



**CITY OF FLOWERY BRANCH**  
**Work Session Minutes**  
**Immediately following Public Hearing**  
**Thursday June 17, 2010**



**CALL TO ORDER:**

Interim Mayor Miller called the meeting to order at 6:06 p.m.

**PLEDGE OF ALLEGIANCE:**

The pledge of allegiance was led by Interim Mayor Miller

**PUBLIC COMMENTS:**

**Ken Russell – 7405 Brookstone Circle, Flowery Branch**

Mr. Russell approached the council and expressed concerns with vehicles travelling on both sides of the road along Lake Sterling Blvd and Lake Crossing Drive.

Mr. Russell requested that the City look into striping both roads with a solid white stripe down the center to keep drivers on their designated side of the road with no passing.

**Ed Asbridge – 7702 Copper Kettle, Flowery Branch**

Mr. Asbridge approached the council and expressed concerns regarding the use of golf carts on the streets of Sterling on the Lake and advised that there is bound to be an accident. Mr. Asbridge was concerned about the safety of the drivers of the golf carts as well as for the drivers of automobiles.

Mr. Asbridge stated that there are more golf carts using the roadways without being street legal and further there have been kids' also driving golf carts on the roadway with no concerns over obeying the traffic laws.

Mr. Asbridge requested that the City pass an ordinance that would ban golf carts on city streets or at least begin enforcing the rules of the road as it pertains to golf carts and underage drivers.

**UNFINISHED BUSINESS:**

There was no unfinished business.

**NEW BUSINESS:**

***Discussion – 1<sup>st</sup> Reading Zoning Code Amendment – Ordinance 348-10***

Planner Riker gave an overview of the reasoning behind the Zoning Code Amendment.

*Discussion – May 26, 2010 Special Called Meeting Minutes;*

There were no changes

*Discussion – June 3, 2010 Meeting Minutes*

There were no changes

*Discussion – US Citizenship and Immigration Services Annual Addendum*

Clerk McCain reviewed the addendum and advised that the every person and or company seeking benefits from the City is required to fill out an affidavit with their citizenship status. This information is then sent to the US Department of Immigration. If for some reason a second check is required the City is charged a small processing fee.

Further, Clerk McCain stated that the addendum is required to be updated on an annual basis. The City is also required to budget a certain amount of funds as may be needed depending on the outcome of initial searches on employees, business or other entities required to submit citizenship information. The cost is at most \$1.50 per transaction if additional verification is required after the initial request. If the SAVE program is accessed, then there is a minimum monthly charge of \$25.00. If the City goes a month without any inquiries there is no charge. Staff does not anticipate many inquiries and has budgeted worst case scenario at \$25.00 per month for each of the 12 months for a total of \$300.00.

*Discussion – Resolution 10-009 – 2011 FY Budget*

Manager Andrew reviewed the Resolution.

There was a consensus of the council that budget was a solid document and that staff had done a fantastic job on implements all the councils concerns and comments as well as the fact that the city is financial sound enough to give the employees a 3% raise, reinstate the 457 match and avoid furloughs.

*Discussion – Lake Lanier CVB Audit Report*

Manager Andrew explained that past councils request that a full audit be done to review where the monies sent to the CVB are being used. According to the auditors a letter of confirmation indicating how much monies were sent by the city to CVB.

There was a consensus of the council to authorize a letter of confirmation from the CVB as opposed to the city paying for a full audit.

*Discussion – Award of contract – Jerry Weitz & Associates*

Planner Riker advised that staff circulated a Request for Proposal (RFP) to qualified consulting firms for preparation of a minor update to the Comprehensive Plan that includes a Capital Improvements Element (CIE).

Further, Planner Riker stated that the proposed work will include the following deliverables:

- Updating the five-year Short-Term Work Program.
- Updating the Transportation Element. This element will be revised to incorporate data and recommendations of a recently completed transportation study.
- Updating other elements that include changes in land area and population. Specifically, updating population, housing and employment estimates.
- Updating the Character Area and Land Use Element to incorporate changes to the Character Area Map and Future Land Use Map.
- Preparing a Capital Improvements Element (CIE) that will include impact fees for police, parks and recreation (multi-use/greenway trail) and community/recreation center.

Proposals were received from the following companies:

<b>Company</b>	<b>Project Cost</b>
Pond and Company	\$ 72,735
Ross & Associates	\$ 66,102
Jerry Weitz & Associates	\$ 15,000

Planner Riker requested that the city accept the proposal from Jerry Weitz & Associates as they are the lowest bid. Further it was noted that the price difference is due to the fact that this company has completed many other projects for the city and much of the information needed for this project has already been accumulated.

It was noted that this would not create impact fees it would only research the possibility of having impact fees.

[Discussion – Resolution 10-011 - Fee Schedule Change for Certificate of Appropriateness](#)

Planner Riker stated that the amendment will modify fees relating to Certificate of Appropriateness applications by creating a different rate for Major Work and Minor Work (see definition below). The new application fee will be \$25 for a Major Work application and \$5 for a Minor Work application.

Major Work: Any “material change in appearance” to an “exterior architectural feature” of a building in a “historic district” or on a “historic property” and which requires a “certificate of appropriateness” pursuant to this Ordinance, involving:

1. The construction, demolition or relocation of a building, structure, or part thereof, or which involves an addition of building space to a building or structure; or construction/installation of accessory buildings and/or structures on site.
2. Any grading, land disturbance, and/or paving or improvement for additional parking involving five or more parking spaces or 2,000 square feet or more of area.

Minor Work: Any “material change in appearance” to an “exterior architectural feature” of a building in a “historic district” or on a “historic property” and which requires a “certificate of appropriateness” pursuant to this Chapter, which does not meet the definition of “major work,” as determined by the Zoning Administrator.” A sign is hereby defined as a “minor work.”

## **DEPARTMENT REPORTS:**

### City Manager Report

#### *Reusable Shopping Bags – Distribution Point*

Manager Andrew advised that a company that produces “Go Green Bags” wants to use City Hall as a distributor for free bags to hand out to the public. The way it works is the company will sell space on the bag to local businesses for advertisement and then distribute the bags for free to residents.

There was a consensus of the council to allow City Hall to be a distribution point for said bags and authorize the city logo to be included on the bags.

Planner Riker reviewed pictures of the Jones Road intersection and advised that the construction of the intersection has been completed as well as the one-way signage.

### City Clerk Report - No report

### City Planner Report

Planner Riker handed out a copy of the Transportation Study that was completed for the City by The Jaeger and Associates.

### City Attorney Report - No report

### Council Report

Councilman Fetterman stated that Jones Road looks good but that large trucks are running over the curbing.

Councilman Yardley advised that the construction on Jones Road went well.

Interim Mayor Miller advised that he attended the concerts at the depot and approximately 100 people were present.

## **ADJOURNMENT WORK SESSION:**

The work session was adjourned at 6:51 p.m.



## CITY OF FLOWERY BRANCH Council Meeting Agenda

### Voting Session Meeting Minutes

**Thursday June 17, 2010**  
**Immediately following Work Session**



#### **OPEN VOTING SESSION:**

Interim Mayor Miller opened the Voting Session at 6:52 p.m.

#### **CONSENT AGENDA:**

- May 26, 2010 Special Called Meeting Minutes;
- June Meeting Minutes
- US Citizenship and Immigration Services Annual Addendum

Clerk McCain requested that the Contract for Jerry Weitz and Associates be included in the Consent Agenda.

There was a consensus to place the Jerry Weitz and Associates contract on the Consent Agenda.

There was a motion made to approve the Consent Agenda as presented.

MOTION: Tara Richards  
SECOND: Kris Yardley  
Unanimous

#### **UNFINISHED BUSINESS:**

##### *1<sup>st</sup> Reading Zoning Code Amendment – Ordinance 348*

Attorney Bennett read Ordinance 348

There was a motion made to approve Ordinance 348.

MOTION: Kris Yardley  
SECOND: Tara Richards  
Unanimous

##### *Resolution 10-009 –2011 FY Budget*

Attorney Bennett read Resolution 10-009

There was a motion made to approve Resolution 10-009.

MOTION: Kris Yardley  
SECOND: Chris Fetterman  
Unanimous

**Moved to Consent Agenda**

Resolution 10-011 - Fee Schedule Change for Certificate of Appropriateness

Attorney Bennett read Resolution 10-011

There was a motion made to approve Resolution 10-011.

MOTION: Tara Richards  
SECOND: Chris Fetterman  
Unanimous

**EXECUTIVE SESSION:**

There as a motion made to enter Executive Session for Land Acquisition and Pending/Potential Litigation at 6:56 p.m.

MOTION: Tara Richards  
SECOND: Chris Fetterman  
Unanimous

**RECONVENE OPEN SESSION:**

There as a motion made to exit Executive Session and reconvene open session at 8:00 p.m.

MOTION: Tara Richards  
SECOND: Chris Fetterman  
Unanimous

**VOTING SESSION:**

Councilman Yardley advised that he would not be able to attend the July 1, 2010 regularly scheduled council meeting. Due to the absence a quorum would not be available to hold the meeting.

There was a consensus to move the regularly scheduled meeting to July 8, 2010 at 6:00 p.m.

**ADJOURNMENT:**

There was a motion made to adjourn the meeting at 8:13 p.m.

MOTION: Chris Fetterman  
SECOND: Tara Richards  
Unanimous