

COMMUNITY PARTICIPATION PROGRAM

City of Powder Springs
Georgia

May 2006

Prepared by: Robert and Company

Introduction

The purpose of the Community Participation Program is to insure that the local comprehensive plan reflects the full range of community values and desires by involving a diverse spectrum of stakeholders in development of the Community Agenda. Meaningful participation in developing the Community Agenda will also help guarantee that it will be implemented, because many in the community are involved in its development and thereby become committed to seeing it through. The Community Participation Program is a required component of the planning process for communities of all planning levels in Georgia.

Public Participation Requirements

The *Powder Springs Community Participation Program* is based on input from City leaders, staff, and regional and state agencies (ARC and DCA). The program identifies of a specific process to follow that will achieve City objectives and satisfy Department of Community Affairs requirements for public participation and “visioning” in the Comprehensive Plan Update process.

The DCA Minimum Local Standards for comprehensive plans includes a requirement for a “Community Vision” to be developed as part of the comprehensive plan update. The Community Vision, or “Vision for the Future of the Community” must:

- be based on public input, assessment of current and future needs, and other elements of the plan;
- address Community, Regional and State planning goals;
- include pictures, illustrations, and/or descriptions of development patterns to be encouraged within the jurisdiction, including clear identification of areas to be developed, areas to remain as open space or rural land, and areas where mixed use development and similar development will be encouraged; and
- include both a generalized overall Vision for the community with more specific detailed Visions for sub-areas of the community.

For the City of Powder Springs, the Community Vision should also address redevelopment opportunities, community character and regional/multi-jurisdictional visions.

Public Participation Goals

The planning process used to develop the City of Powder Springs Comprehensive Plan 1996 – 2006 met the minimum planning standards for public participation at that time. During the city's recent Town Center LCI study process, the city greatly expanded its community participation efforts and conducted a series of very well attended and successful public meetings that greatly improved the quality of the LCI plan. Moving forward, the City of Powder Springs will continue to build upon its prior commitments to public participation and strive to expand opportunities for engaging citizens in the planning process. To achieve this, the following goals are established for the Public Participation Plan in the *Powder Springs Comprehensive Plan Update 2005 - 2025*.

- Goal: Raise the level of awareness and understanding of planning the in City of Powder Springs.
- Goal: Provide the citizens of Powder Springs with meaningful opportunities for involvement in the planning process.
- Goal: Involve and maintain close contact with identified key stakeholders throughout the planning process.
- Goal: Identify and involve traditionally underserved communities (minority, low-income, elderly, etc.) in the planning process.

Identification of Stakeholders

Stakeholders are those who effect and are affected by change. Identifying a varied group that includes potential plan supporters and opponents and inviting them to participate in the planning process from the outset is a key component of a successful planning process. People who are invited to participate in the process and are involved from the beginning will develop a sense of pride and ownership related to the plan. These key community stakeholders can help foster community support for the document and will have a vested interest in the implementation of the plan

The following is a list of the stakeholders identified by the City of Powder Springs and invited to serve on a Citizen Advisory Panel overseeing the development of the Community Agenda. This group will meet on a regular basis during the development of the community agenda. The Steering Committee will be charged with providing guidance regarding the opportunities and issues addressed by the City during the 2005 – 2025 planning period and provide input on the implementation measures best suited to successfully address the identified issues.

CAP Members:

Lee Thornton
Robin Gomez
Steven & Susan Smelser
Lee & Jalana Bouldin
Kim Bizard
Cherie Katin
Melanie Elliot
Jody Yon
Chris Napoletano
Kim Murray
Gloria Hilderbrand
Lovetta Robinson
Robin Hutcheson
Tyrone Roderick Williams

Identification of Planning Techniques

The *Powder Springs Community Participation Plan* will offer numerous opportunities for public involvement in the planning process. Powder Springs citizens can consistently stay attuned to city activities through the regular schedule of Council meetings on the first and third Monday's of each month. Citizens can discuss issues with City staff and elected officials at these meetings or at any time via mail, telephone or email. City of Powder Springs information is also available via the City's website: <http://www.cityofpowdersprings.org/>

In addition to regular City meetings, special meetings, workshops and open houses will be held during the planning process. The following are types of public involvement opportunities that will be offered as part of the *Powder Springs Community Participation Program*:

- Citizen Mailing List: The City has compiled a citizen mailing list that will be used to keep the public informed of any changes that will be taking place throughout the Comprehensive Plan Update. Such changes may include: changes to the dates of public meetings, changes to the locations of public meetings, changes to public review periods for draft documents related to the plan, and changes to review periods of state and regional agencies.
- Citizen Advisory Panel – see description under *Stakeholder* section. A variety of techniques will be used to engage this group as they guide the development of the plan; brainstorming sessions will be used to help finalize the list of issues and opportunities the city will address during the planning process, a mini-charette will be used to help the group understand and define the city's character areas and the consultant team will facilitate discussions outlining the goals and objectives of the comprehensive plan.
- Kick-off Public Information Meeting – A well-publicized event to announce the planning process to citizens and property owners. The meeting will include a presentation covering the purpose of comprehensive planning and an overview of the process for completing the city's plan update. A summary of the Community Assessment and Community Participation Program will also be presented and open for discussion.

- Opinion Polls/ Surveys – As appropriate, surveys designed to elicit comments from the general public, or targeted community audiences, such as business owners, neighborhood associations, etc., regarding the challenges facing the City of Powder Springs and desired future development patterns will be conducted during the planning process.
- Public Workshops - At least two town hall meetings / mini-charettes will be conducted during the planning process. At these meetings attendees will be divided into small work groups and led through facilitated discussions regarding their vision for the future of the community including appropriate patterns for future development. An additional workshop will be held as a joint work session between the Citizen Advisory Panel and City Council.
- Open House Review Meeting – This meeting will take place once a draft of the Community Agenda has been completed. The meeting will have three components: 1) Open – House, The plan will be presented in a series of presentation panels that will be on display for the public to review at their leisure. Members of the consultant team will be on hand to answer questions and discuss the plan with residents on an individual basis. 2) Following the open house a formal presentation of the Community Agenda will be made by the consultant. 3) Q&A - after the formal presentation the floor will be opened to the public so they may ask specific questions about the Community Agenda.
- Public Hearings – As required by the Georgia Planning Act, two public hearings will be held during the planning process. The first hearing will be conducted after the Kick-off Meeting but prior to the transmittal of the Community Assessment and Participation Program to the ARC / DCA for review. The purpose of this hearing will be to brief the community on the potential issues and opportunities identified through the Community Assessment and to obtain input on the proposed participation program. The second public hearing will be held after the Open House Review meeting for the Community Agenda. This hearing will serve as a formal briefing on the contents of the Community Agenda and provide the opportunity for residents to make final suggestions for additions or revisions to the document.

Public meetings, including workshops and review meetings, will be held in locations in Powder Springs that are conducive to encourage meaningful community input. In addition to use of City facilities, local cultural facilities and public schools may be used for public meetings.

Notice of upcoming plan related meetings and workshops will be disseminated to city residents through notices on their water bills. Additionally meetings will be advertised in the Marietta Daily Journal and the Powder Springs Messenger and signs may be posted along city roadways.

Public Information Resources

The City of Powder Springs will maintain information dedicated to the *Powder Springs Community Participation Program* and the Comprehensive Plan Update linked directly to the City of Powder Springs homepage. The web page will include schedule information, public meeting notices, and means for reviewing draft plan components. The web site will also offer an easy way for the public to communicate with City staff and consultants.

The Marietta Daily Journal and the Powder Springs Messenger are the legal organs for dissemination of City information. These newspapers also provide editorial and feature coverage of government activities. The Atlanta Journal/Constitution will also be solicited for articles especially within the Cobb County special section and the weekly Horizon section.

Schedule and Milestones

The following tables provide an overview of the schedule for completing the Powder Springs Comprehensive Plan update with key milestones and meeting discussion topics noted.

SCHEDULE

TASK	2005							MILESTONE DATES
	JAN	FEB	MAR	APR	MAY	JUN	JULY	
Confirm Schedule and Scope	■							by January 30, 2005
Inventory Information for Community Assessment	■	■	■					January 18 - March 14, 2005
Develop Community Assessment			■	■				March 7 - April 15, 2005
Develop Community Participation Program				■	■			April 15 - May 6, 2005
Form Steering Committee				■	■			April 15 - May 6, 2005
Submit Working Draft of Community Assessment and Participation Program to City					■			May 12, 2005
Steering Committee Meeting #1					■			May 12, 2005
Steering Committee Meeting #2							■	July 14, 2005
Public Participation Workshop #1							■	July 21, 2005

TASK	2006								MILESTONE DATES
	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	
Public Presentation of Community Assessment and Participation Program		■							February 1, 2006 (Council at 6 pm; Public at 7 pm)
Public Review Period for Community Assessment & Participation Program		■							February 1 - February 28
Prepare Response to Public Review			■						March 1 - March 15
Citizen Advisory Panel Meeting #3			■						March 2, 2006, 7pm to 9pm
Public Hearing and Vote to Submit Community Assessment and Participation Plan to ARC for Review			■						May, 2006
ARC / DCA Community Assessment Review Period				■					Anticipate comments by June 27, 2006
Confirm Community Assessment Assumptions				■	■				June-July 2006
Refine Community Opportunities and Issues				■	■				June-July 2006
Identify Character Areas for Further Study				■					April 2006
Workshop				■					April 6, 2006, 7pm to 9pm This meeting will include Council and CAP members only.
Public Workshop				■					April 13, 2006, 4pm to 8pm This meeting will be open to the public
Develop Future Development Map & Supporting Narrative				■	■				May-June 2006
Citizen Advisory Panel Meeting #4				■	■				May 11, 2006, 7pm to 9pm
Refine Community Goals and Develop Implementation Plan				■	■				May - June 2006
Citizen Advisory Panel Meeting #5					■	■			June 1, 2006, 7pm to 9pm
Develop Short Term Work Program						■	■		June - July 2006
Citizen Advisory Panel Meeting #6						■	■		July 6, 2006, 7pm to 9pm
Workshop / Charette							■		TBD
Citizen Advisory Panel Meeting #7								■	August 3, 2006, 7pm to 9pm
Complete Draft of Community Agenda								■	August 31, 2006

TASK	2006				2007						MILESTONE DATES	
	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN		
Submit Working Draft of Community Agenda at City Council Agenda												Paper copy To Staff: September 6, 2006 Present to Council: September 13, 2006, 7 pm
Revisions to Community Agenda												September 14 - October 6
Submit 2nd Draft of Community Agenda to City												Paper Copy To Staff: October 6, 2006 Present to Council: October 11, 2006, 6 pm
Public Presentation of Community Agenda												October 11, 2006 7 pm
Public Comment Period for Community Agenda												October 11-October 21
Final Revisions to Community Agenda												October 21 - November 6, 2006
Submit Final Community Agenda to City												Paper Copy To Staff: November 8, 2006 Present to Council: November 15, 2006 6pm
Public Hearing and Vote to Submit Community Agenda to ARC for Review												Vote to submit: December 4, 2006
ARC/DCA Community Agenda Review Period												120 Day Review / Revision Period. Anticipated Date of Completion April 2007
Vote to Adopt Community Agenda - Comprehensive Plan												Anticipated at May 7, 2007 Council Meeting
Deadline for Comprehensive Plan Adoption												Revised Deadline June 30, 2007

PUBLIC PARTICIPATION PROPOSED MEETING TOPICS	
<u>Event Type</u>	<u>Proposed Agenda</u>
Citizens Advisory Panel Meeting	
May 12, 2005	Review Community Assessment - Issues and Opportunities & Character Areas
July 14 2005	Define Community Issues & Goals
March 2, 2006	Review Complete Draft of Community Assessment
May 11, 2006	Review Future Development Map & Discuss Community Goals
June 1, 2006	Review Implementation Plan
July 6, 2006	Review Short Term Work Program
August 3, 2006	Review Draft Community Agenda
Public Hearing	
March 20, 2006	Present Community Assessment & Public Participation Program
December 4, 2006	Present Community Agenda
Kick-off Meetings	
July 21, 2005	Present Community Assessment & Public Participation Program
February 2, 2006	Review Initial Community Assessment & Discuss Issues and Opportunities
Workshops	
April 6, 2006	Visioning and Goal Setting for Character Areas and City-Wide (CAP & City Council)
April 13, 2006	Visioning and Goal Setting for Character Areas and City-Wide (Public)
Open House Reviews	
October 11, 2006	Review of Community Agenda