



Georgia Department of Community Affairs
Chapter 110-12-1
Standards and Procedures for Local Comprehensive
Planning

[Paraphrased]

(Effective Date: May 1, 2005)

Introduction

Comprehensive Plan, Green Plan Program, and Transportation Master Plan Team

Comprehensive Plan Managers

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Comprehensive Plan Contractor

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Green Plan Program

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Qualifications and experience of consultants located in Appendix.



Standards and Procedures for Local Comprehensive Planning

Chapter 110-12-1-.01

- **Purpose** – The purpose of the local planning requirements is to provide a framework for preparation of local comprehensive plans that will:
 - Involve the community in developing a vision;
 - Generate local pride about the future of the community;
 - Engage citizens in implementing the plan; and
 - Provide a guide to decision-making for local officials and other community leaders.
- Planning requirements emphasize involvement of stakeholders and the general public.
- Planning requirements provide technical guidance to communities in advancing the state’s planning goals (Section 110-12-1-.06 (3)).



Applicability and Effective Date

- O.C.G.A. 50-8-1 et seq gives the State of Georgia Department of Community Affairs (“DCA”) authority to establish standards and procedures for appropriate and timely comprehensive planning by all local governments in Georgia.
- In order to acquire and maintain *[qualified local government certification]*, and thereby *[remain eligible for several state funding and permitting programs]*, each local government **must** prepare, adopt, maintain and implement a comprehensive plan that meets these planning requirements.
- In accordance with the City of Johns Creek Charter, the deadline for adoption of the Comprehensive Plan is November 30, 2008.



Overview of Planning Requirements

Chapter 110-12-1-.02

- **Plan Scope-** A comprehensive plan meeting these planning requirements must include three components:

Part I. Community Assessment (Chapters 110-12-1-.03 & .09)

Part II. Community Participation Program (Chapters 110-12-1-.04 & .08)

Part III. Community Agenda (Chapter 110-12-1-.05)



Part I

Community Assessment

- An objective and professional assessment of data and information about the community that is intended to be prepared without extensive direct public participation. The purpose of the Community Assessment is to present *a factual and conceptual foundation upon which the rest of the comprehensive plan is built.* (Chapter 110-12-1-.04)
- The City of Johns Creek is required to comply with the Advanced Planning Level requirements.
- Advanced Planning Level plans must include additional data and maps beyond minimum requirements and must be included in the Community Assessment, including a detailed evaluation of the local transportation system.



Part 1

- **Requirements** – The Community Assessment must include the four required components listed below:
 - Identification of Potential Issues and Opportunities.
 - Analysis of Existing Development Patterns.
 - Existing Land Use Map and Green Plan analysis.
 - Areas Requiring Special Attention.
- In addition, supporting analysis of data and information will be important.



Part II

Community Participation Program

- **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. A Community Participation Program describes the local government’s strategy for ensuring adequate public and stakeholder involvement in the preparation of the Community Agenda. (Herein, the Citizen Advisory Committee).
 - The Community Participation Program is intended to supplement, not replace, the two public hearings required in sections 110-21-1-.08(1)(a) and (2)(a).
 - Upon completion, the local government transmits both the Participation Program and the Community Assessment to the Atlanta Regional Commission (“ARC”) for review, after holding a ***first required public hearing.***



Part II

- **Requirements** – The Community Participation Program is required for *Advanced Planning Levels*. The three required steps for developing the program are:
 - Identification of Stakeholders
 - Identification of Participation Techniques
 - Schedule for Completion of the Community Agenda



Part III

Community Agenda

- Most important! Includes the community's vision for the future as well as its strategy for achieving this vision. Must be prepared with adequate input from the stakeholders and the general public.
- **Purpose** – The purpose of the Community Agenda is to lay out a road map for the community's future, developed through a very public process of involving community leaders and stakeholders in making key decisions about the future of the community.



Part III

- Development of the Community Agenda must not be initiated until review of the Community Assessment and Community Participation Program is completed.
- Upon completion, the Community Agenda is transmitted to ARC for review, following a **second and third required public hearing**. This is the portion of the plan that must be implemented by the local government, once approved by the staff of GA DCA as being in compliance with the planning requirements.
- **Requirements** – The Community Agenda is required for Advanced Planning Levels. It includes three components:
 - Community Vision
 - Community Issues and Opportunities
 - Implementation Program



Part III

- **Community Vision** – Statement of future goals desired with the intention of painting a picture of what the community desires to become also expressed in map form.
- **Issues & Opportunities** – A list identified by the community for further action usually derived from the Community Assessment.
- **Implementation Program** – The implementation program is the overall strategy for achieving the Community Vision and for addressing each of the Community Issues and Opportunities. The implementation Program includes the following components:
 1. Short Term Work Program
 2. Long Term and Ongoing activities



Part III

- **Short Term Work Program (Required)** –Implementation actions intended to take place during the first five-year time frame of the planning period. Includes ordinances, administrative systems (such as site plan review, design review, etc), community improvements or investments, financing arrangements, or other programs or initiatives to be put in place to implement the plan. The Short Term Work Program must include the following information for each listed activity:
 - Brief description of activity;
 - Timeframe for undertaking the activity;
 - Responsible party for implementing the activity;
 - Estimated cost (if any) of implementing the activity; and
 - Funding source (s), if applicable.



Part III

- **Long-Term and Ongoing Activities** – Identify specific long-term or ongoing implementation activities to be undertaken beyond the first five-year time frame of the planning period. (Twenty year horizon).
- **Policies** – Include any policies the local government will adopt to provide ongoing guidance and direction to local government officials for making decisions consistent with achieving the Community Vision or addressing Community Issues and Opportunities.



Procedural Requirement Summary for Community Assessment (CA) and Community Participation Program (CPP) Chapter 110-12-1-.08

1. First required public hearing. (Mayor & City Council)
2. Transmittal (by resolution) and review of CA and CPP to ARC.
3. Completeness check by ARC with seven days.
4. ARC notifies interested parties and provides deadline for comments.
5. ARC reviews CA regarding issues and opportunities.



CA and CPP summary continued

6. DCA reviews the CPP for adequate community involvement and transmits findings and recommendations to the ARC.
 7. ARC must transmit a final report of its findings and recommendations to Johns Creek and DCA within 30 (thirty) days after certification of completeness of the CA and CPP.
 8. Once ARC and DCA have reviewed the CA and CPP, such information must be publicized by Johns Creek as public information.
- For detailed information regarding the CA and CPP procedure, please refer to the appendix.



Procedural Requirements Summary for Community Agenda Chapter 110-12-1-.08

1. Second & Third Public Hearing. [Planning Commission (2nd) & Mayor and City Council (3rd)]
2. Transmittal and Review of Community Agenda.
3. Completeness Check.
4. Notification of Interested Parties.
5. Regional Hearing.



Community Agenda summary continued

7. State DCA Review.
8. Final Report of Findings & Recommendations from ARC to DCA.
9. Adoption of Community Agenda. (4th public hearing – Mayor & City Council).
10. Notification of Local Adoption from Johns Creek to ARC. Then, ARC shall notify DCA.
11. Qualified Local Government Certification.
12. Publicizing the Community Agenda.
 - For detailed information regarding the Community Agenda procedure, please refer to the appendix.

