increases of the alternatives to driving alone.

IV. Work Tasks:

The NorthPoint LCI Creative Placemaking Project will examine the options for elements to improve safety and walkability along the NorthPoint Parkway corridor. The study will also formulate a wayfinding concepts, streetscape, design guidelines and signage program and plan to encourage efficient and safe movement of pedestrians, bicycles and vehicles in, through and around the NorthPoint area. The project shall recommend a diversity of types of public art to make the corridor attractive as well as interactive. Lastly, as part of the study process and public outreach, the City will implement a temporary demonstration project to illustrate what some of the final concepts could be.

The work to be accomplished under this contract is divided into the following tasks:

Task 1– Public Involvement:

The goal of this task is to develop a local planning outreach process that promotes the involvement of all stakeholders in the study area, with efforts and accommodations made to include low to moderate income, minority, and elderly or disabled citizens. The City of Alpharetta will conduct an outreach process that promotes the involvement of all stakeholders in the study area. In addition to local residents, businesses, and property owners, key stakeholders

in this process should also include ARC, GDOT, MARTA, and the North Fulton CID. The ARC Project manager must be notified of all meetings taking place.

- Project information shall be uploaded to the City's website to provide basic project information to the public along with project materials and meeting summaries.
- A Project Management Team shall be formed with representatives from relevant city departments and ARC.
- The City of Alpharetta will schedule at least two public open engagement opportunities to garner input on the public space activation and streetscape alternatives.
- In addition to the traditional means of public involvement, the City will install a temporary demonstration project using paint, turf, cones, planters, and/or other low cost, removable items to help the public visualize the concepts proposed.
- The City of Alpharetta shall document all stakeholder and public meetings, and demonstration project through meeting summaries and photography (in particular the demonstration project).
- A final plan review by ARC, is required to be conducted prior to finalizing the LCI plan recommendations. To ensure the transportation projects are feasible, the coordination meeting should include all affected organizations (such as GDOT, MARTA, City Public Works, etc.)

Task 2 – Plan Development

The goal of this task is to develop and improve the subject area's urban design elements, including pedestrian, bicycle and transit elements; wayfinding, public space activation, and lighting. This analysis should be coordinated with other completed studies, programs, developments and organizations. At a minimum, this study will evaluate and address the following information:

- Identify potential locations for public space activation
- Identify locations for the potential placement of wayfinding and streetscape elements.
- Define corridor theme(s) for public space activation and placemaking
- Determine public space and placemaking elements and strategies, including but not limited to public art, wayfinding, lighting both decorative and safety, green infrastructure and streetscapes.
- Prepare conceptual plans, layouts and typical street sections.
- Define street level improvements including bike facilities, sidewalks, and other pedestrian enhancements.
- Assessment of sign categories required for the wayfinding and signage program.

Task 3 –Prepare Project Deliverables

The goal of this task is to compile the results of the overall work effort, the study process, relevant findings, and recommendations into a final study/plan document. The final study document shall include the following (not necessarily in this order):

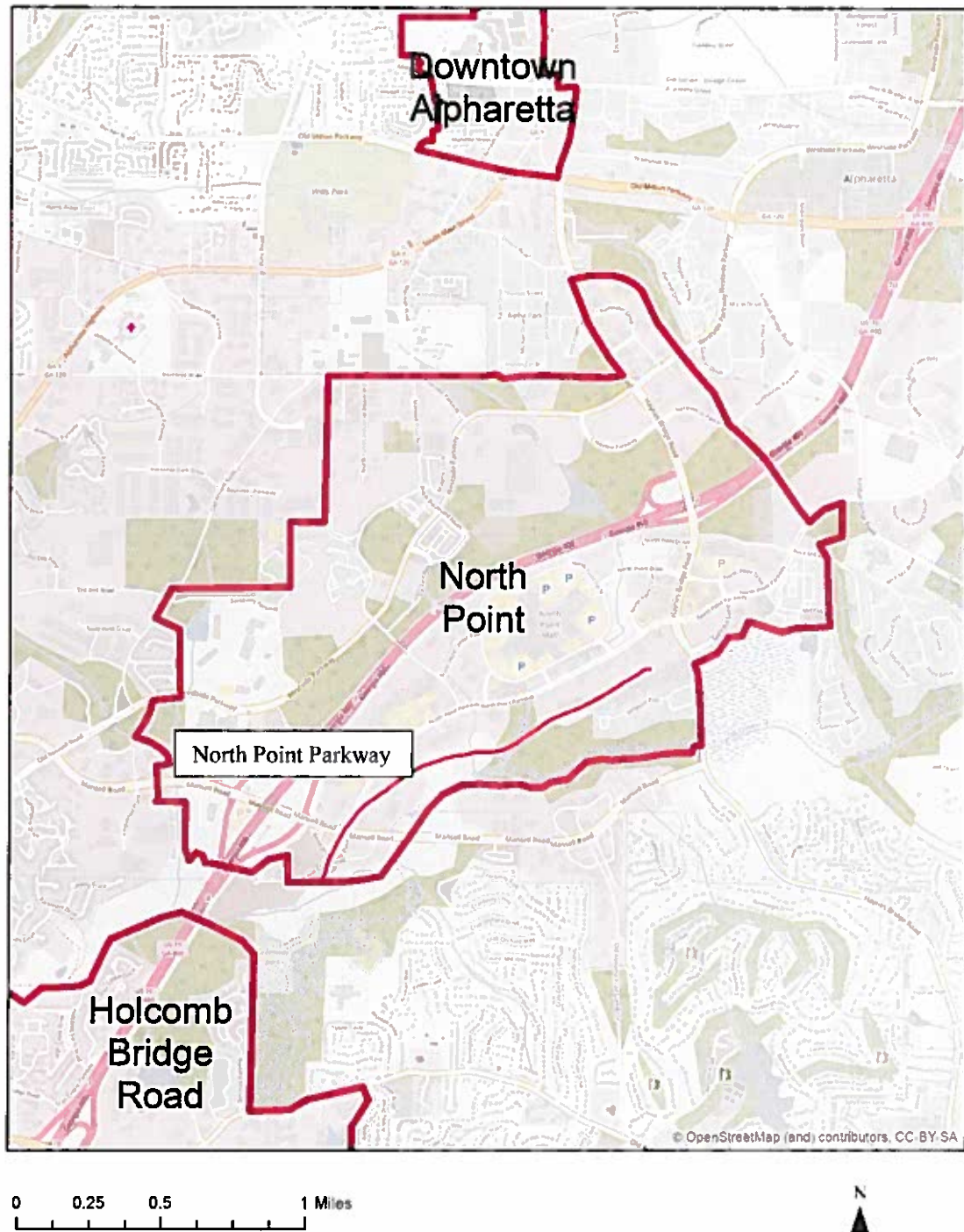
- **Summaries of the plan development process:**
 - A description of the study process and methodology, data gathering techniques and findings, and general outcomes.

- A description of the public participation process used to achieve a community-supported program of improvements.
- **Draft Concept Plans and thematic concept(s)**
 - An area plan map outlining the type of elements and strategies to be installed at recommended locations.
 - A Preferred corridor layout and typical section
 - Develop Design Guidelines for private investment that complement the public space activation elements.
- **Implementation Plan**
 - Identify changes to the City of Alpharetta's applicable ordinances and guidelines for code adherence and if necessary recommendations for regulatory reform to implement the plan.
 - A phasing program based on the priority and implementation schedule of the various project elements to be undertaken in the project area will be established.
 - A 100-day action plan that is achievable to show plan implementation to the public
 - Cost Estimates for the main project components.

Format of Deliverables:

- One (1) Overall Document which includes the
- PDF file of the document, any appendices, concept plans, and typical sections
- Electronic files in their original formats with supporting graphics and GIS or other data files (Excel, CAD, etc)

EXHIBIT A-1
North Point LCI Study Area



ATTACHMENT B

Compensation and Method of Payment

I. Compensation: The total cost of the Project (as described in "Attachment A") is \$93,750. ARC's compensation to the Subgrantee will not exceed 80 percent of the actual costs incurred. However, in no event will the total compensation and reimbursement, if any, to be paid to the Subgrantee under this contract exceed the sum of \$75,000. All costs in excess of \$75,000 are to be paid by the Subgrantee.

A breakdown of this compensation is shown in Exhibit B-1, "Budget Estimate", which is attached to and made part of this contract for financial reporting, monitoring and audit purposes.

II. Method of Payment: The following method of payment replaces that specified in the main body of the contract.

A. Progress Payments: The Subgrantee shall be entitled to receive progress payments on the following basis. As of the last day of each month during the existence of this contract, the Subgrantee shall prepare an invoice for payment documenting work completed and costs incurred during the invoice period. This invoice shall be submitted to ARC along with the monthly report by the 10th of the following month. Any work for which reimbursement is requested may be disallowed at ARC's discretion if not properly documented, as determined by ARC, in the required monthly narrative progress report.

Upon the basis of its audit and review of such invoice and its review and approval of the monthly reports called for in the paragraph concerning "Reports" in the main body of the contract, ARC will, at the request of the Subgrantee, make payments to the Subgrantee as the work progresses but not more often than once a month. Invoices shall reflect 100% of the allowable actual costs incurred, be numbered consecutively and submitted each month until the project is completed. Reimbursement payments from ARC shall be at 80% of the approved invoiced costs.

Subgrantee's monthly invoices and monthly narrative progress reports are to be submitted to the ARC Director or his authorized agent and must be received by him not later than the 10th day of the following month. ARC may, at its discretion, disallow payment of all or part of an invoice received after this deadline.

B. Final Payment: Final payment shall only be made upon determination by ARC that all requirements hereunder have been completed. Upon such determination and upon submittal of a final invoice, ARC shall pay all compensation due to the Subgrantee, less the total of all previous progress payments made.

Subgrantee's final invoice and documents as described in "Attachment A, Task 3 – Prepare Project Deliverables" must be received by ARC no later than one month after the project completion date specified in Paragraph 3 of the contract. ARC may, at its discretion, disallow payment of all or part of a final invoice received after this deadline.

III. Completion of Project: It is agreed that in no event will the maximum compensation and reimbursement, if any, to be paid to the Subgrantee under this contract exceed \$75,000 and that the Subgrantee expressly agrees that they shall do, perform and carry out in a satisfactory and proper manner, as determined by ARC, all of the work and services described in Attachment A.

IV. Access to Records: The Subgrantee agrees that ARC, the Concerned Funding Agency or Agencies and, if appropriate, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the Subgrantee which are directly pertinent to the project for the purpose of making audit, examination, excerpts and transcriptions.

The Subgrantee agrees that failure to carry out the requirements set forth above shall constitute a breach of contract and may result in termination of this agreement by ARC or such remedy as ARC deems appropriate.

V. ARC's Designated Agent. In accordance with Paragraph 5 of the main body of this contract, ARC's Director hereby designates ARC's Director of Center for Livable Communities, as his agent ("Cognizant Center Director") for purposes of this contract only, except for executing amendments hereto.

EXHIBIT B-1

Budget Estimate

Task 1 – Public Involvement	\$40,000
Task 2 – Plan Development	\$40,000
Task 3 – Prepare Deliverables	<u>\$13,750</u>
Total Cost	\$93,750
ARC Share (80%)	\$75,000
Local Share (20%)	\$18,750

* Note: The estimates listed above are preliminary and actual costs by task may vary so long as the total contract value does not increase. Any change to the budget estimates shown above must be requested in writing and approved by ARC's Cognizant Center Director.

SECTION 4.4 - DEVELOPMENT PERMITTING AND CONSTRUCTION

No development activity shall commence or proceed except in accordance with the provisions of this Ordinance.

4.4.1 Plan approval.

Any person seeking development activity on land within the City shall first submit to the Director such plans, plats, or construction drawings as may be required by this Ordinance and approved by the Director prior to the initiation of development activities. Approval of plans by City or its authorized agents shall not imply nor transfer acceptance of responsibility for the application of the principles of engineering, architecture, landscape architecture, or any other profession, from the professional corporation or individual under whose hand or supervision the plans were prepared and sealed.

No land disturbance permit shall be interpreted to relieve any owner of the responsibility of maintaining full compliance with all codes, ordinances, and other regulations of the City. Any land disturbance permit issued in error or in contradiction to the provisions of this Ordinance shall be considered to have been null and void upon its issuance.

4.4.2 Preliminary development approval.

- A. *Pre-Application Review.* Any person seeking development activity approval is encouraged to schedule a Pre-Application Review with the Community Development Department Staff.

The review would include preliminary documents and graphic exhibits of the proposed development activity application.

The purpose of the review is to expedite applications and reduce application design and development costs.

- B. *Preliminary Plat*, (Applies to Residential and Non-Residential Subdivisions which are not included as a part of an approved master plan).

1. *Procedure for approval:*

- a. Application for preliminary plat approval shall be submitted to the Community Development Department. The application shall include:
 - (1) The application in the form furnished by the Community Development Department.
 - (2) Two (2) copies of the preliminary plat showing the entire ownership drawn to the preliminary subdivision plat specifications of this Ordinance.
 - (3) Payment of all preliminary plat application and review fees.
- b. The application forms, fees, and filing deadlines shall be published and made available to the public. The Community Development Department shall review the application for completeness. Incomplete applications will be returned to the owner.
- c. Ten (10) days following the application deadline, the Community Development Department shall indicate on a preliminary subdivision plat or in a written memorandum all comments related to compliance with this Ordinance and conditions of zoning approval. Subject to any action of the City Council, the Director shall have sole authority to determine the applicability of any provisions of this Ordinance.
- d. The owner shall be responsible for all of the comments of the Community Development Department prior to the resubmission of the revised preliminary plat application.
- e. The revised preliminary plat shall be submitted to the Community Development Department.

- f. The Community Development Department may not approve any preliminary plat whereon is shown a lot that would present particularly unusual difficulties for construction, including a building that would clearly require a variance to be reasonably usable whether due to the presence of floodplain, unusual configuration, zoning compliance, lack of public utilities, or for any other reason.
 - g. The owner shall be responsible for compliance with all codes, regulations, and zoning requirements, and for the satisfaction of all the noted and written comments of the Community Development Department.
 - h. When the Community Development Department has determined that the preliminary plat is in compliance with this Ordinance and any conditions of zoning the Director shall sign and date a copy of the plat.
 - i. The preliminary plat approval shall remain in effect for a period of one (1) year, after which time it shall become null and void and a new review may be required if no permit has been issued and development activity begun.
2. *Standards for Approval.* The Preliminary Plat shall be clear and legible at a scale of not greater than one hundred (100) feet to one (1) inch. The recommended maximum dimensions of the sheet size is 24 inches by 36 inches and the minimum dimensions of 17 inches by 22 inches; however, the Director may approve other sheet sizes and scales as appropriate.

The proposed name of the subdivision and proposed street names shall not duplicate or too closely approximate, phonetically, the name of any other subdivision or street in the City of Fulton County. If shown to the contrary, the Director may refuse to accept such subdivision and street names. The subdivision may use letter designations in place of street names on the Preliminary Plat.

Names having historic significance to the City by virtue of their association to events, individuals, local industries, or natural features should be used to the greatest extent possible.

3. *Preliminary Plat shall include:*
- a. Proposed project name.
 - b. Project design and layout including total acreage, proposed use, proposed number of lots, minimum lot size, proposed density and other relevant zoning conditions and regulations in tabular form.
4. *Evidence of preliminary subdivision plat approval.* Each preliminary subdivision plat shall carry the following certificates printed or stamped on the plat:
- a. Approval from the Fulton County Development Services Department for appropriate utilities.
 - b. Preliminary Surveyor's Certificate.

I hereby certify that this proposed preliminary plat correctly represents data compiled or verified through a survey completed by me on _____, 19_____, of property shown and described hereon.

By: _____

Registered Land Surveyor's No. _____

Date: _____

- c. Preliminary subdivision plat approval.

All requirements of the Alpharetta Unified Development Regulations relative to the preparation and submittal of a preliminary plat having been fulfilled, approval of this plat is hereby granted, subject to further provisions of said Ordinance.

Community Development Department

Date: _____

This preliminary plat approval shall expire twelve (12) months from the date of approval provided a Land Disturbance Permit is not issued.

([Ord. No. 718](#), §§ 21, 22, 12-14-2015)

4.4.3 Land disturbance permit.

- A. *Development Activities Authorized.* Persons seeking to perform development activity on land within the City shall not commence or proceed until civil construction drawings are submitted and approved in accordance with this Ordinance.

A Land Disturbance Permit shall be issued to authorize all activities associated with development activity, including, but not limited to, clearing and grubbing, grading, and the construction of such improvements as streets, surface parking areas and drives, sewer systems, domestic water systems, storm water drainage facilities, sidewalks, or other structures permanently placed on or in the property except for buildings or other structures requiring the issuance of a building permit. Utility projects which are reviewed and approved by other agencies, such as Fulton County, must obtain a Land Disturbance Permit from the City of Alpharetta.

- B. *Process for Approval.* The Community Development Department shall be responsible for the coordination and approval of all land disturbance permit applications. For subdivisions, application for the issuance of a land disturbance permit may proceed after approval of the preliminary plat.
1. Application for a land disturbance permit shall be made to the Community Development Department. The application shall include:
 - a. Application in the form furnished by the Community Development Department, requesting review for issuance of a land disturbance permit.
 - b. City checklists with sheet number and/or note number annotated next to each checklist item.
 - c. Five (5) copies of the civil design and construction drawings prepared in conformance with the specifications in this Ordinance.
 - d. Payment of permit application and review fee.
 2. The application forms, fees, and schedule for application processing shall be revised from time-to-time by the Director.
 3. The owner may be required to secure development approval from Fulton County, the State of Georgia, and Federal Review Agencies. Development approval may be required from, but not limited to:
 - a. Fulton County Development Services Department;
 - b. Fulton County Health Department;
 - c. U.S. Army Corps of Engineers;
 - d. U.S. Environmental Protection Agency;
 - e. Georgia Department of Natural Resources.

4. Complete applications received by the application deadline shall be distributed to the City Engineering Department, City Fire Marshall, City Arborist, City Public Works Department, and other City departments deemed appropriate by the Director for review.
5. Ten (10) days following the application deadline, the Community Development Department shall indicate in a written memorandum all comments related to compliance of the civil construction drawings with this Ordinance, conditions of zoning approval, and the regulations of other departments and state agencies, as appropriate. The Director shall forward to the owner's representative all review comments.
6. The owner shall be responsible for compliance with all codes, regulations, and zoning requirements, and for the satisfaction of all of the comments of the Community Development Department. The owner's representative shall review the comments with the appropriate department. Once each department is satisfied that the civil design and construction drawings are in compliance with this Ordinance, each department will sign and date the route sheet, and the approved plans.
7. The owner shall pay the development fee (Land Disturbance Permit Fee), and provide the required performance bonds prior to plan approval. The required performance bonds include the Erosion Control Bond, the Tree Bond and the Existing Roads Improvement Bond.

The Erosion Control Bond shall be calculated at \$3,000.00 per disturbed acre.

The Tree Bond shall be calculated at \$500.00 per tree for every required tree planting within a 25' interior radius of the site perimeter.

The Existing Roads Improvement Bond is calculated at 100% of the cost of any improvements to existing roads.

The amounts of the aforementioned Land Disturbance Permit Fee and performance bonds are determined by the Director of the Community Development Department and may be revised from time to time at his or her discretion.

The release of any performance bond is contingent upon the performance of bonded work and the completion of a satisfactory inspection of said work by the Community Development Department. Should the ownership of any bonded work be altered during the duration of any bond, it shall be the responsibility of the owner specified in the original bond paperwork to ensure that proper sureties be continued irrespective of original ownership.

8. The applicant for land disturbance permit must complete the City's "Fundamentals of Erosion and Sedimentation Control" course prior to receiving a permit. The onsite superintendent of the job must possess a valid certificate of course completion. City of Alpharetta erosion control officers may request the onsite superintendent show the course verification card at any time deemed necessary. If the superintendent does not possess a valid certificate of completion, a Stop Work Order will be issued until an onsite superintendent attends the course.
9. Any person who receives an erosion control violation will be required to attend the "Fundamentals of Erosion and Sedimentation Control" course for a second time. If after completing the course, the person receives another violation, no further land disturbance permits will be issued. The person may appeal by requesting to be placed on the City of Alpharetta Council agenda and appear before City of Alpharetta Council at the regular scheduled meeting to request additional permits.
10. Following the approval by all appropriate City Departments, the Director shall issue a soil erosion control and sedimentation permit authorizing the placement of erosion control and tree protection devices based on the approved civil design and construction drawings.
11. The owner shall request a site soil erosion control inspection from the Engineering Department. Upon site approval, the Land Disturbance Permit will be issued.

C. *Expiration of Land Disturbance Permit.*

1. If the development activity described in any land disturbance permit has not substantially begun within 12 months from the date of the construction plans approval said permit shall expire and be null and void. One 12-month extension may be granted with a written request to the Director, prior to the permit expiration date.
2. If for any reason a land disturbance permit expires after development activities have commenced, the owner shall be responsible for stabilizing the site for erosion control, under the direction of the City Engineer.
3. Any land disturbance permit that has expired may be required, by the Director, to apply for a new land disturbance permit as outlined in the land disturbance permit approval process of this Ordinance.

([Ord. No. 681, § 1, 10-7-2013](#); [Ord. No. 718, § 23, 12-14-2015](#))

4.4.4 Required drawings.

The site construction plans shall be clear and legible; and shall include but not be limited to the following:

- A. Site Plan.
- B. Grading Plan.
- C. Erosion and Sedimentation Control Plan.
- D. Storm Water Management Plan.
- E. Street Improvement Plan and Profile.
- F. Landscape/Tree Removal Plan.
- G. Tree Survey Plan and Inventory.
- H. Domestic Water Plan.
- I. Floodplain Management Plan.
- J. Standard Drawings and Construction Specifications.

4.4.5 Building permit.

- A. *Plan Approval.* Any owner, authorized agent, or prime contractor who desires to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, plumbing, low voltage, energy conservation, or fire protection system, the installation of which is regulated by this Code, including the Georgia State Minimum Standard Codes, or to cause any such work to be done, shall first make application to the Building Division and obtain a permit for the work being done.

Exception No. 1: Permits shall not be required for the following mechanical work:

1. Any portable-heating appliances, ventilation equipment, cooling units, or evaporative coolers.
2. Any steam, hot, chilled water piping within heating and cooling equipment regulated by this Code.
3. Replacement of any part which does not alter its approval or make it unsafe.
4. Any self-contained refrigeration system containing 10 lb. or less of refrigerant and actuated by motors of one horsepower or less.

Exception No. 2:

1. Retaining walls which do not exceed 4 feet in vertical height, as measured from the low side exposed toe of the wall to the top of the wall at any point.
2. Residential storage buildings less than 100 square feet in floor area without electrical, mechanical, or plumbing systems.
3. Play or tree houses less than 50 square feet in floor area without electrical, mechanical, or plumbing systems.
4. Fences which do not exceed 10 feet in vertical height and which do not extend into front yards or side yards which border onto public streets.
5. Basketball goals which are stand-alone and not part of a basketball court.
6. Driveways and parking areas for one and two family dwellings or townhouses, except that no curb cuts leading into a public right-of-way shall be made without City Engineering Department written approval on any property.
7. Roof covering replacements not involving any structure modifications.
8. Decorative water features not intended for human use containing water less than 24 inches in depth or which do not have water filtering equipment that require waste water disposal.

Although structures listed in Exception No. 2 are exempt from requiring a permit, listed structures shall meet the requirements of all other applicable codes, ordinances, and regulations governing same.

Ordinary minor repairs under \$500.00 in total labor and materials cost may be made without a permit providing these minor repairs shall not violate any Code. Examples of minor repairs shall include but not be limited to: exterior painting, installation of a window, air conditioning unit, replacement of windows, and installation of gutters.

- B. *Building Permit Expiration.* Plans and specifications for projects reviewed by the City Building and Fire Departments shall be permitted within six (6) months of the final review and approval date of such plans and specifications to be valid for obtaining a building permit or the project shall be deemed to have been abandoned.

Permits shall expire six (6) months from the date of issue if the permittee fails to request and pass a required first inspection, whether or not construction has been initiated.

Permits shall also expire if the permittee fails to request and pass a required inspection during any six (6) month period after any previous required inspection has been passed.

The Building Official is authorized to grant no more than two (2) permit extensions, not to exceed ninety (90) days each, during which time the permittee shall request and pass a required inspection. Requests for extension shall be made prior to permit expiration, shall be in writing, and shall show justifiable cause.

- C. *Procedure for Processing.* The Director shall be responsible for administering and enforcing the City building codes, as well as coordinating building plan review with the City Fire Marshall.

1. Prior to issuance of a building permit, the owner shall have received tree protection and soil erosion, and sedimentation control approval as required in this Ordinance.
2. Application for a building permit shall be made to the Building Division. The application shall include:
 - a. Application in the form furnished by the Building Division requesting plan review for issuance of a building permit.
 - b. Land disturbance permit or recorded Final Plat.
 - c. One (1) set of the building plans (three [3] sets for non-residential projects) prepared in conformance with this Ordinance and the applicable City building codes.

- d. Fulton County Development Services Department approval for on-site sewage disposal and pretreatment systems and, Fulton County Health Department for on-site food service.
 - e. City business license for all contractors and builders.
 - f. Payment of all building permit application and review fees.
 - g. Payment of all water and sewer permit fees.
 - h. Payment of all impact fees.
3. All applications for building permits shall be accompanied by a site plan drawn to scale (minimum 1" = 30'), showing the actual dimensions of the lot to be built upon, the right-of-way of the existing street address, the dimensions of the building to be erected, the location of the building on the lot, the number of dwelling units the building is designed to accommodate (if for a residential structure), the building setback lines, lot and block number the location of all easements, buffers, floodplains, retaining walls and other such information as may be essential for determining whether the provisions of all City Ordinances are being observed.
 4. Residential Building Plan Requirements: Refer to the Residential Permitting Procedures.
 5. Commercial Building Plan Requirements: Refer to the Commercial Permitting Procedures.
 6. For any structure served by an on-site sewage disposal system, a permit issued by the Fulton County Development Services Department shall be required prior to the issuance of a building permit.
- D. *Plan Review.* Each project shall include a Plan Review Submittal form, as furnished by the Department. Applicants are required to supply all information requested on this form in order to have their plans logged into the City review system.

If plans are such that no comment is required, they shall be stamped "Approved as Submitted". If plans are such that only minor "red line" comment is required, they shall be stamped "Approved as Noted" by both the City Building Official and the Fire Marshall, and the designated contact will be notified that the plans are ready for permit issue. It shall be the responsibility of the owner's designated contact person to notify all parties concerned of the plan review comments and to coordinate all responses regarding resubmission of corrected plans for final plan review.

After permitting, one set of plans with the original City signature approvals shall be placed on the job site and shall remain there throughout construction for inspector's reference during scheduled inspections.

1. Industrialized Buildings, as defined in O.C.G.A. 110-2, includes such buildings as site construction offices, real estate sales offices, temporary classrooms, and other such similar structures designed for habitable use on a site, usually for a limited time period. Such buildings shall be hereinafter referred to as "portables", whether or not installed on a temporary or permanent foundation or for temporary or permanent use.
2. Tool and storage trailers that are properly and currently licensed and apportioned for over-the-road use by Georgia and other states PSC/DOT authority, are not considered as portables for applicability of site or building plans required.
3. Two (2) sets of dimensioned site plans, drawn to a legible scale, and two (2) legible copies of the portable manufacturer's approved foundation installation plan and floor plan for the portable to be installed are required to be submitted to the City Building Division for building and zoning compliance review and permit issue prior to moving any portable on site.
4. After City review, one site and foundation/floor plan set will be retained by the City for record and one set will be returned to the applicant and must be placed on site and in an accessible location for required inspections prior to use. Site plans shall be drawn to scale and shall show at least the location of the property lines, setback lines, street rights-of-way, easements, buffers existing and proposed site structures, location and size of the portable, and existing and proposed drive entrances and paved areas.

5. All portables, or tool or storage trailers, and their appurtenances shall be located as follows:
 - a. All sites—Portables shall not be located on any public or private street that may be used or openly accessed by the public.
 - b. Commercial/Industrial Sites—Portables or trailers located on commercial or industrial sites shall be located behind setback lines and within buildable areas, outside buffers or easements, and at least twenty feet (20') behind any right of way.
 - c. Residential Site Construction Offices—Portables located on residential lots and used for construction offices or storage of construction materials shall maintain a minimum ten foot (10') setback from property lines, except on corner lots where a minimum twenty foot (20') setback shall be maintained, and shall be located outside any buffer or easement, and at least twenty feet (20') behind any right of way line at road intersections.
 - d. Residential Site Sales Offices—Portables located on residential lots and used for real estate sales offices or other approved uses not directly related to construction shall be located within building setback lines and within buildable areas, outside buffers or easements, and at least twenty feet (20') within any right of way line at road intersections.
6. Temporary installation foundation plans shall show the location and size of the support piers and the location and required restraint ratings of the tie-downs.

Portables installed on permanent foundations shall have a site specific foundation plan designed for a portable and sealed by a Georgia registered architect or engineer. The manufacturer's drawings and specifications are acceptable provided that the necessary information is included.

- E. *Contractor Licenses.* It shall be the duty of every individual or firm doing electrical, gas, mechanical, plumbing, low voltage, utility or fire protection work either as prime, contractor, or subcontractor under contract with a prime contractor, builder, or other contractor, or land or home owner to have a proper City issued subcontractor permit for such work prior to commencing work.

All prime contractors, builders, or other contractors shall furnish written proof of his business license registration including number; expiration date, business street address, name of the owner or responsible party, and a business telephone contact number. Business license registration numbers shall be affixed to the building permit application by the applicant.

The subcontractor shall provide proof of a current business license registration. A current Georgia contractor's license, as issued by the Georgia State Construction Industry Licensing Board, for his respective trade. Both license numbers shall be affixed to the subcontractor permit application by the applicant.

All work performed by a land or home owner or his hired workmen shall meet the provisions of this Code.

A home owner, when building or performing work for his/her own personal one and two family dwelling will not be required to have a business license in order to obtain a City building permit.

- F. *Requirements not Covered by Code.* Any requirement necessary for the strength, stability, fire protection, or proper operation of an existing or proposed building, structure, or electrical, gas, mechanical, plumbing, energy conservation, or fire protection system, or for property protection, or life safety, health, or welfare, not specifically covered by this Code shall be determined by the Building Official and the Fire Marshall.

- G. *Temporary Toilet Facilities.*

1. Construction sites within the City shall be provided with temporary nonsewered toilet facilities for worker use during construction and shall remain in place until permanent access to toilets are provided onsite.

2. For residential 'For-Sale' dwellings, construction sites, one (1) nonsewered toilet shall be provided for up to four (4) work sites, provided all work sites being served are within two hundred feet (200') walking distance of the unit.
3. For commercial sites, and 'For-Rent' dwellings sites, the developer or prime contractor must obtain a Non-Sewered Toilet System (NSTS) permit from the Fulton County Health Department stipulating the minimum number of units required on the project.
4. Inspections will not be made without the required temporary nonsewered or permanent toilets being in place, as required.
5. The developer or prime contractor of a permitted construction site shall be responsible for providing and maintaining required temporary toilet facilities throughout the duration of construction.

H. *Structural Fill and Backfill.*

1. Materials used for structural fill under and directly adjacent to buildings, drives, and walks and for backfill behind foundation and retaining walls shall be unfrozen unsaturated natural soils, clean and free of organic matter, silt, large rocks or stones, or foreign matter and debris. Material used may be coarse gravel, crushed natural stone, or sand free of silt, loam, or soluble materials, or any combination of the above.
2. Structural fills and backfills shall not be placed on subgrades that contain frost, mud, or are frozen.
3. In lieu of specific written direction and supervision by a Georgia licensed architect or engineer, fills shall be placed and compacted in loose layers of 6"—12" thickness and shall be compacted using sheepsfoot rollers, pneumatic tire rollers, tamper rollers, vibrating tampers, or other compaction equipment suitable to obtain the required density throughout the entire layer being compacted.
4. Fills and backfills shall be installed systemically and as early as possible to allow for natural settlement and shall not place over wet, spongy, or porous subgrade materials.
5. Backfill shall be placed against supported foundation walls or backfill shall be placed simultaneously on each side of unsupported walls, until supports are in place.
6. The top or bottom of any cut or fill slope in excess of one foot vertical rise or fall to three foot of horizontal run (1:3) shall not be located any closer than two feet (2') horizontal measure from the edge of drives, walks, paved areas, or retaining walls top or toe of wall.
7. The two foot (2') area adjacent to drives, walks, paved areas, tops or toes of retaining walls shall be graded at a (+/-) 2% slope (1/4"/ft.) and where feasible shall slope away from paved surfaces and walls.

I. *Site Retaining Walls.*

1. Site retaining walls, whether attached or detached from buildings or not, which are over four feet (4') in height at any point along the wall, as measured from the exposed low side toe of the wall to the top of the wall, shall be constructed to City Standard Drawings, City approved Manufactured Systems Drawings, or must be professionally engineered by a Georgia licensed architect or engineer.
2. Retaining walls shall also show planned top of wall heights, as measured above, plus reasonable points of top of wall elevation changes.

J. *Site Wall Safety Barriers.*

1. Any portions of site retaining walls over six feet (6') in height must be provided with a continuous safety barrier mounted at or immediately adjacent to the top of the wall at reasonably accessible areas.

2. Safety barriers shall be of substantial construction for the intended prevention of access, must be at least three feet (3') in height, as measured from grade at the base of the barrier to the top of the barrier; and may be man-made or vegetative in nature.
3. When vegetative barriers are used, they shall be of substantial maturity and density, at the time of Final Building Inspection, to prevent reasonable access to the top of the wall.
4. Site retaining wall construction and safety barrier plan submittals shall include dimensioned drawings, with sufficient clarity, detail, and written explanatory notes to describe the nature of work to be done.

K. *Recreational Fire Pits. Fire pits, grills or stoves shall have a diameter of no greater than three feet (3') or a burn area of no greater than seven (7) square feet. Fire pits must be at least twenty-five feet (25') from all structures and twenty-five feet (25') from property lines.*

L. *Standards for Approval.*

1. Building permits shall only be issued on buildable lots of record, as defined in this Ordinance.
2. City Building Codes:
 - a. The Code of The City of Alpharetta, Georgia.
 - b. 1994 Standard Building Code—Chapter 1 for Administration of Building and Technical Codes.
 - c. Georgia State Minimum Standard Building Code.
 - d. Georgia State Minimum Standard One and Two-Family Dwelling Code.
 - e. Georgia State Minimum Standard Electrical Code.
 - f. Georgia State Minimum Standard Plumbing Code.
 - g. Georgia State Minimum Standard Mechanical Code.
 - h. Georgia State Minimum Standard Gas Code.
 - i. Life Safety Code, NFPA 101, latest adopted issue.
 - j. Georgia State Minimum Standard Fire Prevention Code.
 - k. Georgia State Energy Code for Buildings.
 - l. Georgia State Accessibility Code and O.C.G.A. 30-3.
 - m. Georgia State Minimum Standard Swimming Pool Code.
 - n. Standard Existing Building Code.
 - o. Standard Unsafe Building Abatement Code.
 - p. Standard Amusement Device Code.

([Ord. No. 720](#), § 5, 2-22-2016)

4.4.6 Inspections and development activity completion.

- A. *Development Activity.* Following the issuance of the Soil and Erosion and Sedimentation Control Permit.
1. Required erosion and sedimentation control measures must be installed where practical by the owner and inspected and approved by the City Engineer. Areas required to be undisturbed by this Ordinance, conditions of zoning approval, or other ordinance or regulation shall be designated by an active tree protection fence or other appropriate markings and shall be inspected and approved by the City Engineer prior to the commencement of any clearing or

grading activities. Additional sediment control measures will be installed if measures shown on plans do not provide sufficient erosion and sediment control.

- B. *Development Activity Inspections.* Requests for inspection shall be made by the owner's representative to the City Engineer at least 24 hours prior to commencement of development activity for each of the following phases as authorized by the land disturbance permit. Inspections shall be made and passed prior to continuation of further activity or proceeding into new phases. The phase inspections are as follows:

1. Erosion Control—Installation of erosion and sediment control and tree protection devices.
2. Clearing and Grading—Installation of slope stakes shall be required. Upon completion of street grading, inspection, and approval shall be required prior to trenching or continuation with subgrade preparation.
3. Installation of storm drainage pipe, detention, or other storm water facilities.
4. Installation of on-site sewerage system or sanitary sewer and appurtenances. This notification shall be made simultaneously with official notification by the developer or contractor to the Fulton County Public Works Department and/or Fulton County Health Department, and, if for informational purposes only, to the City Engineer.
5. Street Curbing and Gutter—Inspection should be requested before and after the forms or string-line have been set. Street width and vertical and horizontal alignment will be spot-checked.
6. Sub-Base or Sub-Grade of Streets—After compaction, the sub-grade will be string-lined for depth and crown. The sub-grade shall be roll tested and shall pass, with no movement, to the satisfaction of the City Engineer.
7. Street Base—The base will be string-lined for depth and crown and shall pass a roll test with no movement to the satisfaction of the City Engineer.
8. Paving—The City Engineer shall be on site during the paving process to check consistency, depth, and workmanship, as applicable. For asphalt paving, the temperature of the material will be monitored and the street will be cored after completion to check thickness.

- C. *Building Inspections.* Inspections shall be scheduled with the Building Inspection Division. Requests for inspection shall include the street address, building permit number, and type of inspection. The building permit must be displayed on site and legible from the public street at all times.

1. *Posting of Permit.* Work requiring a permit shall not be started until the permittee or his agent, posts the building permit yard card in a conspicuous place at the front of the site where the permitted work is to be done. Cards shall be accessible and readable from the public right-of-way and located in such a position so as to permit City and other governing agency officials to conveniently view and make any required entries thereon.

The permit holder is responsible for maintaining the permit yard card and all damaged, lost, or stolen permit yard cards must be replaced by the permittee before further inspections may be made.

Permit yard cards shall be maintained in position until all required final inspections have been approved and signed off on the yard card and the building, structure or system is ready for occupancy and use.

2. *Site Inspection Preparation.* No Inspections will be made by City building or fire inspectors on any construction site not having an accessible building permit yard card displayed and "effective" soil erosion control measures in place, per City Engineering Department requirements.

Site silt fences, gravel construction entrances, and other City Engineering Department required erosion control measures shall be constantly maintained in good condition that effectively contains all site erosion within the site limits and out of waterways, streets and paved walkways.

Required inspections will not be performed when the site is in need of erosion control repair and violates City soils erosion control laws. Inspectors will leave a Notice of Violation on the permit yard card for the permittee to contact the City Engineering Department for their inspection and direction for repair.

It is the responsibility of the permittee to obtain written erosion control violation release from the City Engineering Department. No further building inspections will be performed on the site without this written release.

3. *Inspections Not Required.* The City does not normally provide inspection of certain residential construction applications, such as foundation walls with less than eight feet (8') of unbalanced fill, damp-proofing, foundation wall daintile, backfill, exterior wall insulation, and roof covering.

Builders are charged by building code law and the conditions of permit with a responsibility of installing these components to code compliance.

If code violations are detected in any application not normally inspected by City officials or other governing authorities, the permittee shall immediately correct the violations noted and all corrections shall be inspected and approved by City building, fire, or other authorized inspectors prior to proceeding with any other construction.

No waiver letters, statements from builders, owners, architects, or professional engineers, nor "hold harmless" agreements or other similar warrants or releases shall be accepted by the City in lieu of required code violation corrections and full code compliance.

No further inspections will be made, nor shall any Certificate of Occupancy be issued for any work until any noted code violations are corrected and found to be in codes compliance by City officials.

4. *Required Building Inspections.* The Building Official, upon notification from the permittee, shall make the following building inspections and such other inspections as necessary to ascertain codes compliance and shall either release that portion of the construction found to be in compliance by signature at the appropriate section on the permit yard card or shall notify the permittee of any violations which must be corrected in order to comply with this Code, by issuing a Notice of Violation to the permittee.

- a. **FOOTING:** To be made after trenches are excavated and cleaned; forms erected and supported; required reinforcing is properly secured in place and supported; and before any concrete is placed.
- b. **SLAB-PREP:** To be made after footings have been placed (if applicable); underground Mechanical, Electrical, and Plumbing (MEP) systems have been City inspected, approved, and properly backfilled; under-pin areas are excavated and clean; forms are erected and supported; required reinforcing is in place and supported; rock base is in place at below grade slabs; vapor barrier is in place; and before any concrete is placed.
- c. **FOUNDATION (When required):** To be made after required wall reinforcement is in place and at least one side of concrete retaining wall forms are secured in place, wall cavities are cleaned, and second side forms are ready to be placed, or placed and safe access to form tops for inspection is provided, plan listed weep holes and piping sleeves are in place, and before any concrete is placed.

In the case of masonry walls—Block is erected and required wall reinforcing is in place and safe access is provided to wall top for cavity inspection, plan listed weep holes and piping sleeves are in place, and prior to any wall cavity grouting or fill.

In the case of wood foundation or other wood site walls—Timbers are in place and properly spiked together, tee style or other professionally designed style dead heads are in place

and properly spiked together, weep holes and filtration cloth is in place, and before backfill is placed.

At all commercial or industrial sites or at a one or two family residential site builder's request, a second inspection of the building foundation walls, by City inspectors shall be required to verify proper placement of wall water proofing measures.

- d. **WALL/CEILING COVER (Commercial Only):** To be made after the roof or other effective overhead weather seal is complete; all framing, bracing, fire and draft stops and blocking are effectively in place; exterior walls and gabled ends are sheathed and doors and windows are installed to effectively weather protect the structure interior; mechanical, electrical, and plumbing rough-ins at the area to be inspected are complete and under required tests; fabricated fireplaces or other fuel burning appliances are installed with flues and vents stubbed clear to the next level or area to be inspected or through the roof and weather capped; and before any wall or ceiling cover has been placed, except that walls may be one side covered so as to not restrict safe and readily accessible full wall cavity view for inspection.
- e. **FRAMING (Residential Only):** To be made after roof is complete; all framing, bracing, fire stops and blocking are effectively in place; exterior walls and gabled ends are sheathed and doors and windows are installed to effectively weather protect a structure interior; mechanical, electrical, and plumbing rough-ins are complete and under required tests; pre-fabricated fireplace or other fuel burning appliances are installed with chimneys, flues, and vents through the roof and weather capped; or dedicated masonry fireplace openings are structurally independent and temporarily provide weather protection to interior spaces until masonry is completed; and before any insulation or wall or ceiling cover has been placed.
- f. **GEORGIA ENERGY CODE (GEC) COMPLIANCE:** To be made at various stages of construction, by direct reference to the GEC Compliance Report submitted at initial permit issue, as follows:
 - (1) **Residential Construction**—Exterior wall cavity insulation and sloped, vaulted, or flat ceiling or floor closed cavity insulation may be inspected after the Framing inspection and before any wall or ceiling cover is placed at these concealed areas. Exposed and visible insulation at attics, accessible concealed spaces, unheated crawl spaces, and basements will be inspected as part of the Final building inspection.
 - (2) **All Other Construction**—Interior and exterior wall and ceiling insulation, as listed on the building plans, may be inspected as part of the Wall/Ceiling Cover inspection provided that all wall or ceiling structural and MEP components may be viewed and properly inspected and verified from either or both sides of the wall or ceiling assembly, in the opinion of the inspector. If wall or ceiling construction cannot be properly inspected with the plan required insulation in place during the Wall/Ceiling Cover inspection, a separate insulation inspection shall be performed prior to covering these areas. Exposed and visible insulation at attics, accessible concealed spaces, unheated crawl spaces, and basements will be inspected as part of the Final building inspection. General Energy Code Compliance Certificates and must be on file at the City Building Department, prior to issue of a Certificate of Occupancy.
- g. **BUILDING FINAL:** To be made after a building or structure is complete and ready for safe occupancy and use. Building, mechanical, electrical, and plumbing finals shall be made at the same time. Prior to requesting a building final inspection a permittee shall assure that all inspections and written approvals required prior to final inspections are signed off on the permit yard card.

All site work, walks, drives, paved areas, striping, handicap access routes, signage, landscaping, and other appurtenances or protectants listed on the plans for commercial work or as required by this Code or other laws for residential work, are completed, final

inspected, and signed off on the permit yard card by the various other governing authorities listed and checked on the permit yard card and as required by State or County regulations.

5. *Mechanical, General.* The Building Official, upon notification from the permittee, shall make the following mechanical systems inspections and such other inspections as necessary and shall either release that portion of the construction by signature at the appropriate section on the permit yard card, or shall notify the permit holder, of any violations which must be corrected in order to comply with this Code, by issuing a Notice of Violation to the permittee.

- a. SLAB PREP: To be made after trenches or ditches are excavated, underground ducting, conduits and sleeves are installed and ready for test and before any backfill is put in place.
- b. WALL/CEILING COVER (Commercial Only): To be made with the wall/ceiling cover building inspection and after all mechanical equipment, ducting, duct insulation, piping, piping insulation, fire stops and fire dampers are installed, control wiring, or other concealed mechanical system components in the area to be inspected are in place, complete, supported properly, required pressure tests are applied, flues and vents are stubbed clear to the next level or area to be inspected or through the roof and weather capped; and before any wall/ceiling covers are installed.

Large or multiple floor buildings over 15,000 sq. ft. in total area may be inspected in stages and partially approved for the continuation of construction at the Building official's discretion.

- c. ROUGH-IN (Residential Only): To be made with the framing inspection and after all mechanical equipment, ducting, duct insulation, piping, piping insulation, fire stops, control wiring, or other concealed mechanical system components are in place, completed, supported properly, required pressure tests are applied, and flues and vents are stubbed through the roof and weather capped; and before any wall or ceiling covers are installed.
- d. GAS LINE: (To be made at various stages of construction, as follows)
 - (1) Residential, Rough Piping Inspection: To be made with the framing inspection and shall include all system piping from the point of delivery (gas meter) to within six feet (6') of and in the same room as all outlets or appliances that may be connected. A gas piping pressure test is required for this inspection.
 - (2) Commercial, Rough Piping Inspection: To be made with the wall/ceiling cover inspection and shall include all system piping from the point of delivery (gas meter) to within six feet (6') of and in the same room as all outlets or appliances that may be connected in the area to be inspected and shall include piping run stubouts to the next area to be inspected. A gas piping pressure test is required for this inspection.
- e. METERS: To be made after rough piping inspection and before the final inspection; when all mechanical equipment and other gas fired appliances and equipment and controls are in place and ready for safe test operation; venting, vent connectors, and flues are installed into final position and supported; piping runs are complete to the final appliance connector or union connection at the appliance or equipment; all gas shut off valves are in place and in the "off" or closed position, with appliances or equipment disconnected; and the gas piping system is ready for public utility connection and testing. A gas piping pressure test is required for this inspection. The sole purpose of this Meters inspection is to allow the installer to check installed mechanical systems and equipment for proper and safe operation, prior to Final inspection. Public utility connection shall not be made to the permitted work until this inspection has been approved.
- f. FINAL: To be made with the building final inspection and after public utilities have been connected and all conditioned air systems and gas fired appliances are in full operation; all controls, compressors, condensate drains, insulation, ties and supports, and other system designed components are in place and final connected, all final trim and required labeling

is in place, filters or other air purifying components are cleaned and in place, and all systems have been tested and balanced and the installation is ready for its intended use.

6. *Electrical, General.* The Building Official, upon notification from the permittee, shall make the following electrical systems inspections and such other inspections as necessary and shall either release that portion of the construction by signature at the appropriate section on the permit yard card, or shall notify the permit holder, of any violations which must be corrected in order to comply with this Code, by issuing a Notice of Violation to the permittee.

- a. **TEMPORARY POLE:** To be made after a minimum 4 × 4 size temporary electrical power pole has been set into the ground with a minimum two feet (2') buried and the pole firmly supported.

An eight foot (8') minimum length grounding electrode (rod) is required to be installed, with an unspliced grounding electrode conductor connected and sized per Code requirements, and a listed weather-proof enclosure shall be connected and firmly attached to the pole.

The City requires at least one (1) 115V/20A weather-proof duplex service outlet with GFCI protection and at least one (1) 230V/20A service outlet to be installed at the pole.

At least one (1) temporary power pole shall be installed at each permitted construction site for use during construction, unless approved by the Building official. No temporary power shall be used for more than one permitted site.

- b. **SLAB PREP:** To be made after trenches or ditches are excavated, underground conduits, sleeves, or other devices are installed and before any backfill is put in place.
- c. **WALL/CEILING COVER (Commercial Only):** To be made with the wall/ceiling cover building inspection of the area to be inspected and after all services and branch circuit distribution wiring that service the area to be inspected is in place, boxes are secured, required conduit serving the area to be inspected and conduit passing through that area to other areas to be inspected at a later date is in place and fastened properly, wiring is protected from physical damage, panel boards and switching gear servicing the area are set and secured to the structure with service and distribution wiring stubbed into their approved enclosures, disconnects are in place and secured, bonding and grounding rough wiring is stubbed out near its termination point, and before any wall or ceiling cover is installed.

Large or multiple floor buildings over 15,000 sq. ft. in total area may be inspected in stages and partially approved for the continuation of construction at the Building Official's discretion.

- d. **ROUGH-IN (Residential Only):** To be made with the building framing rough-in inspection and after all service cable, branch circuit distribution wiring, and low voltage wiring to be concealed is in place and stubbed into panel boxes set and secured to the structure; outlet, junction, and fixture boxes are in place and secured; required conduit is in place and fastened properly; wiring is protected from physical damage; and before any wall or ceiling cover is installed.

In situations where a dwelling unit's exterior siding or finish veneer has not been installed, cables, feeders, and fixture wiring to be concealed shall be stubbed close or into exterior wall cavities closest to the point of final connection and coiled into place. Wall or ceiling cavities containing stubbed cables or wiring shall not be covered until inspection of terminal runs has been approved.

- e. **METERS:** To be made after framing and all wall and ceiling coverings are in place and before final inspection; when all electrical service and control equipment is set, wired, fused, bonded and grounded, required disconnects are connected, all outlet devices and switch controls are connected, lighting fixtures, appliances, and equipment are set or

boxed out and ready for safe operation, and the electrical system is ready for connection to public utilities.

The sole purpose of this Meters inspection is to allow the installer to check out all installed electrical systems and equipment for proper and safe operation, per its listing. Public utility connection shall not be made to permit work until this inspection has been approved.

- f. **LOW VOLTAGE:** To be made with the wall/ceiling cover or rough-in inspection, as applicable to type of construction, where low voltage wiring systems are to be concealed; or with the meters inspection, where low voltage wiring systems are to be surface mounted.

Where concealed, inspection shall include review of distribution wiring/cable types and rating, boxes and connections, wiring protection from physical damage, grounding and bonding, disconnects, control panel cabinets or enclosures, and other system components.

Where surface mounted, inspection shall include review of raceway types and mounting, wire fills to manufacturer's specifications, connection points (must be open to view, except that plug-in types shall be connected), grounding and bonding, disconnects, outlets and plugs, control panel cabinets or enclosures, and other system components.

- g. **POOL BOND:** To be made when all metallic parts of a pool structure, including the metal reinforcing of the pool shell and decking; forming shells and mounting brackets of no-niche fixtures; metal fittings within or attached to a pool structure; metal parts of pool equipment to include pumps, motors, covers, and other features; cables, raceways, and piping within five feet of the inside edge of the pool or within twelve feet above the pool maximum water level; are connected together with approved pressure connectors into a common bonding grid with a minimum #8 solid copper conductor, bare or insulated, and the system is ready to be concealed. Dependent upon site conditions, this inspection may have to be done in several separate trips to be completed and shall be at the inspector's discretion.
- h. **IRRIGATION:** To be made when all irrigation system wiring and conduit is in place; control panels, transformers, and their enclosures are mounted; junction boxes and splice points are open to view, high voltage power wiring is in place and GFCI protected, and the system is ready for safe operation.

GFCI protection for irrigation system wiring and controls is mandatory and may be provided by direct plug and cord connection from the transformer primary to a GFCI protected wall outlet or hard wired from the primary to a disconnect that is protected by a GFCI breaker located at the electrical panel.

- i. **FINAL:** To be made with the building final inspection, after all public utilities have been connected and all installed electrical systems are in full operation; all equipment, motors, appliances, fixtures, controls, guards, and other related systems have been labeled, tested, and balanced and the completed electrical installation is ready for its intended use.

- 7. **Plumbing, General.** The Building Official, upon notification from the permittee, shall make the following plumbing systems inspections and such other inspections as necessary and shall either release that portion of the construction by signature at the appropriate section on the permit yard card, or shall notify the permit holder, of any violations which must be corrected in order to comply with this Code, by issuing a Notice of Violation to the permittee.

- a. **SLAB PREP:** To be made after trenches or ditches are excavated and all under slab drainage and water service and distribution piping and sleeves and protectants are installed and under required tests and before any backfill is placed.
- b. **SEWER TAP:** To be made any time during construction, but before requesting final building inspection. This inspection is an open trench inspection of the exterior sewer piping from the building or structure foundation edge, to and including connection to the

public or site sewer. Sewer piping shall be inspected for proper bedding, fall, materials, fittings, cleanout positions, and connection to the public or site sewer.

- c. **WALL/CEILING COVER (Commercial Only):** To be made with the building wall/ceiling cover inspection and after all drainage, waste, vent, and water service and distribution piping is in place at the area to be inspected and stubouts are installed to the next area to be inspected, all piping and fixture roughs are properly fastened into place and protected from physical damage. All concealed fixture connections shall be made, rated assemblies installed and fire safe, concealed piping insulation installed, rough trim boxes, enclosures, access panels or vaults are secured in place, boots and flashings are installed, required pressure tests are applied, and before any wall or ceiling cover is installed.
 - d. **ROUGH-IN (Residential Only):** To be made with the framing rough-in inspection and after all drainage, waste, vent, and water service and distribution piping is in place and fastened and protected against physical damage. All concealed fixture connections shall be made, concealed piping insulation installed, rough trim boxes, enclosures, access panels/vaults secured in place, boots and flashings installed, required air or water pressure tests are applied and ready for inspection, and before any wall or ceiling cover is installed.
 - e. **BACK FLOW:** To be made prior to or with the final building inspection and shall include inspection of all water and irrigation systems requiring backflow prevention measures.
 - f. **FINAL:** To be made with the building final inspection, after all public utilities have been connected and all plumbing fixtures are properly set, trapped and connected to the drainage system, properly valved, protected against back siphonage, and connected to the potable water system. All water heating and other plumbing devices and appliances must be connected, valved, vented, pressure protected, secured in place, insulated and sealed, cleaned and tested for proper operation, and the completed plumbing system installation is ready for its intended safe use.
- D. *Responsibility for Quality and Design.* The completion of inspections by the City and authorization for work continuation shall not transfer responsibility for the quality of the work performed or materials used from the owner, nor imply or transfer acceptance of responsibility for project design or engineering from the professional corporation or individual under whose hand or supervision the plans were prepared.
- 1. **Stop Work Orders:** Work which is not authorized by an approved permit, or which is not in conformance to the approved plans for the development activity project, or which is not in compliance with the provisions of this Ordinance or any other adopted code, regulation, or ordinance of the City, shall be subject to immediate stop work order by the Director, Building Official or City Engineer.
- E. *Tree Removal Compliance Inspection.*
- 1. Following the issuance of a land disturbance permit for the development activity, the Arborist shall, from time-to-time, inspect the property for the purpose of certifying compliance with the requirements of the permit. In the event of non-compliance, the Arborist shall issue a stop work order. No Certificate of Occupancy shall be issued until actual compliance is obtained.
 - 2. If any required tree removal conditions have not been met within the time specified in the permit and provided the Director has not granted a written extension, the City may use the cash or bond proceeds to insure that these conditions are met.
 - 3. After development activity is concluded, the Arborist shall continue to make random inspections to insure that required trees are maintained. Replacement shall be required or bond/letter of credit posted within thirty (30) days of notice by the Arborist should any of these trees die, be removed, or be destroyed within two (2) years after completion of development.
- F. *Floodplain.*
- 1. Properties containing or adjacent to the established Areas of Special Flood Hazard and Areas of Future-conditions Flood Hazard shall provide an elevation certificate or floodproofing

certification using the FEMA floodproofing certificate along with the design and operation/maintenance plan to the Building Official after the lowest floor is completed, after placement of the horizontal structural members of the lowest floor upon placement of the lowest floor, or floodproofing by whatever construction means, whichever is applicable in accordance with Article III Section 3.4.5.B

2. Said certification shall be prepared by or under the direct supervision of a licensed land surveyor or professional engineer and certified by same in accordance with Article III Section 3.4.5.B. Any work undertaken prior to submission of the certification shall be at the permit holder's risk. The Director shall review the floor elevation survey data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to further progressive work being permitted to proceed. Failure to submit the survey or failure to make said corrections required hereby shall be cause to issue a stop-work order for the project.

G. *As-Built Drawings.* Upon completion of the development activity as authorized by the land disturbance permit and prior to final inspection of public and private improvements, the owner shall submit to the City Engineer for review and approval a complete set of record drawings showing "as-built" conditions prepared by land surveyor registered in the State of Georgia. These drawings shall show actual location, true vertical and horizontal alignment, and finished elevations of:

1. Drainage System.
2. Detention Volume Certification.
3. Sanitary Sewer System (approved by Fulton County if served by Fulton County).
4. Public Water System (approved by Fulton County if served by Fulton County).

H. *Final Subdivision Plat.*

1. Process for Approval—Prior to the application for final subdivision plat approval; all storm water drainage and detention facilities, water and sewer utilities, street base, sidewalks, and curbing construction required for approval of the Final Subdivision Plat shall have been properly installed and completed in accordance with this Ordinance.

The Community Development Department shall be responsible for the coordination and approval of all final subdivision plats.

- a. Application for a final subdivision plat approval shall be made to the Community Development Department. The application shall include:
 - (1) Application in the form furnished by the Community Development Department requesting final subdivision plat review.
 - (2) Two (2) copies of final subdivision plat prepared in conformance with the specifications in this Ordinance.
 - (3) One copy of as-built drawings pursuant to the requirements of this Ordinance, sealed by a land surveyor registered in the State of Georgia, for projects served by City water supply.
 - (4) Payment of all final subdivision plat application and review fees.
- b. Ten (10) days following the application deadline, the Community Development Department shall indicate in a written memorandum all comments related to compliance with this Ordinance and conditions of zoning approval.
- c. The owner shall be responsible for all of the plan review comments prior to the resubmission of the revised final subdivision plat. All revisions to previous submittals shall be noted in the revision block and dated.
- d. Proof of payment for streetlights shall be provided to the City Engineer, prior to his approval of the final subdivision plat. At a minimum, this proof shall be in the form of a letter from the approved utility provider.

- e. Payment for materials and installation of traffic control devices shall be made to the City Engineer in accordance with the traffic engineering requirements in this Ordinance. Payment of the cost of street striping or required signalization, if required and not completed by the owner, shall also be received by the City Engineer prior to approval of the final subdivision plat.
- f. Provide one set water and sewer as-built with proof of approval by Fulton County Development Services Department, prior to approval by the Public Works Department.
- g. The Community Development Department shall not sign the final subdivision plat until all requirements of this Ordinance and other applicable regulations have been met. The final subdivision plat shall be accompanied by a bond, letter of credit, or other acceptable surety providing for the maintenance of all installations and improvement required by this Ordinance in the subdivision for a period of twelve (12) months following the date of final approval of the public improvements. The maintenance period may be extended by the Director at the request of the owner, provided it is in the best interest of the City.
- h. Once the Director has approved the final subdivision plat and all other affected departments and agencies of government as required have certified compliance, the Community Development Department shall certify by signature on the original of the final subdivision plat that all of the requirements of this Ordinance, and the conditions of zoning approval have been met, and that all other affected departments have approved the plat. The final subdivision plat shall not be deemed approved until the CERTIFICATE OF FINAL PLAT APPROVAL has been signed by the Community Development Department, City Engineer and the Fulton County Health Department.
- i. The owner shall be responsible for recording the approved final plat at Fulton County; and shall provide to the Community Development Department a reproducible Mylar copy showing the stamp of the Fulton County Court Clerk, and two (2) full size copies.
 - (1) Standards for Approval—The Final Subdivision Plat shall be clear and legible at a minimum scale of 100 feet to the inch. The Director may approve other scales as appropriate. The maximum sheet size shall not exceed 42" × 30". The maximum size acceptable for recording is 17" × 22", or as required by the Fulton County Superior Court Clerk. If the complete plat cannot be shown on one sheet, then said final subdivision plat shall be shown on several sheets with an index map indicated on each sheet. The minimum sheet size shall not be less than 17" × 22". All letters, numbers and other information shall be legible on the recorded copy. There shall be sufficient space available for the certificates as required. Graphic standards shall comply with the Georgia Plat Act.

The final subdivision plat shall conform substantially to the preliminary subdivision plat and it shall constitute only that portion of the approved preliminary subdivision plat which the owner proposes to record and develop at any one time, provided that such portion conforms to the requirements of this Ordinance. Any substantial deviation from the Preliminary Plat shall require revision and approval of the Preliminary Plat.

The final subdivision plat shall contain the following information:

- (a) Name of the subdivision, unit number and street names.
- (b) Name, address, and phone number of owner of record.
- (c) Name, address and phone number of each professional firm associated with a portion of the final plat (engineers, surveyors, etc.).
- (d) Site acreage.
- (e) Site zoning, case numbers, zoning conditions and date of approval for any applicable rezoning, master plan, variance, or special use permit affecting this site.

- (f) Date the final subdivision plat drawing, graphic scale, north point, notation as to the reference or bearings to magnetic, true north, or grid north, and indication whether bearings shown are calculated from angles turned.
- (g) Land District, Land Section, and Land Lot.
- (h) Name of the former subdivision, if any, or all the entire final subdivision plat if it has been previously subdivided.
- (i) Location map.
- (j) Courses and distances to the nearest Fulton County GIS monument.
- (k) Boundary lines of the property, to be indicated by a heavy line, giving distances to the nearest one hundredth ($1/100$) foot and bearing to the nearest second, which shall be balanced and closed with an error of closure not to exceed one (1) to ten thousand (10,000). The error of closure shall be stated.
- (l) City and Fulton County political boundary lines accurately tied to the lines of the property by distance and angles when such lines traverse the subdivision.
- (m) Locations, widths, and names of all streets and alleys within and immediately adjoining the final subdivision plat, address numbers, the location and widths of all public crosswalks, sidewalks, greenway trails and other public rights of way.
- (n) Street centerlines showing angles of deflection and standard curve data, radii, length of tangents and arcs, and degree of curvature with basis of curve data.
- (o) Lot lines with dimensions to the nearest one-tenth ($1/10$) foot, and bearing to the nearest second radii of rounded corners, as necessary to describe each lot.
- (p) Front and rear setback lines with dimensions.
- (q) Location of all buffers, landscape strips, greenway easements, and no access easements, etc., are required by this Ordinance.
- (r) When lots are located on a curve or when side lot lines are at angles other than ninety (90) degrees, the lot width at the building line shall be shown.
- (s) Lots or sites numbered in numerical order and blocks lettered alphabetically.
- (t) Location and size of all drainage structures, location, dimension and purpose of any easements, including slope easements, if required, public and private service utility right-of-way lines, fire hydrants and water mains.
- (u) Any areas to be reserved, donated, or dedicated to public use or sites for other than residential use with notes stating their purpose and limitations; and of any lands to be reserved by deed covenant for common uses of all property owners. Include statement that all common areas are to be maintained by the homeowners.
- (v) Statement "The City of Alpharetta does not enforce restrictive covenants."
- (w) Certificates and statements are shown below, as follows.
- (x) A statement that the private covenants are to be recorded separately and the following statement provided: "This final subdivision plat is subject to the covenants set forth in the separate document(s) attached hereto, dated _____, which hereby becomes a part of this final subdivision plat," recorded and signed by the owner.
- (y) Accurate location, material, and description of monuments and markers. Monuments to be placed prior to approval of the Final Plat.

- (z) Extent of the Areas of Special Flood Hazard and Areas of Future-conditions Flood Hazard and a flood plain chart showing the area within and outside the floodplain and a minimum allowable lowest finished floor elevation for a/each lot containing or adjacent to any portion of the Area of Special Flood Hazard and Area of Future-conditions Flood Hazard.
- (aa) The information required by the current Georgia Recording of Maps, Plats, etc., by Clerks of Superior Court Act must be shown.
- (bb) All other applicable notes and notations as may be required by the Director.
- (2) Certificate of Final Subdivision Plat Approval—Each final subdivision plat shall carry the following certificates printed or stamped on the plat.
 - (a) Approval from the Fulton County Health Department.
 - (b) Surveyor's Certificate.

It is hereby certified that this plat is true and correct and was prepared from an actual survey of the property by me or under my supervision; that all monuments shown thereon actually exist or are marked as "future" and will be placed during construction of the improvements shown on this plat; and their location, size, type, and material are correctly shown.

By: _____

Registered Georgia Land Surveyor Survey No. _____

Date: _____

- (c) Owner's Certificate of Dedication and Acknowledgement:

(STATE OF GEORGIA)

(COUNTY OF FULTON)

The owner of record of the land shown on this plat and whose name is subscribed thereto, in person, or through a duly authorized agent, hereby acknowledges that this final subdivision plat was made from an actual survey, dedicates to the City of Alpharetta the complete ownership, and use of all streets (_____ acres), public water facilities, storm drains, easements (_____ acres), greenway easements (_____ acres), and other public facilities and appurtenances thereon shown (_____ acres).

Subdivider: _____

Date: _____

Owner: _____

Date: _____

- (d) Certificate of Final Subdivision Plat Approval.

The Community Development Department of the City of Alpharetta, Georgia, certifies that this plat complies with all requirements of the Alpharetta Unified Development Regulations including the City of Alpharetta Zoning requirements.

Community Development Department

Engineering Department

- I. *Final Development Activity Inspection and Approval.*
 1. *Final Inspection by the City Engineer.*
 - a. A final development inspection may be requested when all site work and/or public improvements have been accomplished according to the terms of the approved site construction drawings and with this Ordinance, codes, and regulations.
 - b. As-built drawings shall be approved, in accordance with the requirements of this Ordinance, prior to the performance of a final development inspection.
 - c. The owner shall be responsible for correcting any deficiencies identified in the final development inspection prior to issuance of a letter of Final Development Inspection Approval.
 2. *Maintenance Bond and Landscape Maintenance Bond.*
 - a. Following issuance of Final Development Inspection Approval and prior to approval of the final subdivision plat or issuance of a certificate of occupancy, a maintenance bond and a landscape maintenance bond in a form acceptable to the Director is required. For the Maintenance Bond, the owner shall be responsible for maintenance/public improvements for one (1) year from the date of Final Development Inspection Approval, or longer if requested by the City Engineer. A performance bond may be required if deemed necessary by the City Engineer. For the Landscape Maintenance Bond, the owner shall be responsible for maintenance for eighteen (18) months from the date of Final Development Inspection Approval.
 - (1) The value of the Maintenance Bond shall be determined by the Director based on the dollar value of the improvements and the requirements of the City.
 - (2) The value of the Landscape Maintenance Bond shall be calculated by the property owner and shall be sufficient for the costs of labor, materials and maintenance for all landscaping improvements as set forth in the improvement plans.
 3. *Acceptance of Public Improvements.*
 - a. Prior to expiration of the maintenance bond, a final inspection of the public improvements shall be conducted by the City Engineer.
 - b. The owner shall correct all defects or deficiencies in materials or workmanship.
 - c. The maintenance bond shall not be released until the City Engineer is satisfied that all public improvements are in conformance with the specifications of this Ordinance.
 - d. The City shall not accept the public improvements into perpetual maintenance until such time as said improvements are certified by the City Engineer as being in conformance with the specifications of this Ordinance.
- J. *Certificate of Occupancy.* It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises, or both, or parts thereof hereafter created, erected, changed, converted, or wholly or partly altered or enlarged in its use or structure until a Certificate of Occupancy shall have been issued therefor by the Director, stating that the proposed use of the building or land conforms to the requirements of this Ordinance and other codes and ordinances adopted by the City.
- K. *A temporary Certificate of Occupancy* may be issued for a period not to exceed six months during alterations or partial occupancy of a building or structure pending its completion, provided that such temporary certificate may include such conditions and safeguards as will protect the safety of the occupants and the public.
- L. *A Certificate of Occupancy shall be required for any of the following:*

1. Occupancy and use of building or structure constructed or enlarged.
2. Change in use of existing buildings to uses of a different classification.

([Ord. No. 681, § 1, 10-7-2013](#) ; [Ord. No. 693, 9-2-2014](#) ; [Ord. No. 718](#) , §§ 21, 24, 12-14-2015)

4.4.7 Assignment of names and addresses.

A. *Street and Development names.*

1. Proposed street and development names must be reviewed and approved by the Community Development Department prior to issuance of the land disturbance permit. Any changes to existing names must also be approved by the Director of the Community Development Department. Street names may be reserved through approval as shown on the Preliminary Plat if so requested. Names may be chosen from a historic street name bank available upon request from Community Development.
2. Street names shall consist of a root name of the developer's choosing or from the historic street name bank, and a suffix designation. The following suffixes are acceptable: Street, Road, Avenue, Court, Place, Way, Trace, Terrace, Drive, Lane, Parkway, Trail, Close, Circle, Cove, Highway, Pass, Entry, Loop, and Boulevard.

The following affixes are acceptable for private drives: Close, cove, entry, lane, pass, place, terrace, trace and trail.

Directional prefixes (i.e., north, south) and the prefixes "old" or "new" shall not be used.

3. Except within the same development, no proposed street name shall duplicate (be spelled the same or be phonetically the same) as an existing street name within the City of Alpharetta or surrounding municipalities regardless of the use of such suffix designations as "Street," "Avenue," "Boulevard," "Drive," "Place," "Way," "Court," or however otherwise designated. In the same subdivision, a root name may not occur more than twice. No street names will be allowed which begin with "River," or "Peachtree".
4. All street root names and suffix designations are subject to approval of the Director. Unacceptable language, abbreviations, contractions or initials may not be used.
5. Root names shall consist of no more than 13 characters including space, hyphens, etc. Letters not occurring in the English alphabet, and numerals, shall not be used. Only suffixes will be abbreviated.

B. *Street Address Assignments.*

1. A street address number must be assigned prior to issuance of a building permit. For any new structure proposed in a property which has not been assigned an address, a street number will be assigned upon confirmation or establishment of the property as a buildable lot of record under the requirements of this Ordinance.
2. Subdivision house numbers will be assigned when the Final Plat is submitted for review and is approved for the property. Submit two (2) copies of the approved plat to the Department. (Legible reductions are acceptable.)
3. Non-residential Projects will be numbered after the issuance of the Land Disturbance Permit.
4. Residential and commercial properties will be addressed on the road that the building is facing, regardless of access. The property must have frontage on the street on which it is addressed.
5. Apartments and Condominium Projects will be numbered when a Land Disturbance Permit is issued. Apartment Projects example:

John
2101
Alpharetta, GA 30202

Cypress

Smith
Court

2 101 is building two

2 1 01 is first floor

21 01 is unit one

Units with breezeways will have even numbered units on right and odd numbered unit on left. Each building is required to have a sign indicating the building number. Each breezeway is required to have a sign at the breezeway entrance indicating the unit numbers. The sign at the extreme left of the breezeway of building two (having a 3-story building with basement level) for example will read:

2001-2003
2101-2103
2201-2203

At the point where the main road splits, a permanent location sign is required to be posted as follows:

Buildings
5-8
←
9-15
⇒

6. The Certificate of Occupancy will not be issued without the above requirements being met and the street number clearly posted on the property.

([Ord. No. 681, § 1, 10-7-2013](#))

4.4.8 Surveying and mapping.

- A. This section sets forth requirements for the City of Alpharetta mapping and surveying monuments as described:
 1. The City of Alpharetta Mapping and Surveying Monuments System will coexist with the Official System of Mapping and Surveying Landmark Monuments of Fulton County and be an expansion thereof.
 2. The term "monument" shall consist of one azimuth monument and one monument with established northing, easting and elevation based on The North American Datum of 1983 (NAD 83), strategically placed, being composed of concrete with a brass cap stamped with an identifying number furnished or approved by the City Engineer.
 3. The City Engineer shall keep a current copy of the reference maps and tables. Such information shall be made available for purchase by the public.
 4. All maps or construction plans must include coordinate references to the City of Alpharetta Surveying Monuments, prior to issuance of the Land Disturbance Permit.
 5. If, in the opinion of the City Engineer, a monument which is part of the Official City of Alpharetta Surveying Monuments is endangered by the proposed land disturbance, the applicant/owner shall be notified and disturbance shall not be permitted until: The applicant/owner shall pay to the City a fee to replace said monument. This fee shall be based upon 105% of the monument

replacement cost; to be negotiated by the City with a Registered Land Surveyor, qualified to set the monument to the City of Alpharetta Standards.

6. For any proposed development, the developer will set one new monument, two monuments for twenty acres and at least one additional monument for each additional ten acres or major fraction thereof. All control monuments shall be located and tied together by traverse, with a positional tolerance that meets the standards of Second Order, Class Two surveys.

The City Engineer shall have the authority to stop all land disturbance activity, until such time as proper fees have been paid to replace the damaged or disturbed monument.

- B. All plats shall conform to the Georgia Code Section 15-6-67 and Chapter 180-7 of the rules of State Board of Registration for Professional Engineers and Land Surveyors.

- C. Construction plans and as-built drawings shall be furnished as a digital file, as requested by City personnel.

1. Minor Subdivision Plat. (Replaces exemption plat)

- a. The Community Development Department shall be responsible for the coordination and approval of all minor subdivision plats.

- (1) Application for a minor subdivision plat approval shall be made to the Community Development Department. The application shall include:

- (a) Application in the form furnished by the Community Development Department requesting minor subdivision plat review.

- (b) Two (2) copies of minor subdivision plat prepared in conformance with the specifications in this Ordinance.

- (c) Payment of minor subdivision plat review fees.

- (2) Ten (10) days following the application deadline, the Director shall indicate in a written memorandum all comments related to compliance with this Ordinance and conditions of zoning approval. Subject to any action of the City Council, the Director shall have sole authority to determine the applicability of any provisions of this Ordinance.

- (3) The owner shall be responsible for all of the plan review comments prior to the resubmission of the revised minor subdivision plat. All revisions to previous submittals shall be noted in the revision block and dated.

- (4) The Community Development Department shall not sign the minor subdivision plat until all requirements of this Ordinance and other applicable regulations have been met.

- (5) Once the Director has approved the minor subdivision plat and all other affected departments and agencies of government as required have certified compliance, the Community Development Department shall certify by signature on the original of the minor subdivision plat that all of the requirements of this Ordinance, and the conditions of zoning approval have been met, and that all other affected departments have approved the plat. The final subdivision plat shall not be deemed approved until the CERTIFICATE OF MINOR PLAT APPROVAL has been signed by the Community Development Department.

- (6) The owner shall be responsible for recording the approved plat at Fulton County; and shall provide two (2) full size copies showing the stamp of the Fulton County Court Clerk.

- (7) Standards for Approval—The Minor Subdivision Plat shall be clear and legible at a recommended scale of 100 feet to the inch. The Director may approve other scales as appropriate. The maximum sheet size shall not exceed 42" × 30". The maximum size

acceptable for recording is 17" × 22", or as required by Fulton County. If the complete plat cannot be shown on one sheet, then said plat shall be shown on several sheets with an index map indicated on each sheet. The minimum sheet size shall not be less than 17" × 22". All letters, numbers and other information shall be legible on the recorded copy. There shall be sufficient space available for the certificates as required.

The minor subdivision plat shall contain the following information:

- (a) Name of the subdivision, unit number and street names.
- (b) Name and address and phone number of owner of record.
- (c) Name, address, and phone number of each professional firm associated with the portion of the final plat (engineers, surveyors, etc.).
- (d) Site acreage.
- (e) Zoning, case numbers with conditions, and date of approval for any applicable rezoning, master plan, variance, or special use permit affecting the site.
- (f) Date of drawing, graphic scale, north point, notation as to the reference or bearings to magnetic, true north, or grid north, and indication whether bearings shown are calculated from angles turned.
- (g) Land District, Land Section, and Land Lot.
- (h) Name of the former subdivision, if any, or of the entire plat if it has been previously subdivision.
- (i) Location map.
- (j) Courses and distances to the nearest Fulton County GIS monument.
- (k) Boundary lines of the property, to be indicated by a heavy line, giving distances to the nearest one hundredth (1/100) foot and bearing to the nearest second, which shall be balanced and closed with an error of closure not to exceed one (1) to ten thousand (10,000). The error of closure shall be stated.
- (l) City and Fulton County political boundary lines accurately tied to the lines of the property by distance and angles when such lines traverse the subdivision.
- (m) Locations, widths, and names of all streets and alleys within and immediately adjoining the final subdivision plat, address numbers, the location and widths of all public crosswalks, sidewalks, greenway trails and other public rights-of-way.
- (n) Lot lines with dimensions to the nearest one-tenth (1/10) foot, and bearing to the nearest second radii of rounded corners, as necessary to describe each lot.
- (o) Front and rear setback lines with dimensions.
- (p) Location of any buffer, landscape strip and greenway easements, no access easement, etc., are required by this Ordinance or the Zoning Regulations.
- (q) Lots or sites numbered in numerical order and blocks lettered alphabetically.
- (r) Location and size of all drainage structures, location, dimension and purpose of any easements, including slope easements, if required, public and private service utility right-of-way lines, fire hydrants and water mains.
- (s) Accurate location, material, and description of monuments and markers. Monuments to be placed prior to approval of the Plat.
- (t) Extent of the Areas of Special Flood Hazard and Areas of Future-conditions Flood Hazard and a floodplain chart showing the area within and outside the floodplain and a minimum allowable lowest finished floor elevation for each lot

containing or adjacent to any portion of the Area of Special Flood Hazard and Area of Future-conditions Flood Hazard.

- (u) The information required by the current Georgia Recording of Maps, Plats, etc., by Clerks of Superior Court.
 - (v) All other applicable notes and notations as may be required by the Director.
- (8) Certificate of Minor Subdivision Plat Approval—Each minor subdivision plat shall carry the following certificates printed or stamped on the plat.
- a. *Surveyor's Certificate.* It is hereby certified that this plat is true and correct and was prepared from an actual survey of the property by me or under my supervision; that all monuments shown thereon actually exist or are marked as "future" and will be placed during construction of the improvements shown on this plat; and their location, size, type and material are correctly shown.

By: _____

Registered Georgia Land Surveyor Survey No. _____

Date: _____

- b. *Owner's Certificate of Dedication and Acknowledgement:*

(STATE OF GEORGIA)

(COUNTY OF FULTON)

The owner of record of the land shown on this plat and whose name is subscribed thereto, in person, or through a duly authorized agent, hereby acknowledges that this subdivision plat was made from an actual survey, and that there are no public dedications on this property.

Subdivider:

Date:

Owner:

Date:

- c. *Certificate of Minor Subdivision Plat Approval.* The Community Development Department of the City of Alpharetta, Georgia, certifies that this plat complies with all requirements of the Alpharetta Unified Development Code including Zoning Requirements.

([Ord. No. 693, 9-2-2014](#) ; [Ord. No. 718](#) , §§ 21, 24, 12-14-2015)

4.4.9 Maintenance and performance securities.

- A. *Maintenance Securities.* A maintenance bond, letter of credit, cash bond, or other equivalent form of security as approved by the City, shall be posted with the City by all developers where street or other improvements are made and offered to the City for acceptance and maintenance. The amount of this security will be calculated by the Community Development Department and shall be provided before

the final plat can be recorded. Any bond, except cash bond, letter of credit or other equivalent form of approved security shall be on forms supplied or approved by the City and shall not be terminated or otherwise allowed to expire without at least thirty (30) days prior written notice to that effect to both the City and the subdivider or person. Separate bonds are required for each subdivision unit, phase or like entity. The developer shall maintain all improvements in the subdivision, to be dedicated to the City, for a minimum of one (1) year from the date of final plat recording. No dedication of improvements shall be accepted by the City until the expiration of one (1) year from such date and inspection from the public, action may be taken by the City Council by majority of those voting approving, approving with changes, or rejecting the proposal, or the City Council may table the proposal for consideration at its next regular meeting, or the City Council may refer the matter back to the Planning Commission for further consideration.

- B. *Referral to Planning Commission for Further Consideration.* The Director shall conduct such further studies as appropriate and shall present any proposed text amendment to the Planning Commission that has been heard by the City Council and referred back to it for further consideration. Public notice of the Planning Commission and City Council's hearing shall be given in the same manner as prescribed herein, and the Planning Commission shall conduct its public hearing and take action as described above.



CITY COUNCIL MEETING STAFF REPORT

SUBMITTING DEPARTMENT: RECREATION, PARKS & CULTURAL SERVICES

SUBMITTED BY: MORGAN RODGERS

DRAFTED BY: MORGAN RODGERS

I. AGENDA ITEM TITLE: WILLS PARK MASTER PLAN PROCESS UPDATE

II. SUMMARY:

Staff is in the midst of a robust public engagement effort focused on identifying citizen preferences, concerns, and desires related to the future design, amenities, and use of Wills Park. Our largest and oldest park facility, with the exception of recent renovations of our pool facilities, Wills Park has remained largely unchanged for decades. In that same time, the Alpharetta Community has changed considerably. The current process is designed to determine if changes to the park are needed to appropriately serve our current and future residents and provide the types of recreation and leisure amenities and services that they want.

III. REPORT IN BRIEF:

The second phase of the Wills Park Master Plan Process has centered on a series of public meetings and the use of an online survey to engage Alpharetta citizens and uncover what they would like to see and be able to do in the Wills Park of the future. It builds upon an earlier series of public meetings and charrettes that ultimately led to the creation of the Phase 2 Draft Conceptual Plan that is now being used to solicit this round of citizen engagement.

On September 4 we launched the online survey associated with Phase 2 of this planning process, and as of the drafting of this staff report, 297 responses had been received. Of these, 74% were submitted by residents of Alpharetta and 26% were submitted by residents of surrounding communities. Of the respondents, 51% had children under age 16 in their household, and 43.5% were between the ages of 36 and 50 years. On a scale of 1 to 5, with 5 being the highest, respondents rated Wills Park as it is today 4.05 with 76.8% of respondents rating the park either 4 or 5. They rated the Phase 2 Draft Concept Plan a 3.74 on the same scale with 70.8% rating it either a 4 or 5.

The majority of questions on the survey are open-ended, so for purposes of this report Staff has prepared "word clouds" to illustrate the 20 most frequently used words or phrases for each question.

Q5 What do you like most about Wills Park as it is today?

disc golf course variety activities play equestrian center trails baseball
park disc golf playground activities
walking trails Baseball fields dog park walking
pool variety love community area use

Q6 Are there current features, characteristics, or amenities of Wills Park today that you would not want to see changed?

Wacky World trees trails play tennis courts change
dog park love playground equestrian center
park disc golf pool walking trails disc golf course
better areas think Keep baseball fields

Q7 Please complete this sentence, "If I could change only one thing about Wills Park and make it the perfect park, it would be . . ."

play one use etc playground facilities Better Upgrade area
bathrooms park walking trails Add disc golf course Improve
needs Make dog park fields trails

Q8 Is there anything else that you would like to see changed or improved in Wills Park?

dog park walking trails upgraded play use equestrian center
Improved see area bathrooms park Wills better
disc golf make add updated playground need trails

Q10 What do you most like about the current DRAFT concept plan?

expanded dog park improvements community center will
Improved Expanded dog park still keeps disc golf
park need area Looks changes current
disc golf course use updated trails

Q11 What would you most want to change about the current DRAFT concept plan?

disc golf
course
Add think need keep space changes
plan area play park disc golf see playground
Nothing fields use sure good ball fields

The survey is scheduled to close on September 14, so final numbers will be provided during the September 17 City Council Meeting.

IV. ATTACHMENTS:

- Phase 2 Draft Concept Plan

THE MASTER PLAN PROCESS FOR WILLS PARK



We are now embarking on the second phase of the Wills Park Master Planning Process. We value your input and participation at every step along the way, and want to keep you informed. We have gathered your input and developed a draft concept plan for your review. Please note this is a DRAFT, and we are asking for your input and ideas – this is not a final plan for Wills Park.

HIGHLIGHTS OF CONCEPTUAL PLAN

- Wacky World playground upgraded and more inclusive
- Bigger and better Waggy World Dog Park
- Expanded Community Center
- Park entrance improvements
- Enhanced place-making around park
- Improvements to existing trails throughout park
- Stream restoration projects
- Approximately 70 new parking spaces
- Improvements to restroom facilities

FEATURES OF WILLS PARK THAT REMAIN UNCHANGED

- Mansell House and Gardens
- Tennis courts
- Community garden
- Disc golf (*some holes may need to be reconfigured*)

SAVE THE DATES

These meetings are opportunities for you to express your thoughts and comments on this phase of the planning process.

September 4 -14

Online Review of Conceptual Drawings

September 11 – 6:00 pm

Recreation Commission (Public input meeting)

September 17 – 6:30 pm

City Council Workshop (Public input meeting)

October 9 – 7:00 pm

Recreation Commission Meeting (Plan up for vote)

October 15 – 6:30 pm

City Council Meeting (Plan up for vote)



WHERE IS THE EQUESTRIAN CENTER?

The Equestrian Center will remain in Wills Park. We are working on conceptual draft plans for the Equestrian Center upgrades, and look forward to having them ready for your review in late September.

If you have questions or would like to share your comments, please contact Recreation, Parks & Cultural Services Director Morgan Rodgers at mrodgers@alpharetta.ga.us or Council Member Jason Binder at jbinder@alpharetta.ga.us.



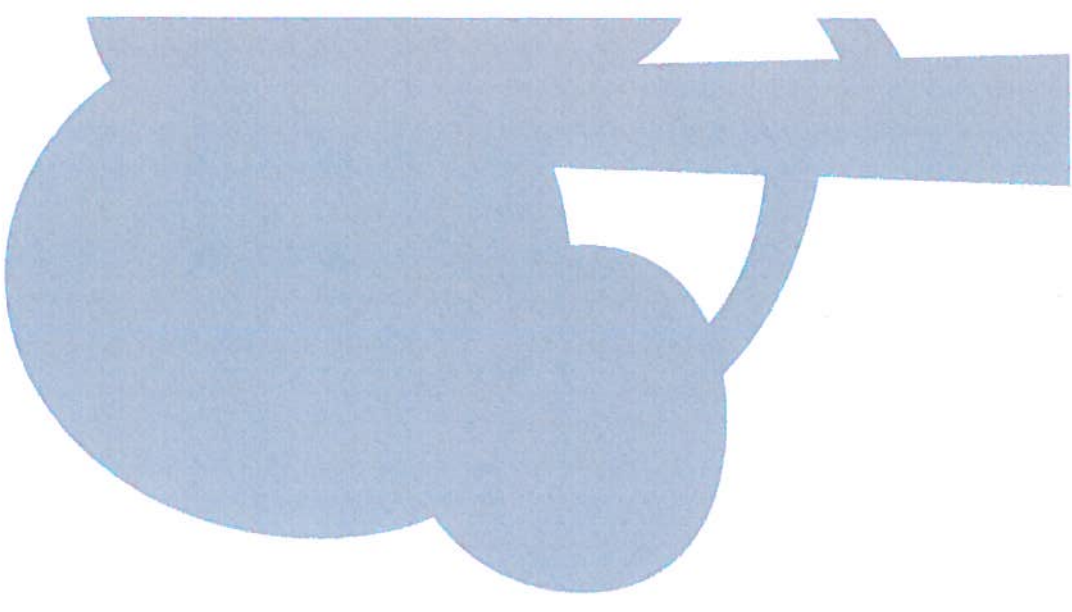
Wills Park

Community Meeting
September 11, 2018



Agenda

- 1 Project Overview
- 2 Planning Process
- 3 Concept Overview
- 4 Detailed Subarea Review



Why plan Wills Park?

- **Maximize an incredible asset**
- Improve facilities that are important to residents
- Better connect to the community
- Prepare for future residents
- General guide for next **20 years** of improvements



Project Goals

Unite the many different components of the park
into a single, celebrated space



Identify key facility improvements



Strengthen connection to Downtown



Alpharetta's Central Park

The process is led by the **Recreation** and **Parks Department** with support from **Jacobs + Populous**

Jacobs is global firm with
a broad range of services
for the built environment.
**Your project team is
based in Atlanta.**

Populous is nationally
known for their
expertise in designing
world-class recreation
facilities.

Scope + Schedule

May Jun Jul Aug Sep Oct

**Phase 1: Project
Foundation**

**Phase 2: Engagement +
Conceptual Design**

Tonight!

Phase 3: Master Plan

Who We Heard From

in town location, quantity of quality horse shows at the facility, manager and team ready to greet customer service to the exhibitors at shows

We love that it is closer to other horse park's and there is a lot to do after the show for to bring to do during the show that is not far away

It is the only nice facility within a convenient drive

Not a priority for me or my family

Most of us in the equestrian community like the in town location. Also there are quite a few shows to choose from

Equestrian shows in town

All of the shows in town

It brings a lot of excitement to the community

It potentially could be turned into rectangular athletic field space where City of Alpharetta would amply be using the property rather than those from outside the City

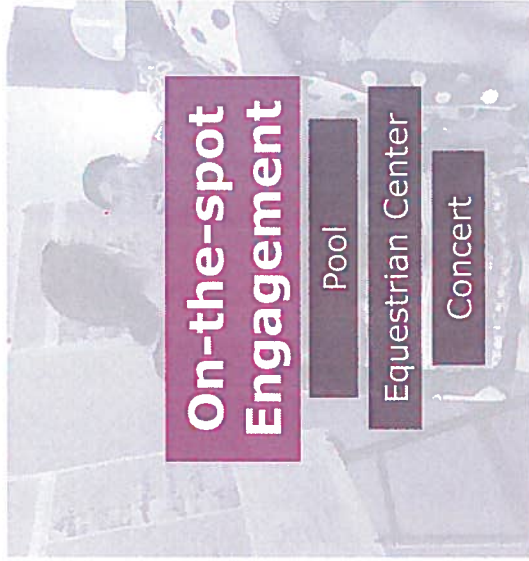
There is no reason for a equestrian in Alpharetta there are very few equestrian shows in town

Horse center

In town location and at home feeling

It's home like feel it's in town location it's maintenance and management

It is great for Dog agility



Workshop Week

Interviews

Kick-off Workshop

Drop-in Hours

Closing Presentation



Wills Park Survey #1



On July 24, the City of Alpharetta held a master plan concept survey for Wills Park. These three plans represent the park and its future potential.

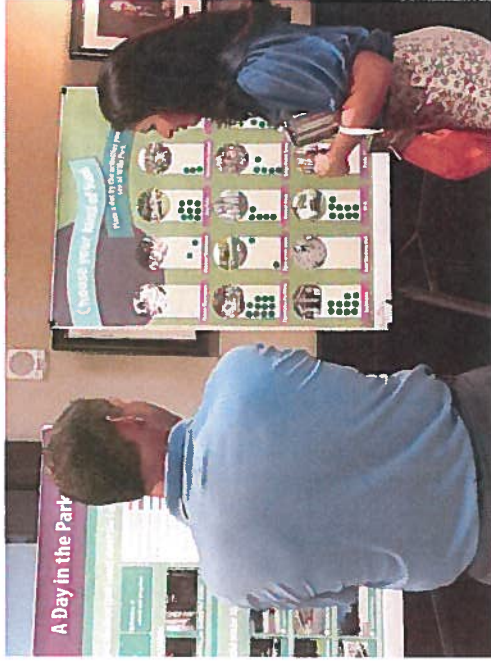
Wills Park Survey #2

On July 24, the City of Alpharetta held a master plan concept survey for Wills Park. These three plans represent the park and its future potential.



What We Heard

- Wills Park is **Alpharetta's Central Park**... a crown jewel
- It's **confusing** to get around
- There are **environmental issues**, especially flooding
- Keep the **Wills Park feel** and "Alpharetta look"
- People want more **flexible spaces** and quiet retreats

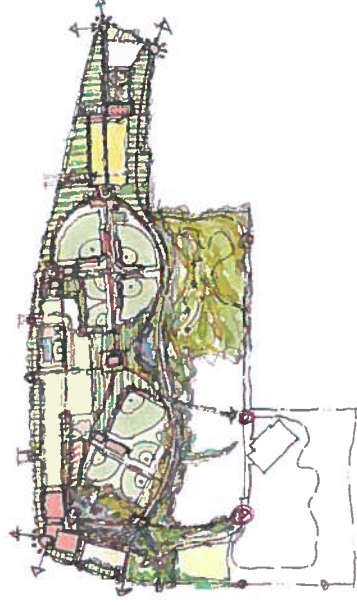


What We Heard

3 Draft Concepts



A



B



C

What We REALLY Heard

- Retain most of the park as is
- Refresh and maintain facilities
- Make modest investments



What We REALLY Heard

Some of the alternatives showed certain facilities being relocated, resized, or removed.

We heard you want to **keep what you have**, including:

- Dog park (expand and add shade)
- Tennis courts
- Disc golf
- Mansell House and Gardens
- Wacky World



A **NEW** concept was drafted to reflect your feedback...

Focus on

Enhancing
what's
there

Building in
flexible
spaces

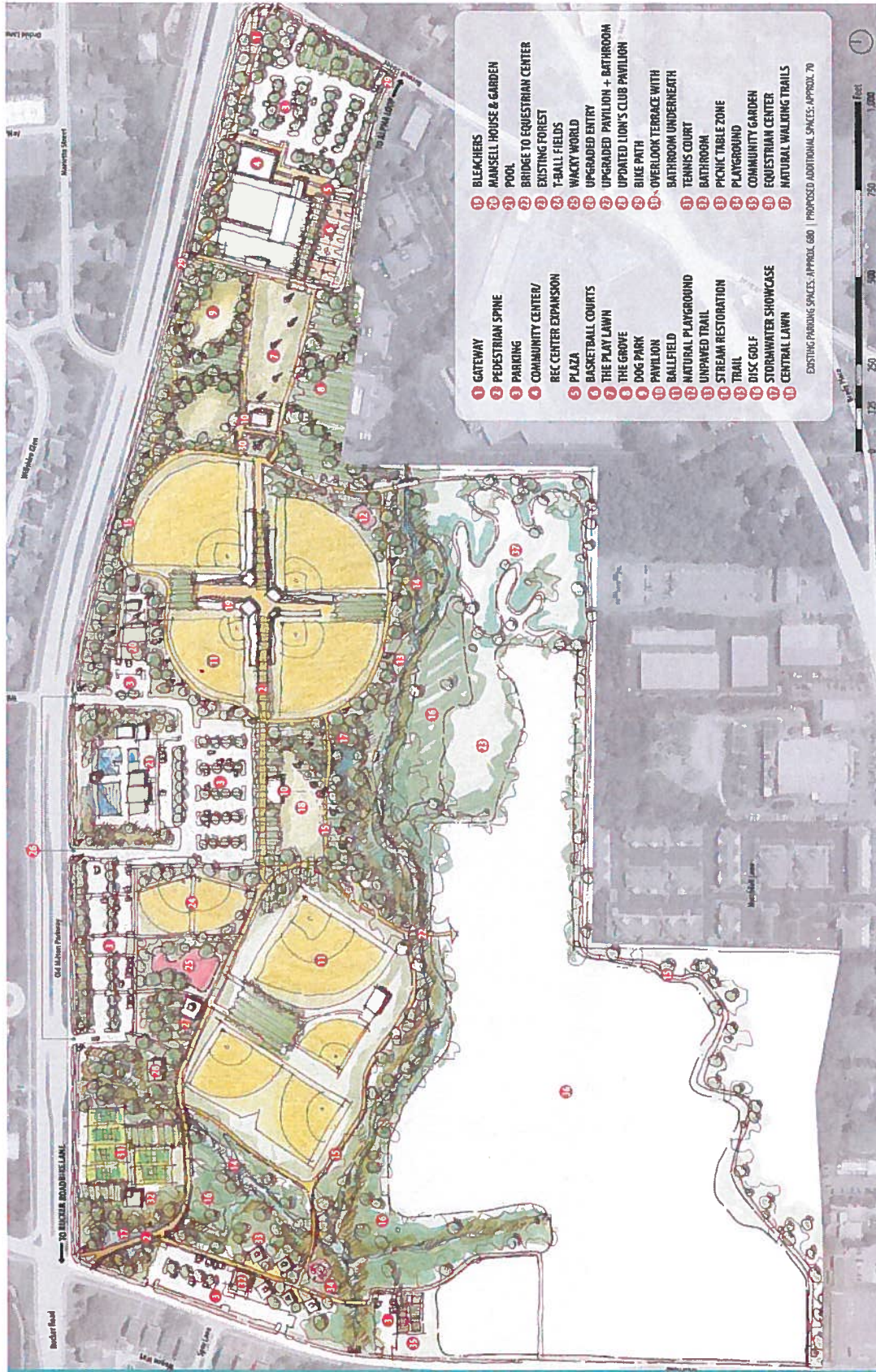
Improving
connections
+ access

Addressing
ecological
issues

EXISTING TOTAL NUMBER OF PARKING SPACES: APPROX. 680
 PROPOSED ADDITIONAL SPACES: APPROX. 70

*EXISTING TOTAL NUMBER OF PARKING SPACES: APPROX. 680
PROPOSED ADDITIONAL SPACES: APPROX. 70

DRAFT Preferred Concept



Community Center



1. Enhanced Entry



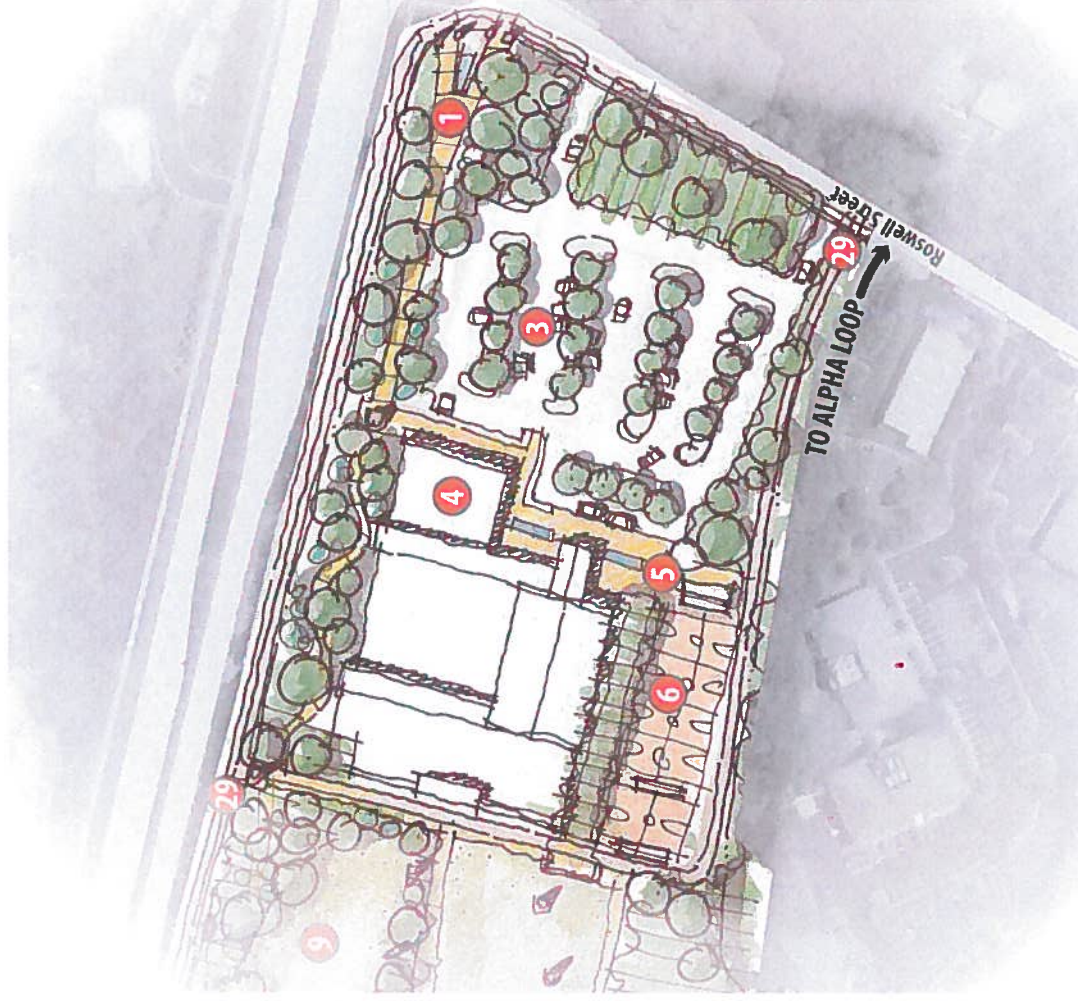
4. Community Center Annex



5. Plaza



6. Outdoor Basketball



Dog Park



9. Dog Park



Play Lawn and Grove



7. Play Lawn



8. The Grove



10. Terrace
Pavilion

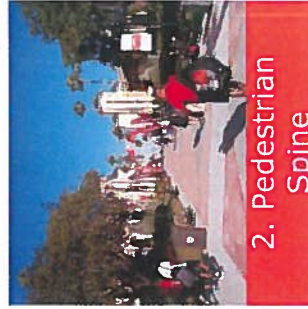


29. Bike Path



Ball Fields

(Central)



2. Pedestrian Spine



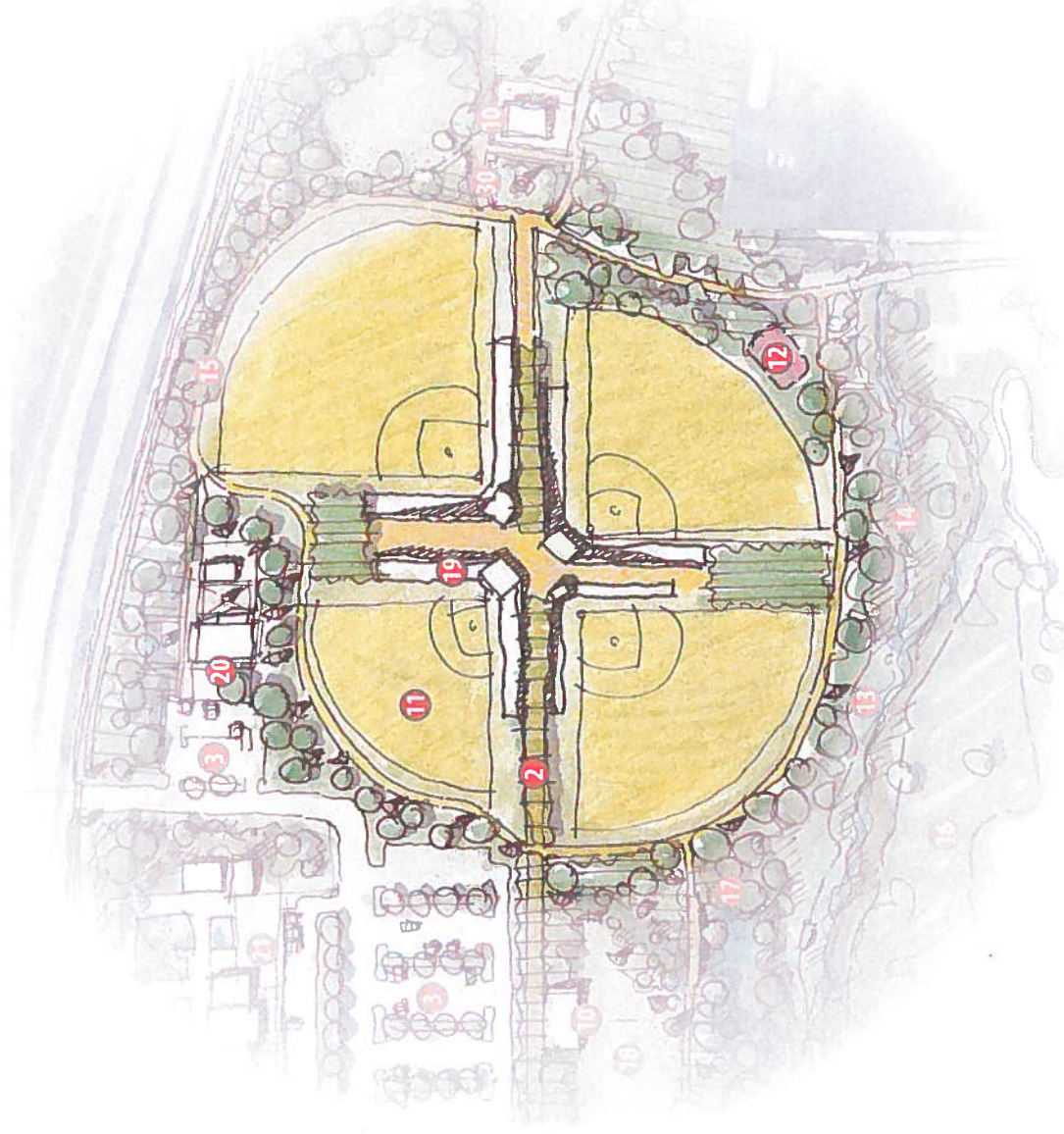
11. Ball field



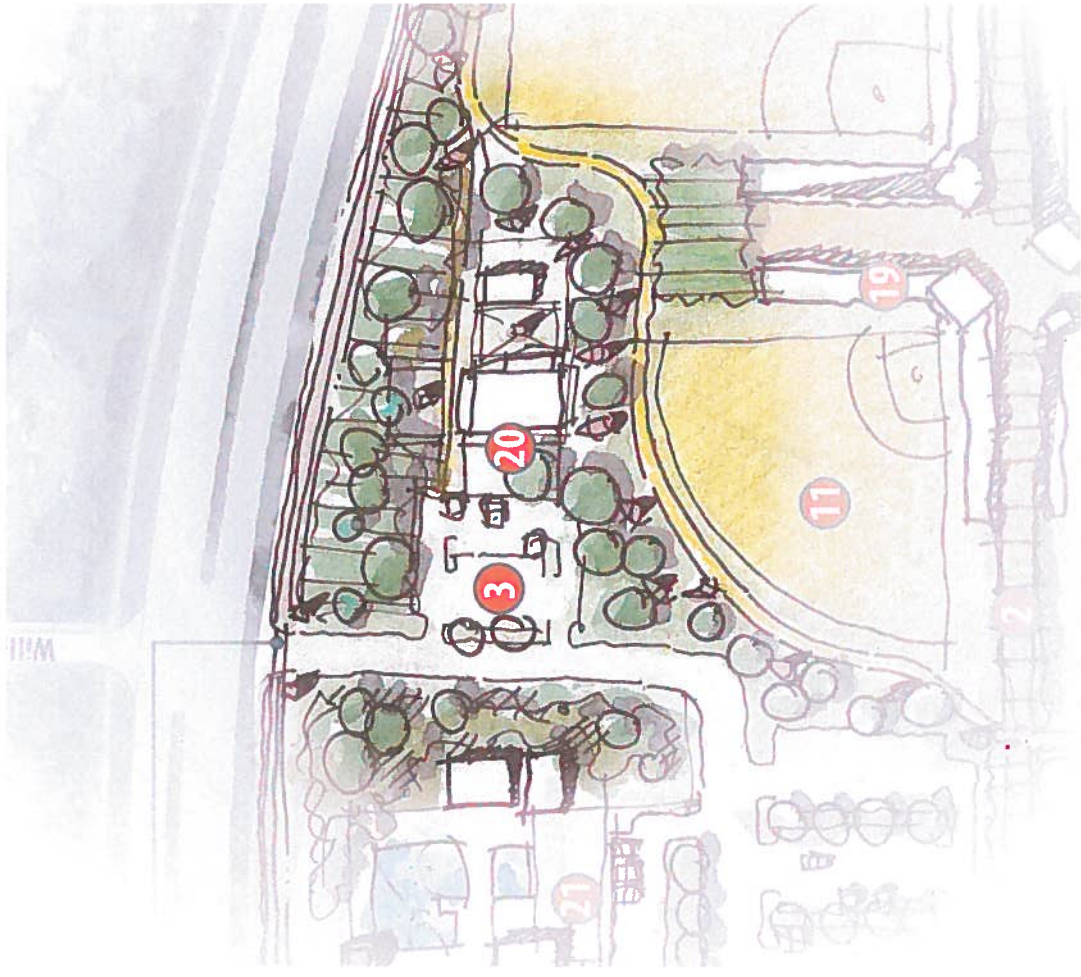
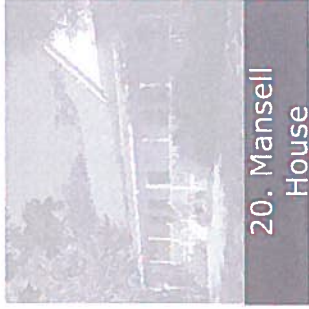
12. Playground



19. Bleachers



Mansell House and Gardens



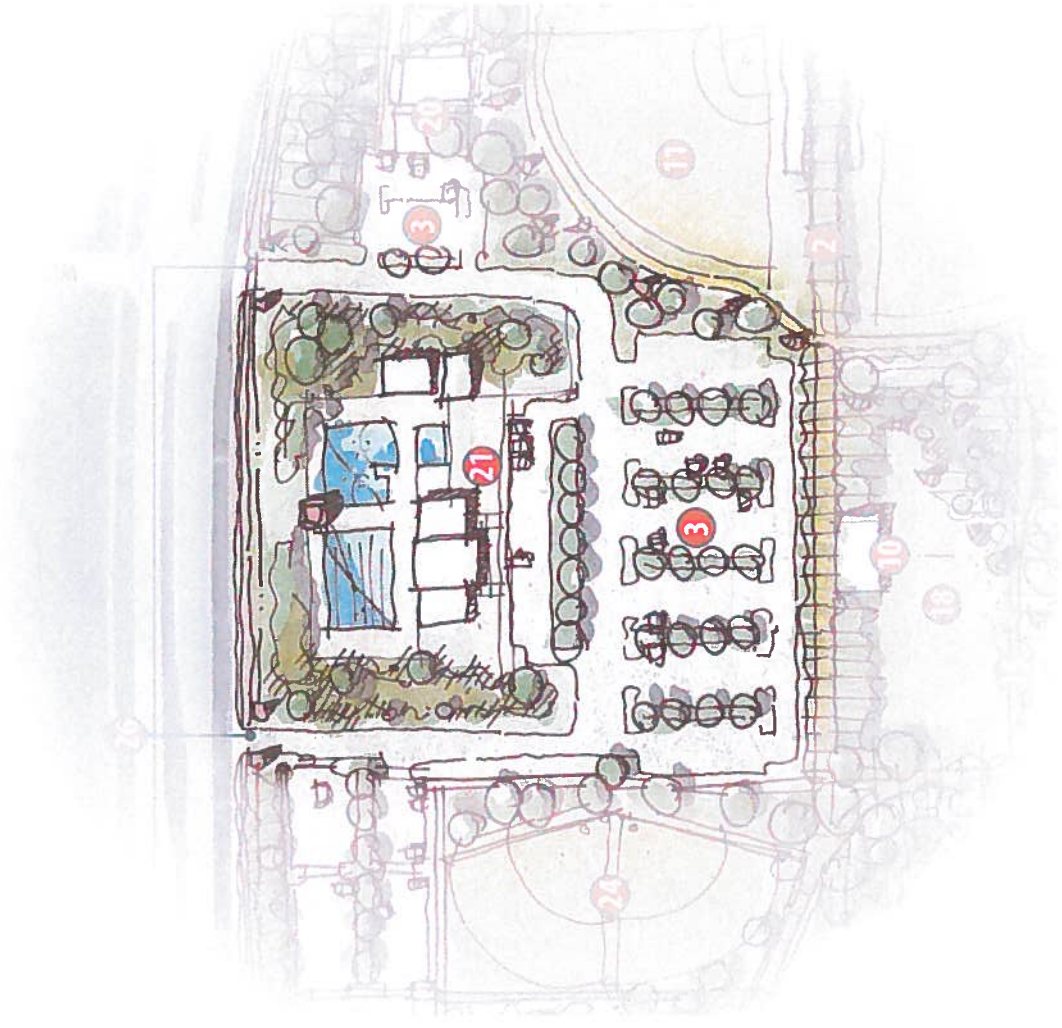
Pool



3. Parking



21. Pool



Central Lawn



10. Pavilion



15. Trail



17. Stormwater Showcase



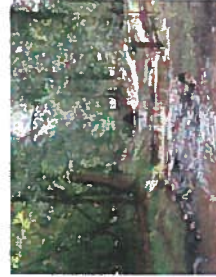
18. Central Lawn



Wooded Area



13. Unpaved Trail



14. Stream Restoration



16. Disc Golf



23. Forest



37. Natural Walking Trails



Disc Golf



14. Stream
Restoration



16. Disc Golf



Ball Fields (West)



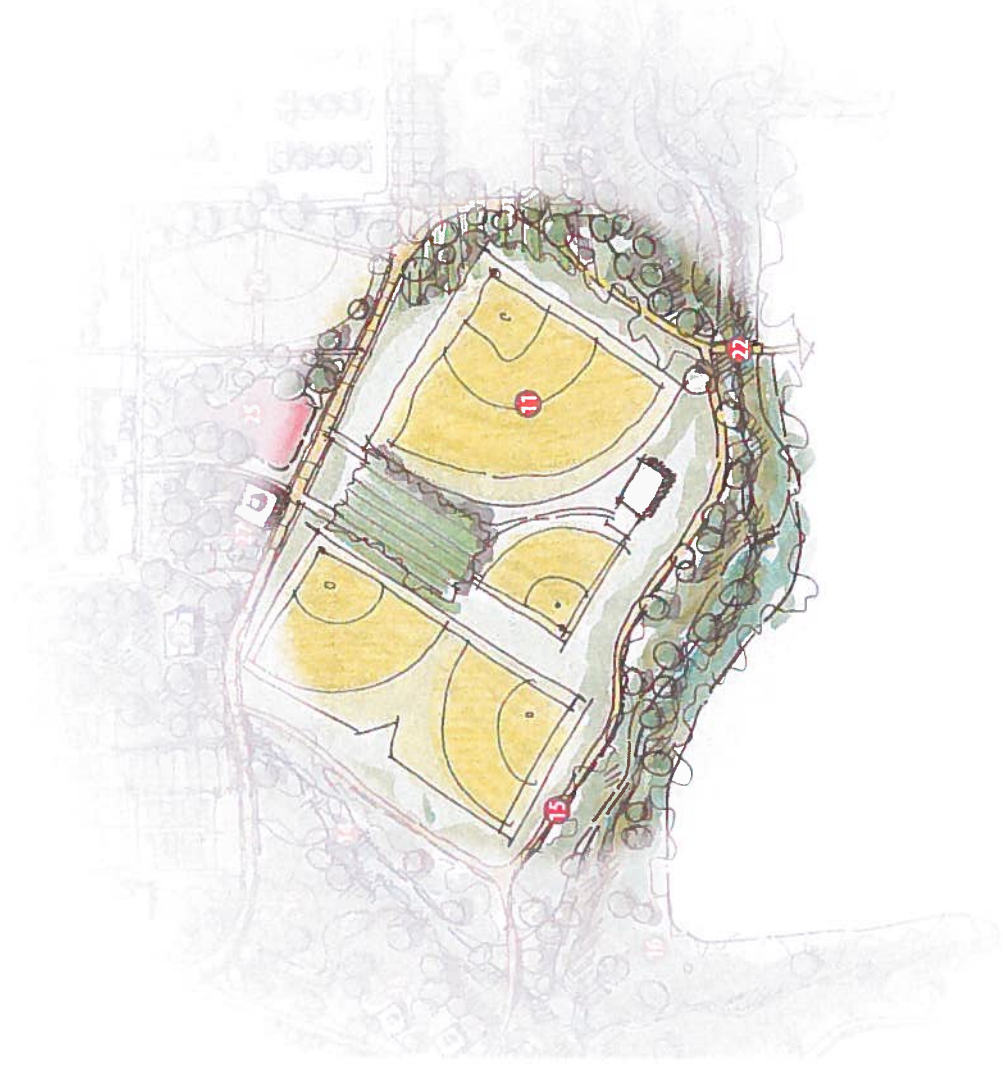
11. Ball Fields



15. Trail



22. Bridge to Equestrian Center



Wacky World Zone



3. Parking



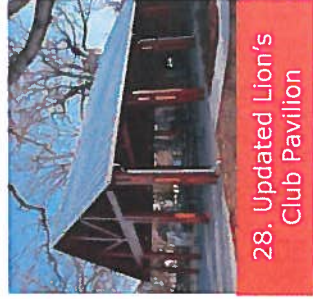
24. T-ball fields



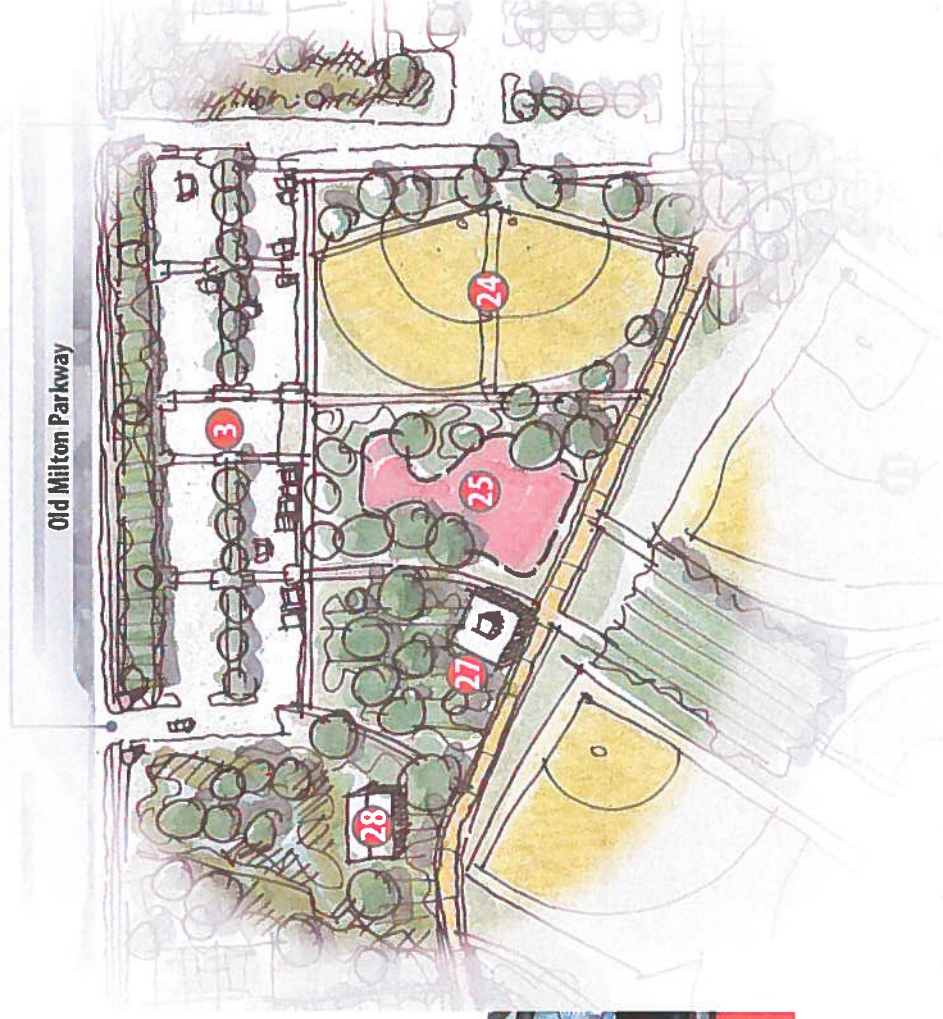
25. Wacky World



27. Upgraded
Pavilion/Bathroom



28. Updated Lion's
Club Pavilion



Northwest Corner



2. Boardwalk



17. Stormwater
Showcase



32. Bathroom



31. Tennis Courts



Current Rec Center Area



3. Parking



32. Bathroom



33. Picnic Area



34. Playground



Community Garden



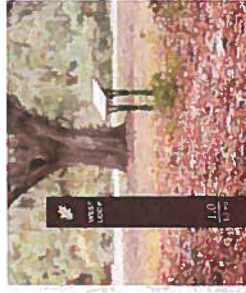
3. Parking



35. Community Garden



Across the Park



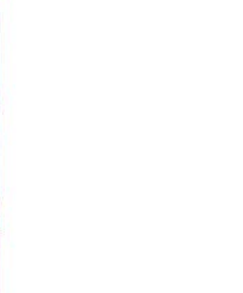
Signs and Gateways



Upgraded Design and Amenities



Safety and Lighting



What Stays As Is

- Baseball and T-ball fields
- Mansell House and Gardens
- Pool
- Tennis courts
- Community garden

What Gets Modified

- Disc Golf *(minor reconfiguration)*
- Wacky World Playground *(inclusive design)*
- Community Center *(expansion)*
- Waggy World Dog Park *(expansion)*
- Main pedestrian walkway *(strengthened)*

What Gets Modified

- Play Lawn *(renovated)*
- Pavilions and bathrooms *(updated)*
- Outdoor basketball *(relocated by Community Center)*
- Parking *(+70 spaces)*

What is Removed/Replaced

- **Recreation Center**
(consolidated with Community Center)
- **Playground at Recreation Center**
(replaced with new nature play area)
- **Basketball Courts**
(removed and rebuilt at Community Center)

What is New

- New park gateways
- Central Lawn
- The Grove
- Grand pavilion/overlook
- Stream restoration
- Bike path connections to Alpha Loop and Rucker Rd bike lanes
- Picnic zone

TO HICKER ROAD BIKELANE

TO ALPINE CANYON

MANSSELL STREET

0 250 500 750 FEET

1 GATEWAY
2 PEDESTRIAN SPINE
3 PARKING
4 COMMUNITY CENTER/
REC CENTER EXPANSION
5 PLAZA
6 BASKETBALL COURTS
7 THE PLAY LAWN
8 THE GROVE
9 DOG PARK
10 PAVILION
11 BALLFIELD
12 NATURAL PLAYGROUND
13 UNPAVED TRAIL
14 STREAM RESTORATION
15 TRAIL
16 DISC GOLF
17 STORMWATER SHOWCASE
18 CENTRAL LAWN
19 BLEACHERS
20 MANSSELL HOUSE & GARDEN
21 POOL
22 BRIDGE TO EQUESTRIAN CENTER
23 EXISTING FOREST
24 T-BALL FIELDS
25 WACKY WORLD
26 UPGRADED ENTRY
27 UPGRADED PAVILION + BATHROOM
28 UPDATED LION'S CLUB PAVILION
29 BIKE PATH
30 OVERLOOK TERRACE WITH
BATHROOM UNDERNEATH
31 TENNIS COURT
32 BATHROOM
33 PICNIC TABLE ZONE
34 PLAYGROUND
35 COMMUNITY GARDEN
36 EQUESTRIAN CENTER
37 NATURAL WALKING TRAILS

EXISTING PARKING SPACES: APPROX. 600 | PROPOSED ADDITIONAL SPACES: APPROX. 70

Return your
feedback form on
your way out!

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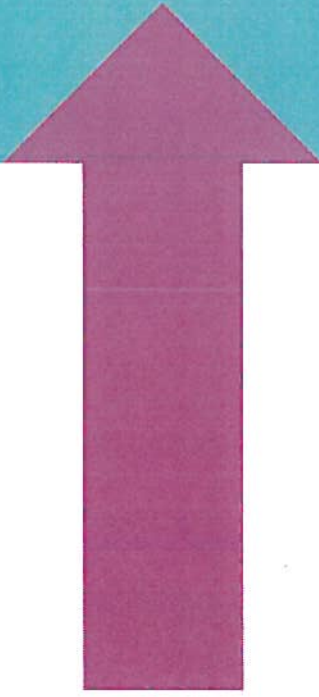
Upcoming Dates

**September 17, 6:30pm:
Council Workshop**

**Early October: Draft
Master Plan**

**Tuesday, October 9:
Recreation Commission**

**Monday, October 15:
Council Approval**



**Want to get more
involved?**

*Be sure to sign up for the
Friends of Wills Park email
list!*