



**CITY OF DAHLONEGA
WORK SESSION MINUTES
JUNE 20, 2018 4:30 P.M.**

Mayor Norton called the Work Session to order at 4:30 p.m.

Members Present

Mayor Sam Norton and Councilmembers Helen Hardman, Bruce Hoffman, Ron Larson, Roman Gaddis, JoAnne Taylor and Mitchell Ridley were present.

Staff Present

City Manager Bill Schmid, Finance Director Melody Marlowe, Community Development Director Kevin Herrit, Public Works Director Mark Buchanan and City Clerk Mary Csukas were present. Downtown Development Director Jan Harris was present. City Attorney Doug Parks was present.

Department Reports

a) Community Development/Historic Preservation Commission:

Community Development Director Herrit stated that the report includes new sign designs that will signify to the community if a property is under a Zoning Change, COA Request, or a Variance\Special Exception. Along with the new signs, corresponding post cards will be mailed to the adjacent property owners that will match the sign on the neighboring property that is under a planning or zoning change.

Councilmember Gaddis stated that two of the new sign designs used a blue color and one design should be changed to a different color.

Community Development Director Herrit agreed that a different color should be used on each sign.

Mayor Norton informed the Council that the Director is hoping design change in the sign will citizens to know by the color what change is happening at that property. By visiting other communities, we have found that this is a good idea and we want to emulate this idea and make the process easier.

Community Development Director Herrit agreed with the Mayor Norton and stated that the new signs will also make the process more transparent.

Community Development Director Herrit stated that other items in the report such as building heights must go before Planning Commission since the change pertained to Zoning Regulations.

b) Dahlonge Downtown Development Authority:

Downtown Development Director Jan Harris Informed the Council about changes to the upcoming July 4th Celebration. Dahlonge Mountain Sports will be hosting the Firecracker 5k Run which begins at 8:00am and the Fun Run which will begin at 9:00am. The City of Dahlonge will host the July 4th Parade which will line up at 9:30 am and roll out at 11:00 am. At the end of parade which is expected at 12:00pm we will host the patriotic ceremony in the Square which will include the unveiling of Dahlonge Stories plaque and the pledge of allegiance with the Junior ROTC and Color Guard. The Chamber of Commerce will host the Firework festivities on the UNG drill field that will include a Concert with a D.J at 6:00 p.m. Once it is fully dark the fireworks will commence.

Councilmember Larson asked questions concerning the parade applications and Downtown Development Director Harris informed Council that she had received 8 applications but expected a rush of applicants as the 4th of July approaches.

Mayor Norton asked questions concerning the wayfinding signs status. Downtown Development Director Harris stated that she is waiting on the commissions from businesses for a sign plates that will be placed on the post. Director Harris informed Council that she did have some orders ready for the wayfinding post.

Mayor Norton and Council asked if it would be possible to pre-order the sign post and place around town while DDA waits for the sign plates to be commissioned.

City Manager Schmid informed Mayor and Council that the purchase order for the sign post and plates was signed over a month ago, so the post and plates have been ordered but we do not have the content to go on the all the plates. City Manager Schmid stated that it makes sense to execute the orders we have along with blank plates on the post. This idea would stir interest for other businesses to purchase a plate, as we have city crews ready to install them.

c) Marshal's Office: No new information

d) Finance/Administration Department: No new information

e) Public Works/Cemetery Committee:

Public Works Director Buchanan informed Mayor and Council about updates on the following projects: Crosswalks are close to completion on North Grove at Boyd Circle and North Mountain View. The bids for the Wimpy Mill Picnic Area should be back by the 3rd of July. The Installation of the Wimpy Mill sidewalk from N. Grove to Golden Hills Apartments on North Grove is done except for vegetation. Streetscape is ongoing with road striping and a multitude of signs to install. Handicap parking has been expanded in areas of town from four spaces to seven handicap parking spaces. Installation of

Calhoun Drive/Morrison Moore traffic signal by UNG contractors will only need our approval of road closures for this project.

Mayor Norton informed Council and the Public that City Manager Schmid and Public Works Director Buchanan are working with Senator Gooch to secure funding for turn lanes on Wimpy Mill Roads since the bid for this project is higher than expected.

Chairman Chris Worick of the Cemetery Committee informed Mayor and Council of the need to reseed some of the bare spots in the Mount Hope Cemetery and that Public Works Director Buchanan had some other ideas instead of grass for those areas. The discussion was ongoing.

f) Water and Waste Water Treatment Plant: No new information

Park Street Historic Inventory

Community Development Director Herrit has asked Caitlin Mee, a graduate student at the University of North Georgia, to speak with the Mayor and Council concerning her proposal of South Park Street being placed on the Residential National Register Historic District.

In a memo to Mayor and Council Director Herrit stated the following; "Caitlin Mee would like to present her findings on a graduate project for the determination of South Park Street to become a National District and where the boundaries for this district would be delineated on a map. This project represents the capstone project for her graduate degree in historic preservation from Georgia State University (GSU). She has received a preliminary determination for South Park Street boundaries from the Georgia State Historic Preservation Office."

Ms. Lee outlined in her proposal, to Mayor and Council, her scope of work, work plan and deliverables that are in a series of phases and due dates that she hopes to achieve by September 2018. which is the end of her semester at UNG. Ms. Lee is hoping to keep this plan ongoing with the City of Dahlonega and make sure that we define what preservation is in Dahlonega for Historic Preservation Commission, Downtown Development Association and the Citizens.

City Manager Schmid stated that it would be a good idea to get the will of the Council, now or at another meeting, about applying for the Historic Designation of Historic Park Street that Ms. Mee has suggested in this proposal. City Manager Schmid stated that Ms. Mee has made her presentation to the Council and will now need direction from the City.

Mayor Norton stated that it would be a good idea for Council to attend a Historic Preservation Commission Meeting with Ms. Mee in attendance and gage the Commission's interest in pursuing the proposal.

Outside Dining Alcohol Sales

Mayor Norton informed Council and the Public that this discussion concerns businesses that have outside dining permits that want to include serving and selling alcoholic beverages as part of the permit.

Community Development Director Herrit stated that he understood that Council and Mayor were asking for alternate methods for this part of the ordinance and that staff recommendation is a movable

stanchion post with twin retractable belts. With the belts being of a black color or a color approved by the Community Development Director or their designee.

Community Development Director Herrit has given the council documents outlining the ordinance sections which show the requirements for alcohol sales with outside dining for their review. Within these documents is the Ordinance Section 8-78 which outlines the requirements needed for outside dining when alcoholic beverage is served and the requirement of a barrier.

Community Development Director Herrit read the portions of the ordinance Section 8-78 to Mayor and Council: "Further, a divider shall be required which shall separate the sidewalk cafe from the remaining sidewalk area by a removable divider constructed of a sturdy material such as wrought iron, metal or wood posts and chain, or other such materials deemed safe to the appropriate location."

Councilmembers asked what the purpose of the divider was in relation to outside dining with alcoholic beverages. Community Development Director Herrit stated that the purpose of the barrier was to keep the restaurant and the server in compliance with the ordinance.

Councilmembers and the Mayor discussed removing portion of the ordinance that required a barrier but would require the use of glass containers. Glass containers would possibly keep the patron from possibly walking away into the square with alcoholic beverages, which is against the 2016-alcoholic beverage ordinance.

City Manager Schmid informed Council that the Holly Theater has sent a letter to the City which pertained to this issue of restaurants with outside dining permits who want to serve alcoholic beverages. In the letter, the Holly theater is asking to use the area under their marquee for patrons to stand outside with alcoholic beverages. City Manager Schmid stated that in this instance a cordoned area would clearly define the area they would be using for the standing patrons.

City Manager Schmid followed with the recommendation that we address both a seated outside dining area with no barriers and a standing area with cordoned area both areas using glass containers.

Tommy Lee, the owner of Capers on the Square, spoke concerning his yearlong attempts to have outside dining with alcoholic beverages. Mr. Lee informed Council that the current fencing type barrier that the ordinance requirements is too costly at \$2,800.00 and difficult for the staff to store each night at the end of the working day.

City Manager Schmid informed Mayor and Council that the current requirement only allows outside dining along the front wall of the building of the restaurant. It is to be an extension of the restaurant.

Mayor Norton asked Council to discuss the idea of outside dining seated with seated and standing patrons. The seated outside dining would be adjacent to their outside wall with glass containers and no barrier and outside alcoholic beverages for standing patrons with a barrier and glass containers.

Mayor and Council agreed to amend the alcoholic beverage ordinance and any other ordinance pertaining to outside dining with alcoholic beverage sales as discussed and be ready for vote at the July 2, 2018 Regular Council Meeting.

Dahlonega Trail Fest – Temporary Special Event Alcohol License

The Dahlonega Trail Fest is an approved event with a temporary special event alcohol license that will coincide with the First Friday in the Park event on September 7, 2018. Tom Lamb the event coordinator for the Dahlonega Trail Fest is asking that his event be allowed to sell alcoholic beverages to the patrons at the First Friday in the Park event. The newly updated alcoholic beverage ordinance allows alcoholic beverages, sold at an event in Hancock Park, to be taken into the park for consumption. Mr. Lamb is asking how the required wrist bands, from the Trail Fest event, will be handled with the patrons at the First Friday in the Park event.

Mayor and Council discussed the dueling events in Hancock Park and the issue of alcoholic beverage sales crossing over between events and the consensus was to allow the Dahlonega Trail Fest to sell alcoholic beverages to the patrons attending the First Friday in the Park event on September 7, 2018. Each event goer must have the appropriate wrist band showing the purchase of the alcoholic beverage from the Dahlonega Trail Fest while they are in either event in Hancock Park.

Downtown Development Authority Sale of Alcoholic Beverages in Hancock Park during City Events

Mayor and Council had a discussion to allow the Downtown Development Authority to sell alcoholic beverages in Hancock Park during City Events.

Kids Play Area in Hancock Park

Downtown Development Director Jan Harris presented an updated design of the potential Kids Play Area in Hancock Park to Mayor and Council with a 2-D Rendering & Cost sheet for the Hancock Park Playground.

Councilmember Taylor was concerned that the proposed design did not show an all accessible playground that would allow a child or adult who is disabled with a wheelchair to participate in the use of the Park.

City Manager Schmid stated to the Mayor and Council that he understood that the intent of the Council was to use Tourism Product Development money from the hotel/motel tax, as a key component of the Kids Play Area in Hancock Park. City Manager Schmid followed that to allow the use of the TPD funds the park must be a tourist draw, it would need to be distinguishable from the typical playground. Currently Dahlonega has two typical playgrounds, one at Yahola Creek park and the City Park next to City Hall.

City Manager Schmid informed Council that there are only a few companies that make playground sculpture equipment of any quality which has drove us into this direction of the 2-Rendering and the \$200,000 cost being presented to the Council. City Manager Schmid stated that the requirements we issued to the ID sculpture company was for the playground to be all accessible, which we found pertained to the surface area. This idea followed with a discussion of the range of disabilities from ADHD, blind, deaf, autism not just a wheelchair bound individual. This design is intentionally a draw for tourism since this will be the first playground of its kind in Georgia.

Mayor Norton asked the Council and Staff who are attending the GMA Conference in Savannah to stop at a booth of companies that are associated with all accessible and sculptured playground equipment to see the different products and pricing available to the public.

Mayor and Council discussed the proposed budget of \$200,000, with construction to begin in the Spring 2019 and the play area to be ready by Summer of 2019.

Owens Farm Lift Station Upgrade Proposal for Engineering Services

Water/Wastewater Treatment Supervisor Jarrad transmitted a memo that outlines the staff recommendation to upgrade the Owens Farm Lift Station to the Mayor Council that is being discussed tonight at the work session. In the memo Water/Wastewater Treatment Supervisor Jarrad stated the following: "The Owens Farm Lift Station is located at the entrance to the new Highland Trace Development. Sewage from Achasta, River Knoll, Pizza Hut, Old Fieldale Hatchery, and soon to be Highland Trace Apartments enters this facility. The lift station at Achasta pumps into this system and the Owens Farm Lift Station pumps the wastewater to the top of Crown Mountain where it is gravity fed to the treatment facility. This station was constructed in late 1990's and is in dire need of rehabilitation. Current equipment used in this facility is special ordered from outside of the United States and require long wait times for repairs and replacements. It is our goal to rehabilitate this station to our current standards of Flygt Equipment. This project is similar to the work that was completed on the Old Water Plant Lift Station (Wimpy Mill Bridge) and was outlined for repair under the Capital Needs list that was developed for his department".

Water/Wastewater Treatment Supervisor Jarrad informed Council that staff recommendation is to hire Turnipseed Engineers to design handle bid award and perform inspection services needed to the Owens Farm Lift Station. The estimated cost is \$350,000 and it is allocated in the Budget. The concern from Staff is that with the current age of the piping in this station the facility will not last another year.

City Manager Schmid informed Council that this pump station had been anticipated as a joint venture with developers of the Highland Trace Subdivision, but they chose to build their own pump station and not participate with the City's. The developer will have a contribution to the repair of the pump station due to their choice not to participate with the joint facility, so they owe the city a percentage of the capacity in the new pump station.

The Mayor discussed a possibility of the City creating a new pump station instead of a repair to the pump station in question. Waste/Water Treatment Supervisor Jarrad explained the Highland Trace new pipes were 4 inch and ours would be 6 inches and we would damage to Highland Traces new pipes if we create a new pump station. We would also need more land from the developer to make a new pump station workout.

City Manager Schmid reminded Council that there is a lead time to the design and this is just authorization to the design and then we will know better the condition of the pump station over the next few months. If the report shows, we can delay the upgrade of the pump station we will as requested by the Mayor.

Storm Water Program Funding Solutions

Mayor Norton invited Ms. Courtney Reich from Ecological Planning to present her company's program for Storm Water Program Funding Solutions. This topic had been one of the top three issues that came out of the recent Mayor and Council Retreat.

City Manger Schmid informed Council that a key component of the City's Capital improvement plan over the next five years is the significant amount of spending that is related to storm water type projects.

Currently the City is looking for alternative means to pay for them rather than just draw money out of the General Funds.

Ms. Reich's gave a slide presentation that explained why older cities such as Dahlonega begin to review storm water programs and funding.

- Development is one of the key components that make Cityies look at their storm water funding program due to the water run off that is directly related to more impervious surfaces on the ground. The drainage systems of older city's such as Dahlonega have systems that were built when there were a lot less impervious surfaces on the ground, so it is overwhelmed by this added runoff.
- The age of the Infrastructure is another issue since all infrastructure systems have a life span and storm water structure is no different. If there has not been a lot of investment into that infrastructure the system may ultimately fail and be catastrophic.

Ms. Reich continued her presentation to focus on the fact that a comprehensive storm water management program has three key components:

1. Capital improvement for the Drainage Program – Large scale engineering projects that require an upsize to the system to deal with more storm water run-off. Or develop large storm water practices to better manage that storm water run off in terms of treating the water quality. SPLOT funds can be used on capital improvement plans.
2. Drainage System Operations and Maintenance – This aspect cannot be funded through SPLOST, but this area has a major price tag to its upkeep. This program can help you expand the life span of your drainage system, but it can delay capital improvement projects.
3. Administration of the Storm Water Program – Regulatory compliance of state and local government.

Ms. Reich explained the two-step process that Ecological Planning uses when they start working with a City to design A Storm Water Management Program.:

1. Identify the current program that manages storm water and what else needs to be done in the future to provide the level of service needed for their citizens.
2. There are two major ways to Fund the storm water management, through general funds and user fees.

Ms. Reich explained Ecological Planning recommends the use of the user fees program that could be implemented through the utility billing department. The cost to the user is generally \$4.00 a month and it would be based on the impervious footprint on the property; the people that create the run-off pay for the run-off. These storm water fees can only fund the upkeep and maintenance of the storm water management program.

A final step is staff involvement with the implantation of the program. Administratively, staff will be needed in the engineering department to review credit applications and to apply credits to accounts that have reduced their square footage. Then generally crew members would be needed to inspect the infrastructure of the storm water management program.

The Work Session Meeting adjourned at 6:45 pm.

Respectfully Submitted,
Mary Csukas
City Clerk