

City of Baldwin, Georgia

*2008-2018 Banks County
Comprehensive Plan Supplement*



Community Participation Program

A Path for Citizen Involvement

Adopted

March 22, 2010

Table of Contents

<u>Section</u>	<u>Page #</u>
TABLE OF CONTENTS	i
CHAPTER 1: INTRODUCTION	1
Purpose	1
Scope	1
CHAPTER 2: IDENTIFICATION OF STAKEHOLDERS	2
CHAPTER 3: PARTICIPATION TECHNIQUES	4
Committees and Stakeholders Input	4
General Public Meetings	5
Public Relations Strategies	6
CHAPTER 4: SCHEDULE FOR PLAN COMPLETION	7

Updated Introduction

*Introduction to the Updated Community Participation Program
for the City of Baldwin, Georgia*

Purpose

The purpose of the Community Participation Program is to ensure that the City of Baldwin's Comprehensive Plan Update reflects the full range of the community's values and desires, by involving a diverse spectrum of stakeholders in the development of the plan. This broad-based participation will help ensure that the plan is implemented because many are involved in its development and thereby become committed to seeing it through. The Community Participation Program provides a concise schedule to guide the development of the Community Agenda, including planned community participation events or meetings at key points during the process. This document includes three required steps described in the sections below:

- Identification of Stakeholders
- Identification of Participation Techniques
- Schedule for Completion of the Final Plan

Scope

State law requires that the City of Baldwin to update its Comprehensive Plan by October 31, 2009. As prescribed by the Georgia Department of Community Affairs, the update of the Comprehensive Plan follows the Standards and Procedures for Local Government Planning effective May 1, 2005. The City of Baldwin adopted its current Comprehensive Plan in 1992.

Updated Identification of Stakeholders

Outline of the Comprehensive Plan's diverse group of community stakeholders set to be involved in the development of the Community Agenda

Coordination and oversight are very important parts of the overall work efforts for the project. This approach, to ensure proper management of the process, includes oversight by the Mayor and City Council, the Steering Committee

Baldwin City Council

- Mike Kelley, Mayor
- Robert Bohannon
- Beverly Holcomb
- Ray Holcomb
- Rodney King
- Jeff Murray

Banks County BOC

- Milton Dalton, Chairman
- Joe Barefoot
- Rickey Cain

Update Project Management Team

- Jerry Presley, City of Baldwin, Administrative Assistant
- Betty Harper, City of Baldwin, Finance and HR Director

Updated Steering Committee

- Victoria Kelley, Committee Chair
- Terry Hayes, Local Business Representative
- Clint Wilder, Local Business Representative
- Joe Elam, Local Business Representative
- Andrea Harper, Citizen Representative
- Linda Caudell, Citizen and Real Estate Industry Representative
- Joey Penick, Citizen and Development Industry Representative
- Beverly Holcomb, City Council Representative

Appointed Boards and Commissions

- None.

County, City, Regional and State Boards/Organizations, Associations

- Banks County
- Habersham County
- City of Alto
- City of Cornelia
- Georgia Mountains Regional Commission

Updated Participation Techniques

Identification of the specific techniques the Comprehensive Plan Update planning process will use to develop the Community Agenda

The City of Baldwin will rely heavily on public input during the preparation of the Community Agenda. Techniques described below will include advisory committee meetings, stakeholder committee meetings, presentations to elected officials, interviews, workshops, website notifications, press releases, an open house and public hearings.

Committees and Key Stakeholder Input

Baldwin City Council

The Project team will make regular presentations to the Baldwin City Council at critical intervals and points during the planning process. Officials will have the opportunity to ask questions and provide other feedback throughout the planning process.

Steering Committee

The Steering Committee is charged with providing feedback, advising the project team and shaping the overall planning process. The steering committee was selected by the members of the City Council. Members include a mix of elected and appointed City Officials, key property owners, business leaders, community leaders and area residents with a stake in future development of the City (see list in Chapter 2). The committee will hold scheduled meetings at key points during the development of Community Agenda. Commonly meeting in advance of major public meetings, the Steering Committee has the ability to assist with keeping the project on schedule, review the preliminary data and findings, provide a “reality check” to the staff and planning team, and to serve as a political barometer for plan recommendations.

General Public Meetings

Kickoff Meeting & Community Planning Workshops

The purpose of the Kickoff Meeting is to announce the beginning of the planning process to the citizens and other stakeholder groups within the City of Baldwin; in order to present them with information regarding the project purpose and general plan approach. Initial opinion surveys and volunteer sign-up forms are available at this meeting.

In addition to providing a project overview, the City of Baldwin will also conduct two community planning workshops. The workshops are a facilitated meeting to discover the community vision and address three key planning questions – “What do we have?” “What do we want?” and “How will we obtain it?” This workshop will be a highly interactive event where participants will engage in the planning process via small “working” groups to draw maps, develop goals and policies, and design their community. The Project Team will use the workshops to gather information from the public that will be used to finalize the identification of community issues and opportunities, character areas and to define a community vision. The Project Team will facilitate exercises with the participants intended to fine tune the community vision, including a discussion of the draft Future Development Map. The workshops will provide opportunity to specifically discuss key areas of the City where more specific implementation plans are warranted to ensure long-range implementation of the community vision. The Project Team will use the input from the workshop to prepare a final draft of the issues and opportunities, character areas and community vision and to begin exploring specific strategies designed to implement the community vision.

Public Hearings

The City of Baldwin and the Project Team will hold two public hearings during the planning process at the Baldwin City Council meetings. The first public hearing will brief the community on the contents of the Community Assessment and Public Participation Plan. The second public hearing will brief the community on the contents of the Community Agenda. The following paragraphs describe the two public meetings in greater detail.

Public Hearing 1: Transmittal of Community Assessment/Community Participation Program

A public hearing will take place at a special-called City Council meeting. The public hearings will inform the public of the Community Participation Program, including the project schedule and how the community can get involved as outlined in this document. The public hearing also provides the community an opportunity to comment on the draft Community Assessment. The Community Assessment highlights the issues and opportunities that will be taken into consideration in developing the Community Agenda. Following the public hearings, and based on input from the public and City officials, the Community Assessment, Analysis of Supporting Data, and Community Participation Program documents will be transmitted to the RDC for review and comment.

Public Hearing 2: Transmittal of the Community Agenda

The Project Team will present the Community Agenda before the Baldwin City Council at a public hearing following the Community Planning workshop. The hearing provides an opportunity for residents to make final suggestions, additions, or revisions to the Community Agenda prior to its submittal to the Georgia Mountains Regional Commission for official review. Following the public hearing, and based on input from the public and City officials, the Community Agenda will be transmitted to the GMRC for review and comment.

Public Relations Strategies

Press Releases

Press releases will be prepared and distributed to the newspaper and radio stations that serve the local area. The press releases will be used to announce public meetings and the posting of documents for public review. Press releases will include contact information for Banks County Administration office.

Web Site

The City of Baldwin will post various parts of the plan on its website for public comment and review as it progresses on through the plan development process. Browsers will be able to download the documents in PDF format and will be provided with contact information in order to submit comments by traditional mail, by e-mail, or by telephone. The City of Baldwin website address is as follows:

- <http://www.thecityofbaldwin.com/>



Updated Schedule for Plan Completion

Outline of the Comprehensive Plan Community Agenda project schedule proposed for the preparation, review and adoption of the final document

The City of Baldwin will follow the following schedule in completing the planning process for the Comprehensive Plan Update including the completion and adoption of the Community Agenda:

- Thursday, October 8, 2009 Public Hearing #1, Community Assessment and Community Participation Plan and Transmittal Resolution

- 30-days GMRC & DCA Review of Community Assessment and Community Participation Plan

- Two Weeks Kick-off Meeting & Community Planning Workshops

- Week 1 Community Planning Workshop #1

- Week 2 Community Planning Workshop #2

- Next Council Meeting following public workshops Public Hearing #2, Community Agenda and Transmittal Resolution

- 60-days from CAg Submittal GMRC & DCA Review of Community Agenda

- Next available City Council Meeting after 60-day waiting Period. Plan Adoption