

Community Participation Program

Bryan County, Georgia

Population 27,535 (U.S. Census Data – 2004)

Comprehensive Plan

Defined

“Community Participation Program” refers to that portion of the Bryan County Comprehensive Plan that describes the local government’s program for ensuring meaningful public and stakeholder involvement in the preparation of the Community Agenda portion of the Comprehensive Plan.

Objective

Meaningful involvement of the stakeholders and the general public in the preparation of the Comprehensive Plan. The Community Participation Program describes Bryan County’s strategy for ensuring meaningful participation in the preparation of the Community Agenda portion of the Comprehensive Plan.

Review Process

The Community Participation Program is submitted, along with the Community Assessment element, to the Coastal Georgia Regional Development Center (the RDC) for review, after holding a first public hearing to solicit comment on the two elements of the Comprehensive Plan. Within seven (7) days of receipt of the elements, the RDC will determine whether the Community Participation Program meets or does not meet the standard of completeness as determined by the Planning Standards established by the Department of Community Affairs (DCA). Upon determination of completeness, the RDC will transmit the Community Participation Program to the DCA for approval. The DCA will review the program for compliance with the standards, identifying the specific mechanisms in the Community Participation Program that will ensure meaning involvement of the community in the development of the Community Agenda. The DCA will transmit a complete report of its findings and recommendations for addressing such findings to the RDC for inclusion in its Report of Findings and Recommendations, which will be returned to the Bryan County government.

Publication of Approved Program and Community Assessment

Once reviewed, the Community Participation Program and Community Assessment must be publicized by the Bryan County government for public information. This requirement may be met by providing notice in a local newspaper of general circulation (such as “The Bryan County News” - the legal organ of Bryan County) identifying where complete copies of the Community Assessment and the Community Participation Program may be reviewed. Copies may be made available for purchase at the county-standard rate for reproduction of county records.

List of Stakeholders

Defined broadly, a stakeholder is anyone who has an interest in the outcome of the Comprehensive Planning Process. The Public Participation Program proposes interviewing specific identified stakeholders. Primarily, Bryan County is interested in providing an opportunity for individual, meaningful comment to anyone who believes it would be advantageous for them to do so, and to those who may not be comfortable voicing their opinions or concerns in a public forum.

The Chairman and Board of Commissioners members are stakeholders, not only because they are the elected representatives of the citizens of Bryan County, but because they have the sole authority to adopt (or reject) the Comprehensive Plan. For this reason, the Community Participation Plan includes individual interviews with County Commission members and the Chairman, if they express an interest in making individual input in the development of the Community Agenda.

In addition to the Chairman and Commissioners, the appointed Bryan County Planning and Zoning Commission, the owners of large parcels of land within Bryan County, the development community as represented by Bryan County Chamber of Commerce and the Homebuilders Association of the Bryan County, and the leadership of the two incorporated cities in Bryan County (Pembroke and Richmond Hill) have an especially important stake in the outcomes of the Comprehensive Planning Process. Owners of tracts of land of 25-acres or larger, the board of the Homebuilders Association, the Board of the Chamber of Commerce, and the mayors and councils of the two incorporated cities are all potential stakeholders.

Identification of Participation Techniques □

Using the guidelines prepared by the Department of Community Affairs, and in consultation with a hired consultant, Bryan County has considered a number of community participation techniques. The following techniques will be used in the Community Participation Program:

<u>Suggested Technique</u>	<u>Included?</u>	<u>Explanation</u>
Stakeholder Interviews	Yes	Staff will conduct interview
Information Centers	No	Not effective
Kiosk/Lobby Display	Yes	Staff will organize displays
Speakers Bureau	Yes	Staff, consultants, Elected Officials
Kick-Off Meetings	Yes	Staff, consultants to arrange
Printed Information	Yes	Staff to arrange
Television	No	No local station
Newspaper/Magazine Ads	Yes	As possible
Website	No	No staff to maintain/update
Press Releases	Yes	Staff to prepare
Open House	No	Not effective
Organization Meetings	Yes	See “Speakers Bureau”
Mailing Lists	Yes	Prepared
Briefings	No	Kick-off serves purpose
Video Techniques	Possibly	Local Access TV channels
Media Strategies	No	Not budgeted
Computer Presentations	Yes	Part of Public Meetings
Meetings/Hearings	Yes	Localized Public Meetings
Opinion Polls/Surveys	Yes	County-wide Opinion Poll
Workshops	Yes	With Localized Meetings
Telephone Techniques	No	Telemarketing locally unpopular
Advisory Committees	Yes	Volunteers appointed by Commission
Vision Goals Meetings	Yes	Part of Workshops
Student Programs	No	Limited Interest from Board of Education
Email blasts	No	Low penetration
Charrettes	No	Insufficient time
Focus Groups	No	Not sufficiently representative
Preference Surveys	Yes	Part of Workshops
Visit Organizations	Yes	See “Speakers Bureau”
Fairs	No	Insufficient penetration
Games and Contests	No	Not budgeted
Role Playing	No	Not suitable
Non-Traditional Meetings	No	Not suitable
Interactive Television	No	Not available locally
Intergovernmental Meetings	Possibly	Staff will propose

The Bryan County Planning and Zoning Staff, with County Administrator, the Chairman and Board of Commissioners, and assistance from a consultant, will use the above-bolded techniques to involve stakeholders and the general public in the development of the Community Agenda.

1. Community Preference Poll. In October of 2004, Bryan County circulated to all postal customers copies of a Comprehensive Plan Opinion Poll. The questions in the poll were formulated based on the eight comprehensive planning criteria in effect under the Department of Community Affairs guidelines at that time. The county received 1,200 response from 8,000 copies mailed out – a very high response rate. The results (attached herein) were tabulated and evaluated and will be used in presentations during the Community Agenda development process.
2. Stakeholder Interviews. The staff will interview, either by phone or in-person, all identified stakeholders. The list of stakeholders is lengthy, and full participation from all identified stakeholders may not be possible. Large-tract property owners, in particular, range from active and involved corporate interests to loosely associated “heirs’ property” whose interests within Bryan County may be limited. Interviewers will note the particular interests and accept data from the stakeholders, which will be made part of the record and considered in the development of the Community Agenda.
3. Citizen Advisory Committees. From a “Comments” section of the Comprehensive Plan Opinion Poll (see above), interested citizens were identified and contacted regarding potential service on an advisory committee. A list of 15 interested, qualified citizens has been compiled and will be presented to the Board of Commissioners for possible appointment to one of two advisory committees. Other members of the Advisory Committees may include members of the “stakeholders” group outlined above. The Citizen Advisory Committees will work with the Planning and Zoning Commission, the staff and consultant to serve as a core group at public meetings and to head up the working meetings.
4. Public Meetings. Bryan County is completely divided by the Fort Stewart military base. It is not possible to travel from “North Bryan” to “South Bryan” without going through either Liberty County or Chatham County. This geographical situation has created a uniquely polarized character in the community and will require duplication of the meeting process. Two kick-off meetings are planned. Each presentation and working meeting will be duplicated in each end of the county, so far as is possible.
5. Working Meetings. Working with the Bryan County Planning and Zoning Commission and the Citizen Advisory Committees, the staff and consultant will conduct working meetings to develop the Community Agenda. The working meetings will be attended primarily by the staff and committee and commission members, but will be advertised as public meetings and public participation will be encouraged. Specific exercises will be designed by the consultant and staff to gain input, including interactive discussion, “sticky-dot” polls, mapping, questionnaires, and other techniques which may arise.
6. Speakers Bureau. Experts in various fields, staff, the elected officials and the consultant will serve as a “Speakers Bureau” to address community groups and service organizations, schools, churches and other gatherings of citizens to present status reports and information on the process of developing the Community Agenda. Staff and the consultant will prepare PowerPoint

presentations, hand-out materials and talking notes for the members of the Speakers Bureau to use. Invitations to speak will be issued to experts in a variety of fields, including economic development (drawing from the Department of Community Affairs and the Department of Economic Development), in planning techniques (drawing again from the Department of Community Affairs, and including representatives of the Georgia Planning Association and the Coastal Georgia Regional Development Center), and in other pertinent areas of knowledge (to include a representative from the Farm Bureau, the Department of Natural Resources – Coastal Resource Division, and the local Chamber of Commerce representative).

7. Media Press releases. Staff will draft releases to the local media at strategic intervals.
8. Mailed Information. As needed, copies of press releases and specialized brochures will be mailed to the public.
9. Handling of Comments Received. All comments will be directed to John Butler, Zoning Administrator and main contact for the Community Agenda process. Comments will be consolidated, digested and included for future consideration in the drafting of the Community Agenda.

Visioning Process

Bryan County has completed a Community Opinion Poll and developed a Community Inventory with assistance from the Coastal Georgia Regional Development Center (RDC). The Inventory and Poll information will be used in the Visioning process of developing the Community Agenda. The Community Agenda will include Trend Statements (outlining reasonable predictions of the community's future development), Vision Statement(s) (which may be unique to the different "ends" of Bryan County), and an Action Plan, outlining goals, strategies and action steps to attain those strategies and goals.

Schedule for Completion of the Comprehensive Plan

<u>Month/Year</u>	<u>Task</u>
<u>October, 2005</u>	<u>Develop Community Participation Plan</u>
<u>February, 2006</u>	<u>Brief Commissioners, proposed Community Inventory Plan</u>
<u>March, 2006</u>	<u>Publish Participation Plan for Public Comment, Adopt Plan</u>
<u>March, 2006</u>	<u>Establish Citizen Advisory Committee(s), Completion of Inventory</u>
<u>April, 2006</u>	<u>Kick-Off Meeting of Advisory Committees, Initial Public Hearing</u>
<u>May-June, 2006</u>	<u>Prepare Draft Community Agenda (staff and consultant)</u>
<u>July, 2006</u>	<u>Working Session(s)–Advisory Committee(s), Stakeholders</u>
<u>July-August, 2006</u>	<u>Stakeholder Interviews, Working Sessions</u>
<u>September, 2006</u>	<u>Revise Community Agenda, Working Session</u>
<u>October, 2006</u>	<u>Update Board of Commissioners</u>
<u>November, 2006</u>	<u>Public Hearing by Board of Commissioners on Plan</u>
<u>December, 2006</u>	<u>Transmittal of Plan to RDC (to be forwarded to DCA)</u>
<u>January, 2007</u>	<u>Adoption of Approved Plan by Bryan County Commission</u>

Candidates – Comprehensive Plan Committee

The Comprehensive Plan Committee should number between 20 and 30 individuals, roughly evenly divided between North Bryan and South Bryan. In preparing the Community Vision plan, the Comp Plan Committee will divide into two subcommittees (North and South) for the purposes of “visioning” the future of Bryan County in a series of directed workshops. The full committee will then meet to review and recommend a county “visioning plan” that will be drafted by staff and consultants from the product of both subcommittees.

Some suggested members for the Comp Plan Committee:

The Chairman and Board of Commissioners members

Jimmy Burnsed- Chair
Ed Bacon-1st
Blondean Newman-2nd
Glen Willard-3rd
Toby Roberts-4th
Rick Gardner-5th

Bryan County Planning and Zoning Commission members

Ted Akins-Chair, North
Nancy Perry-Vice, South Attorney
Michael Daves-South, Communications Exec
Karen Hewitt-South, Realtor
Ron Carswell- North, Realtor
Noble Boykin-North, Realtor
Peter Shonka-South, Engineer

Bryan County Development Authority Representatives

Frank DuBose – North, Developer
Jean Bacon – North, BCDA Executive

Owners of large parcels of land within Bryan County

Brooks Warnell – North
Danny Warnell – N/S
Billy Mock – North
Henry Morgan – North
Jeannie Fewell - Terrapoint Representative –904-321-5538
Carlton Gill – South
John Meeks – South

Developers

Johnny Murphy – South
Brett Turner – South
Terry Coleman – N/S

Bryan County Business Community representatives

Rich DeLong – South (Magnolia Manor), RH/Bryan Chamber Pres.
Ed Williamson – North (Pembroke Millworks), former P&Z member

Education community member

Dr. Patty Newman – North (Lanier Primary)
Millie Morris – South (Administration)

Leaders of the two incorporated cities in Bryan County (Pembroke and Richmond Hill)

Invite one councilman/woman from each jurisdiction

Interested Citizens (names from the 2004 Community Opinion poll, recommendations and original contact)

Ray Pittman-South, Engineer
Ray Carter-North, Engineer
Bob Donovan-South, ?
Rick Wissmach – South, Architect
Donald Mayers – South, retired military
Linda Bragg – North, retired bookkeeper
Ray Thoranton – South, ?
Linda Barker – South, realtor
Billy Conley – North, pharmacist (former school board member)
Tara Jennings – Family Connections
Theron Derieng – South, retired public works director
Kirk Nivens – North, retired military, engineer
Allen Crosby – North, retired factory manager
Tom Adams – South, Engineer
Debra Griffin – North, office manage
Diane Strickland – South, realtor
Larry Barker – South, Insurance Broker
Linda Williams – South, legal secretary
John Lovel – Developer, lives in the Cove subdivision, 756-7120
Fred Thomasson – retired engineer, lives in the Cove subdivision, 756-2460
Jerry DeLoach – Coastal Communications technician, 312-0555 or 727-3838
Joel Edwards – South, former P&Z chairman, 238-2245 or 727-2413

City of Richmond Hill Comprehensive Plan Community Participation Program

Purpose

The preparation of the Community Participation Program is an important first step in obtaining citizen participation and involvement in the Comprehensive Plan. Community participation is an important part of the comprehensive planning process. It is based on the adage, “What they plan, they own.” When the planning process achieves diverse public input and involvement, the resulting plan is more likely to be implemented because the community takes pride and ownership in the Plan.

The purpose of the Community Participation Program of the City of Richmond Hill Comprehensive Plan is to ensure that citizens and other stakeholders are aware of the planning process. In addition, the Community Participation Program provides opportunities for the public at large to comment on the local Plan, individual components, or amendments. Widespread community involvement is crucial to preparing the Community Agenda component of the Plan.

The Comprehensive Plan, when complete, represents the City of Richmond Hill’s and its citizens’ individual vision, and should reflect a full range of community values and desires developed for the citizens and by the citizens.

State Minimum Requirements

The Georgia Department of Community Affairs (DCA) sets the standards and procedures for developing local comprehensive plans in order to maintain Qualified Local Government (QLG) status and, thus, remain eligible for certain state funding and permitting programs. A new set of rules went into effect on May 1, 2005, which emphasizes the involvement of stakeholders and the general public in the preparation of plans that include a well-conceived and achievable vision for the future.

The new DCA rules require that a community identify stakeholders and define the techniques by which they will promote widespread community participation. However, the Participation Plan leaves the methods, structure and composition up to the governing body.

Identification of Stakeholders

Steering Committee

In an effort to bring the Bryan County, and the cities of Richmond Hill and Pembroke together as a joint plan, a Steering Committee was formed. The Steering Committee consists of the Chairman of the County Commission, the Mayors of Richmond Hill and Pembroke, the County Administrator, Richmond Hill City Manager and the Pembroke City Clerk to act as the coordinating body for the joint plan.

Advisory Committee

Elected officials from the City of Richmond Hill determined at the beginning of the process that a community-wide planning effort such as this needed their direct and consistent participation. An Advisory Committee will be formed to be the guiding body throughout the planning process and resolve any issues that may arise during the process. The Committee will meet as necessary to monitor the progress of the planning process and provide direction to the consulting team.

Members of the Advisory Committee are:

City of Richmond Hill Advisory Committee	
Richard R. Davis	Mayor
Billy Albritton	Council Member
Billy McGrath	School Board representative
Nevin Patton	First Bank of Coastal Georgia
Christy Hayes	Richmond Place Subdivision HOA
Derek Smith	Southeastern Bank
Wayne Jackson	Developer
Glen Williard	County Commissioner
Les Fussell	Planning & Zoning
Marilyn Hodges	Sterling Creek Subdivision HOA
Alice Steyaart	Realtor
Mike Melton	City Manager
Steve Scholar	Director of Planning & Zoning
Larry Barker	CVB
Brian Baraniak	Developer, Planning & Zoning
Nevin Brown	Main Street Subdivision HOA
Bob Donovan	Ford Plantation
David Aspinwall	Engineer
Father Joe Smith	St. Anne's Catholic Church
Pastor Keith Joseph	First Baptist Church
Charles Spann	Richmond Hill High School

Recent Planning and Community Involvement Efforts

In March 2007, the Georgia Institute for Technology's Enterprise Innovation Institute presented the final draft of the *Economic Diversification of Bryan County* study to the public. This study provides a detailed account of economic diversification issues as identified by the community as well as recommendations in the form of a strategic plan for Bryan County, including the Cities of Richmond Hill and Pembroke. Based on interviews with identified community stakeholders, the study determines the County's level of economic dependence on Fort Stewart; provides an inventory of current economic conditions in Bryan County; gathers input from internal and external stakeholders; and develops an effective strategy and related implementation plan.

Other recent planning efforts within Bryan County include the recent *Bryan County Bicycle and Pedestrian Plan*, which was prepared by the Coastal Georgia Regional Development Center in 2007. The Bicycle and Pedestrian Plan includes not only recommendations for Bryan County, but also for the Cities of Richmond Hill and Pembroke. The plan is designed to facilitate and encourage a community where people could bicycle and/or walk safely and conveniently to all desired destinations and to provide alternative transportation options that would be available to all citizens or visitors to Bryan County. In addition, the plan provides an in-depth analysis of the current bicycle and pedestrian conditions in all three jurisdictions, as well as other project developments and recommendations to improve bicycle and pedestrian safety and access throughout the County.

List of Participation Techniques

The City of Richmond Hill, with assistance from the consulting team, will guide the citizen participation and coordination efforts associated with the development of the Comprehensive Plan.

The Community Participation Program tasks are derived from the essential need to educate the public and media regarding the Comprehensive Plan and ensure a broad participatory base. A specific emphasis on the views of all segments of the community will also include representation from the low and moderate income and minority populations identified in the planning process. The following tasks will aid the planning, assessment, evaluation, and implementation of the Comprehensive Plan.

Participation Technique	Included in CP Program	Explanation
Kiosk/Lobby Displays	Yes	Displays will be setup as appropriate.
Speakers Bureau	Yes	Speakers will be available to make presentations.
Kick-off Information Meeting	Yes	A kick-off informational meeting is planned to provide a general introduction of the planning process to the public, as well as to present the draft Community Assessment and Community Participation Program.
Printed Public Information	Yes	Printed materials and relevant handouts will be used as appropriate throughout the planning process.
Press Releases, Media Contacts	Yes	At key intervals throughout the planning process, press releases will be prepared and distributed to various forms of local media.
Cable TV	No	Not available.
Public Hearings	Yes	Two public hearings are planned as required.
Surveys	Yes	County-wide survey was completed in 2004.
Student Programs	No	Deemed not effective.
Email Blasts	No	No list exists.
Design Charrettes	No	The City is using other means.
Community Preference Survey	Yes	Conducted as one of the Public Workshops in conjunction with DCA and The Fanning Institute.
Steering Committee	Yes	The Steering Committee is comprised of officials from all three jurisdictions to oversee the joint process.
Advisory Committee	Yes	The City formed an Advisory Committee to guide Richmond Hill's process.
Stakeholder Meetings	No	The City is using an Advisory Committee.
Stakeholder Interviews	Yes	One-on-one interviews with Advisory Committee members.
Intergovernmental Partnership meetings	Yes	The City may meet with County and City of Pembroke representatives to discuss the County and the Cities' Comprehensive Plans.
Public Workshops and Visioning Sessions	Yes	Beginning in February 2008, the City is proposing three public workshops.
Website – Information only	Yes	The City will post relevant information to its websites.

Public Workshops

A series of three community workshops are planned to solicit input and feedback throughout the Agenda development process. The workshops are anticipated to focus on the following topics.

Workshop No. 1 – Refinement of Community Issues and Opportunities and Policies.

The first workshop is designed for participants to discuss the issues and opportunities for Richmond Hill and propose policies to address these goals in small work groups. This workshop will provide an opportunity for the public to indicate their opinions via the Community Preference Survey and begin thinking about how to incorporate the results into the Community

Agenda. Development of the Community Vision will begin at this meeting and be finalized at the second public workshop.

Workshop No. 2 – Implementation Measures and Policies.

The second workshop will build on the work of the previous workshop and include implementation measures, particularly the policies to be considered to achieve the community vision. Workshop participants will then have the opportunity to discuss the recommendations in more detail in small work groups.

Workshop No. 3 – Future Land Use and Defining Narrative.

The third workshop will bring the work of the Advisory Committee to the public. Participants will be asked to carefully examine existing development patterns and thoughtfully describe their preferred future. Participants will be encouraged to submit any comments and suggestions prior to the finalization of the draft Agenda.

Schedule for Completion of the Community Agenda

Because of the Coastal Comprehensive Planning process initiated by Governor Sonny Perdue via an Executive Order signed in February 2005, the Coastal Georgia Regional Development Center initiated a request to DCA to extend the recertification deadlines for the six coastal counties—Bryan, Camden, Chatham, Glynn, Liberty and McIntosh.

In March 2006, the Georgia Department of Community Affairs agreed to extend the recertification deadline for the Comprehensive Plans for those counties until October 2008. This extension allows the coastal counties—all of which initiated Comprehensive Plan updates in 2005 or 2006—to monitor the Coastal Comprehensive Plan process, and respond in their local plans to any forthcoming directives and recommendations. Once the Coastal Comprehensive Plan is complete, the City of Richmond Hill, as well as the City of Pembroke and Bryan County, will assess the implications and incorporate the necessary policies into the Community Agenda. The Agenda will be submitted to DCA no later than June 30, 2008, and possibly even earlier.

The following timeline depicts City of Richmond Hill's Comprehensive Plan preparation process. Specific participation techniques, when they are expected to occur and the preparation and adoption process of the Community Agenda component are proposed in the timeline.

City of Richmond Hill		2007				2008									
		Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct
Comprehensive Plan Tasks															
1	Kick-Off Meeting w/ Advisory & Advisory Committee														
2	Advisory Committee Meetings														
3	RDC Drafting Agenda Elements			TKG	CH	NY									
4	Advisory Committee Meetings														
5	Stakeholder Interviews			Combined with trips above											
6	Public Workshop #1 - Vision/I&O														
7	Public Workshop #2 - I&O/Policies														
8	Public Workshop #3 - Future Land Use														
9	Presentation of Agenda to City Council														
10	Public Hearing and Pass Resolution														
11	Submit to DCA														
12	Adopt Agenda														
DCA Recertification Deadline															

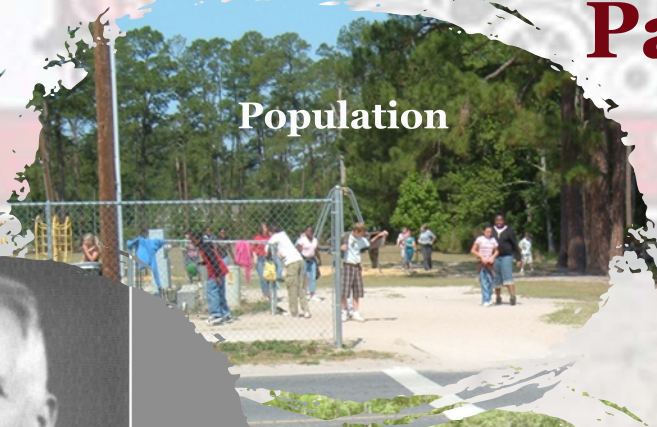
TKG = Thanksgiving CH = Christmas NY = New Years

City of Pembroke Comprehensive Plan

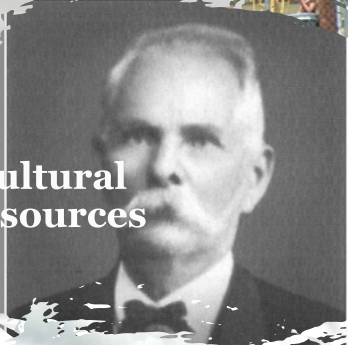
Community Participation Program



Population



Cultural
Resources



Natural
Resources



Economic
Development



Housing



Community
Facilities



Prepared for:

DRAFT

Prepared by:



January 2008

Coastal Georgia
Regional Development Center

City of Pembroke Comprehensive Plan Community Participation Plan

Purpose

As stated in the Community Assessment, the purpose of a Comprehensive Plan is to provide a community with a detailed documentation of its vision for the future and a guide for achieving that vision. The preparation of the Community Participation Program is an important first step in obtaining citizen participation and involvement in the Comprehensive Plan. As an important part of the planning process, it is based on the adage “What they plan, they own.” When the planning process achieves diverse public input and involvement, the final plan is more likely to be implemented because the plan reflects the full range of community values and desires, allowing the community to take pride and ownership in the various elements of the plan.

The purpose of the Community Participation Program is to provide a venue for citizens and other stakeholders to comment on the local plan, individual components of the plan, or plan amendments. A multi-faceted participation process can strengthen the Pembroke community and is crucial to preparing the Community Agenda section of the plan. Pembroke’s Mayor, Council and City Staff believe citizens should have the ability to participate actively in the process of defining the community’s vision, values, goals, policies, priorities, and implementation strategies.

State Minimum Requirements

The Georgia Department of Community Affairs (DCA) sets the standards and procedures for developing local comprehensive plans in order to maintain Qualified Local Government (QLG) status and thus remain eligible for certain state funding and permitting programs. A new set of rules went into effect on May 1, 2005, which emphasizes the involvement of stakeholders and the general public in preparation of plans that include a well-conceived and achievable vision for the future. The residents, elected officials, business owners and community leaders of the City of Pembroke are standing on the threshold of planning for their future at this moment.

The new DCA rules require that a community identify stakeholders and define the techniques by which they will promote widespread community participation, yet leaves the structure and composition of the committees up to the governing bodies.

Identification of Stakeholders

Advisory Committee

Elected officials from City of Pembroke determined at the beginning of the process that a community-wide planning effort such as this needed their direct and consistent participation. An Advisory Committee was formed to be the guiding body throughout the planning process and resolve any issues that may arise during the process. The Advisory Committee is comprised of members of the council, planning staff, representatives from the City and from key agencies and organizations.

The Committee first met on July 31, 2007, and has held regular meetings since then. The Committee will continue to meet as often as necessary to monitor the progress of the planning process and provide direction to the consulting team.

Members of the Advisory Committee are:

City of Pembroke Advisory Committee	
Joe Aldrel	Developer
Charlotte Bacon	Planning & Zoning
Wynn Carney	City of Pembroke
JuShara R. Coples	The Heritage Bank
Noah Covington	Pembroke Telephone Company
Sharroll Fanslau	The Heritage Bank
Betty Hill	City Clerk, City of Pembroke
Wanda Lane	Reporter/Media
Ricky McCoy	Clerk of Works, City of Pembroke
Carolyn Morgan	Downtown Development Authority
Doyce E. Mullis, Jr.	First Bank of Coastal Georgia
Wayne Porter	Planning & Zoning
Gloria Schneider	Citizen
Laverne Scott	Downtown Development Authority
Teresa Smith	Downtown Development Authority
Mary Warnell	Bryan County Board of Education
David Williams	Gateway Behavioral Health Services

Recent Planning and Community Involvement Efforts

In March 2007, the Georgia Tech's Enterprise Innovation Institute presented their final *Economic Diversification of Bryan County* plan to the public. This study provides a detailed account of community identified economic diversification issues and strategic plan recommendations for Bryan County, as well as Pembroke and Richmond Hill. The document also:

- Determines the County's level of economic dependence on Fort Stewart;

- Provides an inventory of current economic conditions in the County;
- Gathers input from internal and external stakeholders;
- Develops an effective strategy and implementation plan.

Other planning efforts include the *Bryan County Bicycle and Pedestrian Plan*, which the Coastal Georgia Regional Development Center recently submitted. The plan includes the communities of Pembroke, Richmond Hill and Bryan County, and involves an in-depth analysis of bicycle and pedestrian conditions in all three jurisdictions and the development of projects and other recommendations to improve bicycle and pedestrian access and safety.

And last, the Safe Routes to School Plan is currently under way for Bryan County Elementary School in Pembroke. The SRTS Plan analyzes the condition of existing trail and sidewalk infrastructure, traffic counts and crash data surrounding the school, and current projects and policies that might impact the number of children walking and biking to school. The goal of the plan is to:

- Improve bicycle and pedestrian facilities and safety;
- Increase number of children getting regular physical activity;
- Decrease traffic congestion at school drop-off sites;
- Improve air quality around schools

The SRTS Plan is scheduled for completion by June, 2008.

List of Participation Techniques

The City of Pembroke with assistance from the consulting team will guide the citizen participation and coordination efforts associated with the development of the comprehensive plan.

The Community Participation Program tasks are derived from the essential need to educate the public and media regarding the Comprehensive Plan and ensure a broad participatory base. A specific emphasis on the views of all segments of the community will also include representation from the low and moderate income and minority populations identified in the planning process. The following tasks will aid the planning, assessment, evaluation, and implementation of the Comprehensive Plan.

Participation Technique	Included in CP Program	Explanation
Advisory Committee	Yes	The local government decided that an Advisory Committee would be formed to guide the comp plan process from beginning to end. The committee is comprised of the Mayor, City Council Members, Planning and Administrative Staff, and citizens representing local businesses and civic organization.
Technical Advisory Committee	No	The Advisory Committee decided to forego the formal appointment of a Technical Advisory Committee. The Advisory Committee and staff will be reviewing all draft materials before they are presented to the public, and will by default serve as an ad hoc Technical Advisory Committee.
Stakeholder Interviews	No	The recently completed Bryan County Economic Diversification study conducted by Georgia Tech provides a wealth of timely information to serve this purpose.
Stakeholder Meetings	No	The topic discussion workshops explained in detail below served this purpose.
Kiosk/Lobby Displays	Yes	Posters will be displayed in the entranceway to the J. Dixie Harn Community Center.
Design Charrettes	No	This technique was not considered due to cost.
Public Workshops and Visioning Sessions	Yes	Beginning in January, 2008, it is proposed public workshops will be held to: 1) define their vision; 2) finalize issues and opportunities; 3) refine the character area map and the future development map; and 4) develop policies for the Community Agenda.
Intergovernmental Partnership meetings	Possibly	There are no specialized multi-government “planning summits” or similar type meetings scheduled as a part of this process; however, the local governments are open to considering such meetings after the facilitated citizen participation sessions if needed to complete the Community Agenda.
Kick-off Information Meeting	Yes	A kick-off informational meeting is planned for December, 2007 to provide a general introduction of the planning process to the public, as well as presenting the draft Community Assessment and Community Participation Program.
Printed Public Information	Yes	Executive summaries and other printed materials and relevant handouts will be used as appropriate throughout the planning process.
Public Hearings	Yes	Two public hearings are planned as required.
Surveys	No	Deemed not cost effective for this process.
Press Releases, Media Contacts	Yes	At key intervals throughout the planning process, press releases will be prepared and distributed to various forms of local media.
Website – Information only	Yes	The City of Pembroke will post relevant information to their website.

Participation Technique	Included in CP Program	Explanation
Website – Response capability (email)	No	Pembroke is not capable of receiving feedback from the public via email at this time.
Website – Interactive with survey	No	This technique was not considered due to cost and staffing resources.
Cable TV information	Possibly	The local cable TV provider is capable of broadcasting public meeting announcements on the local/bulletin board channel.
Community Preference meetings or survey	Yes	This technique will be conducted by the Fanning Institute in conjunction with the Richmond Hill and Bryan County Updates.
School Program (students)	No	No specific school program has been identified.
Speakers Bureau	No	This technique was not considered due to cost.

Identification of Participation Techniques

Public Workshops

A series of three community workshops are planned to receive input and feedback throughout the Agenda development process. The workshops are anticipated to focus on the following topics.

Workshop No. 1 – Identification of Community Issues and Opportunities and Policies by Element: This workshop will provide an opportunity for participants to break into small working groups according to their jurisdictional affiliation to discuss issues and opportunities related to economic development, housing, natural and cultural resources, community facilities and services, and intergovernmental coordination. Facilitators will encourage participants to start identifying possible policies to address the issues. This hands-on approach provides a sense of ownership and engages meeting participants. Ideas developed during this meeting will then be presented to the group as a whole in a report out session at the end of the meeting.

Workshop No. 2 – Continuation of Issues and Opportunities and Policies: This second workshop builds on the results from the first workshop. Facilitators will provide participants draft policies and stimulate group discussion on implementation of the suggested policies. The goal of the workshop is to finalize the list of issues and opportunities and refine the implementation strategies.

Workshop No. 3 – Future Land Use Map and Development of the Narrative: The third workshop will present the Character Areas as identified by the Advisory Committee. Facilitators will encourage participants to carefully examine development patterns and thoughtfully describe their preferred future for each of the areas.

Schedule for Completion of the Community Agenda

Because of the Coastal Comprehensive Planning process initiated by Governor Sonny Perdue via an Executive Order signed in February 2005, the Coastal Georgia Regional Development Center initiated a request to DCA to extend the recertification deadlines for the six coastal counties—Bryan, Camden, Chatham, Glynn, Liberty, and McIntosh.

In March 2006, the DCA agreed to extend the recertification deadline for the local Comprehensive Plans until October 2008. This extension allows the coastal counties—all of which initiated comprehensive plan updates in 2005 or 2006—to monitor the Coastal Comprehensive Plan process, and respond in their local plans to any forthcoming directives and recommendations. Once the Coastal Comprehensive Plan is complete, Pembroke will assess the implications and incorporate the necessary policies into the Community Agenda. The Agenda will be submitted to DCA no later than July, 2008.

The following timeline depicts the City of Pembroke's Comprehensive Plan preparation process, the specific participation techniques and when they are expected occur, and the preparation and adoption process of the Community Agenda component.

City of Pembroke
 Comprehensive Plan Community Participation Program

		2007						2008										
		June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct
1	Kick-Off Meeting w/ Advisory Committee																	
2	Advisory Committee Meetings																	
3	RDC Drafting Assessment Elements																	
4	Advisory Committee Meetings	As needed throughout the process																
5	RDC Drafting Agenda Elements																	
6	Public Workshop #1 – I&O & Policies						TKG	CH										
7	Public Workshop #2 – Refine I&O & Policies								NY									
8	Public Workshop #3 – Future Land Use & Narrative																	
9	Presentation of Agenda																	
10	Public Hearing and Pass Resolution																	
11	Submit Agenda to DCA – Mandatory 60 day Review																	
12	Adopt Agenda																	
DCA Recertification Deadline																		
TKG = Thanksgiving C = Christmas NY = New Years																		