



City of Smyrna

A. Max Bacon City Hall
HR Conference Room
First Floor
2800 King Street
Smyrna, Georgia 30080

Meeting Minutes - Final Committee of the Whole Work Session

Thursday, February 17, 2022

6:00 PM

A. Max Bacon City Hall - HR Training Room

Committee of the Whole Meeting Virtual Option

<https://meet.goto.com/237861869>

You can also dial in using your phone.

United States: +1 (224) 501-3412 / Access Code: 237-861-869

Roll Call

Present 7 - Mayor Derek Norton, Councilmember Glenn Pickens, Councilmember Travis Lindley, Councilmember Charles Welch, Councilmember Susan Wilkinson, Mayor pro tem / Councilmember Tim Gould, and Councilmember Lewis Wheaton

Also Present 1 - Scott Cochran

Staff 15 - Joe Bennett, Penny Mocerri, Kristin Robinson, Russell Martin, Heather Peacon-Corn, Jennifer Bennett, Roy Acree, Brian Marcos, Keith Zgonc, Robert Harvey, Bo Jones, Eric Randall, Richard Garland, Joey Staubes, and Dat Luu

1. Call to Order

Mayor Derek Norton called to order the February 17, 2022 Committee of the Whole meeting held at A. Max Bacon City Hall HR Training Room at 6:01 PM.

2. New Business

A. [COW22-05](#)

Connected Vehicle Pilot Program discussion - City Engineer Eric Randall

Eric Randall, City Engineer, discussed Connected Vehicle Pilot Program along with the Director of Traffic Operation Division Manager with Cobb County DOT. The Connected Vehicle Pilot program will begin with emergency vehicles and buses. Cobb County is requesting with GDOT that Smyrna place these signals into signal cabinets. Initially, the intersections are Cumberland Blvd at Spring Road and at Spring Hill Parkway. These signals communicate speed, distance over a period of time, delays, and they can anticipate individual cars, etc.

B. [COW22-21](#)

Discussion regarding Law Enforcement training facility lease and construction.

Chief Zgonc and Deputy Chief Harvey presented the following information:

The PD training facility and records depository is being removed for future development creating a critical infrastructure need for officer training. This creates a critical need to

locate a structure which could serve effectively as a training facility. The police department has very limited space for training at its headquarters which is limited to classroom only instruction.

1100 Wilson Way, Suite 400 (DBA - Highlands Overlook) has been offered as a possible solution to create a new and improved law enforcement training venue. The building, located off Highlands Parkway on the south end of the city has 6,400 square feet of usable space and is available for up to a three-year lease.

The venue (6,400 square feet) incorporates four (4) offices, a room for the firearms training simulator (FATS), a forty (40) student classroom, and 3,400 square feet of unfinished warehouse space which can be used for defensive tactics training and other simulated training needed to maintain a highly competent and well-trained work force. Additionally, this venue creates a footprint for law enforcement on the south end of the city. Officers training and utilizing this space places officers in strategic locations for a variety of service needs (presence, response times, handling local criminal issues confined to the south end of the city, etc). Additionally, this can be used to attract and recruit new police officers.

The facility will need some upgrades for security, internet, door access, paint, flooring, furniture and HVAC. To create a space conducive to training, at a minimum, would incorporate the following:

- Rent: \$5,000.00 monthly
- Furniture (office furniture, classroom tables/chairs, media): \$5,000.00
- Paint and flooring: \$33,000.00
- Internet connection (includes door access, security camera installation, firewall, rack, computer, and video conferencing): \$27,000.00
- Room preparation for FATS simulator: \$3,000.00
- Utilities (lights, HVAC, internet, water): \$1300.00 monthly

Approximate initial cost to have the venue ready for business is \$75,000.00 to \$90,000.00. Annual cost between \$75,000 and \$85,000.

Discussion took place regarding whether or not this was going to be an additional precinct. It would not be an additional precinct, but it would help facilitate keeping officers within their particular zones and speed up other processes. This facility would also allow there to be more police presence in an area that has limited police presence and is far from police headquarters.

This project qualifies for ARPA funding. They can move into the space on March 10, 2022, and it is believed that the project would take around 60 days.

C. [COW22-19](#)

Classification and Compensation Study Update

Carol Sicard, Human Resources Director, presented the following:

- Draft job descriptions have been distributed to Department Heads for revisions.
- When calculating compression estimates, the assumption has been made that this will take place July 1.

*Mayor Norton asked if they could provide options for both April 1, 2022 vs July 1, 2022. Ms. Sicard said she would speak to UGA about those numbers and provide those options.

- This will include a maintenance plan, appropriately reclassifying positions, and remedying retirement issues.
- Going forward, they will look at benchmark positions and look at DCA which is a

centralized repository for this information from other municipalities around the state.
- They will also follow economic indicators in order to make appropriate adjustments.
- They will look at the same kinds of economic indicators to determine what merit adjustments will be.

D. [COW22-15](#) Update of the City of Smyrna Strategic Plan

Deputy Fire Chief Brian Marcos presented the following:

Strategic Plan Framework:
Mayor and Council Retreat
(2) Committees established
Series of Meetings
Framework

- Strategic Focus Areas
- Objectives
- Action Items
- Implementation time/ stakeholders/ cost

Next steps: Agree, decide, and communicate

Economic Development: Ensure and Enhance Economic Prosperity and Viability

- Business retention
- Toolboxes for new businesses

Community Development: Promote Responsible Growth and Development

- Have good processes in place as the City grows
- Online permitting and inspection system
- Incentives for greater development and infrastructure

Civic Engagement: Strengthen the Connection Between Residents and the City

- Hispanic Heritage Event
- City website
- Citizens' Academy and the Youth Council

Employee Excellence: Commitment to Employee Development, Support and Retention

- Classification & Compensation Study
- Professional development
- Improve on-boarding experience/orientation experience

Quality of Life: Take Pride in Calling Smyrna Home

- Public safety
- Comprehensive facility improvement

E. [COW22-20](#) Discussion regarding redistricting

Joe Bennett, City Administrator, stated that he reached out to Parker Berry of Butler Snow LLC to discuss lowering the cost of redistricting by allowing Smyrna's GIS Coordinator, Kathe Roper, to produce the redistricting mapping. Upon discussions with Ms. Roper, she expressed that she was unfamiliar with the process and was not in the City when they last redistricted. The estimate will remain the same at \$55,000.00. Mr. Bennett stated that Butler Snow LLC will gather and analyze the census data and bring to Council a map that the Council can then discuss and adjust.

F. [COW22-22](#) Discussion regarding Village Green Park concept

Andrew Kohr, Pond & Co., presented the following:

This is the park that will be adjacent to the brewery.

Concept plan with components:

- 1) Playground
- 2) Open Lawn Space
- 3) Stage area
- 4) Pet-friendly lawn space

Tree protection is a priority. Fencing will be added to separate the playground from the road. Mr. Kohr presented a few images of examples of the stage area and playground structures as well as seat walls and fencing.

The next step is to bid out the design/build portion.

G. [COW22-23](#) Discussion regarding Ward 7 annexations

Mayor Norton discussed what occurred at the Georgia State Capitol when the proposed City of Mableton displayed their map, it included the areas that the City of Smyrna is proposing to annex. It was caught, and they were able to go the apportionment office and fix those parcels and not include them with the City of Mableton.

Joe Bennett, City Administrator, presented the following:

- Many conversations have taken place over the last several months with Cobb County that included elected officials, County staff;
- In order for Cobb County to support the annexations proposed by Smyrna they would like the City or partner with the proposed trailhead on Discovery Blvd.;
- There is needed roadwork to be done on Veterans Memorial;
- On the last phone call with Cobb County and Dr. McMorris is that their support of the annexation wanted to pull \$1.6M returned to them for the work performed on Riverview;
- If this land had been annexed previously, Smyrna would have had to do the much needed roadwork;
- If Council moves forward, the County will draft the MOU to be brought before this body;

Councilmember Lewis Wheaton stated that this is a reasonable step forward. It would allow the City to have a lot of undeveloped land right on the river.

Andrea Worthy, Economic Development Director, stated that staff has been meeting with Trust for Public Land on and off. They are excited and want to come before the Mayor and Council in March or April to present their project. Trust for Public Land acquires land and raises funds to build trails, improve trails, etc.

3. **Review of the February 21, 2022 Mayor and Council Agenda**

A. [COW22-16](#) Review of the February 21, 2022 Mayor and Council Meeting Agenda

Item 4A. 2021-132 Public Hearing - Zoning Request - Z21-004 - Allow rezoning from Future Commercial (FC) to Limited Commercial (LC) for use as a professional office -

0.25 acres - Land Lot 485 - 1120 Concord Rd - Jeremy Robinson

Joe Staubes, Planner II, presented the following:

Jeremy Robinson is requesting a rezoning from FC (Future Commercial) to LC (Limited Commercial) for the ability to use the existing building as a professional office. The subject property is zoned FC and was previously occupied as a residential structure. The property is occupied by an existing structure that will remain with improvements that allow it to operate as a commercial structure. The applicant is requesting to rezone the property to LC to permit the use as a professional office.

The City Engineer has reviewed the proposed rezoning with respect to transportation, stormwater management and stream buffer issues. No additional transportation or stormwater management improvements are required for the site except for improvements to the access drives. There are no stream buffers affecting the property. The Fire Marshal's office has reviewed the current proposal and in general believes that it meets the Fire Code requirements for fire truck access. The applicant will be required to provide ADA parking and accessibility to the building. Community Development has reviewed the zoning proposal against the city's 2040 Comprehensive Plan and Future Land Use Plan. The zoning proposal is consistent with the NAC (Neighborhood Activity Center) Future Land Use Designation. Community Development has reviewed the proposed development against the requirements of the Zoning Ordinance with respect to the use as a professional office. The proposed development meets all the zoning requirements for a professional office. Community Development Staff is supportive of the change in zoning from the non-conforming zoning of FC to LC.

Community Development recommends approval of the rezoning from FC to LC at 1120 Concord Road with the following condition:

1. Approval of the subject property for the LC zoning district shall be conditioned upon the development of the property in substantial compliance with the site plan submitted 11/18/2021 and created by TC3 Design Studio LLC.

Item 4B. 2021-600 Public Hearing - Zoning Request - Z21-014 - Allow rezoning from GC to MU-Conditional for the development of 163 multi-family units, 20,409 sq. ft. of commercial/restaurant space, and 7,700 sq. ft. clubhouse space at a density of 23.5 units per acre - 6.9 acres - Land Lot 751 & 752 - S Cobb Drive & Oakdale Road - Arris Holdings.

Russell Martin, Community Development Director, presented the following:

Arris Holdings is requesting a rezoning from GC (General Commercial) to MU-Conditional (Mixed Use) for the ability to construct 163 multi-family units with 20,409 sq. ft. of commercial/restaurant and 7,700 sq. ft. clubhouse space. The subject property is zoned GC and has been used commercially along with several parcels that remain vacant. Any existing buildings will be demolished for the construction of a new mixed use development.

The proposed development will include a total of 163 multi-family units and 20,409 sq. ft. of commercial and 7,700 sq. ft. clubhouse area in three buildings. Building #1 will be 167,934 sq. ft., four-story building and consist of 132 multi-family units and 7,700 sq. ft. of clubhouse space and pool/amenity area, and 3,200 sq. ft. of commercial space on the ground level. Building #2 will be 52,978 sq. ft., four-story building, and consist of 31 multi-family units with 11,909 sq. ft. of commercial/retail space located on the

ground level. The commercial space in Building #1 & #2 will consist of retail and restaurant space, which will be marketed to local restaurants and boutiques and integrated into the building at the main entrance of the development. This portion of the commercial space will serve as an amenity to residents of the development and in the immediate area. Additionally, the project will include a dog park and public lawn within the development, as well as greenspace and landscaping around the buildings, and the perimeter of the development.

Building #3 is a one-story 5,300 sq. ft. out-parcel developed and retained by the current property owner. This building will be marketed for retail, office and general commercial uses.

The unit composition for the 163 multi-family units will consists of 64% one-bedroom units, 34% 2-bedroom units, and 2%-3-bedroom units with an average unit size of 940 sq. ft. The units will range in size from 751 sq. ft. to 1,442 sq. ft. 10% of the units will be affordable for household earnings between 80% to 100% of the MSA area median income and capped at 30% of monthly income. Amenities for the units will include fitness facilities, pool and clubhouse, yoga studio, media room, business center, and communal gathering places.

The proposed project will include 389 parking spaces within the development. Section 901 requires 460 parking spaces for the combined multi-family and commercial uses. However, the proposed multi-family buildings will consist of 64% one-bedroom units, and therefore a ratio of 1.75 spaces, as required in Section 901, per unit is unnecessary. The commercial uses within the development have parking supplied at the ratios required in Section 901. A one-story parking deck will include 86 parking spaces, and 316 parking spaces will be surface level.

The development includes a full access drive on S Cobb Drive and a full access drive on Oakdale Road. The development will have one ingress lane entering the site and one egress lane exiting the site. The development will provide a 5-foot sidewalk along S Cobb Drive and along Oakdale Road.

The traffic impact study provides a future traffic analysis for horizon year 2033 for both the "No-build" and "Build" conditions. The "No-build" conditions provide an assessment on how traffic will operate in the study horizon year without the site being developed as proposed, with projected increases in through traffic volumes due to normal annual growth. The future "No-build" volumes consist of the existing traffic volumes plus increases for annual growth of through traffic. The annual growth in traffic volume was based on GDOT recorded traffic volumes for the last three years. The annual growth in traffic volume is also calculated in the "Build" scenario. The project is not projected to have any significant impact on Level of Service for the intersections studied.

The traffic impact study indicates that LOS (Level of Service) should not be impacted by the development. The eastbound approach of S Cobb Drive at Calibre Lake Parkway is projected to have a LOS of F in the AM and E in the PM in the 2033 Build or 2033 No-Build conditions. S Cobb Drive at Highlands Pkwy/Shell Driveway is projected to have a LOS of F in the AM and PM in the 2033 Build or 2033 No-Build conditions. The traffic impact study recommends the following system improvements at the intersection of S Cobb Drive and Highlands Parkway to improve the intersection to LOS D for AM and PM:

1. Install right-turn overlaps for the eastbound right-turn and southbound right-turn phases.

2. Install an additional eastbound left-turn lane (via restriping or widening) so the approach provides two (2) exclusive left-turn lanes, one (1) shared left-turn/through lane, and one (1) right-turn lane. Sidewalks are proposed along S Cobb Drive and Oakdale Road.

Additionally, the westbound access drive at S Cobb Drive at Site Driveway A is projected to operate at a LOS F in the AM and E in the PM of the 2033 Build condition. The traffic impact study recommends constructing one ingress lane entering the site and one egress lane existing the site at both entrances to the development. The traffic study also recommends extending the merge lane on S Cobb Drive to the proposed site driveway to become a right-turn lane into the site.

Finally, the traffic impact study indicates that the intersection at S Cobb Drive and Oakdale Road will continue to operate at LOS D for the 2033 Build Condition, and the development is projected to only add 5 seconds of delay to the signal.

The applicant will also pursue voluntary improvements with the appropriate Departments of Transportation to mitigate any impacts, such as providing a dedicated left-turn arrow for Church Road westbound and widening Kenwood Road eastbound to provide a left-turn lane, if there are no utility conflicts. The applicant has agreed to provide a right-turn lane on Oakdale Rd for northbound travel along S Cobb Drive.

Using the Trip Generation Manual, the traffic impact study compares the proposed project with 70,000 sq. ft. shopping center which is allowed by-right under the current GC zoning. The proposed project is expected to generate 1,350 total net trips. The shopping center would generate 2,110 total net trips; more than 760 additional trips daily compared to the trip generation of the proposed project. Due to the possible heavy traffic intensity of commercial centers, the proposed project could create significantly less traffic than other alternative uses, which are allowed by-right.

The proposed building will utilize cement fiber lap siding & panel, as well as brick for each facade. The applicant has provided architectural renderings with the zoning application for reference. The development will also incorporate a public art display area that will showcase local area artists and create a visual draw and aesthetic uniqueness to the property and area.

Discussion took place about the length of the sidewalk and the length of the right turn lane and extending it.

Item 4C. RES2022-08 Approval of Resolution RED2022-08 for the funding and submittal of an application to the Atlanta Regional Commission (ARC) for participation in the 2022 Livable Centers Initiative grant program for the development of a South Cobb Drive study in the amount of \$40,000.00, which is a 20% local match by the City, and authorize the Mayor to sign and execute all related documents.

The Community Development Department is seeking approval for a funding resolution in the amount of \$40,000 to submit an application to the Atlanta Regional Commission to participate in the 2022 Livable Centers Initiative grant program for the development of the South Cobb Drive corridor study. The proposed study area would encompass parcels along or near South Cobb Drive from Oakdale Drive / Lake Court to Pat Mell Road. The study is intended to create a master plan to advance affordable housing, creative place making, transit, green infrastructure and smart city technology. Community Development is applying for a total grant amount of \$200,000 for the study.

Participation in the grant program would require a local match of 20% by the city for a total match amount of \$40,000.

If the Council agrees to move forward with this, it will need to be added to the 2023 budget.

Item 6A. RES2022-06 Approval of Resolution RES2022-06 calling for a Special Election for the Ward 2 Council seat, setting qualifying dates, setting a qualifying fee of \$567.00, approval for the City to enter into a Contract with Cobb County Board of Elections for the Primary Election May 24, 2022 and authorize the Mayor to sign and execute all related documents.

Mr. Austin Wagner announced at the February 3, 2022 Committee of the Whole Meeting that effective immediately he would be stepping down from his Ward 2 Council seat to serve in a position under Atlanta Mayor Andre Dickens. He forwarded an email to the City Clerk's Office tendering his resignation effective February 3, 2022.

The Cobb County Board of Elections will contract with the City to hold and supervise the Special Election for the City of Smyrna during the State Primary Election May 24, 2022. Qualifying dates will be March 8, 2022 and March 9, 2022; 8:30 AM - 4:30 PM with an hour for lunch 12:00 PM - 1:00 PM and March 10, 2022; 8:30 AM - 12:30 PM. The Qualifying Fee will be set at \$567.00 which is 3% of the gross salary of the office and posted for Public Notice by Cobb Elections.

Heather Peacon-Corn, City Clerk, stated that two people have submitted their DOI forms expressing their intention to run for this seat.

Item 6B. 2021-569 Approval to award the RFP 22-017 to TSW Design (1447 Peachtree Street NE, Suite 850, Atlanta, GA 30309), to provide design, documentation, and construction administration services for renovation of the library's existing five public restrooms using \$49,950.00 of Smyrna CDBG Public Facilities balance and authorize the Mayor to sign and execute all related documents.

The City of Smyrna requested qualifications and cost proposals from firms to provide design, documentation, and construction administration services for renovation of the library's existing five public restrooms. The proposed work includes energy-efficient design for two men's, two women's, and one family restroom to bring the facilities up to code and in compliance with ADA regulations. This project is funded by the Community Development Block Grant (CDBG). Three (3) firms submitted, and the proposals were ranked by selected City staff. Based on the scores of the firm's proposal and qualifications it is our recommendation to award this project to TSW.

Item C. 2022-070 Approval to award Rebuilding Together-Atlanta (3060 Peachtree Road NW, Suite 1810, Atlanta, GA 30305) for program development, administration, case management, construction management and other services necessary to establish and maintain the City's Community Development Block Grant (CDBG) Home Repair Grant program using \$62,500 which includes grant funds and administration fee from CDBG Public Facilities balance and authorize the Mayor to sign and execute all related documents.

The City of Smyrna requested proposals for program development, administration, case management, construction management and other services necessary to establish and maintain the City's CDBG Home Repair Grant program. The City has allocated \$50,000

in Community Development Block Grant funds to assist qualified homeowners with grants for home repairs and administration. Three (3) firms submitted, and our recommendation is to award this project to Rebuilding Together-Atlanta. Rebuilding Together-Atlanta has experience managing similar projects for City of Atlanta and Veterans at Home Program. The administration fee of the program would be \$12,500, bringing the project total to \$62,500.

Item D. 2022-049 Approval to authorize Croy Engineering for FY 2022 Waterline Design and Engineering Services in the amount of \$148,800.00 for Doeskin and Green Forest area, Lake Court area, and Spring Road area.

Public Works budgeted \$150,000 .00 for water/sewer design projects to achieve the goal of upgrading all water and sewer lines. Croy Engineering has submitted proposals for design and engineering services for the following areas:

Doeskin and Green Forest area \$50,000.00

Lake Court area \$47,300.00

Spring Road area \$51,500 .00

TOTAL \$148,800.00

It is the recommendation of Purchasing and Public Works that this project be awarded to Croy Engineering in the amount of \$148,800.00.

Item E and F were addressed earlier.

Item F. 2022-084 Approval to award RFP 21-015 Full-Service Janitorial Contract to the 2nd bidder General Building Maintenance, Inc. of 3835 Presidential Pkwy #200, Atlanta, GA 30340 in the amount of \$175,823.40 and authorize the Mayor to sign and execute all related documents.

This request for proposal for the full-service janitorial contract was initially awarded to American Facility Services in July 2021 with a start date of August 1, 2021. This janitorial contract is a full-service agreement that provides janitorial services for City Hall, Library, Police Administration, Brawner Hall, Fire Station #1, Recycling Center, Wolfe Center, and Community Center. The review team ranked American Facility Services as the highest ranking firm based on providing comparable services to many public agencies. General Building Maintenance, Inc. was ranked second during that process.

Since the start of the contract with American Facility, there have been constant issues due to staffing and GCIC compliance. On Feb 14, 2022, the contractually required 30-day notice was given to terminate the contract. City purchasing staff began negotiations with the 2nd bidder, General Building Maintenance, Inc. about taking over janitorial services. General Building Maintenance will begin services March 21, 2022. The contract amount will be \$175,823.40.

Item G. ORD2022-02 Approval of Ordinance ORD2022-02 for the amendment to Sec. 102-58 Hydrant Obstruction, Maintenance and Testing, providing for the operating procedures for private fire hydrants and authorize the Mayor to sign and execute all related documents.

Penny Mocerri, Deputy City Administrator, asked if this is new for HOA's, townhome communities, apartment communities, when does this go into effect, and how much

notice will they have beforehand?

Fire Chief Roy Acree stated that they will have to establish an annual due date. A plan can be formulated.

Item 8H. POL2022-01 Approval of the ARTery policy as presented at the February 3, 2022 Committee of the Whole Meeting.

Andrea Worthy, Economic Development Director, stated that it is important to approve a public art policy that outlines art donations and what the obligations are for maintenance, etc. This policy is very broad and gives staff the tools needed to work with Smyrna Arts Council to solicit for larger and smaller art projects along Atlanta Road - from Belmont to Brawner. If this is successful, this has the potential to be something that can be done citywide.

4. Other Business (as needed)

A. [COW22-12](#) City Administrator project updates and review of City business

Joe Bennett, City Administrator presented the following:

- The Daddy-Daughter Dance was a great success with over 200 couples attending .
- The new Stormwater Engineer stated February 14, 2022, Mr. Frank Carruba.
- Administrative Services Coordinator, Ms. Carson Early, also started on February 14, 2022.

Discussion took place about zip code changes and updates in Ward 7.

Kristin Robinson, Asst. City Administrator/Finance Director, stated that Utilities department is cutting water off for accounts in severe arrears. She discussed weekend/after hours and emergency water reconnect fees.

Discussion took place about street light fees within a small subdivision in Ward 5.

5. Executive Session (as needed)

6. Adjournment

Mayor Derek Norton adjourned the February 17, 2022 Committee of the Whole Meeting at 8:10 PM.