

REPORT TO THE BOARD OF MAYOR & ALDERMEN

DATE: May 12, 2025

FROM: Dale Perryman, P.E., Town Engineer

SUBJECT: Conversion of Letter of Credit for The Grove at Clara's Ridge, Phase 1, Case #54604

INTRODUCTION:

The purpose of this agenda item is to request approval from the Board of Mayor and Aldermen (BMA) for the conversion of the Bank of Fayette County Letter of Credit #19303011.

BACKGROUND:

- The Preliminary Subdivision Plat was approved by the Planning Commission (PC) on August 5, 2021.
- The BMA approved the original Development Agreement on February 14, 2022.
- The Planning Commission approve the Final Subdivision Plat for Phase 1 on February 1, 2024.
- The Planning Commission approved the request to divide the subdivision into two phases on March 7, 2024.
- Phase 1 consists of 30 lots and has been constructed in accordance with the original Development Agreement.

DISCUSSION:

Pending approval for the two separate Development Agreements on the agenda for this meeting, the Developer is requesting a conversion of the original Letter of Credit. The Developer will be required to submit a separate Letter of Credit in the amount of \$150,000 for Phase 2.

On April 23, 2025, calculations were prepared for the conversion of Phase 1, holding 100% for final asphalt, sidewalks, private landscaping/sod, irrigation, and cluster mailboxes, 25% for water, sewer, drainage, street signs, roadway, and curb and gutter, and fence and brick columns, and 15% for site work/erosion. (see Exhibit 2).

STAFF RECOMMENDATION: Staff recommends approving the conversion of the Letter of Credit #19303011 from \$100,000 to \$639,000.

BUDGET IMPACT:

There is no budget impact.

ATTACHMENTS:

[Exhibit 1 - Vicinity Map](#)

[Exhibit 2 - Conversion Calculations](#)

PROPOSED MOTION:

To approve the conversion of the Letter of Credit #19303011 from \$100,000 to \$639,000.

Board Action: Motion By_____ Seconded By_____

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						