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COUNTY DEPARTMENT AGENDA REQUEST

Department/Division: Road Department

Department Head: Phil Mallon

Presenter, if needed: Carlos Christian

Preferred Meeting Date: Thursday, April 10, 2008

Wording for the Agenda:

Discussion of Policy 200.02- Gravel Road Upgrade Policy as presented by the Road Department.

Background/History/Details:

The Road Department strives to pave at least one gravel road per year. Several criteria are used in the selection process, including: citizen requests, safety issues, maintenance history, average daily traffic counts, and willingness of property owners to donate right-of-way. This policy provides written guidance on the process to be followed by the Road Department for selecting and prioritizing gravel roads to be paved. Implementing this policy will help ensure all future requests for paving are responded to in a fair and consistent manner.

In the past, there was not firm policy in place pertaining this issue, just long-standing "practices".
This item was discussed at the April 2 County Commission Workshop.

What action are you seeking from the Board of Commissioners?

Discussion, approval and adoption of proposed policy.

If this item requires funding, please describe:

No funding is required for policy adoption. Funding for road upgrades will be requested as part of the annual CIP process.

Has this issue come before the Commissioners in the past? No

If so, when? Wednesday, April 2, 2008

Do you need audio-visual for the presentation? No

Back-up Material Submitted? Yes

STAFF USE ONLY

- (●) Finance Review Complete
- (●) Purchasing Review Complete
- (●) Legal Review Complete
- (●) Administrative Staff Review Complete

Administrator's Approval: Yes

Confirmed Meeting Date: Thursday, April 10, 2008

- ( ) Recognition/ Presentation
- ( ) Public Hearing
- (●) Old Business
- ( ) New Business
- ( ) Consent
- ( ) Report
- ( ) Other

Fayette County Road Department **Policy 200.02**
Gravel Road Upgrade Policy

PURPOSE

This policy provides guidance for County citizens to follow when requesting that an existing gravel road be paved by the Road Department. Implementing this policy will help ensure requests for paving are responded to in a fair and consistent manner. The policy will also assist citizens in tracking milestones and schedules of a particular project.

POLICY

Paving a gravel road is a multi-step process that takes several years and considerable money to complete. Key milestones are: project identification and approval, engineering, right-of-way (R/W) acquisition/donation, and construction. This policy focuses on the requirements for completing the first milestone, identification and approval. As noted in the following list of procedures, Board of Commissioner approval is required prior to the commencement of the next milestone, engineering activities. Once a project is approved by the BOC, the Road Department will schedule and budget the engineering, R/W, and construction steps as Capital Improvement Projects in subsequent fiscal years.

It is the intent of the Road Department to pave an entire road whenever possible. However, the procedures listed below may apply to any segment of a gravel road that meets the following criteria: 1) the minimum continuous length of road to be paved is 2,600 ft (one-half a mile), and 2) the segment begins or ends at an existing paved road or intersection. A request to pave a section of road with gravel at each end will not be supported by the Road Department.

PROCEDURE

1. **Paving Request Petition** – The first step towards having a gravel road paved is to obtain a Paving Request Petition. Blank petitions are available on-line, at http://www.fayettecountyga.gov/public_works/index.asp or through the Road Department, located at 115 McDonough Road in Fayetteville (770-320-6010). The petition is used to gage property owner support of the project and willingness to donate right-of-way for the project. A detail, showing typical gravel and paved road cross-sections, is included with the petition to address common questions associated with road paving.
2. **Property Owner Support** – In order for a Paving Request Petition to be considered complete, it shall have the signatures (i.e., support) of enough property owners along the road such that at least 80 percent of the road frontage is pledged for donation. For example, a gravel road 2,500 feet long has 5,000 feet of road frontage (2 x 2,500). Eighty percent of this distance is 4,000 ft. Thus, a group of property owners having at least 4,000 feet of frontage must be willing to sign the petition. Completed petitions shall be submitted to the Road Department.
3. **Preliminary Engineering** – Upon receipt of the petition, Fayette County will prepare a conceptual road layout (based on existing aerial photography and topography) that shows the proposed road alignment, right-of-way, drainage improvements, and potential easements. This information serves two purposes. First, it allows the Road Department to develop preliminary cost estimates of the project. Second, it will provide information to help identify and explain potential impacts to property owners.
4. **Property Owner Confirmation** – The County will provide each property owner a copy of their applicable portion of the concept plan and ask them to confirm their willingness to support the paving project. This is done via a follow-up Petition. A confirmation signature on the petition indicates the owner understands the project impacts and is willing to donate required right-of-way and any needed temporary slope/construction easements. Sixty (60) days are allocated to collect the confirmation signatures. During this time the Road Department will meet with property owners, as necessary, to solicit input and answer questions about the proposed project. Upon validating that a minimum of 80 percent support for project still exists, the County will proceed with the remaining steps to move the request forward.
5. **Time and Material Cost Estimates** – The Road Department will develop time and material cost estimates for the construction work.
6. **Board of Commissioner Approval** – The Road Department will present the paving request, all pertinent supporting information and a Department recommendation on the request to the BOC at a public meeting or

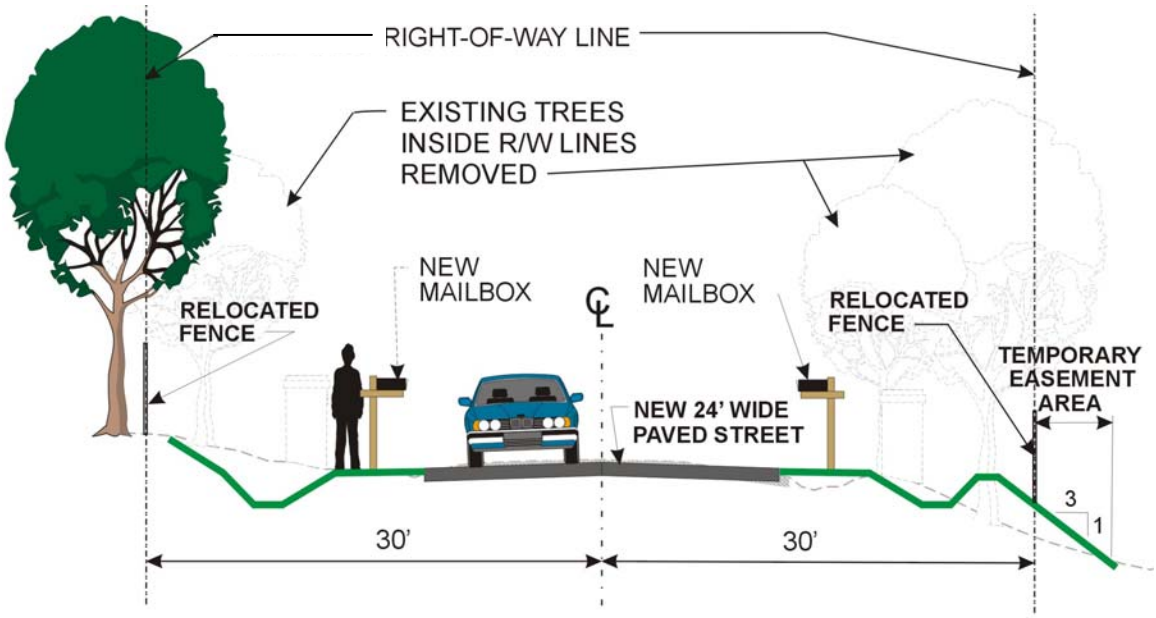
workshop. Property owners and other interested parties will have an opportunity to express support or opposition to the project at the meeting.

7. **Funding** – Upon Board approval, the Road Department will pursue funding sources for the engineering, right-of-way (if needed) and construction costs. It is likely this will be done during the next budget cycle and funding allocated over several fiscal years. Thus, several years may be required between the time of BOC approval and start of construction.

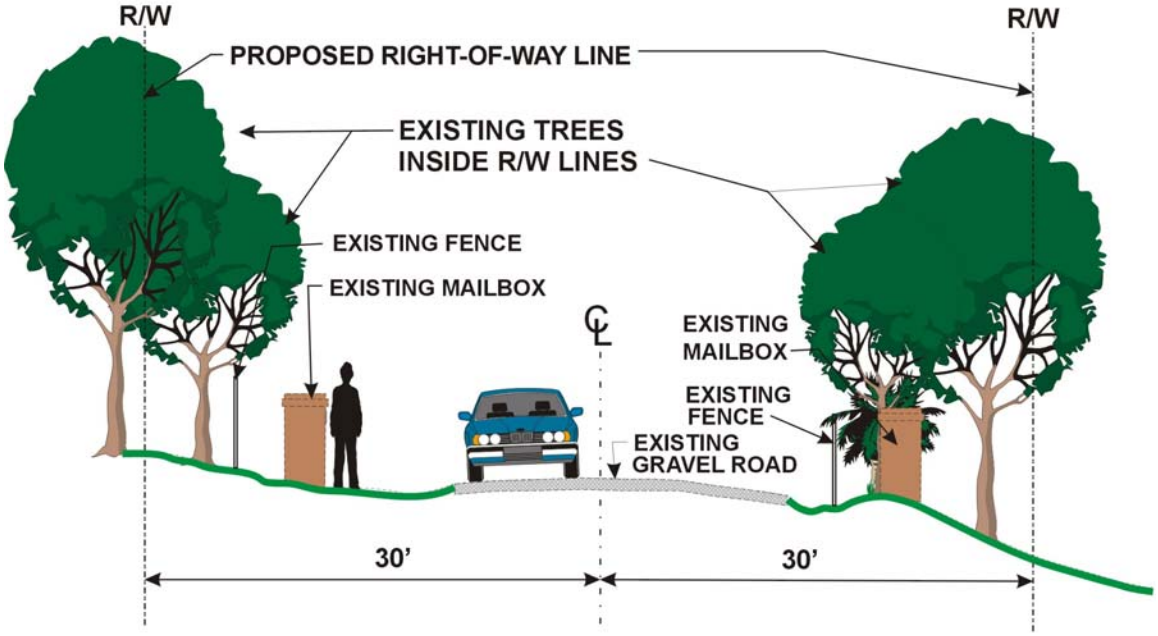
8. **Engineering** – Upon funding availability, detailed engineering work will commence. Properties will be surveyed and plans developed identifying road alignment, right-of-way donation area, temporary/permanent easements, drainage improvements, and other impacts to private property. Road improvements shall be designed in accordance with minimum safety standards.

9. **Right-of-Way Acquisition** – Upon completion of right-of-way plats and associated legal descriptions, the County will work with each property owner to acquire the needed right-of-way and easements. Condemnation proceedings may be taken on properties opposed to the project if a compromise through good-faith negotiations can not be reached.

10. **Construction** – Construction activities will begin based on funding, equipment and labor availability and right-of-way acquisition. Milestones in the construction process include: surveying/staking, clearing, fence and mailbox relocation, grading, drainage improvements, paving, final grading, stabilization, and final mailbox relocation (as needed).



FUTURE PAVED STREET



EXISTING UNPAVED STREET