

Planning Commission Work Session  
Minutes - August 28, 2023

1. Call to Order: Chairman Edwards called the meeting to order at 5:30pm.
2. Roll Call: Chairman Edwards; Commissioners Butler, Guidry, Ross, Moody, and Jefferson were present. Commissioner Mehserle was absent.

Staff: Bryan Wood – Community Development Director, Emily Carson – Community Planner, Chad McMurrian – Engineering Services Manager, and Christine Sewell – Recording Clerk

3. Citizens with Input – None
4. Capital Improvement Projects Update

Mr. McMurrian provided updates on Perry Branch, Jack Links storage tank, new sewer extension on Perry Parkway, status of new wastewater plant.

5. New Business

- Development sureties – Section 2-3.16, Maintenance Warranty, and Section 2-3.17, Performance Guarantee

Mr. Wood advised last September the City adopted an amendment updating development sureties (maintenance and performance) to address issues related to developers' failure to dedicate certain infrastructure in a timely manner. We had push-back on these requirements upon implementation. Council suspended enforcement until staff could evaluate and provide recommendations. The current maintenance surety amounts to 33% of the construction costs of the infrastructure improvements to be dedicated to the City. The maintenance period is 24 months. The maintenance period extends an additional 24 months for a phase of the development which is used to access additional phases. Maintenance surety must be in the form of a letter of credit.

Research findings:

- Maintenance surety amount: Outside the Atlanta metro area, most local governments in Georgia require the maintenance surety to be 10% of the construction costs. Some communities require 25% if the plans include bridges, box culverts, or pipes larger than 48" in diameter.
- Maintenance time period: Maintenance periods range from one year to three years. Some communities extend surety for roads used to access additional phases.
- Performance guarantee: Performance guarantees are typically 110% of the anticipated cost of construction. Some communities require 125% if the plans include bridges, box culverts, or pipes larger than 48" in diameter.
- Performance guarantee for stormwater ponds: One community requires a 110% performance guarantee for construction of the stormwater ponds in a development.
- Form of surety: Maintenance and performance sureties may be in the form of a bond or letter of

credit.

Staff recommendations:

- Maintenance surety amount: 10% of construction costs; 25% with bridges, box culverts, or pipes exceeding 48" diameter. Develop a spread sheet of construction elements and unit costs to be completed by the design engineer; city consultant to review.
- Maintenance period: 18 months. Extend maintenance surety for roads only when used to access additional phases of a development.
- Performance guarantee: 110%.
- Require 110% performance guarantee for stormwater ponds to be collected prior to issuing land disturbance permit.
- Accept bonds and letters of credit for maintenance surety (already allowed for performance guarantee).

The Commission discussed and concurred with staff recommendations.

- Sidewalks, street trees, and parks in subdivisions

Mr. Wood advised Administration has been discussing the requirements of sidewalks, the way the ordinance states now and is interpreted by him is that they are required on both sides of the street. Mr. Wood stated in residential areas it's 4ft and commercial 5ft on both sides. Also, should a developer place a sidewalk on the front of a city street; some areas in the city the topography does not make feasible. Concurrence was for both sides of the street.

Mr. Wood advised the current city policy is for them to purchase lot and put in a park, however, this has proved costly, and should the city require developers to allot park space, but who should provide the equipment and when completed the city would maintain. Mr. Wood asked the Commission to think over and provide what they might like to be done at a future meeting.

6. Other Business – None

7. Adjournment: there being no further business to come before the Commission the meeting was adjourned at 6:33pm.