

Community Participation Program

Background & Introduction

In March, 2007, the Gwinnett Unified Plan Joint County-Cities Community Assessment was approved by the Gwinnett County Board of Commissioners. The associated documents provide a Community Assessment of Gwinnett County as well as member municipalities, including Berkeley Lake. These documents satisfy the Georgia Department of Community Affairs (DCA) Community Assessment requirement for Berkeley Lake and, therefore, the Community Participation Program will include assessment and public review of the relevant portions of these documents in lieu of a separate and independent Community Assessment for Berkeley Lake.

The Community Participation Program is required to have three components; Identification of Stakeholders, Identification of Community Participation Techniques and Schedule for Completion of the Community Agenda. The Identification of Stakeholders component utilizes local residents representative of the wide range of interests and backgrounds to be found with the City of Berkeley Lake. This Program also identifies those Participation Techniques identified by DCA as favorable techniques for soliciting public input and involvement and also integrates those Techniques with the recommended events and activities listed in the Schedule for Completion of the Community Agenda.

Identification of Stakeholders

Please refer to attached list.

Identification of Participation Techniques

The City of Berkeley Lake has chosen a number of different Community Participation Techniques in order to best support the chosen Community Agenda Schedule. A number of Community Agenda Schedule events/activities involve public participation and the process benefits from the proper selection of appropriate Participation Techniques.

As the Community Assessment activity of the Community Agenda Schedule has been completed through the Gwinnett Unified Plan Joint County-Cities Community Assessment process, a “Kickoff Event to explain the planning process to the community” is the next step. The best Technique for Berkeley Lake would be the method suited to speaking with local residents directly, gathering information and answering questions in a public setting in order to gain community support and dispel misinformation at the beginning. A Comprehensive Plan email address will also be set up to allow the public to email comments and questions for review and inclusion in the plan. Therefore, the following Techniques were chosen to accomplish this Activity;

- Kickoff – Public Information Meeting
- Website – *Information Only*

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The next Event/Activity will be the “Formation/appointment of stakeholders and committee(s) to guide the development of the plan”. Stakeholders will be seen as valuable resources to gain input from and the Stakeholders will be given the opportunity to volunteer to be on the Steering Committee. The Steering Committee will be used to develop and answer policy questions, provide a voice for elected officials, persons involved in the development community, and represent land owners and residents. They will also receive presentations by staff and the general public and establish guidance in developing the Future Development Map and the draft Implementation Program. Therefore, the following Techniques were chosen to accomplish the Formation/appointment of stakeholders and committee(s) to guide the development of the plan Activity;

- Steering Committee Formation

The next step will be a “Community-wide event to discuss and prioritize the Preliminary Issues and Opportunities list”. This event will generate considerable interest in the planning effort as well as variety of ideas. This would be a good opportunity to ask the key planning questions, “What do you have?”, “What do you want?” and “How will you get it?” and receive preliminary feedback. Discussion and prioritization of the Preliminary Issues and Opportunities list will be reviewed by Stakeholders with the public invited. The public will be invited to this event through advertisement in the local newspaper and well as a notice posting on the Berkeley Lake website. The Steering Committee will provide processing of community input. Therefore, the following Techniques were chosen to accomplish this Activity;

- Website – *Information Only*
- Stakeholder Meeting
- Steering Committee Meeting

The next event involving public participation will be a “Community-wide event to produce or refine the Future Development Map”. Public participation will be used to refine the Future Development Map and allow for residents to view the character areas presented in the Gwinnett Co. Unified Plan Community Assessment. Public input is expected to generate a wide variety of comments, ranging from concern over the process itself to restating of previous concerns to specific suggestions regarding land use districts. A full range of reactions is anticipated and this event will be seen as another opportunity to explain to the community the process, planning principles involved and levels of public and committee input to this point. Specific suggestions regarding particular land use districts will also be documented and synthesized for consideration when the Future Development Map undergoes further revision. A flexible meeting is seen as the most appropriate form of Public Participation for this event, with participation from Stakeholders and an invitation to the general public. The invitation to the public will consist of advertising the event in the local newspaper as well as posting a notice on the Berkeley Lake website. The Steering Committee will provide processing of community input. Therefore, the following Techniques were chosen to accomplish this Activity;

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- Website – *Information Only*
- Stakeholder Meeting
- Steering Committee Meeting

Following development of the Future Development Map, the next step requiring public input would be the “Community event(s) to react to draft Implementation Program”. The Steering Committee as well as staff will prepare an initial draft of the Implementation Program. This would be followed by a formal presentation with all stakeholders and interested residents present and serve as the first official public hearing, as required in the “Planning Standards”. A Stakeholders meeting will be held and the general public will be invited in order to receive a full range of reaction to the Implementation Program. The invitation to the public will consist of advertising the event in the local newspaper as well as posting a notice on the Berkeley Lake website. Therefore, the following Techniques were chosen to accomplish this Activity;

- Steering Committee Meeting
- Website – *Information Only*
- Stakeholder Meeting

The “Community event(s) to react to draft Community Agenda” activity will be a review of the information presented so far and will allow the public to voice additional comments and concerns. The Steering Committee as well as staff will review the initial draft of the Community Agenda and provide comment. At this point the main policies, land use districts and objectives should be found to be acceptable, however, additional concerns and ideas will certainly be expected. This should allow staff and the Steering Committee to refine the work product and prepare a Council-ready document. This event would also include a formal presentation and overview in front of Council, with members of the Steering Committee and Stakeholders and would serve as the second public hearing, as required in the “Planning Standards”. Advertising for the event will consist of notification through the local newspaper and posting on the Berkeley Lake website. Therefore, the following Techniques were chosen to accomplish this Activity;

- Steering Committee Meeting
- Website – *Information Only*
- Public Hearing

The “Processing of community input by guidance committee(s)” events will be accomplished through a Steering Committee meeting. Therefore, the following Technique was chosen to accomplish this Activity;

- Steering Committee Meeting

Finally, “Adoption of transmittal resolution by local government and submittal of Community Agenda to RDC for review” will be accomplished at a Council meeting and

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will serve as a third and final public hearing. Therefore, the following Technique was chosen to accomplish this Activity;

- Website – *Information Only*
- Public Hearing

Schedule for Completion of the Community Agenda

The City of Berkeley Lake has selected the necessary Public Participation Techniques referenced by the Community Agenda: Schedule #1. This Schedule will fulfill the needs for Berkeley Lake to gather important public input, review the Community Assessment, produce a Future Development Map and an Implementation Program. The preparation and adoption of the Gwinnett Unified Plan Joint County-Cities Community Assessment provides an important planning effort to support the Berkeley Lake Comprehensive Plan and has been adopted by the City Council to support the City's planning efforts. The document will serve as the Community Assessment component of the Community Participation Program. Therefore, please refer to the attachment, "City of Berkeley Lake Community Agenda Schedule" for a list of Events and Activities as well as the preferred Public Participation Techniques.

STAKEHOLDERS GROUP

For Berkeley Lake's Comprehensive Planning Process

It is important to identify and involve stakeholders at the outset of the planning process. A stakeholder is an individual, group, or institution who has a "stake" or interest in the future of their community.

This list is a modification of the Ga. Dept. of Community Affairs list of suggested stakeholders for community planning. It was presented to Council in September and approved by them. The Mayor has since attempted to contact everyone and the following have accepted the invitation to participate.

- Bicycle, hiking clubs – Kay Delaney
- Business owners, managers – Pete Westafer
- Churches, ecumenical councils – Lane Shutt (BL Chapel)
- Chambers of commerce—board members and staff – Gail Macrenaris (Gwinnett C of C)
- City and county planning and design (both architectural and engineering) consultants – George Kaffezackis (county), Leigh Threadgill (city)
- Community residents representing a diverse range of backgrounds and interests – Irvin Gunter
- Community service organizations – Lesley Pendleton, Steve Seitz
- Entrepreneurs - Karen Huppertz
- Environmental organizations – Julie Stuart
- Ethnic and minority groups – Seth Twum
- High school / college student representatives – Patrick Netherclift, Mandy Lore
- Land trusts – Rebecca Spitler
- Local/regional news media – Eileen Barnes
- Municipal agencies and authorities (transit, housing, public works, economic development, etc.) - Randy Kirkus
- Neighborhood organizations – All Hoa Presidents were invited. Those accepting include Scott Lee, Jeff Cooper, Robin Sansone, Mark Ogden, and Chris Carpenter
- Other interested community parties not included in this list – All committee chairs were invited. Those accepting include Sally Kolb, Tom Rozier, Wayne Mitsch, and Shawn Cochran.

- Planning commission, preservation commission, zoning boards, variance and appeals boards and key staff – All P&Z commissioners were invited and accepted, including Bob Herb, Craig Belt, Rodney Hammond, Dan Huntington, and Frank Lombardi.
- Public/Community Health officials – Shelley Waxweiler
- Public and private school systems, and colleges or universities –Linda King, Kathy Pourmehr
- Real estate professionals – Randy Johnson, Ginny Nevins
- Urban, suburban, and rural area business leaders – Pekka Ignatius
- Citizens who attended introductory meeting and asked to be included – Raymond Morris, Gia Lillie, Stephen Wagner

Invited but did not respond

- Agricultural and forestry interests - Frances Winslow
- County commission chair and commission members (or community's equivalent) – Bert Nasuti
- Developers (profit and non-profit) and related planning and design consultants – Neil Lansing
- Downtown or area business people – Fred Victor (LaVista)
- Property owners, including major land holders – John Willis or River District rep.
- Public Safety officials – Doug McClure, Charlie Carroll (former FBI, current BLEMA)

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Community Agenda Schedule

| Event/Activity | Month | | | | | | | | | | | |
|---|-------|------|------|------|---------|------|------|-------|-----|------|------|------|
| | Sept. | Oct. | Nov. | Dec. | Jan. 08 | Feb. | Mar. | April | May | June | July | Aug. |
| Completion of Community Assessment - Completed | | | | | | | | | | | | |
| 30 day review period for Community Assessment - Completed | | | | | | | | | | | | |
| Kickoff event to explain the planning process to the community; | X | | | | | | | | | | | |
| * Kickoff – Public Information Meeting | X | | | | | | | | | | | |
| * Website - Response Capability (email) | X | | | | | | | | | | | |
| Formation/appointment of stakeholders and committees to guide development of the plan; | | X | | | | | | | | | | |
| * Steering Committee | | X | | | | | | | | | | |
| Community-wide event to discuss and prioritize the Preliminary Issues and Opportunities list; | | X | X | | | | | | | | | |
| * Website Posting - information only | | X | | | | | | | | | | |
| * Stakeholder Meeting | | | X | | | | | | | | | |
| Processing of community input by guidance committees | | | | X | | | | | | | | |
| * Steering Committee | | | | X | | | | | | | | |
| Community-wide event to refine the Future Development Map; | | | | X | X | | | | | | | |
| * Website Posting - information only | | | | X | | | | | | | | |
| * Stakeholder Meeting | | | | | X | | | | | | | |
| Processing of community input by guidance committees | | | | | X | | | | | | | |
| * Steering Committee | | | | | X | | | | | | | |
| Development of draft Implementation Program | | | | | X | X | | | | | | |
| * Steering Committee | | | | | X | X | | | | | | |
| Community event to react to draft Implementation Program; | | | | | | | X | | | | | |
| * Website Posting - information only | | | | | | | X | | | | | |
| * Stakeholder Meeting | | | | | | | X | | | | | |
| Processing of community input by guidance committees | | | | | | | | X | | | | |
| * Steering Committee | | | | | | | | X | | | | |
| Assembly of draft Community Agenda | | | | | | | | | X | X | | |
| * Steering Committee | | | | | | | | | X | X | | |
| Community event to react to draft Community Agenda; | | | | | | | | | | X | X | |
| * Website Posting - information only | | | | | | | | | | X | | |
| * 2nd Public Hearing | | | | | | | | | | | X | |
| Processing of community input by guidance committees | | | | | | | | | | | X | |
| * Steering Committee | | | | | | | | | | | X | |
| Adoption of transmittal resolution by local government and submittal of Community Agenda to RDC for review; | | | | | | | | | | | | X |
| * Website Posting - information only | | | | | | | | | | | | X |
| * 3rd Public Hearing | | | | | | | | | | | | X |