

COMMUNITY PARTICIPATION PROGRAM

for the

***City of Doraville
2006 Comprehensive Plan Update***

December 15, 2005

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1. Introduction

1.1 Purpose

The purpose of the Community Participation Program is to ensure 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 ensure 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. This program is intended to supplement the two public hearings currently required by the Local Planning Requirements.

1.2 Scope

The City of Doraville is required by state law to complete an update of its Comprehensive Plan by October 31, 2006.

1.3 Community Participation Requirements and Goals

In order to achieve the successful creation of a community vision for the city of Doraville, the planning process must be focused on accomplishing certain goals. Though the City of Doraville has worked through public participation processes in the past, such as during the development of the city's 1994 – 2004 Comprehensive Plan, the city has recently begun to reactivate its citizen base in planning processes through its current Livable Centers Initiative Study. Through the LCI process, the city is greatly expanding its community participation efforts with a series of public meetings and workshops. The Doraville Community Participation Program for the Comprehensive Plan update will focus on building on the interest generated by the LCI study without duplicating efforts and activities. Moving forward, the City of Doraville is encouraged to build upon the momentum that exists and continue to expand the opportunities for engaging citizens in the planning process.

Citizen participation enriches the planning process because it leads to ideas and solutions developed through a collaborative and cooperative effort. Community involvement creates benefits for the community through education, as well as through the formation of a product that includes local knowledge and preferences. These important steps in the planning process ensure support and acceptance of the vision and the supporting plan document. Community participation in the *Doraville Comprehensive Plan Update 2005 – 2025* seeks to accomplish following goals:

Goal: Raise the level of awareness and understanding of planning in Doraville.

Goal: Engage traditionally underserved communities (minority, low-income, elderly, etc.) in the planning process.

Goal: Provide opportunities for stakeholders to make decisions and create the identity they envision for the City of Doraville.

Goal: Increase interest and facilitate ease in the implementation of solutions.



2. Identification of Stakeholders

A Citizen Advisory Panel will be formed to provide project leadership and guide the planning process. This group intended to be a working group, with assistance provided by City staff. The major tasks of the committee are to analyze, prioritize and balance community issues. The Committee will react to concepts and draft documents from the consultant, assist in the developing the future development plans for the city, serve as a think tank for the development of innovative implementation measures to address the issues and opportunities the city will tackle during the 2005 – 2025 planning period, and act as a sounding board for the consultant and propose balance positions to resolve conflicting points of view.

The City has chosen a diverse group of individuals to serve on a Citizen Advisory Panel. In developing this panel, the goal was to include a wide variety of local stakeholders including business interests, developers, agencies and institutions, and community activists and leaders. The group will to meet on a regular basis, following the completion of the draft Community Assessment and Participation Program. A list of the invited participants and their organizational affiliations or local significance is provided below.

Invited Members of Citizen Advisory Panel

Panel Member	Affiliation
Abad Perulero	Citizen
Alan Malcolm	Citizen
Betty Cloer	City Clerk
Chai Won Kim	Business Owner
Chris Avers	Citizen
Chuck Entsminger	Director of Building Inspection
Dave Bearse	Citizen
Glenn Caracappa	Citizen
Harry Graham	Citizen
Jason Anavitarte	City Council Member
Marlene Hadden	City Council Member
Mayor Ray Jenkins	Mayor of Doraville
Sam Letson	Citizen
Scott Pendergrast	MARTA Liaison
Susan Fraysse	Citizen
Tania Loera	Citizen
Thom Abbott	Citizen
DeKalb County Representative	DeKalb Planning Department Liaison



3. Identification of Planning Techniques

The *Doraville Community Participation Plan* strives to offer numerous and various opportunities for public involvement in the planning process. The following sections describe how the selected participation techniques in greater detail.

3.1 Public Information Resources

The City of Doraville will maintain a web page for information dedicated to the *Doraville Community Participation Program* and the Comprehensive Plan Update linked directly to the City of Doraville homepage. Postings on this web page will include schedule information, public meeting notices, and means for reviewing draft plan documents. The web page will provide an easy way for the public to communicate with City staff and consultants.

In addition to the official City of Doraville website, there is an unofficial one that is accessed frequently and maintained by citizens. This is reportedly an excellent means of communicating with the public in Doraville. There are also neighborhood organizations that have list serves or message boards on some web portals; these will also be utilized to the extent feasible.

The Citizen Advisory Panel will be another very important link in disseminating information; Doraville is a small city a tight-knit community in many areas, so the CAP will be a great asset for getting word about the planning process out to neighbors and neighborhood groups.

A community newsletter and major newspapers will be consistently used for public information dissemination; the City of Doraville publishes a newsletter once a month and the Atlanta Journal/Constitution will be solicited for articles and notices within the DeKalb County special section.

3.2. Comprehensive Plan Steering Committee – The Citizen Advisory Panel

As discussed in the Stakeholder Identification section, one of the primary methods of getting community input will be through the regular meetings of the Citizen Advisory Panel. This group will meet monthly to discuss issues of common concern and will serve as the primary line of information from the community at large.

3.3 Open Houses

An Open House is ideal setting in which to show the public the work that has been done during a certain phase of the project, as well as to allow for informal feedback from the public. In an open house setting, there would be no formal presentation, but rather information in the form of maps and fact sheets set up for perusal. Additionally, open houses may involve a question and answer session on identified topics of interest or concern. Open Houses will likely be held to initiate the community review period for a draft document or to present a final document to the community. Open Houses will be held at two key milestones during the planning project.



The first Open House will be held once the Community Assessment and Participation Plan have been drafted and reviewed by the City and Citizen Advisory Panel. The purpose of this meeting will be to build community interest in the planning process at the beginning of the official public review period for the draft documents, prior to the first state required public hearing.

The second open house will be held at the completion of the draft Community Agenda. The purpose of this of this meeting will be to build community support for the plan and garner feedback in a less formal setting prior to the required public hearing.

3.4 Public Hearings

The state mandated minimum requirements for public participation in the planning process is for two public hearings. The first hearing will be held once the draft Community Assessment and Community Participation Program have been drafted and made available for public review, but prior to their transmittal to the Atlanta Regional Commission (ARC) and the Department of Community Affairs (DCA) for completeness certification and comment. The purpose of this hearing is to brief the community on the potential issues and opportunities identified through the Community Assessment, obtain input on the community Participation Program, and notify the community of when these plan components will be transmitted to the ARC and DCA.

The second public hearing must be held once the Community Agenda has been drafted and made available for public review, but prior to its transmittal to the ARC and DCA. The purpose of this hearing is to brief the community on the contents of the Community Agenda, provide and opportunity for residents to make final suggestions, additions, or revisions, and notify the community of when the Community Agenda will be transmitted to the ARC and DCA.

3.5 Public Workshops

In addition to the open houses and required public hearing, the planning team will engage the community in a minimum of two additional focused workshops.

Brainstorming Session

The first workshop held during the planning process will be a brainstorming session. This workshop will large and small group discussions as methods for generating lists or ideas related to the identification of issues and opportunities facing the community. Brainstorming will be conducted not only as a forum in which to generate ideas, but ideally to work toward building consensus among citizens as to which issues and opportunities are most important and should be given the most attention.

Design Charette

One community workshop will focus on design questions and soliciting personal preferences for the types of future development citizens would like to see in Doraville. These may be include visual preference surveys, visioning exercises where citizens attach representative images to maps or other media, or they may involve citizens designating the character areas and future (re) development types within the city. The



information gathered at this meeting will be employed by the planning team in the creation of the future development map for the City.

Vision, Goals and Objectives Workshop

Goals and objectives meetings involve facilitated activities that are undertaken specifically to determine answers to key planning questions such as:

- "What do you have?"
- "What do you want?"
- "How will you get there?"

This input technique will be used to aid in the development of the implementation program for the Community Agenda. By involving the public in the identification and selection of policies and work items support will be gathered for the government actions necessary for plan success.

3.6 Surveys and Questionnaires

Surveys or questionnaires may also be employed in the planning process as a means of soliciting feedback from the silent majority and traditionally overlooked groups (minorities, elderly, disabled) who may be reluctant or unable to speak up in open public forums. Due to the city's ethnic diversity there may be the need/opportunity to translate survey materials into other languages to better reach citizens.

Additional Information:

Public meetings, including workshops and open houses, will be held in locations in Doraville that are conducive to encourage meaningful community input. In addition to use of City facilities, local cultural facilities and public schools will be used for public meetings when possible.

The planning team will consult with the CAP in order to organize and schedule all public meetings and disseminate meeting notification to the widest audience possible. Response cards will be made available at all public meetings and the team will respond to comments and questions received. Additionally meeting minutes will be prepared when applicable and these meeting minutes will be distributed to the CAP and posted on the City website for citizen review.

Commensurate with the Doraville Community Participation Program, public involvement efforts will ensure that the planning process is highly coordinated at the local and regional level.



Schedule and Milestones

The following table of public participation activities describes a general recommended schedule for conducting the completing the Community Agenda portion of the City of Doraville Comprehensive Plan Update

TASK	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MILESTONE DATES
Submit DRAFT Community Assessment and Participation Program to City								by October 14 th
Citizen Advisory Panel Meetings								November 3 rd then 1st Thursday of each month
Open House for Community Assessment & Community Participation Program								December 19 th
Community Assessment & Community Participation Program Review Period								December 19 th to January 6 th
Public Hearing #1 City Council Vote to transmit Community Assessment to ARC / DCA								January 17 th City Council Meeting
Submit Community Assessment and Participation Program to ARC / DCA								Vote to submit at January 17 th City Council meeting
Community Assessment & Community Participation Completeness check and ARC/DCA Review Period								January –February 2006 (30 days)
Community Workshop 1 – Brainstorming Session								February 2006
Refine Community Opportunities and Issues								February 2006
Refine Character Areas for Further Study								February 2006
Revisions to Community Assessment & Participation Program								February 2006
Community Workshop 2 – Design Charette								February 2006
Develop Future Development Map & Supporting Narrative								February-March 2006
Community Workshop 3 - Vision, Goals and Objectives								March 2006
Refine Community Goals and Develop Implementation Plan								March 2006
Develop Short Term Work Program								March-April 2006
Submit DRAFT Community Agenda to City								April 3, 2006
Open House for Community Agenda								April 11, 2006
Public Comment / Review Period for Community Agenda								April 2006
Revisions to Community Agenda								April 2006



SCHEDULE CONTINUED

TASK	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	MILESTONE DATE
Public Hearing #2 - City Council Vote to transmit Community Agenda to ARC / DCA for Review								May 1, 2006
Submit FINAL Community Agenda to City								May 15, 2006
Community Agenda Revision Period								May1- May 15, 2006
Community Agenda Review Period								May 15- August 2006
City Council Vote to Adopt Plan								October 2006
Adoption Deadline								October 31, 2006*

*One-year extension from original date of October 31, 2006 due to adherence to new standards.

PUBLIC PARTICIPATION PROPOSED MEETING TOPICS	
<u>Event Type</u>	<u>Proposed Agenda</u>
Citizen Advisory Panel Meeting (1st Thursday of each month)	
November 3, 2005	Review Community Assessment
December 1, 2005	Issues and Opportunities
January 5, 2006	Character Area Definition
February 2, 2006	Future Development Map Development
March 2, 2006	Review Draft Future Development Map
April 6, 2006	Define Community Goals and Implementation Methods
Public Hearing	
January 17 th City Council Meeting	Present Community Assessment
May 1, 2006	Present Community Agenda
Workshop	
February 2006	Brainstorming Session
February 2006	Character Areas and City-Wide Design Charrette
February 2006	Vision, Goals and Objectives
Open House	
December 19, 2005	Review of Community Assessment and Participation Plan
April 2006	Review of Community Agenda



Doraville citizens can stay in touch with city activities through the regular schedule of Council meetings on the first and third Mondays of each month. Citizens can discuss issues with City staff and elected officials at these meetings. City of Doraville information is also available via the Internet at a City-maintained website: www.doravillega.us.