



City Council Meeting & Public Hearing

FEBRUARY 19, 2024

OFFICIAL MINUTES

Office of the City Clerk

ALPHARETTA CITY HALL

COUNCIL CHAMBERS | 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 video recording for said meeting is a matter of public record and is available to be viewed at the City Clerk's office during normal business hours or viewed online at <https://www.youtube.com/user/alpharettagov>.

1. CALL TO ORDER

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

2. ROLL CALL

• Council Members

- Mayor Jim Gilvin
- Mayor Pro Tem Dan Merkel
- Donald F. Mitchell
- Douglas J. DeRito
- John Hipes
- Brian Will
- Fergal M. Brady

• Staff

- Chris Lagerbloom, City Administrator
- Molly Esswein, City Attorney
- James Drinkard, Assistant City Administrator
- Lauren Shapiro, City Clerk
- Brooke Lappin, Director of Municipal Court
- Cris Randall, Director of Human Resources
- John Robison, Director of Public Safety
- Kathi Cook, Director of Community & Economic Development
- Morgan Rodgers, Director of Recreation, Parks & Cultural Arts Services
- Pete Sewczwicz, Director of Public Works

- Tom Harris, Director of Finance
- David Will, Municipal Court Judge
- Ryan Thomas, Municipal Project Manager
- David Cureton, Information Systems Manager

3. PLEDGE TO THE FLAG

4. PRESENTATIONS & PROCLAMATIONS

A. HIRE VETS Award Presentation

- Director of Human Resources, Cris Randall, and presented the HIRE Vets award that the City received to Mayor and City Council.

5. WORK SESSION ITEMS

A. Downtown Parking

Staff presentation and City Council discussion of parking options for the Downtown.

- Municipal Project Manager, Ryan Thomas, came forward to present this item.
- The Downtown Parking presentation is attached hereto as Exhibit "A."
- Council Member Will shared that he agreed with the areas of the loading zones, but was curious to know what type of implementation plan the city will have for notifying delivery companies and business owners about the changes to loading areas. He also suggested to not restrict the hours of the loading zone, and believed that a Sysco delivery truck will not fit within 2-3 parking spaces in the downtown.
 - Project Manager Thomas shared that he intends to work with a third-party management company to identify and notify vendors.
 - City Administrator, Chris Lagerbloom, added that this parking plan is not intended to be a punitive measure for downtown and is not being created as a fund generator. Also, other cities have done an RFP for parking management, and we are interested to see what might be in the market for parking and loading zone management in our downtown area.
- Council Member Hipes shared that he appreciated this study, and asked if the loading zone next to Amorance across from Alpharetta First Baptist is a loading zone for residents who are moving in and out of Amorance (there are often trucks sticking out of the loading zone and into the road at this spot). He also asked about the dates of the study data.
 - Project Manager Thomas shared that Kimley Horn gathered data for about a week.
- Council Member Mitchell asked about the location of all loading zones on the map and wanted to ensure that these loading zones would be successful for businesses, and also for residents moving in and out of the residential areas. He also shared that often times for pallet deliveries, businesses are at the mercy of the delivery

company, which affects the time and location of the delivery and the company that finally delivers the order.

- Mayor Gilvin suggested going back to Kimley Horn and consider having fewer and permanently dedicated loading zones.

6. CONSENT AGENDA

A. City Council Meeting Minutes (Meeting of 2/5/2024)

Consideration of approval of the City Council Minutes from February 5, 2024.

B. Right of Way Easement to Sawnee EMC for 3395 Kimball Bridge Road

Consideration of approval of a right-of-way easement to Sawnee Electric Management Corporation for property located at 3395 Kimball Bridge Road for utility purposes at Waters Road Park and with authorization for the Mayor to execute all necessary documents.

C. Financial Management Report (Month ending December 31, 2023)

Consideration of approval of the Financial Management Report for the month ending December 31, 2023.

PUBLIC COMMENTS:

- There were no public comments.
- ❖ Council Member Mitchell offered a motion to approve the Consent Agenda.
 - Mayor Pro Tem Merkel seconded the motion.
 - The motion was approved unanimously (7-0).

7. NEW BUSINESS

A. Agreement: City of Alpharetta and TrueNorth400 for Kimball Bridge Road Gap Connection

Consideration of approval of the Agreement between the City of Alpharetta and North Community Improvement District d/b/a TrueNorth400 for design, right of way, and construction of the Kimball Bridge Road Gap Connection and with authorization for the Mayor to execute all necessary documents.

- Director of Public Works, Pete Sewczwicz, came forward to present this item.
- The Georgia Department of Transportation (GDOT) is constructing a new 4-lane bridge over GA 400 and roadway from Northwinds Parkway to the Georgia Power Driveway. These improvements tied a 4-lane road into the existing 2-lane road just west of North Point Parkway. Upon completion of GDOT's project, there will be less than 500' where there is a 2-lane road before the 4-lane section GDOT is constructing begins. Public Works refers to this section as The Gap.
- AECOM designed the Kimball Bridge Road improvements and has finalized the construction plans for The Gap section as well. The City is required to bid the

construction of the project and work will not commence until after GDOT's contractor, CW Matthews (CWM), completes their work. The anticipated completion date of CWM's work is the end of April/beginning of May 2024. The closure of the Kimball Bridge Road Bridge over GA 400 is not ideal for the thousands of commuters and those traveling to the numerous office buildings in the vicinity of the project.

- True North 400 (North Fulton Community Improvement District) reached out to the City to see how the construction of The Gap could be expedited. The CID initiated the conversation about the CID contracting with CWM to complete The Gap within the schedule of the Bridge Replacement Project. Public Works provided plans and specifications to the CID to pass along to CWM and subsequently CWM provided a proposal not to exceed \$1,000,000.00 to construct The Gap. Anticipated completion of the roadway and opening of the bridge is May 2024. Two components are not included in CWM's scope: landscaping and lighting. These items will need to be procured through other means.
- Under the Memorandum of Agreement, the City is responsible for completing the design of the improvements and obtaining the necessary right of way. Design work has been completed, and the City is actively finalizing right of way agreements. The CID is responsible for contracting with CWM and performing construction management/inspection services. Public Works is currently overseeing numerous construction projects and the CID handling construction oversight enables City staff to maintain the same level of oversight we are currently performing on roadway, trail, and park projects throughout the City.

PUBLIC COMMENTS:

- There were no public comments.
- ❖ Council Member DeRito offered a motion to approve the Agreement between the City of Alpharetta and North Community Improvement District d/b/a TrueNorth400 for design, right of way, and construction of the Kimball Bridge Road Gap Connection and to authorize the Mayor to execute all necessary documents.
 - Mayor Pro Tem Merkel seconded the motion.
 - The motion was approved unanimously (7-0).

B. Addendum to Employment Agreement with Municipal Court Judge, David C. Will, and Substitute Municipal Court Judge, Jamie Bendall

Consideration of approval of an addendum to the employment agreements with Municipal Court Judge David C. Will and Substitute Municipal Court Judge Jamie Bendall, and with authorization for the Mayor to execute all necessary documents.

- City Administrator, Chris Lagerbloom, came forward to present this item.

- On November 7, 2022, Mayor and City Council approved employment agreements for David C. Will and James "Jamie" Bendall to serve as the Municipal Court Judge and Substitute Municipal Court Judge, respectively.
- If approved, this Addendum would provide for additional compensation to the Judge or Substitute Judge when they are scheduled to be on-call to preside over and adjudicate pretrial, bond, arraignment or other hearings at the jail in addition to presiding over and adjudicating cases during the Municipal Court's scheduled court sessions.
- Director of Courts, Brooke Lappin, shared that we are close to being able to conduct virtual court in the jail (waiting on installation of zoom room technology).

PUBLIC COMMENTS:

- There were no public comments.
- ❖ Council Member Will offered a motion to approve the addendum to the employment agreements with Municipal Court Judge David C. Will, and Substitute Municipal Court Judge Jamie Bendall and to authorize the Mayor to execute all necessary documents.
 - Council Member Brady seconded the motion.
 - The motion was approved unanimously (7-0).

C. Resolution to Condemn – 1230 Landings Cove, Alpharetta, Georgia 30005

Consideration of a Resolution to condemn property interest in Tax Parcel #21- 5702-1232-151-5 (Parcel Owners: Pragathi Kanth Asha and Divya Varudhini) of the Douglas Road Drainage Improvements Project and with authorization for the Mayor to execute all necessary documents.

- City Attorney, Molly Esswein, came forward to present this item.
- City Attorney, Molly Esswein, read the resolution title aloud.
- The City has determined that it is necessary to condemn property of Tax Parcel # 21 -5702-1232-151-5 in furtherance of the Douglas Road Drainage Improvements Project.
- Approval of this resolution will authorize the City Attorney's Office to acquire, through the use of Eminent Domain, the necessary property rights to, in, over, under, through and across the property located at 1230 Landings Cove, Alpharetta, GA. 30005 (Tax Parcel No.: 21-5702-1232-151-5) in order to ensure the timely completion of the Douglas Road Drainage Improvements Project. Further, the Mayor and the City Administrator are specifically authorized to execute, on behalf of and as if signed by every member of the governing authority of the City, the Mayor and Council, any and all documents necessary to further the filing of any Petition for Condemnation or Declaration of Taking related to the same and/or in furtherance of this Resolution.

PUBLIC COMMENTS:

- There were no public comments.

- ❖ Mayor Pro Tem Merkel offered a motion to adopt a resolution to condemn property interest in Tax Parcel #21- 5702-1232-151-5 (Parcel Owners: Pragathi Kanth Asha and Divya Varudhini) of the Douglas Road Drainage Improvements Project and to authorize the Mayor to execute all necessary documents.

- Council Member DeRito seconded the motion.
- The motion was approved unanimously (7-0).

8. PUBLIC COMMENT

- There were no public comments.

9. REPORTS

- There were no reports.

10. EXECUTIVE SESSION (IF NECESSARY)

- ❖ Council Member Hipes offered a motion to recess to executive session for the purposes of litigation and potential litigation.

- Council Member Mitchell seconded the motion.
- The motion was approved unanimously (7-0).

- With there being no further items to consider or discuss, Mayor Gilvin adjourned the meeting at 7:29 p.m.

- ❖ Council Member Will offered a motion to reconvene the meeting.

- Mayor Pro Tem Merkel seconded the motion.
- The motion was approved unanimously (7-0).

- With there being no further items to consider or discuss, Mayor Gilvin adjourned the meeting at 7:58 p.m.

11. ADJOURNMENT

- ❖ Council Member Will offered a motion to adjourn the meeting.

- Council Member Mitchell seconded the motion.
- The motion was approved unanimously (7-0).

- With there being no further items to consider or discuss, Mayor Gilvin adjourned the meeting at 7:59 p.m.

Respectfully submitted,



Lauren Shapiro, City Clerk

EXHIBIT A

MEMORANDUM

To: Ryan Thomas, Municipal Project Manager
City of Alpharetta

From: Jeshua Pringle, AICP, CAPP
Kimley-Horn and Associates, Inc.

Date: November 29, 2023

Subject: Downtown Alpharetta On-Street Loading Zone Assessment

INTRODUCTION

The City of Alpharetta retained Kimley-Horn and Associates, Inc., to provide professional parking and curb lane management services for the Downtown Alpharetta On-Street Loading Zone Assessment. This assessment evaluated loading behaviors in Downtown Alpharetta. The study area is bounded by Park Plaza to the east, School Drive to the north, Teasley Street to the west, and Marietta Street to the south, **Figure 1**.

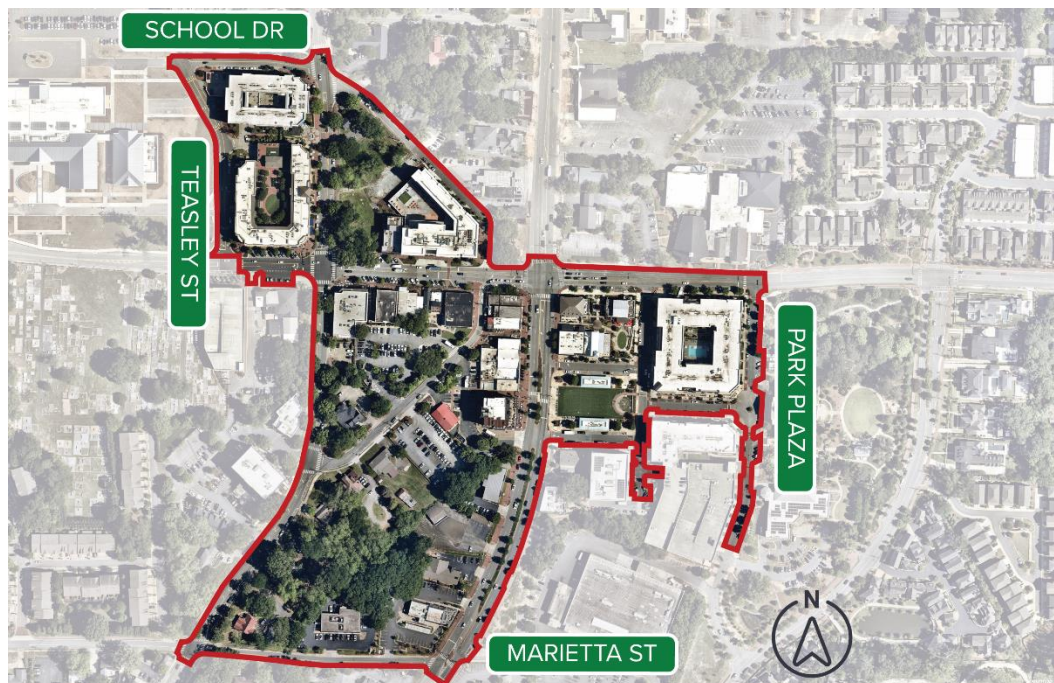


Figure 1. Downtown Alpharetta Study Area

Loading zone observations were conducted over a two-day period, from August 31, 2023, to September 1, 2023. Based on loading zone observations, a list of issues, action items, and legislative options were developed.

SUMMARY OF CONCLUSIONS

The Downtown Alpharetta loading zone network should be expanded to meet current and future loading and unloading needs. Management of the loading zone network is critical to ensuring the safe pick-up and drop-off of goods and passengers. Ensuring loading zones are preserved for active loading and unloading can help increase the efficiency of the loading zone network and prevent delivery vehicles from double parking or parking in the center turn lane. Regulations that prevent vehicles from being parked in designated loading zones are needed to encourage curb lane compliance. Additionally, permitting access to loading zones for non-commercial vehicles and flexing loading zones to passenger pick-up/drop-off zones in the evenings should be explored. Finally, management of the Downtown Alpharetta loading zone network will require personnel to oversee day-to-day operations and compliance management. System oversight will require funding for staffing, operations, and capital investments.

EXISTING CONDITIONS, OBSERVATIONS, AND IDENTIFIED ISSUES

The existing Downtown Alpharetta loading zone network consists of five (5) identified loading zones. Designated loading zones allow for the pick-up/drop-off of goods from 7:00 AM to 10:00 AM. The network of loading zones is detailed in **Table 1**. Observations of behavior at designated loading zones are detailed below.

Table 1. Existing Loading Zones

Loading Zone ID	Street	Cross Street 1	Cross Street 2
LZ_001	Roswell Street	Old Roswell Street	Milton Avenue
LZ_002	S Broad Street	Main Street	Market Street
LZ_003	School Drive	Teasley Street	Canton Street
LZ_004	Teasley Street	Milton Avenue	School Drive
LZ_005	Academy Street	Main Street	Market Street

After the loading zone period, commercial loading zones are flexed to allow on-street parking for the remainder of the day. Passenger loading zones are not currently provided in the Downtown Alpharetta loading zone network.

Traditional Loading Zones are Occupied by Parked Vehicles

After 10:00 AM, drivers are allowed to park in designated loading zone areas for up to three (3) hours. Although on-street parking signage indicates that parking in loading zones is not allowed until after 10:00 AM, vehicles were observed parked in designated loading zones after 8:00 AM, **Figure 2** and **Figure 3**. This behavior limits access to designated loading zone areas, promotes double parking by delivery vehicles, and blocks travel lanes resulting in increased congestion. Addressing vehicles parking in designated loading zones before the end of the loading zone period is essential to creating a loading environment that meets growing demands and encourages compliant loading zone behavior.



Figure 2. Vehicles Parked in the Loading Zone before 10:00 AM on School Drive



Figure 3. Vehicles Parked in the Loading Zone before 10:00 AM on Roswell Street

Loading Zones are Not Available in Key Area

Based on observations of loading behavior, delivery vehicles frequently parked in on-street parking areas that were not designated for loading and unloading. Although these parking areas were unoccupied at the time, the use of standard time-limited parking spaces to meet loading zone demand indicates that loading zones are not being provided in key areas. To address this issue, the City of Alpharetta should consider expanding its loading zone network. This can provide delivery drivers with additional loading areas and create a predictable loading zone environment that allows logistics companies to optimize delivery routing.

In addition to expanding the location of loading zones, the time in which loading areas are dedicated to the pick-up/drop-off of goods should be expanded. Goods delivery was observed from 7:00 AM to 11:00 AM, with food and produce occurring in the early hours and alcohol, uniform, and beverage delivery occurring later in the day, **Figure 4** and **Figure 5**. Expanding the time period to 11:00 AM can help to accommodate deliveries occurring later in the day without impeding access for standard vehicles.



Figure 4. Delivery Vehicles Parked in the Travel Lane After 10:00 AM on N Broad Street



Figure 5. Delivery Vehicle Parked in Travel Lane After 10:00 AM on N Broad Street

Signage Does Not Clearly State Allowed or Prohibited Vehicle Types

Current loading zone signage does not provide clear details on when parking is restricted and which user groups have access to loading zones, **Figure 6**. Clearly designating the type of vehicles that have access to the loading zone network can enhance its efficiency. By clearly stating loading zones are for commercial vehicles, the City of Alpharetta can ensure loading zone prioritization for commercial vehicles. Alternatively, by allowing access for non-commercial vehicles, the City of Alpharetta can promote equitable access to the curb and allow small businesses that do not use commercial vehicles to access the loading zone network. This is particularly relevant for passenger pick-up/drop-off areas. Rideshare vehicles that are privately owned by the driver may not be designated as commercial vehicles, and loading zone areas that are limited to commercial vehicles would exclude this user group. By providing signage that clearly states rules and regulations for commercial and non-commercial vehicles, the City of Alpharetta can enhance efficiency while also promoting equitable access.



Figure 6. Unclear Loading Zone Signage

Loading Occurs in the Center Turn Lane

Over the observation period, multiple vehicles were observed parking in the center turn lane, **Figure 7** and **Figure 8**. This behavior is particularly hazardous as it blocks the line of sight of moving vehicles. Additionally, it places delivery personnel in harm's way, by requiring them to load and unload amidst traffic. Preventing this behavior is critical to enhancing safety for pedestrians and drivers. Establishing regulatory language that prohibits loading and unloading in the center turn lane or other travel lanes can help mitigate unsafe roadway conditions.



Figure 7. Delivery Vehicle Parked in the Center Turn Lane on Milton Avenue



Figure 8. Delivery Vehicle Parked in the Center Turn Lane on Canton Street

Loading Zones are Currently Not Monetized

Access to the Downtown Alpharetta loading zone network is provided to all vehicles and users. Currently, the City of Alpharetta does not have a permitting process in place to require users to obtain a permit or pay for access to loading zones. In addition, the City does not implement smart loading zone technology such as loading zone reservations, contactless payments, or automated loading zones with monthly usage payments.

RECOMMENDED ACTION ITEMS

Based on the five identified issues, Kimley-Horn developed 11 action items, **Table 2**. These action items, combined with supporting legislation and management, can enhance the loading zone network, improve safety, and increase efficiency.

Table 2. Identified Issues and Recommended Action Items

Identified Issue	Recommended Action Items
Traditional Loading Zones are Occupied by Parked Vehicles	Establish Signage Indicating Loading Zone Times
	Establish No Parking Regulations
	Enforce No Parking Regulations
	Establish Escalating Fees for Repeat Violators
Loading Zones are Not Available in Key Areas	Expand the Loading Zone Network
	Extend the Loading Zone Time Period
Signage Does Not Clearly State Allowed or Prohibited Vehicle Types	Stipulate Maximum Stays for Commercial and Non-Commercial Vehicles
Loading Occurs in the Center Turn Lane	Make Loading from the Center Turn Lane a Violation in the Municipal Code
	Stipulate Areas for Lawful and Unlawful Loading and Unloading
Loading Zones are Currently Not Monetized	Require Loading Zone Permits (non-commercial vehicles only)
	Evaluate Opportunities for Smart Loading Zones

In addition to these recommended action items, Kimley-Horn identified expansion areas for the Downtown Alpharetta loading zone network, **Appendix A**. A listing of the recommended Downtown Alpharetta loading zone network is detailed in **Table 3**.

Table 3. Recommended Downtown Alpharetta Loading Zone Network

Loading Zone ID	Street	Cross Street 1	Cross Street 2	Category
LZ_001	Roswell Street	Old Roswell Street	Milton Avenue	Existing
LZ_002	S Broad Street	Main Street	Market Street	Existing
LZ_003	School Drive	Teasley Street	Canton Street	Existing
LZ_004	Teasley Street	Milton Avenue	School Drive	Existing
LZ_005	Academy Street	Main Street	Market Street	Existing
LZ_006	Milton Avenue	Old Roswell Street	Main Street	Proposed
LZ_007	Main Street	N Broad Street	Academy Street	Proposed
LZ_008	N Broad Street	Market Street	Main Street	Proposed
LZ_009	Market Street	Academy Street	N Broad Street	Proposed
LZ_010	Academy Street	Market Street	Park Plaza	Proposed
LZ_011	Canton Street	Lily Garden Place	School Drive	Proposed
LZ_012	Main Street	Milton Avenue	N Broad Street	Proposed

LEGISLATIVE FRAMEWORK

Developing the Downtown Alpharetta loading zone network will require a legislative framework that allows for efficient loading zone management. Based on the identified issues and recommended action items, Kimley-Horn performed a legislative review of five (5) benchmark cities. Benchmarked cities included Atlanta, GA, Greenville, SC, Omaha, NE, Pittsburgh, PA, and Seattle, WA. Legislative language that can be used to address the identified issues is provided in **Appendix B**. The City of Alpharetta coordinated with Kimley-Horn to refine the legislative framework to best meet the needs of the Downtown Alpharetta loading zone network. Based on the refined approach, the following legislation is recommended.

[Insert draft loading and unloading legislation per the City of Alpharetta review]

CONCLUSIONS

Currently, the Downtown Alpharetta loading zone network consist of five (5) designated loading zones which specifically allow loading from 7:00 AM – 10:00 AM. Although loading zone signage is provided throughout the system, signage does not specifically prohibit drivers from parking in loading zones during the loading time period. Additionally, the existing loading zone network is not sufficient to meet current and future demand. To better align with the needs of the loading zone system, the City of Alpharetta should:

- Expand the loading zone network to twelve (12) loading zones and extend the loading zone time period from 7:00 AM to 11:00 AM.
- Designated loading zones should be flexed to parking spaces from 11:00 AM to 5:00 PM and then converted to passenger loading zones after 5:00 PM.
- Signage should clearly designate loading zones as a No Parking area during loading zone periods.
- Prohibit the use of center turn lanes and travel lanes for loading and unloading.
- Explore opportunities to monetize loading zones by permitting loading zone access for non-commercial vehicles.
- Evaluate smart loading zone technology and implement a technology solution that best meets the needs of Downtown Alpharetta.

By managing the existing loading zone network and expanding the network to meet current and future loading needs, the City of Alpharetta can enhance access to the curb, increase efficiency across the loading zone network, and improve safety throughout Downtown Alpharetta.

OTHER CONSIDERATIONS

Managing the Downtown Alpharetta loading zone network will require staffing, operations, and capital expenses. The City of Alpharetta should conduct a holistic review of curb lane management needs and opportunities to charge for curb lane access. Permitting loading zones, charging for on-street parking, and establishing penalties for curb lane violations can help to increase efficiency at the curb by generating parking turnover and encouraging compliance with curb lane rules and regulations. Further evaluation is needed to determine if a paid and managed curb lane system is appropriate for Downtown Alpharetta. Additionally, the City of Alpharetta should explore the cost associated with in-house and outsourced curb lane operations to create a financially sustainable approach to curb lane management.

Map Narrative

On August 31st and September 1st 2023, an on-street loading evaluation was conducted from Roswell Street to North Main Street in the Downtown Alpharetta area. Recommendation(s) informed by the on-site evaluation are to designate a loading zone area from the hours of 7am - 11am as depicted on the map. Loading activity was observed being conducted by multiple distribution providers at this location. By regulating loading zone and parking activity in this location, the city can prevent disruptive commuter behavior and better serve local businesses.



Service Truck using space as loading zone

Designate existing striping and 4 parking spaces as part of loading zone

ROSWELL ST

MILTON AVE

OLD ROSWELL ST

N MAIN ST

Map Key

-  Existing Loading Zone Designations
-  Proposed Loading Zone Designations
-  Signage Designating Loading Zone Time from 7:00 am - 11:00 am

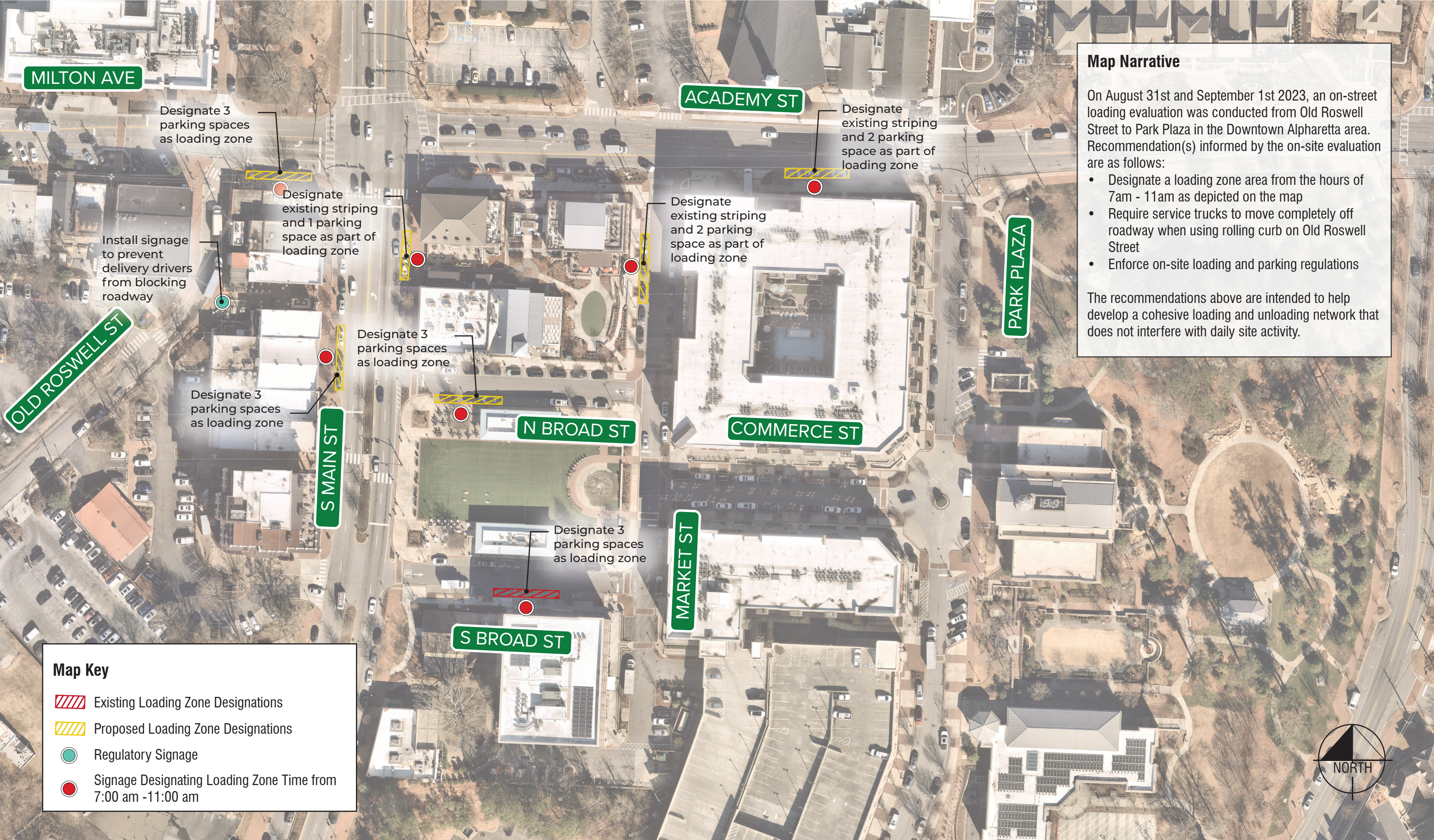


ALPHARETTA ON-STREET LOADING STRATEGY

ALPHARETTA, GA

ROSWELL STREET TO NORTH MAIN STREET

Kimley»Horn



Map Narrative

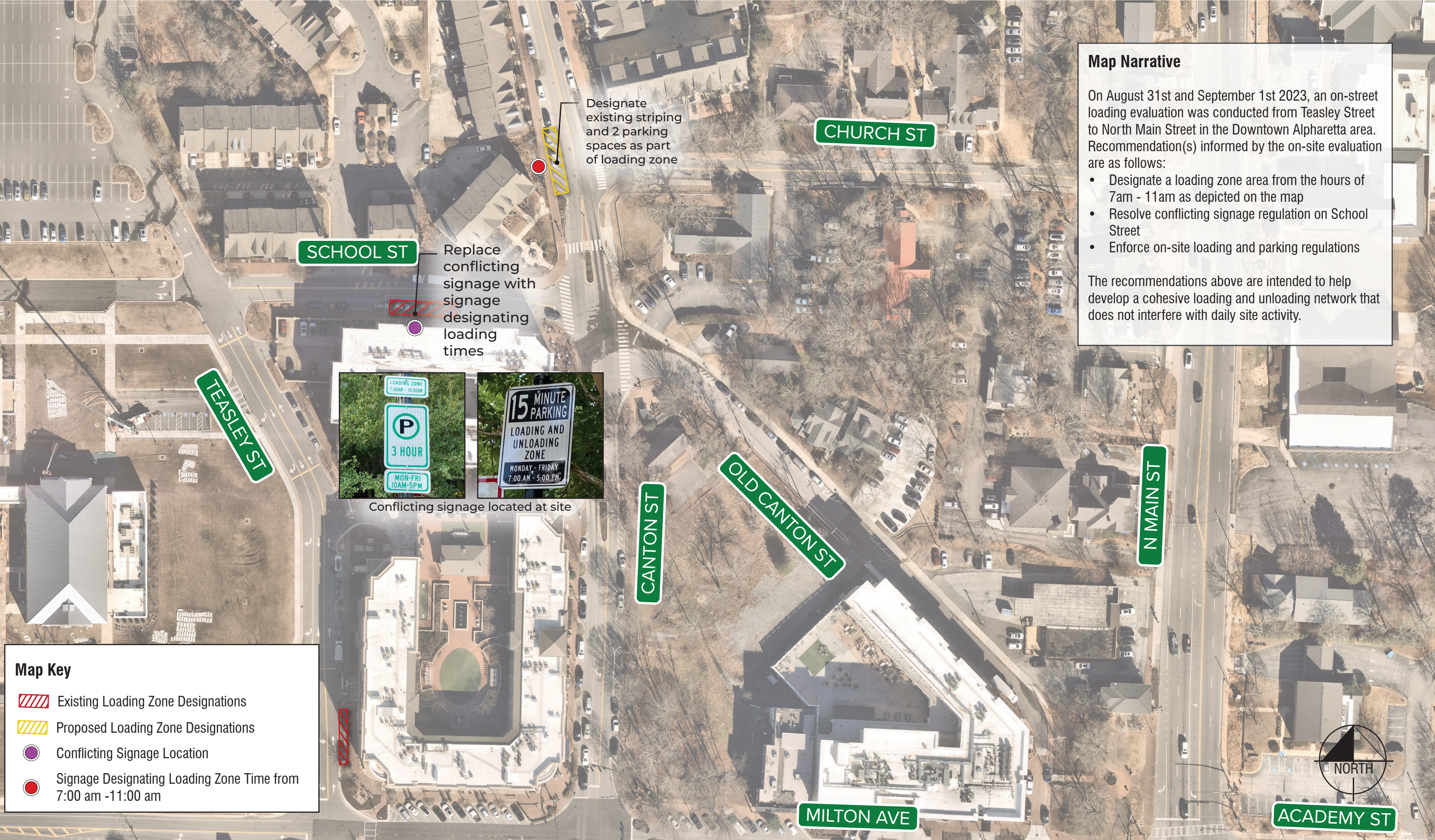
On August 31st and September 1st 2023, an on-street loading evaluation was conducted from Old Roswell Street to Park Plaza in the Downtown Alpharetta area. Recommendation(s) informed by the on-site evaluation are as follows:

- Designate a loading zone area from the hours of 7am - 11am as depicted on the map
- Require service trucks to move completely off roadway when using rolling curb on Old Roswell Street
- Enforce on-site loading and parking regulations

The recommendations above are intended to help develop a cohesive loading and unloading network that does not interfere with daily site activity.

Map Key

-  Existing Loading Zone Designations
-  Proposed Loading Zone Designations
-  Regulatory Signage
-  Signage Designating Loading Zone Time from 7:00 am - 11:00 am



Map Narrative

On August 31st and September 1st 2023, an on-street loading evaluation was conducted from Teasley Street to North Main Street in the Downtown Alpharetta area. Recommendation(s) informed by the on-site evaluation are as follows:

- Designate a loading zone area from the hours of 7am - 11am as depicted on the map
- Resolve conflicting signage regulation on School Street
- Enforce on-site loading and parking regulations

The recommendations above are intended to help develop a cohesive loading and unloading network that does not interfere with daily site activity.

Map Key

- Existing Loading Zone Designations
- Proposed Loading Zone Designations
- Conflicting Signage Location
- Signage Designating Loading Zone Time from 7:00 am - 11:00 am

