

**BOARD OF MAYOR AND COMMISSIONERS
WORK SESSION
May 16, 2018
5:30 p.m.**

MINUTES

Members Present: Jonathan Elmore, Mayor
Brian Fisher, Mayor Pro Tem
Adela Yelton, Commissioner
Lisa Shortell, Commissioner

Member Absent: Lionel Laratte, Commissioner

Staff Present: Ken Turner, Interim City Manager/Finance Director
Gina Hill, City Clerk
Keri Stevens, City Planner

Item No. 1 Meeting Called to Order

Item No. 2 Adoption of Agenda

Mr. Turner clarifies that item #15 is not a quit claim deed and wishes to change the title of that agenda item. Commissioner Shortell moves to amend. Mayor Pro Tem Fisher seconds. All ayes. Mayor Pro Tem Fisher moves to adopt the agenda as amended. Commissioner Yelton seconds. All ayes.

Item No. 3 **Fourth of July Street Painting**

Last year, some residents requested the traditional painting of Clarendon Avenue ahead of the July 4th parade be done with washable materials instead of spray paint. The Board of Mayor and Commissioners (BOMC) deferred the matter until this spring.

Several residents supported using a spray paint alternative. Mayor Elmore says he thinks the Avondale Swim and Tennis Club pays for the paint and possibly the City could pay the difference for the increase in cost. He adds that nothing other than the street surface should be painted. Commissioner Shortell agreed. It was mentioned that the material used shouldn't be able to wash off with rain. Mayor Pro Tem Fisher said it's important to have enough adults present to watch what the kids involved are painting and where. Commissioner Shortell added that increased cost may mean there is less paint available and it would need to be rationed.

Next Steps: City Clerk Gina Hill will research alternatives to spray paint.

Item No. 4

Beer Growler Patio Sales Permit Application

Cynthia Devroy has proposed outdoor patio sales at The Beer Growler at 38A N. Avondale Road. Section 3-73 of Official Code of Ordinances states that: "No consumption and/or sale of alcoholic beverages shall be allowed in open areas, decks, patios or similar unenclosed spaces on the premises of an establishment licensed to sell alcoholic beverages unless written application is made to and approved by the governing authority under such conditions as it may deem appropriate for the protection of public health, safety and welfare including, but not limited to, maximum capacity, ingress and egress." The applicant has provided an explanation for the request. The applicant has indicated that the maximum capacity for the patio would be 24 people.

Keri Stevens says the BOMC would approve or deny the application and any other items like fencing would go through an additional process. She added that every other business would go through this same process for patio sales of alcohol and then she, along with the owners, fielded questions from Board members. Each Board member says they support the request.

Next Steps: This will be voted on at the next regular meeting.

Item No. 5

The Lost Druid Easement Request

Dekalb County informed the owner of The Lost Druid that water and sewer lines must be 10 feet apart. The owner has indicated that the property isn't wide enough with the underground detention to support this distance. The owner is requesting an easement to move the water lines and water meter into the alley. A map is attached with a red line indicating the area discussed.

Ms. Stevens has researched how to go about this procedurally. The BOMC supports the request as long as the City isn't prohibited from using the property in the future. The owner of The Lost Druid, Stacia Hopek, says the easement may not even be needed. Mayor Elmore said if she did, the city attorney would write something up to get the easement put into place.

Next Steps: Ms. Hopek will let City staff know if an easement is needed.

Item No. 6

Conditional Use Permit Application for 135 Maple Street

The applicant proposes a doctor's office and clinic at 135 Maple Street, building A. This use is outlined in Section 822 I., in Article 9 (Table of Permitted and Conditional Uses by District). This use requires review and approval by the BOMC. The Comprehensive Plan outlines the Town Center area as a mixed use activity center with a range of retail, employment and open space. The applicant has provided a description of the proposed business and Conditional Use Application.

The applicant was not present. Mayor Elmore asked City staff if there were any concerns. There were none. Mayor Pro Tem Fisher asked what type of medicine they practice. Ms. Stevens says she was told there would be no medication kept onsite. It was mentioned that the clinic would practice integrative medicine. None of the Board members raised any objections.

Next Steps: This will be voted on at the next regular meeting.

Item No. 7

Policy Regarding Golf Carts Crossing US 278

A resident requested the BOMC consider the possibility of golf carts being able to cross the City's main thoroughfare. This was previously discussed at the April 25th special called work session.

Mayor Elmore said expanding the area for golf carts would be a source of marketing the City. However, he is concerned about safety as well as making sure golf carts could get to all the businesses for the sake of fairness. Mayor Pro Tem Fisher said he didn't think it would be possible to go very fast on a golf cart and residents on the north side of US 278 should be able to have golf carts. It was mentioned that the Georgia Department of Transportation (GDOT) would not allow golf carts to be on sidewalks or inside crosswalks on US 278. Commissioner Shortell said she didn't know how regulating golf cart use would be regulated. Mayor Pro Tem Fisher feels a golf cart would be safer than other types of transportation such as bicycles and mopeds. Mayor Elmore recommended looking at other communities and also getting the opinion of Police Chief Lynn Thomas. There was also discussion about what would be required to make a cart-specific crossing. During public comment, a resident requested that the communications with GDOT about the proposal be posted on the City website. She also suggested this be included in any studies regarding the US 278 redesign. Other residents agreed. Golf cart parking was also discussed. One point made by a resident is that the City doesn't have the budget to make dedicated cart paths and other infrastructure.

Next Steps: Consult Chief Thomas.

Item No. 8

Public Works Building Update

The BOMC asked City staff to look at options for public works headquarters, both temporary and permanent. Discussions to lower the initial estimate for a new building have also taken place since the last time this was discussed at the April 18th work session.

Interim City Manager Ken Turner discussed the results of the research he's done as well as all the variables that would affect the cost of a new public works building. Mayor Elmore asked about the possibility of using temporary trailers onsite while the renovation of the current building was underway. He also mentioned leasing a building long term. Mr. Turner said FEMA has trailers that could be an affordable option. He also said he

found a building just outside the City that was \$7,000 per month to lease. Mayor Pro Tem Fisher says he's more supportive of leasing. Commissioner Shortell agreed as long as the building leased didn't need a lot of work. Several residents agreed with exploring the leasing option.

Next Steps: Mr. Turner will further explore locations to lease long term for the public works department, possibly with the help of a commercial real estate agent.

Item No. 9

Kaboom! Grant for Fletcher and Windsor Terrace Parks

A Build it with KaBOOM! grant provides the facilitation and support of an experienced Project Manager. Each community embarks on a 5–12 week planning process, Community Design Day and Community Day where the space will be transformed, to include a permanent play structure as well as site enhancements. The City is responsible for a minimum of \$8500 for each park and for clearing out the old equipment and soliciting volunteers for Community Day. The City is allowed to submit applications for both parks during the same year.

City Planner Keri Stevens describes the grant in greater detail. Interim City Manager Ken Turner says the money is not budgeted but that both parks need updating. All Board members support applying for the grant. Commissioner Yelton says that Avondale Elementary School is also applying for this grant and it would be great if the City could partner with them somehow. Ms. Stevens says she will reach out to the school's principal. In response to a resident's question, Ms. Stevens says the park renovations would likely happen this calendar year should we be awarded the grant. Another resident suggested checking in with the Greenspace Ad Hoc Committee.

Next Steps: Ms. Stevens will apply for the grants.

Item No. 10

2018 DeKalb County Service Delivery Strategy Update

The City was contacted by DeKalb County requesting execution of a new Form 4 (Department of Community Affairs Certification Form) and resolution due to the creation of the new cities of Tucker and Stonecrest.

City Planner Keri Stevens explains the topic in more detail. She describes how she found unexplained differences in the terms of the agreement compared to the one signed in 2016. She has the County change the matrix back to the agreed upon terms. BOMC members ask questions and thank Ms. Stevens for catching the discrepancies.

Next Steps: The BOMC will vote on the agreement at the next regular meeting.

Item No. 11

Residential & Commercial Tree Ordinance Update

Commissioner Shortell says she requested this item be put on the agenda since any next steps are up to the BOMC to decide. Mayor

Elmore requests that the Greenspace Ad Hoc Committee's comments be posted on the website and discuss the matter at the June work session. He says at that time, it should be decided whether or not those comments will be incorporated into the ordinance before going to a vote. Commissioner Shortell noted that some issues in the draft have not been resolved, such as who would be the City's tree officer and other items. Mayor Elmore asked City staff to estimate how much time it would take weekly to fulfill the duties of tree officer. Ken Turner said he would inquire with Arborguard Tree Service. It was discussed that the cost of paying a tree officer could be rolled into the fee paid by the resident. Also, any changes to the draft will need to be reviewed by the city attorney. One resident said that experts can disagree on the health of a tree and that could be a problem. Another resident requested the tree ordinance be approved as soon as possible.

Next Steps: Greenspace Ad Hoc Committee comments on the draft tree ordinance will be posted on the City website and the topic will be discussed again at the June work session.

Item No. 12

Update on City Manager Search

Commissioner Yelton says that Alan Reddish of The Mercer Group is the project manager for the search. She said a job description for city manager will be advertised and any interested parties should contact him directly. She added that a public input session will take place on June 5th.

Item No. 13

Receive Feedback on Draft Communications Plan/Public Comment Policy

These were first discussed at the April 18th work session. The BOMC requested more discussion and public input.

Commissioner Shortell said she has received one email with a question about the new policy. The Board thanked City staff for putting the policy together. A resident supports the policy.

Next Steps: Discuss the policy and get public comment at the June work session with the goal of voting on the policy at the following regular meeting.

Item No. 14

North Woods Drainage Project Update

City Planner Keri Stevens says she has spoken with the Lake Avondale Advisory Board (LAAB) about this project. She will work with them to put together an Request for Proposal (RFP) for designing the project down to the lake. It was mentioned that this work needs to be done and the funds for it are budgeted. Interim City Manager Ken Turner says he'd like to start this project as soon as possible. There was discussion about how the north end of the lake has become so full of silt.

Next Steps: City staff will coordinate moving forward with the LAAB.

Item No. 15

Hobbs Street Townhomes Quit Claim Deed Request

Interim City Manager Ken Turner explained how this agreement was not a quit claim deed since the City didn't know own the property in question. Mr. Turner asks the Mayor to sign a document saying as much. All Board members agreed.

Next Step: The Mayor will sign the document after the meeting.

Item No. 16

Public Comment

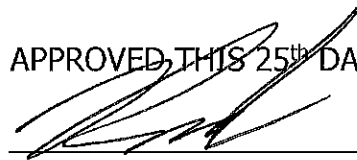
A resident suggested putting an item in the upcoming e-news requesting feedback about the communication and public comment policies. Another resident asked about the status of the planned development agreement (PD) for the Hobbs Street townhomes as well as who was negotiating that on the City's behalf. The same resident says there are many code violations in the residential area that are not being addressed. Interim City Manager Ken Turner says he has discussed this issue with the director of public works and the police officers. He encouraged them to bring any code violations or safety hazards to his attention.

Item No. 17

Adjournment

Mayor Pro Tem Fisher moved to adjourn. Commissioner Shortell seconds. All ayes.

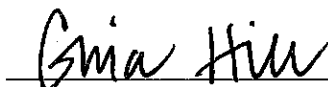
APPROVED THIS 25th DAY OF JUNE 2018



~~Jonathan Elmore, Mayor~~

Brian Fisher, Mayor Pro-Tem

ATTEST:



Gina Hill, City Clerk