

The Unified Government of Athens-Clarke County
General Site Selection Committee
Draft Meeting Minutes
Monday, May 2nd, 2022 @ 5:30 PM via WebEx
This meeting can be viewed at: https://youtu.be/STH_8s6AFF8

MEMBERS PRESENT: Commissioner Myers (Chair), Leslie Gonzalez, Harry Sims, Annice Ritter, Laura Carter

MEMBERS ABSENT: None

STAFF PRESENT:

Blaine Williams, ACCGov Manager
Robert Cheshire, ACCGov Capital Projects Director
Keith Sanders, SPLOST Project Administrator
Laura Leigh Barrett, SPLOST Project Administrator
John Simoneaux, SPLOST Project Administrator
Melissa Byler, SPLOST Program Support Specialist

Guest

Heather Benham, Athens Land Trust

WELCOME/INTRODUCTIONS/COMMENTS

Chair Commissioner Myers, called the meeting to order at 5:35 p.m., welcomed those in attendance and allowed for introductions of committee members.

Overview

Manager Williams discussed the general role and responsibilities of the Site Selection Committee.

Major Site Selection Process

Keith Sanders presented information on the ACCGov site selection process for major projects and the timeline of the process. The information was distributed to the members via e-mail with copy attached.

SPLOST 2011 Project 22, Youth & Community Enrichment Facility

Heather Benham made a PowerPoint presentation and discussed the original plan of the Youth & Community Enrichment Facility along with the classes they will offer and what they will need within the facility.

Keith Sanders presented the draft Site Criteria and Standards for the Youth & Community Enrichment Facility that the Site Selection Committee will use to recommend a site.

Keith Sanders asked for the draft Site Criteria and Standards (Technical and Community Requirements) to be approved by the Committee. Laura Carter made a motion to approve the Criteria. Harry Sims seconded the motion and it was passed by unanimous vote.

Next Steps

May 19, 2022 Public Forum for Site Criteria

May 23, 2022 User Group to meet & potentially revise Site Criteria based on public input

May 23, 2022 Site Selection Committee to meet to Finalize recommendation for Site Criteria

June 2, 2022 M&C Agenda published for Site Criteria

June 7, 2022 M&C review and consider Site Criteria

Upcoming Projects

Keith Sanders listed the next projects in order of need for site selection.

1. SPLOST 2020 Project 25, Eastside Library
2. SPLOST 2020 Project 06, Fire Station # 5 Replacement
3. SPLOST 2020 Project 23, East Athens, Youth & Community Enrichment Facility

Next Meeting

May 23, 2020 5:30 PM Via WebEx

Attachments

Major Site Selection Process

Unified Government of Athens-Clarke County
Major Project Site Selection Process

STAGE I - SITE CRITERIA AND STANDARDS:

STEP A – Staff identifies the need of a project to warrant a new site.

STEP B – Upon Staff’s request, the Manager’s office evaluates and determines if, due to project scope, magnitude or impact, property identification/acquisition warrants the utilization of the Major Project Site Selection Process.

STEP C – If appropriate, the Manager’s Office will request the Mayor and Commission to initiate the Major Project Site Selection Process. The Site Selection Committee is assembled.

STAGE I - DEVELOPMENT OF SITE CRITERIA AND STANDARDS:

TASK 1A - COMMITTEE ORIENTATION MEETING - The Committee will have the process and their roles explained. The **Preliminary Program and Technical based Site Criteria and Standards** will be presented to the Committee for their information and discussion. The Committee will begin to develop **Community Values based Site Criteria and Standards**.

TASK 1B - REVIEW MEETING #1 - Committee will develop the Community Values based Site Criteria and Standards. Staff will develop a Memorandum describing the combined Technical and Community Values based Site Criteria and Standards.

TASK 1C - NEWS RELEASE #1 - To inform the public, Staff will develop a News Release to describe the proposed **Technical and Community Values based Site Criteria & Standards** and to publicize the Community Forum # 1.

TASK 1D - COMMUNITY FORUM #1 - It will be the responsibility of the Committee to be host to the Forum. Exhibits describing the **Facilities Program and Technical and Community Value based Site Criteria and Standards** will be prepared. The presentation material will be displayed at public location (s) selected by the Committee several days preceding the Forum. At the scheduled time, the Forum will be held at a public location (to be determined by the Committee). The purpose of the Forum will be to permit the interested public to view the displays, receive answers to their questions and to make known their reaction to the presentation in recorded statements.

TASK 1E - REVIEW MEETING #2 - Committee meets to finalize the report identifying the **Technical and Community Value based Site Criteria and Standards** that will be presented to the Mayor & Commission.

TASK 1F - COMMISSION ACTION - The Commission will be presented the **Technical and Community Value based Site Criteria and Standards**. The Commission will act to approve, amend or disapprove the report.

STAGE II PHASE A - IDENTIFICATION OF POTENTIAL SITES:

TASK 2A -POTENTIAL SITES - The staff will develop a preliminary list of Potential sites by utilizing the **Mayor and Commission approved Technical and Community Value based Site Criteria and Standards** indicated in the previous task and using its knowledge of the Community. Staff will develop a Memorandum containing the list of up to ten (10) Potential sites and a brief description of the selection ratio.

TASK 2B - NEWS RELEASE # 2 - Staff will develop a News Release describing the Committee’s potential Sites and announcing the Community Forum #2 as described in the following task.

TASK 2C - COMMUNITY FORUM # 2 - **It will again be the responsibility of the Committee to host the Forum.** Exhibits describing the **Potential Sites to be considered for the particular projects will be prepared**. The presentation material will be displayed at public location (s) selected by the Committee several days preceding the Forum. At the scheduled time, the Forum will be held at a public location (to be determined by the Committee). The purpose of the Forum will be to permit the interested public to view the displays, receive answers to their questions and to make known their reaction to the presentation in recorded statements.

TASK 2D - REVIEW MEETING #3 - Staff will present their Potential sites to the Committee. The Committee may identify other appropriate Potential sites. An advanced notice will be provided to the Mayor and Commission informing them of the List of Potential Sites.

Major Project Site Selection Process

STAGE II - PHASE B - IDENTIFICATION OF CANDIDATE SITES:

TASK 2E - REVIEW MEETING #4 - Committee meets to review comments received at the Community Forum (Task 2C) and develop their narrowed **List of Identified Candidate Sites**.

TASK 2F - COMMISSION ACTION - The Committee will assist the Staff in the development of an Agenda Item report identifying the **Recommended Candidate Sites** for approval by the Mayor & Commission. The Commission will act to approve, amend or disapprove the report.

STAGE III - EVALUATION OF CANDIDATE SITES (CLOSED REAL ESTATE TRANSITION PROCESS):

TASK 3A - GENERAL ASSESSMENT STUDIES - The Staff will conduct General Assessment studies to identify the relative level of performance of the Candidate sites. The screening mechanism will be specific for each project.

TASK 3B - REVIEW MEETING # 5 - The Committee will conduct a review of the Staff's site studies. The purpose of the review will be to discuss the sites' suitability as measured by the Technical and Community Values based Site Criteria and Standards and to rank the sites.

TASK 3C - DETAILED SITE STUDIES - Staff will complete Detailed Site Studies of the top **Three (3)** sites related to the following topics:

- 1. Conceptual Layout**
- 2. Develop Comparative Construction Costs Estimates (on-site and off-site)**
- 3. Access/Location**
- 4. Conduct preliminary Environmental Screening. Depending on the characteristics of each site, only those items may present problems will be examined, such as historic properties, noise intrusions and wetlands incursion.**

The Staff will develop a Memorandum reporting the results of the second level screening (Task 3C).

Financing Strategies will be developed by the Staff to address the construction and ongoing operation and maintenance costs of the facility at the three sites. The strategies will be internally reviewed with all necessary parties. The Staff will develop a Memorandum reporting the results of the financing strategies.

TASK 3D - FINAL REPORT - Staff will develop a draft copy of the **Committee's Report of Findings and Recommendations** and provide to the Committee for their review.

TASK 3E - REVIEW MEETING # 6 - A meeting will be held with the Committee to review the findings and to develop the **Committee's Final Report of Findings and Recommendations**.

This Report will include at a minimum:

- 1. List of up to three Candidate sites.**
- 2. Evaluation of the Candidate sites**
- 3. Recommendation for a specific Candidate site as the Committee's preferred site.**

TASK 3F - COMMISSION ACTION - In an **Executive Session** (for Land Acquisition purposes) the Mayor & Commission will be presented the **Site Identification & Assessment Committee's Report of Findings and Stage III, Evaluation of Candidate Sites and Recommendation of a Specific Site**. The Commission will act to approve, amend or reject the report. Staff will negotiate and acquire subject property as authorized by the Mayor and Commission.

Major Project Site Selection Process

Stage I – Site Criteria & Standards

Step A

Staff identifies the need of a project to warrant a new site.

Step B

Upon Staff's request, the ACC Manager evaluates and determines if, due to project scope, magnitude or impact, property identification/acquisition warrants the utilization of the Major Project Site Selection Process.

Step C

If appropriate, the Manager will request the Mayor and Commission to initiate the Major Project Site Selection Process. The Site Selection Committee is assembled.

Task 1A

A Committee orientation meeting is held to have the process and their roles explained. The preliminary program and technical based site criteria and standards will be provided for their information and discussion.

Task 1B, C, D & E

The Site Selection Committee will review and establish project specific criteria and standards. A Community Forum will be conducted to receive input from ACC Citizens. The Committee will prepare and present for adoption, an Agenda Report to the Mayor & Commission that contains the criteria and standards for the required property and presents findings to the Commission for Adoption.

Task 1F

The Mayor & Commission acts to approve, amend or disapprove the criteria and standards.

Stage IIA – Identify Potential Site

Task 2A, B, C, D

Utilizing the Mayor & Commission approved project specific site criteria and standards, the Site Selection Committee: Identifies potential sites and collects appropriate records (tax, zoning, ownership, and other related information). The Committee is authorized to present the List of Identified Potential Sites to the ACC Community in the form of a Community Forum. The goal of this Forum is to gather Community Input.

Stage IIB – Identify – Candidate Sites

Task 2E

The Site Selection Committee will meet after the Community Forum and develop a List of Identified Candidate Sites.

Task 2F

The Site Selection Committee will assist staff and compile a Recommendation Report identifying a List of Identified Candidate Sites for the Mayor & Commission to approve, amend or disapprove the report containing the List of Identified Sites.

Stage III – Evaluation of Candidate Sites:

Task 3A

Staff will conduct General Assessment studies to identify the relative level of performance of the Candidate Sites. Detailed Site Studies of the top ranked Candidate Sites related to the following topics:

1. Conceptual layout.
2. Develop Comparative Construction costs Estimates.

Task 3B

The Site Selection Committee will conduct a review of staff's studies, review the site's suitability for the project, and rank the sites.

Task 3C

Staff will complete Detailed Site Studies of the top ranked Candidate.

Task 3D

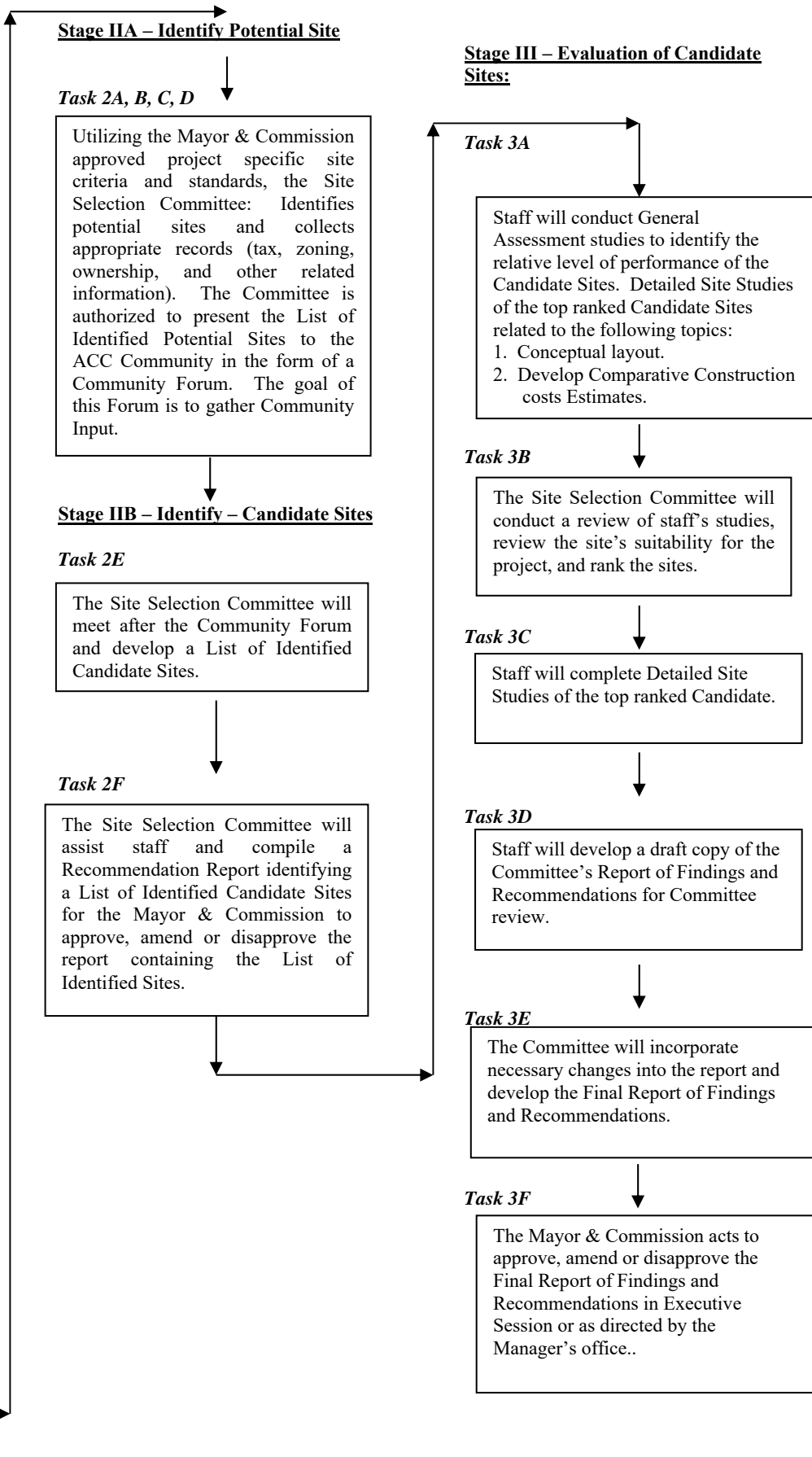
Staff will develop a draft copy of the Committee's Report of Findings and Recommendations for Committee review.

Task 3E

The Committee will incorporate necessary changes into the report and develop the Final Report of Findings and Recommendations.

Task 3F

The Mayor & Commission acts to approve, amend or disapprove the Final Report of Findings and Recommendations in Executive Session or as directed by the Manager's office..



Major Project Site Selection Process – Timeline

