



Official City Council Meeting Minutes

November 16, 2020

Office of the City Clerk

CITY HALL 2 PARK PLAZA | 6:30 PM

Official Minutes

The public is advised that the following minutes are not a verbatim transcription of business presented at the Council Meeting of the date shown; but are a synopsis of pertinent information. The public is further advised that the tapes recorded at said meeting are a matter of public record and are available to be heard at the City of Alpharetta's Clerk's office during normal business hours.

I. CALL TO ORDER

- *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
- 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 Erin Cobb, City Clerk
- o Morgan Rodgers, Director of Recreation, Parks & Cultural Services
- o Kathi Cook, Director of Community Development
- o Pete Sewczwicz, Director of Public Works
- o John Robison, Director of Public Safety
- o Tom Harris, Director of Finance
- o Michael Woodman, Senior Planner
- o Brooke Lappin, Director of Court Services
- o Zach Truelove, Development Services Engineer/Stormwater

III. PLEDGE TO THE FLAG

IV. PRESENTATIONS & PROCLAMATIONS

A. Veterans Day Proclamation

B. National Native American Heritage Month Proclamation

V. CONSENT AGENDA

A. Council Meeting Minutes (Meeting of 11/2/2020)

❖ Council Member Merkel offered a motion to approve the consent agenda

- The motion received a second from Council Member Burnett
- The motion was approved (6-0); Mayor Pro Tem Mitchell abstained

VI. PUBLIC HEARING

A. CU-20-08 Peach Coffee Roasters/Henderson Commons

NOTE: This item has been deferred by the Applicant to the Planning Commission Meeting on Thursday, December 3, 2020 and will be neither heard nor considered at this meeting.

B. MP-20-05 Advanced Care Medical/3900 Brookside Parkway

- Senior Planner, Michael Woodman, came forward to present this item.
- Staff is recommending that Mayor and Council approve MP-20-05 Advance Care Medical/Brookside Master Plan, subject to the following conditions:
 1. Property shall be developed substantially in accordance with submitted plan prepared by CESO, dated 7/16/2020, except for modifications required to comply with the conditions below.
 2. Add 'Clinic' as a permitted use in Pod D of the Brookside Master Plan at 3900 Brookside Parkway.
 3. 'Clinic' use shall be limited to an urgent care clinic only.
 4. Exterior building modifications shall require final approval by the DRB. Existing brick shall remain and shall not be painted, primary colors shall not be visible on the exterior of the building and glass shall not extend to the ground.
 5. Prior to a Certificate of Occupancy, developer shall address drainage issues resulting from a clogged inlet at the southwest corner of the property, as approval by Staff.
 6. Pedestrian access shall be provided from the building to an adjacent public sidewalk, including striping through the parking lot, as approved by Staff.
 7. If necessary, additional right-of-way shall be provided along Old Milton Parkway and Brookside Parkway for future sidewalk enhancements and roadway improvements. Additional right-of-way shall not impact existing parking and landscaping on the property.

8. Drive-through facilities shall be completely removed, including drive-through window and impervious areas associated with the drive-through lane. Former drive-through area shall be landscaped with trees, shrubs, and ground cover, as approved by DRB.
 9. Developer shall assess and replace dead, dying or missing required landscape material, including missing trees in the landscape strip along Old Milton Parkway and at the corner of Old Milton Parkway and Brookside Parkway. Corner of Brookside Parkway and Old Milton Parkway shall be heavily landscaped with ornamental plantings.
 10. Developer shall provide the required bicycle racks.
 11. Building, site, and landscape plans shall be subject to review and approval by the DRB.
- This item was heard at the 11/5/2020 Planning Commission meeting. Staff recommended approval subject to eleven (11) conditions. There were no public comments. After discussion, Planning Commission recommended approval subject to staff's recommended conditions. Vote 7-0
 - The applicant, American Development Partners, is requesting an amendment to the Brookside Master Plan to add 'Clinic' as a permitted use in Pod D. The applicant proposes to convert the former Arby's restaurant with drive-through to an urgent care clinic for Advance Care Medical on a 1.05-acre site. The subject property is located at 3900 Brookside Parkway at the southwest corner of Old Milton Parkway and Brookside Parkway.
 - The submitted request, if approved, would allow for the former Arby's restaurant with drive-through to be converted to an urgent care clinic for Advance Care Medical on a 1.05-acre site. 2 A master plan amendment to add 'Clinic' as a permitted use in Brookside Pod D is required to allow the proposed business. The subject property is located at 3900 Brookside Parkway at the southwest corner of Old Milton Parkway and Brookside Parkway.
 - The property is zoned C-2 (General Commercial) and subject to the Brookside Master Plan, Pod D. Surrounding properties are zoned C-2 to the west, south and east. The property to the north (across Old Milton Parkway) is Pennebrooke Subdivision, which is zoned R-10 (Dwelling, 'ForSale', Residential, Min. 10,000 SF Lots). Tires Plus and Bruster's Ice Cream are located to the west, Zyka restaurant is located to the south and Chevron is located to the east. The Comprehensive Land Use Plan designation of the property is 'Commercial', which allows the proposed use.
 - The Brookside Master Plan was approved in 1997 for a 132-acre planned development, including office and retail uses. Pod D has a land use designation of 'Commercial', which allows a variety of commercial and office uses. 'Clinic' is a permitted use in the C-2 district, as well as in Brookside Master Plan Pods A, B and C. A medical office is a permitted use in Pod D; however, 'Clinic' is not listed as a permitted use in Pod D. Approval history of the Brookside Master Plan and amendments is provided in the table below.

Brookside Master Plan History

File #	Project Name	Pod	Requested Change	Outcome	Date
MP-12-03 / V-12-07	Tassa Caribbean Express	C	Add Restaurant as a permitted use	Approved	4/23/12
MP-99-08	The Source Fitness	D	Add Athletic Facility as a permitted use	Approved	11/22/99
MP-97-06	Brookside Master Plan		Original Master Plan	Approved	6/23/97

- The applicant's site plan depicts re-use of the former Arby's fast-food restaurant, which consists of a 1-story, 3,390 square foot building with drive-through and surface parking. Drive-through facilities are proposed to be removed and some

parking spaces will be re-striped to comply with current ADA standards. Additional greenspace will be provided because of removal of the drive-through facilities. Access to the site will continue from Brookside Parkway.

- The Unified Development Code (UDC) requires one (1) parking space per 200 square feet for a medical office, of which 17 parking spaces are required for the proposed use. A total of 67 parking spaces will remain on the property after re-striping. The landscape strip along Brookside Parkway appears to follow the UDC planting requirements; however, the landscape strip along Old Milton Parkway and at the corner of Old Milton Parkway and Brookside Parkway is lacking required trees. If approved, staff recommends conditions requiring the developer to assess and replace any dead, dying or missing required landscape material and to address an existing drainage issue resulting from a clogged inlet at the southwest corner of the property.
- The applicant submitted a trip generation report. As shown in the table below, the proposed 'Clinic' use would generate a total of 65 weekday daily trips, or 734 less trips than the previous 'Restaurant w/ Drive Through' use.

Table 1
Trip Generation Summary

ITE LUC	Use	Weekday Daily Trips		AM Peak Hr		PM Peak Hr	
		In	Out	In	Out	In	Out
Existing (3,090 s.f.)							
934	Fast Food w/Drive Thru Restaurant	799	799	70	66	58	53
Proposed (3,090 s.f.)							
630	Medical Clinic	65	65	10	3	3	8
Difference – Existing to Proposed		-734	-734	-60	-63	-55	-45
Percent Difference - Existing to Proposed		-92%	-92%	-86%	-95%	-95%	-85%

- The Planning Commission and the City Council shall consider the following standards in considering a rezoning application, giving due weight or priority to those factors particularly appropriate to the circumstances of each application:
 - a. Whether the zoning proposal will permit a use that is suitable in view of the zoning use and development of adjacent and nearby property.

Response: The proposed use is consistent with adjacent and nearby properties, which are developed with commercial and office uses.

- b. Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property.

Response: The proposal would not adversely affect the existing use or usability of adjacent or nearby properties since those properties are developed with commercial and office uses.

- c. Whether the zoning proposal will adversely affect the natural environment.

Response: Not applicable, the applicant proposes to utilize an existing building.

- d. Whether there are substantial reasons why the property cannot or should not be used as currently zoned.

Response: The current zoning of the property is C-2 (General Commercial), which allows 'Clinic' by-right. However, Brookside Master Plan Pod D allows a medical office, but does not list 'Clinic' in the list of permitted uses. Since the UDC distinguishes between a 'Medical Office' and a 'Clinic', a master plan amendment is required to add the use to Pod D.

- e. Whether the zoning proposal will result in a use that will or could cause an excessive or burdensome use of public facilities or services, including but not limited to existing streets and transportation facilities, schools, water or sewer utilities, and police or fire protection.

Response: The proposed use would not result in significant impacts on public facilities and services. The proposed 'Clinic' use would generate 734 fewer weekday daily trips than the previous restaurant with drive-through use.

- f. Whether the zoning proposal is supported by new or changing conditions not anticipated or reflected in the existing zoning on the property.

Response: Not applicable.

- g. Whether the zoning proposal reflects a reasonable balance between the promotion of the public health, safety, morality, or general welfare against the right to unrestricted use of property.

Response: The master plan amendment reflects a reasonable balance. The current zoning of the property is C-2 (General Commercial), which allows 'Clinic' by-right. However, Brookside Master Plan Pod D allows a medical office, but does not list 'Clinic' in the list of permitted uses. Since the UDC distinguishes between a 'Medical Office' and a 'Clinic', a master plan amendment is required to add the use to Pod D.

- h. Whether there are substantial reasons why the property cannot be used in accordance with existing zoning.

Response: The current zoning of the property is C-2 (General Commercial), which allows 'Clinic' by-right. However, Brookside Master Plan Pod D allows a medical office, but does not list 'Clinic' in the list of permitted uses. Since the UDC distinguishes between a 'Medical Office' and a 'Clinic', a master plan amendment is required to add the use to Pod D.

- i. The extent to which the zoning proposal is consistent with the Comprehensive Plan.

Response: The proposal is consistent with the Comprehensive Land Use Plan designation of the property, which is 'Commercial'.

- Staff has reviewed the 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 developed with 'Office' and 'Commercial' uses. While 'Clinic' is a permitted use in the C-2 zoning district, it is not listed as a permitted use in the Brookside Master Plan. The proposed use would represent a significant reduction in weekday daily trips generated from the property when compared to the previous use of the property as a fast-food restaurant with drive-through. If approved, conditions are recommended limiting the use to an urgent care clinic only.
- 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.
- The CZIM was held on October 14, 2020. There were no public comments.
- CESO Engineering Manager, Matt Regenold, 216 Centerview Drive, Suite 150, Brentwood, TN 37027, came forward to speak on behalf of this application.

Public Comment

- No Public Comment

- ❖ Council Member Richard offered a motion to approve MP-20-05 Advance Care Medical/Brookside Master Plan, subject to the following conditions:

1. Property shall be developed substantially in accordance with submitted plan prepared by CESO, dated 7/16/2020, except for modifications required to comply with the conditions below. If any monument sign is needed it will be located in northwest corner rather than the northeast corner.
2. Add 'Clinic' as a permitted use in Pod D of the Brookside Master Plan at 3900 Brookside Parkway.
3. 'Clinic' use shall be limited to an urgent care clinic only. Urgent care clinic shall be defined as medical care provided for illnesses or injuries which require prompt attention but are typically not of such seriousness as to require the services of an emergency room.
4. Exterior building modifications shall require final approval by the DRB. Existing brick shall remain and shall not be painted, primary colors shall not be visible on the exterior of the building and glass shall not extend to the ground.
5. Prior to a Certificate of Occupancy, developer shall address drainage issues resulting from a clogged inlet at the southwest corner of the property, as approval by Staff.
6. Pedestrian access shall be provided from the building to an adjacent public sidewalk, including striping through the parking lot, as approved by Staff.
7. If necessary, additional right-of-way shall be provided along Old Milton Parkway and Brookside Parkway for future sidewalk enhancements and roadway improvements. Additional right-of-way shall not impact existing parking and landscaping on the property.
8. Drive-through facilities shall be completely removed, including drive-through window and impervious areas associated with the drive-through lane. Former drive-through area shall be landscaped with trees, shrubs, and ground cover, as approved by DRB.
9. Developer shall assess and replace dead, dying or missing required landscape material, including missing trees in the landscape strip along Old Milton Parkway and at the corner of Old Milton Parkway and Brookside Parkway. Corner of Brookside Parkway and Old Milton Parkway shall be heavily landscaped with ornamental plantings.
10. Developer shall provide the required bicycle racks.
11. Building, site, and landscape plans shall be subject to review and approval by the DRB.
12. Developer shall work with staff to replace some of the excess parking with greenspace. Replacement of parking with greenspace shall not require a land disturbance permit.

- The motion received a second from Council Member Merkel
- The motion was approved unanimously (7-0)

C. PH-20-14 Unified Development Code Text Amendments – Updates to International Building Code and Fire Code References

- Senior Planner, Michael Woodman, came forward to present this item.
- Staff is recommending that Mayor and Council approve text amendments to the Unified Development Code and Code of Ordinances related to references to Building Codes.
- This item was heard at the 11/5/2020 Planning Commission meeting. Staff recommended approval. There were no public comments. After discussion, Planning Commission recommended approval. Vote 7-0
- Consideration of text amendments to Code of Ordinances Section 8-29 Building codes adopted, to replace specific references to various building codes with references to the City's various building permitting procedures documents. Consideration of text amendments to Unified Development Code (UDC) Subsection 2.9.5(B)(1) Building and Construction Code Exemptions, to replace specific references to the International Building Code and International Fire Code with a reference to Code of Ordinances Section 8-29. The purpose of the text amendments is to avoid updating the UDC and Code of Ordinances every time Building Codes are updated.
- Council Member Hipes recommended that the language used in our internal city procedures document be added to the City Code.
- City Attorney, Sam Thomas, read the ordinance aloud.

Public Comment

- No Public Comment
- ❖ Council Member Richard offered a motion to approve PH-20-14 Unified Development Code Text Amendments – Updates to International Building Code and Fire Code References and the ordinance as presented
 - The motion received a second from Council Member Hipes
 - The motion was approved unanimously (7-0)

D. PH-20-16 Unified Development Code Text Amendments – Stormwater and Floodplain Management

- Development Services Engineer/Stormwater, Zach Truelove, came forward to present this item.
- Staff is recommending that Mayor and Council approve amendments to the Unified Development Code as it relates to Stormwater and Floodplain Management.
- In 2001 the Georgia General Assembly created the Metropolitan North Georgia Water Planning District (MNGWPD) to develop comprehensive regional and watershed-specific water resource management plans to be implemented by local governments. In December 2019, the MNGWPD board approved new model stormwater management ordinances for compliance with the latest Georgia Environmental Protection Division (EPD) Municipal Separate Storm Sewer System (MS4) Permits. Local governments are required to adopt these changes by December 10, 2020.

- Proposed amendments include:
 - o Reorganization of Section 3.3.1-3.3.14 to match the model ordinances provided by MNGWPD.
 - o Updated definitions.
 - o Renaming the Alpharetta Stormwater Management Manual to the Alpharetta Stormwater Policy Handbook.
 - o Regulations added to projects replacing 5,000 sf or more impervious (to meet state permit minimum standards).
 - o Exemption added for installation or modifications to existing structures for the purpose of providing ADA requirements.
- City Attorney, Sam Thomas, read the ordinance aloud.

Public Comment

- No Public Comment
- ❖ Council Member Richard offered a motion to approve PH-20-16 Unified Development Code Text Amendments as it relates to Stormwater and Floodplain Management and the ordinance as presented
 - The motion received a second from Mayor Pro Tem Mitchell
 - The motion was approved unanimously (7-0)

VII. OLD BUSINESS

A. PH-20-12 Farmhouse Settlement Historic Designation (2nd Reading)

- Director of Community Development, Kathi Cook, came forward to present this item.
- Staff is recommending that Mayor and Council approve PH-20-12 Farmhouse Settlement Historic Designation and the ordinance as presented.
- This item was heard at the 10/21/2020 Historic Preservation Commission meeting. Staff recommended approval. There were no public comments. After discussion, Historic Preservation Commission recommended approval. Vote 5-0
- The City in conjunction with the Recreation and Parks Department is requesting that the Farmhouse Settlement property be added to APPENDIX B - Historic Resources Inventory – Designated Historic Buildings List. The subject property is located at 0 Morris Rd and is legally described as being located at the northeast corner of Georgia 400 and Old Milton Parkway. The property was deeded to the City in on October 23, 2019 and recorded in the Office of the Clerk of Superior Court on December 19, 2019.
- The submitted request, if approved, will allow the City to designate the property as Historic per the Historic Preservation Ordinance. Zoning Condition # 19 associated with file # Z-12-02/CLUP-12-03/V-12-16 QuikTrip required that the historic farmhouse property be donated to the City. The property was deeded to the City in on October 23, 2019 and recorded in the Office of the Clerk of Superior Court on December 19, 2019.
- “The applicant and the City agree on the importance of preserving the historic farmhouse property located along tributary #5. The applicant acknowledges the city’s desire to have the farm house property donated to the city and agrees to

work with the city in good faith to facilitate the donation, including public access and shared parking at the site as mutually agreed upon. In consideration of the land donation, the city agrees to provide the applicant with Impact fee credits equal to the value of the land donated. Any donated land shall be included in future development density calculations. Such donations shall take place no later than the issuance of a land disturbance permit on the OP property.”

- According to research by the Alpharetta & Old Milton Historical Society, the settlement at Farmhouse predates the founding of Old Milton County and the City of Alpharetta by at least 30 years. Early settlers were living in Indian Territory. Big Creek Baptist Church was chartered there in 1828, ten years before the Trail of Tears when the Cherokee Indians were removed from the area. In the early 1830’s there was an operating water mill on Martin Creek, near what is now the northeast 2 corner Ga 400 and Old Milton Parkway.
- A major road for the time, ran beside the mill site through the narrow valley on the east side of Burnett Mountain (currently Preston Ridge). The road connected Lebanon, near what would become Roswell, and Suwanee then on to Lawrenceville. The Farmhouse Community was located near an important trade route that ran from Lebanon Community, near Roswell, into Forsyth County. The Farmhouse Community’s center was located west of the area later developed as Preston Ridge and approximately 1.7 miles east of the current Alpharetta City Hall. Farmhouse Community was a thriving commercial center between 1834-1858. At various times a gristmill, sawmill, cotton gin, post office and general store were in operation here.
- Several of The City of Alpharetta’s founding families are associated with this property. It is believed that Hiram Trammell built and lived in a cabin there as well as built the dam and water mill. The dam was intact until 1980. “Slick Rock” was a popular place for swimming in the community. Islam Teasley was the postmaster for the post office that was established in 1853. Five years later, the post office was relocated to the new town of Alpharetta with Oliver P. Skelton as postmaster. In 1908, the family of Clark & Ann Burnett were photographed at their family home on Burnett’s Mountain (currently Preston Ridge)
- The City has future to construct a Farmhouse Community Heritage Park to commemorate the property as a historic site.
- The City of Alpharetta Unified Development Code Section 2.94 B of the Historic Preservation Incentive Zoning Ordinance outlines the criteria for Historic Designation. The Ordinance specifically states; In order to be designated a historic property, the property must be an individual building, structure or parcel of land that meets the following criteria:
 - a. Is of historic, cultural, aesthetic, or architectural significance to the City, the region, the State, or the nation; or

Response: The Farmhouse Settlement is historically and culturally significant as the first settlement for the City of Alpharetta.
 - b. Possesses historic integrity (in terms of its location, design, setting, materials, workmanship, feeling, and association) for all periods related to the significance of the property; and

Response: The property is of historical significance as an early settlement in Indian territory that predates the founding of Old Milton County and the City of Alpharetta.
 - c. Is deemed worthy of preservation (and the benefits available due to such status) following reasons:
 - i. It is an outstanding example of a building representative of its era and over 75 years old.

Response: The Farmhouse Community was a thriving commercial center between 1834 and 1858. During that time a gristmill, sawmill, cotton gin, post office and general store operated there. Big Creek 3 Baptist Church was founded there in 1828 before the Trail of Tears when the Cherokee Indians were removed from the area. The Community was located near an important trade route.

- ii. It is one of the few remaining examples of a past architectural style or type and over 75 years old; or

Response: The property is approximately 190 years old.

- iii. It is a place associated with an event or person(s) of historic or cultural significance to the City, the region, the State, or the nation and over 75 years old.

Response: This property possesses historic significance and association as the original settlement for the City of Alpharetta. The settlement predates the founding of Old Milton County and the City of Alpharetta by at least 30 years. There are future plans to build a Community Heritage Park to commemorate the Settlement.

- City Staff has reviewed the application and finds that it can generally support the request to add the property to APPENDIX B – Historic Resources Inventory- Designated Historic Buildings as per the Historic Preservation Ordinance. The Alpharetta & Milton Historical Society also support the historic designation due to the property's historic significance as well as the fact that it is 190 years old.
- The City notified property owners within 500' regarding the Applicant's intent to designate the property. There were no comments received.
- City Attorney, Sam Thomas, read the ordinance aloud.

Public Comment

- No Public Comment
- ❖ Council Member Merkel offered a motion to approve PH-20-12 Farmhouse Settlement Historic Designation and the ordinance as presented
 - The motion received a second from Council Member Burnett
 - The motion was approved unanimously (7-0)

VIII. NEW BUSINESS

A. GA 400 Express Lane IGA with GDOT

- Director of Public Works, Pete Sewczwicz, came forward to present this item.
- Staff is recommending that Mayor and Council approve the IGA with the Georgia Department of Transportation for Improvements to Kimball Bridge Road, Webb Bridge Road, and Tradewinds at SR 400 Express Lanes, in an amount totaling \$4.84M for the cost associated with the bridge aesthetics, and authorize the Mayor to execute all necessary documents.
- The Georgia Department of Transportation (GDOT) has started their procurement process for construction of the GA 400 Express Lanes (EL) project from the North Springs MARTA Station to north of McFarland Road. Over the past several months the City has been working with Kimley Horn on the aesthetic elements of the three Bridges over GA 400, Kimball Bridge, Webb Bridge, and Tradewinds. Additionally,

the City and GDOT have been working together regarding the construction cost associated with the aesthetic treatments.

- The GA-400 EL project is a Design Build Finance Maintain (DBFM) project and GDOT's process for this type of project is for GDOT and the local Agency to execute an Intergovernmental Agreement (IGA) acknowledging and agreeing to the basic scope of work and the associated cost between the local and GDOT. Regarding this specific project, GDOT and the City are agreeing the City will be funding the aesthetic elements of the three bridges as per the designs previously approved by Mayor and Council. Additionally, GDOT is agreeing to widen both Webb Bridge (WBR) and Kimball Bridge Road (KBR) bridges from 2 lanes to 4 lanes. The Tradewinds Bridge will have a lane in each direction as well as turning lanes as one approaches the entrance lanes to the Express Lanes. All three bridges will have sidewalks on both sides of the bridges. Outside of the funds the City will provide to GDOT for the aesthetic treatments of the bridges, the City is also agreeing to the maintenance responsibilities of landscape and maintenance of the aesthetic elements of the bridges.
- The bridge aesthetics comes to a total cost of \$4,840,000.00. Per the attached IGA, the City will fund its contribution through 7 equal annual payments, starting no later than May 30, 2021. Though GDOT marked up the section regarding the City reviewing and approving the aesthetic submittals, GDOT states in exhibit B, the design/build/maintain developer is responsible for developing mock-ups for review and approval. The City's consultant reviewed the IGA and is comfortable with the verbiage and notes in the various exhibits the City will receive a quality product equal to Encore aesthetics.
- GDOT has shortlisted 3 design/build/maintain teams for the project. Execution of the IGA will enable GDOT to add this information to the RFP. The tentative schedule for the project is as follows: Final RFP will be issued on 2/2/2021; RFP's are due 4/13/2021; Tentative award date in summer 2021; Start of construction is anticipated to start no later than the first quarter of 2022.

Public Comment

- No Public Comment
- ❖ Mayor Pro Tem Mitchell offered a motion to approve the IGA with the Georgia Department of Transportation for Improvements to Kimball Bridge Road, Webb Bridge Road, and Tradewinds at SR 400 Express Lanes, in an amount not to exceed \$4.84M for the cost associated with the bridge aesthetics, and authorize the Mayor to execute all necessary documents
 - The motion received a second from Council Member Merkel
 - The motion was approved unanimously (7-0)

B. Project Management Services: North Point Streetscape LCI

- Director of Community Development, Kathi Cook, and Director of Public Works, Pete Sewczwicz, came forward to present this item.
- Staff is recommending that Mayor and Council approve the Atkins North America Inc. proposal in the amount of \$78,500 for Phase I (Concept Phase) project management services for the North Point Streetscape LCI project and authorize the Mayor to execute all necessary documents.
- The City was recently awarded federal funding for the design phase of the North Point Parkway Streetscape project. Projects, such as this project, funded under the

Federal-aid highway program (FAHP) must follow the regulations within 23 CFR 172 (Code of Federal Regulations), which prescribes the requirements for the procurement, management, and administration of engineering and design related services under 23 U.S.C. 112 (United States Code) and as supplemented by the Uniform Administrative Requirements For Federal Awards rule.

- Components of this community focused project may differ slightly from the standard GDOT solutions, which may trigger a GDOT design variance process requiring extra studies, time, and negotiations with various GDOT personnel. City staff has limited experience with GDOT procedures and design project oversight on projects required to follow 23 CFR 172.
- Following the Project Management process being used for recent TSPLOST and Bond Projects, staff requested a task order proposal from the City's current on-call consultant for Project Management Services, Atkins. Staff have reviewed the scope of the task order proposal (Concept Phase) and believe the proposed cost of \$78,500 is reasonable and will help ensure compliance with the federal regulations and required documentation. Atkins will be paid based on hours worked according to the billable rates as agreed in the current on-call contract.
- This will be a multi-phase design effort potentially spanning several years depending upon the scale of the environmental process. This initial phase is intended to get us to if not through the draft concept plan and report (refer the attachment). Once the final scope of the project is detailed, additional task orders will be required for preliminary engineering, right-of-way, and final design.

Public Comment

- No Public Comment
- ❖ Council Member Richard offered a motion to approve the Atkins North America Inc. proposal in the amount not to exceed \$78,500 for Phase I (Concept Phase) project management services for the North Point Streetscape LCI project and authorize the Mayor to execute all necessary documents
 - The motion received a second from Council Member Burnett
 - The motion was approved unanimously (7-0)

C. Scanning of Closed Court Cases

- Director of Court Services, Brooke Lappin, came forward to present this item.
- Staff is recommending that Mayor and Council approve funding for the scanning of closed court case files in an amount not to exceed \$39,600.00 and authorize the Mayor to execute all necessary documents.
- Alpharetta Municipal Court has begun the process of moving towards a paperless court. Data from the closed cases that are still within the 10-year retention schedule will need to be in a searchable format in order for the Court to move away from the current software.
- There are currently 200 boxes of archived case files in storage with Georgia Records Management (GRM) and an additional 200 boxes worth of files on site in the Crabapple facility. The Court must respond to all Open Records requests per the Open Records Act. If the file is not on-site, the court must request the file to be transported to the court by GRM. There is a \$27.27 fee to have a box delivered to the court and an additional \$27.27 to return the box to storage.

- The City of Alpharetta has a current contract with Advanced Data Solutions to outsource all large scanning projects. The Court is requesting the quoted amount of \$39,600.00 to scan the estimated 400 boxes of closed case files. The scanned files will be saved in a format that will be easily searchable by the Court Clerks. The Court will be able to respond to all requests in a timelier manner
- Once the Court has access to the archived cases, we will be able to move forward with the transition to the Ecourt case management system. This is an internet base platform that will allow the court to move away from physical files. All documents will be scanned once filed with the Court and shredded upon completion. This will reduce the space needed to store closed cases and will allow immediate access to all pending cases.

Public Comment

- No Public Comment
- ❖ Council Member Hipes offered a motion to approve funding for the scanning of closed court case files in an amount not to exceed \$39,600 and authorize the Mayor to execute all necessary documents
 - The motion received a second from Council Member Merkel
 - The motion was approved unanimously (7-0)

D. Vulnerable Population Grant Program: Award Recommendation

- Council Member Hipes recused himself from this item.
- Director of Finance, Tom Harris, came forward to present this item.
- Staff is recommending that Mayor and Council approve the award of Alpharetta Vulnerable Population Grant Funds as presented and authorize the Mayor to execute all necessary documents.
- The City of Alpharetta created its Vulnerable Population Grant Program (VPGP) for the purpose of assisting Alpharetta families and residents who have suffered significant financial hardship due to the COVID-19 pandemic.
- Because the City lacks established support programs, processes, and experience to provide such support in a direct manner, the VPGP was designed to provide funding to established not-for-profit agencies offering established programs that serve Alpharetta residents and which programs have experienced increased capacity demands due to the pandemic. Specific services on which the VPGP was created to support include overdue rent and mortgage assistance; utility assistance; food and nutrition; childcare; distance learning support; or other unforeseen financial/ emergency needs of the community. It may also focus on providing group community services such as food kitchens or pantries for the same population as mentioned above and/or may also focus on organizations that provide mental health services for vulnerable individuals.
- An initial call for applications under the Alpharetta Vulnerable Population Grant Program was issued on October 20, 2020, and the City received a total of nine applications from seven not-for-profit agencies. Of the applications received, all but one of the applications was consistent with the mission, purpose, and target services of the VPGP.

ORGANIZATION	APPLICATION SERVICE CATEGORY
Fulton Education Foundation	Housing / Utility / Food Security / Mental Health
Lionheart School	Distance Learning Support / Emergency Financial Needs
North Fulton Community Charities	Housing / Financial Assistance / Food Security
North Metro Miracle League	Food Security / Emergency Financial Assistance
St. Vincent de Paul	Food Security / Housing / Utilities
Summit Counseling	Mental Health

- Eligible applications were reviewed by a staff committee tasked with reviewing all applications for consistency with the program purpose and intent, ability and efficiency of the applicant to deliver specified services / programs, and delivery of programs and services to residents of Alpharetta. The committee was further tasked with bringing forward for consideration by the Mayor and City Council recommendations on award and allocation of funding within the limits of the funding designated for the Alpharetta Vulnerable Population Grant Program.
- Following this review, the committee developed the following recommendations:
 1. The three applications submitted by St. Vincent de Paul should be considered as a single application because it is for the provision of the same types of services through three physical locations. As such, the committee believes it more appropriate to address the application as a single request and require St. Vincent de Paul to allocate any awarded funding across the three physical locations as needed within the defined scope and intent of the VPGP.
 2. That the application submitted by North Metro Miracle League is incomplete and cannot be fully considered at this time. Staff will continue to work with the organization to obtain necessary documents and will advance a recommendation at a later date.
 3. That funding be awarded to the six eligible agencies as follows:
 - o Fulton Education Foundation \$ 50,000
 - o Lionheart School \$ 25,000
 - o North Fulton Community Charities \$ 50,000
 - o St. Vincent de Paul \$ 50,000
 - o Summit Counseling \$ 50,000
- The total value of the recommended awards is \$225,000. If Mayor and Council approve the recommendation, a balance of \$55,000 would be remaining for future award.
- For any awards approved by Mayor and Council, a grant agreement would be executed between the City and the respective agency. The agreement defines the scope of the award, use of funds, and reporting requirements.

Public Comment

- No Public Comment
- ❖ Council Member Binder offered a motion to approve the award of Alpharetta Vulnerable Population Grant Funds as presented, not to exceed \$225,000 and authorize the Mayor to execute all necessary documents
 - The motion received a second from Council Member Richard
 - The motion was approved (5-1); Council Member Burnett voting in opposition and Council Member Hipes was recused from this item

IX. WORKSHOP

A. Alpha Loop Feasibility Study

- Director of Community Development, Kathi Cook, came forward to present this item and introduced Principal Landscape Architect at MKSK, Darren Meyer.
- Mr. Meyer provided an update on the effort to connect the Alpha Loop Trail to the North Point District and the Big Creek Greenway.
- This item was presented for City Council discussion and information purposes. No vote or formal action is requested at this time.

B. UDC Text Amendment North Point Overlay

- Director of Community Development, Kathi Cook, came forward to present this item.
- Staff discussed the consideration of amendments to the North Point Overlay boundaries and priority areas and requested input from Council.
- This item was presented for City Council discussion and information purposes. No vote or formal action is requested at this time.

C. Park Rules Ordinance Update **NOTE: This item has been deferred by Staff and will be heard at a later date**

X. PUBLIC COMMENT

- Judah Jackson, 11175 Ciscero Drive, Alpharetta, GA 30022 came forward to introduce his company, Life Map, which produces 3D interactive models for life safety.

XI. REPORTS

- Mayor Pro Tem Mitchell appointed Matthew Khodayari as his appointee to the Cultural Arts Commission
- Council Member Hipes congratulated Council Member Binder on his birthday this Thursday.

- Council Member Richard announced that Alpharetta was awarded the “Visionary Planning Award” by the ARC.
- Mayor Gilvin recommended that the City update the Charter to include an ordinance that would allow council members to attend Council Meetings virtually. Additionally, Mayor Gilvin wished everyone a Happy Thanksgiving.

XII. ADJOURNMENT

- ❖ With no further business to discuss or items to be heard, Mayor Gilvin adjourned the meeting at 8:34 P.M.

Respectfully submitted,

A handwritten signature in cursive script that reads "Erin Cobb".

Erin Cobb, City Clerk