

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 Lilburn. These documents satisfy the Georgia Department of Community Affairs (DCA) Community Assessment requirement for Lilburn 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 Lilburn.

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 Lilburn. 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 Lilburn 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 Lilburn 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 Technique
- Website – Response Capability (email)

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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 as well as important invitees to public hearings and committee meetings. In addition, Stakeholder meetings would allow the Stakeholders to participate at varying levels of the Community Agenda process and would be able to host public input meetings as well. Both a Technical Advisory Committee and a Steering Committee will also be needed in order to host policy meetings and evaluate results of Community Agenda Events/ Activities. The Technical Advisory Committee will be utilized in the beginning of the process to gain technical input and professional opinion early on, as well as toward the end of the process to check the draft results of the Community Agenda for practical application. The Steering Committee will be used to develop and answer policy questions and to provide a voice for elected officials, persons involved in the development community, land owners and residents. They will also receive presentations by members of the Technical Advisory Committee 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;

- Technical Advisory Committee
- Steering Committee

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 closely resemble a visioning exercise and a synthesis of this input will be used as a guide during Committee meetings and plan formulation. The public will be invited to this event through advertisement in the local newspaper and well as a notice posting on the Lilburn website. Therefore, the following Techniques were chosen to accomplish this Activity;

- Website – *Information Only*
- Vision Goals and Objectives Meeting

The next event involving public participation will be a “Community-wide event to produce or refine the Future Development Map”. The Technical and Steering Committees as well as staff will prepare an initial draft of the Future Development Map based upon existing land use, the Preliminary Issues and Opportunities list, public input gathered to this point and other relevant considerations. Public participation will be used to refine the Future Development Map and to provide checks and allow for residents to view the land use districts most interested to them. Public input is expected to generate a wide variety of comments, ranging from concern over the process itself to restating of

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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 Lilburn website. In addition, enough information, maps and graphic products will have been gathered to prepare a public display of information in the lobby of City Hall for the public to view at their leisure. Therefore, the following Techniques were chosen to accomplish this Activity;

- Technical Committee Meeting
- Steering Committee Meeting
- Website – *Information Only*
- Kiosk/Lobby Display
- Stakeholder 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, Technical 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 resident 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 Lilburn website. Also, the information display at City Hall will be updated to include the Implementation Program before the meeting. Therefore, the following Techniques were chosen to accomplish this Activity;

- Technical Committee Meeting
- Steering Committee Meeting
- Website – *Information Only*
- Kiosk/Lobby Display
- 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 Technical Committee, 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

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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 Lilburn website. Therefore, the following Techniques were chosen to accomplish this Activity;

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

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

- Technical/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 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 Lilburn has selected the necessary Public Participation Techniques referenced by the Community Agenda: Schedule #1. This Schedule will fulfill the needs for Lilburn 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 Lilburn 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 Lilburn Community Agenda Schedule” for a list of Events and Activities as well as the preferred Public Participation Techniques.

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Stakeholder List

Hendryx Colon (H) Resident/Deputy Sheriff

Rev Dr. J Gregory McMinn, Senior Pastor
Pilgrimage Presbyterian Church

Fr. Fernando Molina-Restrepo, Pastor (H)
Our Lady of the Americas Catholic Mission

Patti Jo Shapiro, Public Info Director
Lilburn Business Assoc. &
Real Estate Agent ReMax of Greater Atlanta

Thor Johnson, President
Lilburn Business Associaton

Rev. Richard Haynes (AA)
Salem Missionary Baptist Church

Clay Cox, State Representative

Steve Henson, State Senator

Karen Benson, Citizen/Resident

John Boudrot, President
Southern Sod Inc. Lilburn GA & Resident

Margaret Fraser, Sales Consultant
Hometown News Inc. (Lilburn Living)

Maria Viloría, Resident
Alana Veal, Resident
Allan Owen, Resident
Renee Baca, Resident
Janet O'Brea, Resident
Cynthia Owen, Resident
Vincent Geter, Resident
Janie Hood, Resident
Jan Nichols, Resident
Annette Miller, Resident
Steve Bass, Resident
Mickey Steward, Resident
Michael Taylor, Resident

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Stakeholder List

CITY HALL

Tom Combiths, City Manager
Victoria Dufresne, Assistant to City Manager
Kathy Maner, City Clerk
Howard Brown, Neighborhood Improvement Manager
Marja Burney, Finance Assistant
Bethany Nash, Economic Development Manager
Judy Ditzler Administrative Assistant

POLICE DEPARTMENT

John Davidson, Chief
Tyler Thomas, Public Information Officer

ZONING BOARD OF APPEALS

Chair, David W. Hibbert
Vice Chair, Wesley Segars
Mindy Bass
Michael Hart
Tony Williams

PLANNING COMMISSION

Chair, Timothy W. Dunn
Vice Chair, Nancy A. Kenny
Secretary, Wayne P. Vaughn
Diane Bronk
Melvin Carroll

BOARD OF ADJUSTMENTS

Chair, Allen Kenny
Vice Chair, Martin Kane
James R. Haynes
Nick Hendrix
Michael Taylor
Harold Burruss

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Event/Activity	Month											
	Aug.	Sept.	Oct.	Nov.	Dec.	Jan. 08	Feb.	Mar.	April	May	June	July
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 - Reponse Capability (email)												
Formation/appointment of stakeholders and committees to guide development of the plan;		X										
* Technical Committee		X										
* Steering Committee		X										
Community-wide event to discuss and prioritize the Preliminary Issues and Opportunities list;		X	X									
* Website Posting - information only		X										
* Vision Goals & Objectives Meeting			X									
Processing of community input by guidance committees				X								
* Steering Committee				X								
Community-wide event to refine the Future Development Map;				X	X							
* Technical/Steering Committee				X								
* Website Posting - information only				X								
* Kiosk/Lobby Display				X								
* Stakeholder Meeting					X							
Processing of community input by guidance committees					X							
* Steering Committee					X							
Development of draft Implementation Program					X	X						
* Technical/Steering Committee					X	X						
Community event to react to draft Implementation Program;							X					
* Website Posting - information only							X					
* Kiosk/Lobby Display							X					
* Stakeholder Hearing							X					
Processing of community input by guidance committees								X				
* Steering Committee								X				
Assembly of draft Community Agenda									X	X		
* Technical/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



City of Lilburn Resolution

#268-07

in Gwinnett County
State of Georgia

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF
THE CITY OF LILBURN

Date of Reading and Adoption: June 11, 2007
At the meeting of the Lilburn City Council held at 76 Main Street Lilburn, Georgia.

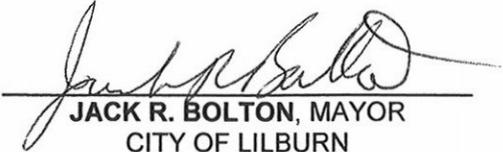
A RESOLUTION TO TRANSMIT THE CITY OF LILBURN 2030 COMPREHENSIVE PLAN COMMUNITY PARTICIPATION PROGRAM TO THE ATLANTA REGIONAL COMMISSION

- WHEREAS:** The City of Lilburn adopted a Comprehensive Plan Update on September 8, 2003; and
- WHEREAS:** The 2003 Comprehensive Plan Update listed "Update Comprehensive Plan Annually" in the 2003-2008 Short Term Work Program; and
- WHEREAS:** The City of Lilburn has initiated a Comprehensive Plan update; and
- WHEREAS:** The State of Georgia adopted Planning Legislation, effective May 1, 2005, containing Standards and Procedures for Local Comprehensive Planning, Local Planning Requirements; and
- WHEREAS:** The "Local Planning Requirements" require Community Assessment, a Community Participation Program, and Community Assessment Planning Elements; and
- WHEREAS:** The Gwinnett Unified Plan Joint County-Cities Community Assessment has been completed and satisfies the Community Assessment Planning Element requirement of the "Local Planning Requirements" for this City of Lilburn Comprehensive Plan update; and
- WHEREAS:** The City of Lilburn will complete the Community Participation Program Planning Element; and
- WHEREAS:** The City of Lilburn will hold a Public Information meeting on July 30, 2007.

NOW, THEREFORE BE IT RESOLVED by the Mayor and City Council of the City of Lilburn, Georgia that the Community Participation Program for the City of Lilburn Comprehensive Plan Update be transmitted to the Atlanta Regional Commission for review and approval.

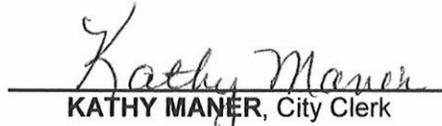
SO RESOLVED AND EFFECTIVE this the eleventh day of June, 2007.

APPROVED:



JACK R. BOLTON, MAYOR
CITY OF LILBURN

ATTEST/AUTHENTICATED:



KATHY MANER, City Clerk