

## **City of Sylvania**

Comprehensive Plan

Component Two: Community Participation Plan

Prepared by:

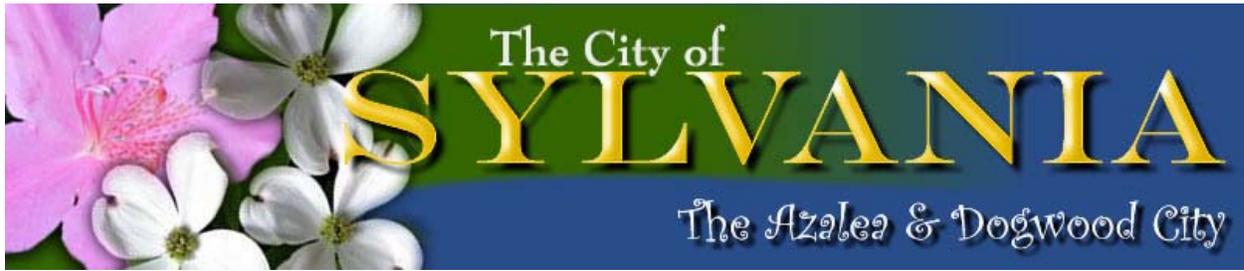
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Comprehensive Plan

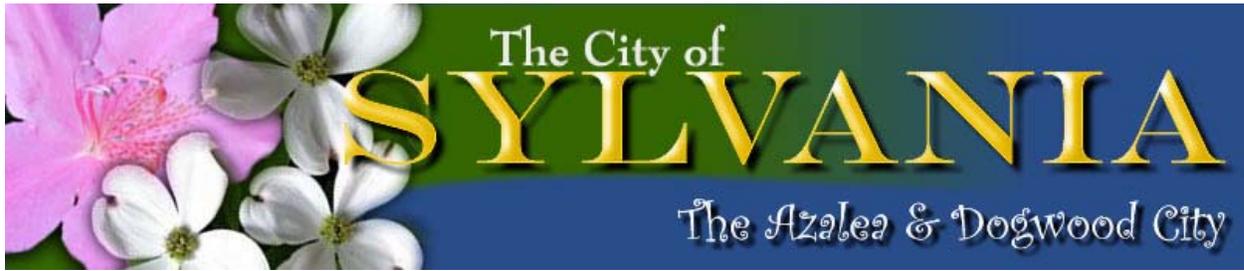
Component Two: Community Participation Plan

### **Sylvania City Council**

Margaret Evans, Mayor  
Preston Dees, Mayor Pro-Tem  
Joette Black, Council Member  
Joe A. Cleland, Council Member  
Jeremy Hill, Council Member  
Fred Jenkins, Jr., Council Member  
Ben W. Mercer, Jr., Council Member

### **Comprehensive Plan Steering Committee**

Margaret Evans, Mayor  
Preston Dees, Mayor Pro-Tem  
Joette Black, Council Member  
Joe A. Cleland, Council Member  
Jeremy Hill, Council Member  
Fred Jenkins, Jr., Council Member  
Ben W. Mercer, Jr., Council Member  
Dennis Lawton, County Commissioner  
Roland Stubbs, County Commissioner  
Rick Jordan, County Manager  
Dr. Whit Myers, Superintendent, Screven County Schools  
H. Carter Crawford, City Manager



**Coastal Georgia Regional Development Center Project Team**

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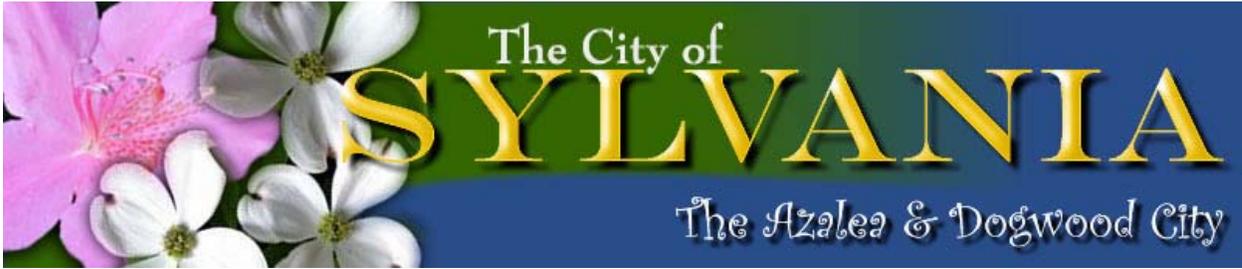
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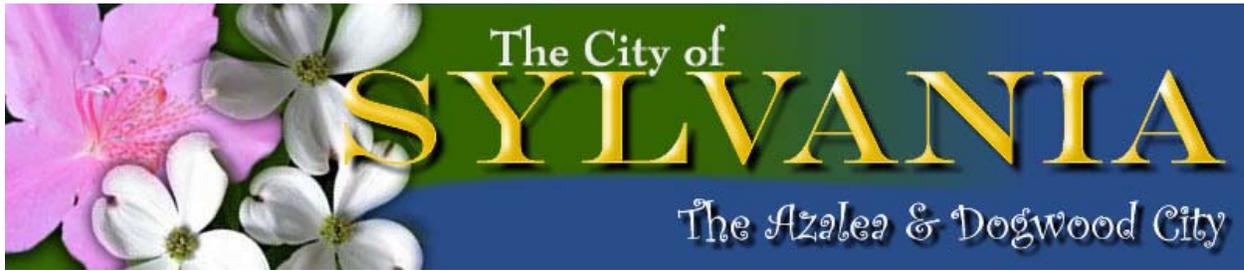
**Administrative Services Staff**

Rachel Green, Secretary  
Beth Kersey, Administrative Secretary  
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## **City of Sylvania Comprehensive Plan**

### **Component Two: 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 Sylvania Comprehensive Plan is to insure that citizens and other stakeholders are aware of the planning process and are provided opportunities to comment on the local plan, individual plan components, or plan amendments. Widespread community involvement is crucial to preparing the Community Agenda component of the plan.

The Comprehensive Plan, when complete, represents the City of Sylvania’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 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, yet leaves the methods, structure and composition up to the governing body.

#### ***Identification of Stakeholders***

##### **Steering Committee**

Elected officials from the City of Sylvania determined at the beginning of the process that a community-wide planning effort such as this needed their direct and consistent participation. A Steering Committee was formed to be the guiding body throughout the planning process and resolve any issues that may arise during the process. The Steering Committee first met on

October 6, 2006. The Committee continues to meet as necessary to monitor the progress of the planning process and provide direction to the consulting team.

Members of the Steering Committee are:

<b>City of Sylvania Steering Committee</b>	
Margaret Evans	Mayor
Preston Dees	Mayor Pro-Tem
Joette Black	Council Member
Joe A. Cleland	Council Member
Jeremy Hill	Council Member
Fred Jenkins, Jr.	Council Member
Ben W. Mercer, Jr.	Council Member
Dennis Lawton	County Commissioner
Roland Stubbs	County Commissioner
Rick Jordan	County Manager
Dr. Whit Myers	Superintendent, Screven County Schools
H. Carter Crawford	City Manager

### **Local Topic Discussion Groups**

The Steering Committee chose to involve the public early in the process by conducting a series of local topic discussion sessions. The role of the topic sessions was to thoroughly examine the issue areas. Notes of the meetings were recorded by the consulting team for development of the preliminary issues and opportunities. The information will also be useful in the design of the facilitated public workshops.

Participants in the local topic discussion groups represented a variety of interests and community groups. Ten topic meetings were held between October 2006 and March 2007. Those who volunteered their time and talents included:

<b>Citizens Involved in the Topic Sessions</b>	
Sarah Aaron	Banking
Clint Williams	Believers Church
Jason Beard	Business Owner
Agnes Tebeau	Citizen, Goodwill Ambassador for the City of Sylvania
Ben A. Smith	Citizen
Cathy Foreland	Citizen
Chris Rogers	Citizen
Eileen Beauregard	Citizen
Jim Adams	Citizen
Linda Avret	Citizen
David Wells	Citizen
Deborah Dees	Citizen
Hilda Boykin	Downtown Development Authority
Bill Lanford	DTD
George St. George	Hospital Authority
Rev. Vicki P. Scott	Mt. Zion UMC
Jimmy Murray	Murray & Associates Insurance and Real Estate
Wendy Warren	SCCC/Community in Schools Family Connection
Lisa Guidos	School-Link
Dr. Whit Myers	Screven County. BOE, Superintendent
Stan Sheppard	Screven County. Commissioner
Gayle Boykin	Screven County. Development Authority
Mary Lauren Jarrell	Screven County Health Dept.
Wendy Weinberger	Screven-Jenkins Regional Library
Chris Thomas	St. Andrews Comm. Association
Rev. Thomas Norman	St. Andrews United Methodist Church
Karen Danao	The Cotton Patch

**List of Participation Techniques**

The City of Sylvania, 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.

<b>Participation Technique</b>	<b>Included in CP Program</b>	<b>Explanation</b>
Kiosk/Lobby Displays	Yes	Displays will be setup in the library and the chamber office.
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.
Media Strategies	No	Determined not to be effective in the City.
Cable TV	No	Not available.
Public Hearings	Yes	Two public hearings are planned as required.
Surveys	No	Deemed not cost effective for this process.
Local topic discussion workshops	Yes	A series of topic discussion meetings were held between October 2006 and March 2007 to educate the citizens and develop consensus.
Student Programs	No	Deemed not effective.
Email Blasts	Yes	Will be utilized periodically to update public.
Design Charrettes	No	Cost prohibitive.
Community Preference Survey.	Yes	To be conducted during one of the Public Workshops.
Technical Advisory Committee	No	The Steering Committee decided to forego the formal appointment of a Technical Advisory Committee. The Steering Committee will serve this role.
Steering Committee	Yes	The City formed a Steering Committee to guide the comprehensive plan process.
Stakeholder Meetings	Yes	The topic discussion workshops served this purpose.
Stakeholder Interviews	Yes	One-on-one interviews with key community leaders.
Intergovernmental Partnership meetings	Yes	The City may meet with County representatives to discuss the City and the County Comprehensive plans.
Public Workshops and Visioning Sessions	Yes	Beginning in January 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 – Vision and Refinement of Issues and Opportunities (January 10, 2008). This workshop will provide an overview of the state planning goals. It will provide an opportunity for participants to express their vision for their community, and discuss issues and opportunities for their jurisdiction. Workshop No. 1 will also give participants opportunity to draft policies and Short-Term Work Program activities to address issues and opportunities from the Community Assessment.*

*Workshop No. 2 – Refinement of Vision, Issues and Opportunities, Policies, and Short-Term Work Program (January 31, 2008). – This workshop will continue the work started in Workshop No. 1. This workshop will review the vision begun in Workshop No. 1. Participants will continue to discuss issues and opportunities for their jurisdiction. Workshop No. 2 will continue to give participants opportunity to draft policies and Short-Term Work Program activities.*

*Workshop No. 3 – Develop Future Land Use Map, and Review Implementation Policies and Short-Term Work Program Items (February 28, 2008). The third workshop will allow participants to review the results of the previous public workshop and express their opinions about the proposed implementation policies. The primary focus will be on defining and creating the Future Development Map.*

### **Schedule for Completion of the Community Agenda**

The following timeline depicts City of Sylvania’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.

<b>City of Sylvania Comprehensive Plan Tasks: Community Agenda</b>	January 2008	February 2008	March 2008	April 2008	May 2008	June 30, 2008
Public Workshop #1 – Draft Vision – Finalize Issues/Opportunities						
Public Workshop #2 –Finalize Issues/Opportunities ; Finalize Policies						
Public Workshop #3 – Future Development Map and Narrative						
Lobby Displays/Kiosks & Press Releases: Library and City Hall						
Information on City Website						
Public Meeting/Community Agenda Presented						
Public Hearing/Pass Resolution						
Community Agenda submitted to RDC/DCA						
Local Government Adoption						
Public Notice of Community Agenda Availability						
Recertification – June 30, 2008						