COUNTY DEPARTMENT AGENDA REQUEST

Department:	Road Department	Presenter(s):	Andy Adams
Meeting Date:	Wednesday, October 6, 2010	Type of Request:	Report

Wording for the Agenda:

Presentation of staff's Preliminary Engineering Report for the paving of Sims Road.

Background/History/Details:

In accordance with Policy 200.02, Gravel Road Upgrade Policy, the Road Department has prepared a conceptual layout and cost estimate for the paving of Sims Road. Currently, Sims Road is a dead-end, gravel road approximately 0.6 miles long and located off Dogwood Trail, immediately north of Peachtree City.

In recent years property owners have repeatedly requested the road be paved and have on several occasions submitted a Paving Request Petition indicating at least 80% of the required right-of-way would be donated. Two specific goals of the Preliminary Engineering Report are to 1) develop a preliminary cost estimate, and 2) determine approximate impacts to properties. This information can then be used to determine if staff should proceed with Property Owner Confirmation and a Time and Material Cost Estimate.

Provided as back-up to this agenda request is a copy of Policy 200.02. The Preliminary Engineering Report will be presented at the Workshop.

What action are you seeking from the Board of Commissioners?

No formal action is required at this time, as this report is informational only; however, this is a years-long issue and staff welcomes the Board's input and direction.

If this item requires funding, please describe:

Funding is not required at this time.

Has this issue come before the Commissioners in the past?	No	If so, when?	
Do you need audio-visual for the presentation?	Yes	Back-up Material Submitted?	Yes

STAFF USE ONLY

Approved by Finance	Yes	Reviewed by Legal	Yes
Approved by Purchasing	Not Applicable	Approved by County Clerk	Yes
Administrator's Approval	Yes		

Staff Notes:

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

PURPOSE

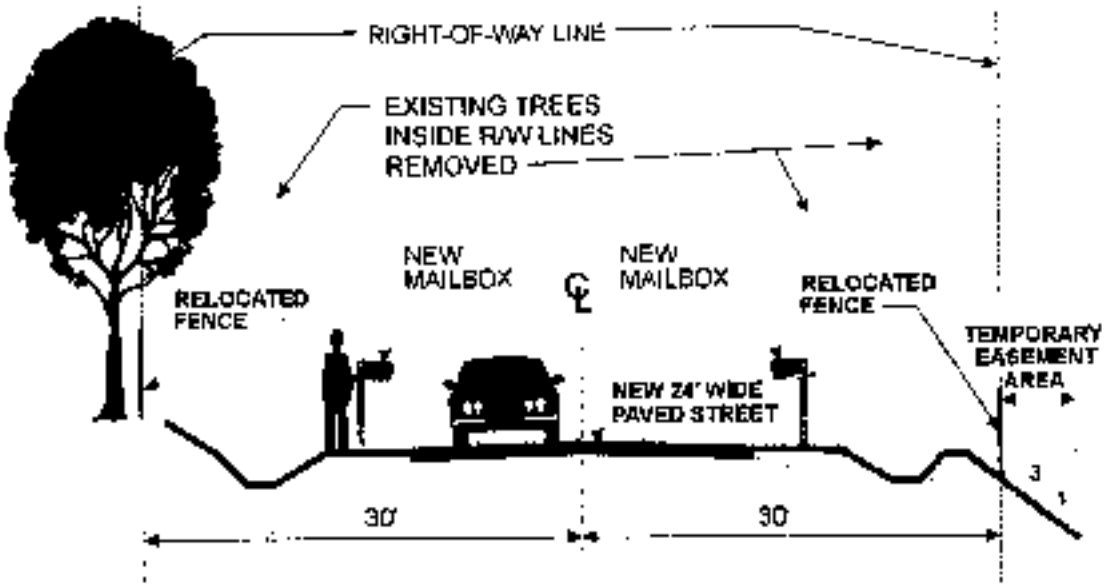
This policy provides a methodology and procedures for County citizens to follow when requesting that an existing gravel road be paved by the Road Department.

POLICY

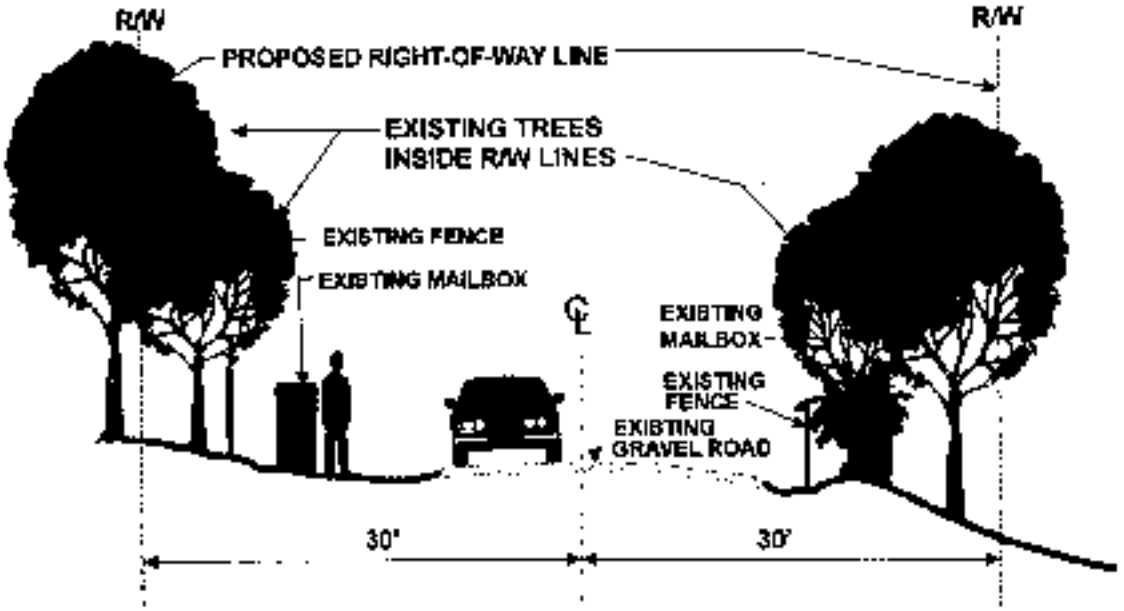
There shall be a consistent and uniform process for paving gravel roads upon request by citizens.

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 conduct a public information meeting within 90 days of receipt of a valid petition during which the conceptual plan will be presented to the citizens. This meeting is designed to disseminate information and allow questions regarding impacts to individual properties. After the public information session the Road Department will meet with property owners, as necessary, within 60 days 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. 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 project will be scheduled in accordance with the County's Capital Improvement Program.
8. **Engineering** – Upon scheduled implementation, 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 acquire the needed right-of-way and easements.
10. **Construction** – Construction activities will begin in accordance with the established parameters of the CIP.



FUTURE PAVED STREET



EXISTING UNPAVED STREET