

CITY COUNCIL AGENDA ITEM

TO: Mayor & City Council DATE: November 30, 2010

FROM: John McDonough, City Manager

AGENDA ITEM: Approval for Public Works to submit an application to the Atlanta Regional Commission for LCI Supplemental funding to complete a 10-Year Plan Update of the Downtown Sandy Springs Study

MEETING DATE: For Submission onto the December 7, 2010, City Council Regular Meeting Agenda

BACKGROUND INFORMATION: (Attach additional pages if necessary)

See attached:

Memorandum
Resolution
FY 2011 Application

APPROVAL BY CITY MANAGER: JMM APPROVED

_____ NOT APPROVED

PLACED ON AGENDA FOR: 12/7/2010

CITY ATTORNEY APPROVAL REQUIRED: () YES () NO

CITY ATTORNEY APPROVAL: SMJ

REMARKS:



TO: John McDonough, City Manager

FROM: Thomas Black, Public Works Director

DATE: November 30, 2010, for Submission onto the Agenda of the December 7, 2010, City Council Meeting

ITEM: Approval for Public Works to submit an application to the Atlanta Regional Commission for LCI Supplemental funding to complete a 10-Year Plan Update of the Downtown Sandy Springs Study

Public Works Department's Recommendation:

Public Works Staff recommends that the Mayor and City Council approve the submission an application to the Atlanta Regional Commission (ARC) for Livable Centers Initiative (LCI) Supplemental funds to complete a 10-Year Plan Update of the Downtown Sandy Springs Study.

Background:

The ARC Board adopted policies in the Regional Transportation Plan (RTP) proposal in May 1999 to provide funding for investment studies and transportation projects located in activity and town centers in the region. This program of studies and projects has become known as the Livable Centers Initiative (LCI). The focus of the program is to encourage increased residential development, mixed-uses and connectivity in activity and town centers. Due to the success of the initial program, the ARC Board authorized the extension of the LCI program as part of the 2030 RTP with an added focus on corridors and emerging centers as well as town centers and activity centers. In July 2009, the ARC Board extended the program for three additional years of study funds.

The LCI Supplemental Study program is open for funding to all communities that have completed an original LCI study or have been grandfathered by ARC as completing an LCI equivalent study. Furthermore, the community must have submitted an LCI 5-Year Plan Update to ARC, if applicable (currently required for all studies completed in FY 2000, 2001, 2002, 2003, 2004 and 2005). In order for a jurisdiction to be considered for an LCI Supplemental Study award, it must maintain Qualified Local Government (QLG) status, or show progress toward reinstating QLG status through the Georgia Department of Community Affairs (DCA). LCI Supplemental Studies are intended to provide additional support to communities for activities that substantially advance LCI plan implementation. All supplemental studies must have a clear and direct connection to transportation issues. Supplemental study types must be one of the following categories:

1. *Study, codes, or other follow-up activities.* The intent of this supplemental activity should be to complete a required action that furthers the implementation of the original LCI plan. Examples of eligible studies include, but are not limited to: transportation project feasibility analysis, access management plans, new zoning ordinance, parking assessments, aging in place codes, overlay districts, design guidelines.

2. *10-Year Plan Update.* LCI communities with plans that are 10 years old may request support to prepare a 10-Year Plan Update. This update must include at a minimum a new market assessment and 5-year action plan. The update should include specific strategies to establish appropriate transit supportive densities or other land use strategies to support alternative modes of transportation. Activities to incorporate Lifelong Communities principles and Green Communities concepts into plan implementation are also encouraged. 10-Year Plan Updates must include at least one public meeting.

Discussion:

At this point the Public Works Department is seeking the City Council's approval to apply for LCI Supplemental funding in order to complete the 10 Year Plan Update for the Sandy Springs Revitalization LCI study. **If the application is successful the City Council will have an opportunity to go forward with the funding or to reconsider.**

Alternatives:

The City Council can elect not to pursue the available funds and:

1. Fund the 10 Year Plan Update 100% with local funding, or
2. Decide to let the LCI study sunset and not pursue additional funding from ARC for project in the LCI area or identified by the LCI study.

Financial Impact:

The LCI 10 Year Plan Update is expected to cost \$100,000 dollars. The local match commitment is 50% of the total project cost. The City would be responsible for contributing \$50,000. The City could also obtain contributions of other potential stakeholders to fund part of the \$50,000.

Attachments:

1. Resolution
2. Application

STATE OF GEORGIA
COUNTY OF FULTON

A RESOLUTION TO APPROVE THE PUBLIC WORKS DEPARTMENT TO SUBMIT A FUNDING REQUEST TO THE ATLANTA REGIONAL COMMISSION FOR LIVABLE CENTERS INITIATIVE (LCI) SUPPLEMENTAL FUNDING

WHEREAS, it is necessary, from time to time, to establish policies, procedures and guidelines consistent with the administration of a municipal government consistent with the US Constitution, Federal Statutes, alignment with Federal, Georgia's State Constitution, and the Charter for the City of Sandy Springs, and

WHEREAS, the City Manager directed the Department of Public Works to develop standard policies for recurring matters, to establish appropriate internal controls and legal compliance, and to provide for an efficient and effective means to serve constituents; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SANDY SPRINGS, GEORGIA

That they approve the submittal of an application for LCI Supplemental Funding to the Atlanta Regional Commission (ARC) in the amount of \$100,000; and whereas the City agrees to consider contributing 50% of the total project cost (\$50,000) if the City successfully receives a grant award from the ARC.

RESOLVED this the 7th day of December, 2010.

Approved:

Eva Galambos, Mayor

Attest:

Michael Casey, City Clerk
(Seal)



LCI Supplemental Study FY 2011 Application

Program Summary

The Atlanta Regional Commission (ARC) Board adopted policies in the Regional Transportation Plan (RTP) proposal in May 1999 to provide funding for investment studies and transportation projects located in activity and town centers in the region. This program of studies and projects has become known as the **Livable Centers Initiative (LCI)**. The focus of the program is to encourage increased residential development, mixed-uses and connectivity in activity and town centers. Due to the success of the initial program, the ARC Board authorized the extension of the LCI program as part of the 2030 RTP with an added focus on corridors and emerging centers as well as town centers and activity centers. In July 2009, the ARC Board extended the program for three additional years of study funds.

Eligibility

The LCI Supplemental Study program is open for funding to all communities that have completed an original LCI study or have been grandfathered by ARC as completing an LCI equivalent study. Furthermore, the community must have submitted an LCI 5-Year Plan Update to ARC, if applicable (currently required for all studies completed in FY 2000, 2001, 2002, 2003, 2004 and 2005).

In order for a jurisdiction to be considered for an LCI Supplemental Study award, it must maintain Qualified Local Government (QLG) status, or show progress toward reinstating QLG status through the Georgia Department of Community Affairs (DCA).

LCI Supplemental Studies are intended to provide additional support to communities for activities that substantially advance LCI plan implementation. All supplemental studies must have a clear and direct connection to transportation issues. Supplemental study types must be one of the following categories:

1. *Study, codes, or other follow-up activities.* The intent of this supplemental activity should be to complete a required action that furthers the implementation of the original LCI plan. Examples of eligible studies include, but are not limited to: transportation project feasibility analysis, access management plans, new zoning ordinance, parking assessments, aging in place codes, overlay districts, design guidelines.
2. *10-Year Plan Update.* LCI communities with plans that are 10 years old may request support to prepare a 10-Year Plan Update. This update must include at a minimum a new market assessment and 5-year action plan. The update should include specific strategies to establish appropriate transit

supportive densities or other land use strategies to support alternative modes of transportation. Activities to incorporate Lifelong Communities principles and Green Communities concepts into plan implementation are also encouraged. 10-Year Plan Updates must include at least one public meeting.

Applicants are encouraged to discuss the proposed Supplemental Study with ARC staff prior to submittal.

Application Requirements

All applicants must provide the following items in their application package:

1. Complete an LCI Supplemental Study application form (attached).
2. Identify the source of matching funds and provide a resolution from the government or non-profit board acknowledging commitment to develop the study and provide a **cash match equivalent to 50% of the total study amount**. Non-governmental applicants must also submit a letter of coordination from the appropriate local government.
3. Describe the proposed study. The study should be clearly defined, focused and of concise scope to be manageable and appropriately address the identified need. Studies must show a clear and direct connection to transportation issues. Specifically address:
 - need and purpose of the Supplemental Study,
 - how the proposed study will further the implementation of the original LCI plan or update,
 - describe the local and regional significance of completing this portion of the LCI plan.
4. Describe local activities that show commitment to implement the original LCI study and actions to support the stated need and desired outcomes of the supplemental study. Describe actions taken to incorporate LCI goals into the local comprehensive plan and development codes, along with specific density changes and land use mix that has been achieved to date. Include a completed LCI Report of Accomplishments (use ARC template).
5. Provide a scope of work that includes a description of the itemized tasks for the proposed study, with a clear and direct link to transportation issues. This description should also identify the proposed project manager (staff or consultant).
6. Prepare a budget and identify the requested grant and local cash match amounts. The maximum LCI funds per study is \$50,000 and there must be at least a 50% cash match (resulting in a maximum total study budget of \$100,000 if matching at 50%).
7. Include a schedule for study development and completion. The anticipated execution of contracts with successful applicants will occur in May 2011. All studies must be complete by March 30, 2012.

Submit applications (one unbound original, and one complete PDF version on disk) to Rob LeBeau, Land Use Planning Division, ARC, 40 Courtland Street, N.E., Atlanta, GA 30303 by 5:00 p.m., Friday, December 17, 2010.

Applications will be distributed for review electronically only. Please ensure the PDF version that you provide with your submittal is a full package, including application form, completed questions, resolution, letters of support, photos, and any other supporting material. If you have problems providing a PDF copy, please contact ARC Land Use staff.

LCI Supplemental Study Application Review Criteria

The LCI Supplemental Study application will be reviewed and rated based on the completeness of the application and the relevance of the study to the program goals. In completing the stated application requirements, each applicant should fully address the components identified in this application.

Project Need

The application should include an issue statement that clearly identifies the need and purpose of the study along with the desired outcomes. Describe how this study is integral to the implementation of the original LCI study and reference where this need is identified in the LCI plan or update. Discuss the local and regional significance of completing this portion of the LCI study and its connection to transportation issues.

Commitment to Implement

Identify actions that the local government, community, and/or non-profit organization has taken to date to implement the completed LCI study. This should include a narrative discussion of specific actions to date along with an updated “LCI Report of Accomplishment” (contact ARC for the appropriate format). Describe actions taken to incorporate LCI goals into the local comprehensive plan and development codes, along with specific density changes and land use mix that has been achieved to date. Also describe the study sponsor’s ability to implement the findings of the proposed supplemental study.

Discretionary Points

Additional points may be awarded to each application to account for discretionary factors related to the project applicability, feasibility and commitment, such as:

- Innovation in project scope
- Diversity in project scope and type
- Maximization of resources
- Coordination with other organizations and non-profits
- Practicality of work program and budget
- Critical nature of proposed project
- Applicability of project outcomes locally and regionally
- Prior actions in support of RDP policies and RTP goals
- Support of LCI program and successful implementation of past studies/projects (including LCI and TIP projects)

LCI Supplemental Study Deliverables

A summary document must be prepared at study completion that contains a description of the process and methodology, data gathering techniques and findings, and general study outcomes. Two (2) original hard copies and one (1) copy on CD (including all text, graphics, photos and other supporting material) should be provided to ARC.

LCI Supplemental Study Application Form

Name of responsible organization: _____

Name of contact person: _____

Title: _____ **Department:** _____

Address/City/State/Zip: _____

Telephone: (____) _____ **FAX:** (____) _____

E-mail: _____

Non-profit designation: _____

Supplemental Study name: _____

Funds requested: _____
(Maximum LCI Funds = \$50,000)

Cash match: _____
(Must include at least a 50% cash match)

Total study budget: _____

Has the local governing body (city council or county commission) officially adopted, approved or endorsed the original LCI plan? Yes/No: _____

On what date was this action taken: _____

If no, then you are not eligible to receive LCI Supplemental Study funds.

Have the original LCI study plan's recommendations, maps and/or policies been incorporated into the official local comprehensive plan? Y/N: _____

If yes, describe the method in which the LCI study plan was incorporated. _____

Signature: _____

Date: _____

Application Checklist

The LCI Supplemental Study application should be a *maximum* of 20 pages long and comprised of the following sections (arranged in this order):

- Application form (1 page maximum).
- Study area map (11"x17" maximum size). Ensure the study scope is within the boundaries of the original LCI study area (1 page maximum)
- Resolution of commitment to provide local cash match (1 page maximum).
- Letter of coordination from local jurisdiction if a non-governmental organization (1 page maximum).
- Project description that includes the need and purpose of the supplemental study, correlation to the original LCI study, and regional significance (3 pages maximum)
- Commitment to implementation for the original LCI plan and ability to implement the supplemental study (2 pages maximum + LCI Report of Accomplishments)
- Scope of work including a list of tasks and short description of the proposed process for study development (2 pages maximum).
- Budget. Identify requested grant amount and local cash match (1 page maximum).
- Schedule for project development; must be complete by March 30, 2012 (1 page maximum).
- Appendices may include relevant supporting documentation as necessary; e.g. letters of support, related study summaries, supporting comprehensive plan policies (7 pages maximum).
- One original application (unbound) and one complete PDF version on disk.

Submit applications (one unbound original, and one complete PDF version on disk) to Rob LeBeau, Land Use Planning Division, ARC, 40 Courtland Street, N.E., Atlanta, GA 30303 by 5:00 p.m., Friday, December 17, 2010.

Applications will be distributed for review electronically only. Please ensure the PDF version that you provide with your submittal is a full package, including application form, completed questions, resolution, letters of support, photos, and any other supporting material. If you have problems providing a PDF copy, please contact ARC Land Use staff.