

**CITY OF DACULA
RESOLUTION**

RESOLUTION TO TRANSMIT

WHEREAS, the City of Dacula participated with Gwinnett County and eight other independent cities in Gwinnett County to prepare a Joint County-Cities Community Assessment as part of the Gwinnett Unified Plan;

WHEREAS, the Gwinnett Unified Plan was submitted to the Atlanta Regional Commission and the Georgia Department of Community Affairs to meet the requirements of the Gwinnett County Comprehensive Plan 20-Year Update;

WHEREAS, the Community Assessment documents as submitted in the Gwinnett Unified Plan were determined to be in compliance with the Local Planning Requirements as established by the Georgia Planning Act of 1989 and provided by the Standards and Procedures for Local Comprehensive Planning effective May 1, 2005;

WHEREAS, the City Council of the City of Dacula has completed the Community Participation Program documents for the City of Dacula as part of the 20 Year Comprehensive Plan Update; and

WHEREAS, the Community Participation Program documents were prepared according to the Standards and Procedures for Local Comprehensive Planning effective May 1, 2005 and established by the Georgia Planning Act of 1989, and the required public hearing was held on February 7, 2008.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Dacula does hereby transmit the Community Participation Program portion of the 20-Year Comprehensive Plan Update to the Atlanta Regional Commission and the Georgia Department of Community Affairs for official review.

Adopted this 7th day of Feb., 2008

BY: Jimmy Wilbanks
Jimmy Wilbanks, Mayor

ATTEST: Jim Osborn
Jim Osborn, City Administrator

APPROVED AS TO FORM: Dennis Still
Dennis Still, City Attorney

City Of Dacula

2030 Comprehensive Plan



Draft Community Participation Program

1.0.	Introduction	2
1.1.	Purpose	2
1.2.	Scope	2
1.3.	Public Participation Requirements	3
1.4.	Public Participation Goals	4
2.0.	Stakeholders	5
2.1.	Identification of Stakeholders	5
2.2.	List of Stakeholders	6
3.0.	Public Participation Techniques	9
3.1.	Comprehensive Plan Steering Committee Meetings	12
3.2.	Surveys and Questionnaire	13
3.3.	Community Assessment & Participation Program Public Hearings	13
3.4.	Visioning Workshops	14
3.5.	Strategic Plan Workshop	15
3.6.	Public Hearing for Plan Transmittal	15
3.7.	Project Webpage	16
3.8.	Outreach	16
3.9.	Media Relations	16
4.0.	Schedule for Completion of the Community Agenda	17
4.1.	Schedule and Milestones	17
4.2.	Flow Chart Schedule	17

City Of Dacula 2030 Comprehensive Plan



The Community Participation Program

1.0. Introduction

Dacula, Georgia straddles the Winder Highway and the CSX railroad line between Atlanta and Athens, Georgia. The City sits squarely in the middle of one of the fastest growing areas in the state. Dacula is located between Interstate 85 and Georgia 316, half-way between cosmopolitan Atlanta and academic Athens, home of the University of Georgia.

The Gwinnett County Unified Plan for 2030 will provide a template for the separate municipalities of the County. Dacula will incorporate several aspects of the Unified Plan into its comprehensive plan. The Community Participation Program will be a key part of the comprehensive plan. The Community Participation Program is one of three required elements for a comprehensive plan as required by the Georgia Department of Community Affairs (DCA) under the Minimum Standards and Procedures for Local Comprehensive Planning, Chapter 110-12-1, Rules of the Georgia Department of Community Affairs (effective May 1, 2005).

The other two elements of a comprehensive plan are the Community Assessment providing the baseline of information regarding existing and projected conditions in the City and the Community Agenda providing the action plan, Short Term Work Program, future development map and implementation programs for the City.

1.1. Purpose

The purpose of the Community Participation Program (CPP) element for the City's Comprehensive Plan is to ensure that the local plan reflects the full range of community values and desires through the involvement of a diverse spectrum of stakeholders in the development of the Community Agenda. Meaningful participation in developing the Community Agenda will also help guarantee its implementation because more members of 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.

1.2. Scope

Dacula has a population of approximately 4,425 persons and covers 2.9 square miles according to information from Georgia.gov. Dacula is located in the east-central portion of Gwinnett County, Georgia. The rural character of Dacula has changed like most of Gwinnett during the past thirty years. The city limits of Lawrenceville

City Of Dacula 2030 Comprehensive Plan



approach the western fringe, while new suburban developments surround the City. The potential for annexation exists for Dacula's contiguous, developing areas. The whole county will be built out by 2030 according to some of the projections included in the Gwinnett 2030 Unified Plan.

1.3. Public Participation Requirements

The City of Dacula *Community Participation Program (CPP)* is based on input from City leadership, staff recommendations, regional and State agencies (ARC and DCA), and the public. The proposed program identifies a specific series of processes to achieve the City's objectives and satisfy Georgia DCA requirements for public participation and "visioning" in the comprehensive plan update process. More than one process is provided in the CPP to maximize input opportunities for a diverse population of stakeholders including daytime employees, visitors, businesses, and infrastructure facility stakeholders in addition to residents and property owners.

A questionnaire may be prepared at the beginning of the Community Agenda phase of the Comprehensive Planning process to help identify major issues that local property owners and other stakeholders want to see addressed as part of the planning process. Information from this survey would help identify priorities and opinions regarding future development issues and opportunities.

The DCA Minimum Local Standards for comprehensive plans includes a requirement for a "Community Vision" to be developed as part of the plan. The Community Vision or "Vision for the Future of the Community" must:

- be based on public input, assessment of current and future needs, and other elements of the plan;
- address community, regional and State planning goals;
- include pictures, illustrations, and/or descriptions of development patterns to be encouraged within the jurisdiction, including clear identification of areas to be developed, areas to remain as open space or rural land, and areas where mixed use development and similar development may be encouraged; and
- include a generalized overall Vision for the community and more specific detailed visions for specific sub-areas of the community.

The Community Vision for Dacula also should address development and redevelopment opportunities, community character and the regional/multi-jurisdictional vision for the northern reaches of the Atlanta Metropolitan Region. Water and transportation issues are paramount regional issues, and Dacula must work closely with Gwinnett County, other local governments, ARC, GRTA, Georgia DOT, and the Metropolitan North

City Of Dacula 2030 Comprehensive Plan



Georgia Regional Water Planning District to develop plans for use, protection, allocation, conservation, and programmatic viability.

The Atlanta Regional Commission (ARC), the Georgia Regional Transportation Authority (GRTA), Metropolitan Atlanta Rapid Transit Authority (MARTA), and the Georgia Department of Transportation (GDOT) are the regional and State agencies that Dacula must work with on transportation issues. However, the City must assume responsibility for the context of transportation facility design and encourage regional agencies to acknowledge that the land use context through which a transportation corridor travels may have significant impacts on the design (and cost) of that corridor.

1.4. Public Participation Goals

The leadership for the City of Dacula emphasized the importance of public input and participation in the comprehensive planning process to assist in the development of usable guidelines for future decision-making by the City. The public participation efforts undertaken as part of the comprehensive planning update should acknowledge past efforts and seek to build improved implementation methodologies to specify and accomplish desired results.

The City of Dacula will build upon its commitments to local decision making and public participation by creating expanded opportunities to engage citizens in the planning process, in the preparation of the Community Agenda component of the Comprehensive Plan, and in educating the public regarding planning methods, the financial implications of planning decisions, and the development of programs and implementation tools to guide development. To achieve this, the following goals are established for the Community Participation Program process in the *City of Dacula 2030 Comprehensive Plan Update*.

- **Goal:** Raise the level of awareness and understanding of the planning, development, and decision-making processes and provide the necessary tools to implement desired plans in the City.
- **Goal:** Provide Dacula citizens with meaningful opportunities for involvement in the planning process.
- **Goal:** Involve and maintain close contact with identified key stakeholders throughout the planning process.
- **Goal:** Identify and involve traditionally underserved communities (minority, low-income, elderly, etc.) in the planning process.

City Of Dacula 2030 Comprehensive Plan



- **Goal:** Identify specific issues and opportunities that need to be addressed by the Comprehensive Plan and educate city decision-makers regarding methods that can be applied to meet the goals and objectives of the City.

2. Stakeholders

2.1. Identification of Stakeholders

A “Stakeholder” is generally considered to be someone who has an interest in an organization, a process or in the outcome of a process. Stakeholders are an important part of the community planning process, and the Community Participation Program (CPP) should include tools to identify and engage representatives who have a present or future stake in the City. Key stakeholders include the general public, residents, business and industry leaders, civic leaders, the development community, media representatives, professionals, city staff, and elected officials.

Stakeholders both create and are affected by change. Therefore, participation by key stakeholders can help foster community understanding and support for the Comprehensive Plan document and provide a vested interest in the implementation of the plan. The identification of a varied group that includes potential plan supporters and opponents and inviting them to participate in the planning process from the outset is a key component to creating a successful planning process. People who are invited to participate in the planning process and given the opportunity to actively collaborate in the process are likely to ask questions, interact as part of the decision making team, and promote the agenda of the community. Their involvement in decisions from the beginning develops a basis for trust and reassures them that the plan is inclusive. This generates pride and ownership in the recommendations and the planning process.

A list of stakeholders has been identified by the City of Dacula. Some of these stakeholders will be interviewed to provide a representative understanding of issues and opportunities facing the City.

A Steering Committee will include some of these stakeholders. An initial Steering Committee was formed to help the City prepare the questionnaire and advise the consultant regarding community issues and concerns, problems and opportunities. The Steering Committee will meet on a regular basis during the development of the Community Agenda and will be charged with providing guidance regarding the opportunities and issues addressed by the City during the 2008 – 2030 planning period. Input also will be sought from the SC regarding the implementation measures best suited to successfully address the identified issues.

City Of Dacula 2030 Comprehensive Plan



The Steering Committee consists of citizens from a variety of backgrounds created specifically to assist in the development of the Comprehensive Plan update. Included on the committee are the members of the Dacula City Council and Gwinnett County commissioners and other interested citizens, stakeholders and business leaders appointed by the City Council.

This Committee will be supported by staff from the City's Public Works and Planning staff to ensure that local representatives from development, business, government, education, environmental, recreation, and other interests consider diverse planning issues with varied perspectives regarding local opportunities and concerns, and to support the City's public outreach efforts.

2.2. List of Stakeholders

City of Dacula Mayor & Council

Mayor Jimmy Wilbanks
Wendell Holcombe
Tim Montgomery
Greg Reeves
Susan Robinson

Steering Committee

Mayor and Council (as Above)
Jim Osborn, City Administrator
Joey Murphy, City Planner
Brian Allen, Gwinnett County
Steve Cline, Police Commander, Eastside Precinct
Lewis Cooksey
Harry Eslami
Betty Hale
Dr. Lonnie Harvel, PhD, VP, Educational Technology, Georgia Gwinnett College
King Howington
Reed Miller
Joyce Norman
Ron Peters, Gwinnett County Dept. of Water Resources
Jerry Pilet
Bruce Ray
Harry Robertson
Susan Robinson
Billy Stone
Marilyn Wall

City Of Dacula 2030 Comprehensive Plan



Other City of Dacula Staff

City Attorney: Dennis Still
City Auditor: Bob McAllister
Financial Resources: Kay Partain
City Accountant: Rex Millsaps
Building Inspector: Wayne Holcombe
Director of Public Works: Mike Moon

Other Gwinnett County Organizations

Gwinnett County Board of Commissioners: Charles Bannister, Chairman
Gwinnett County District 3 Commissioner: Mike Beaudreau
Gwinnett County Director of Community Services: Phil Hoskins
Gwinnett County Board of Education District 1 Representative: Carole Boyce
Gwinnett County Water and Sewer Authority Chairman: Garland Smith
Gwinnett County Planning Director: Glenn Stephens
Gwinnett County: Health and Human Services Director: Cathy Kimbrel

Regional Organizations

Metropolitan North Georgia Water Planning District
Atlanta Regional Commission
Georgia Regional Transportation Authority

Adjacent/Nearby Jurisdictions

City of Lawrenceville Director of Planning and Zoning: Brad Leonard
City of Lawrenceville Director of Planning Chairperson: Richard Johnson
Barrow County Planning Department, Guy Herring, Director
Barrow County Water & Sewerage Authority, Myron Garrett, Director
City of Auburn Planning Department

State of Georgia

Dept. of Community Affairs (DCA)
Dept. of Natural Resources (DNR)
Environmental Protection Division (EPD)
Dept. of Transportation (DOT)

Public Utilities

City of Buford Natural Gas
AT&T (BellSouth)
Comcast
Georgia Power
Jackson EMC
Charter Communication
Gwinnett County Public Utilities

City Of Dacula 2030 Comprehensive Plan



Neighborhood Associations

Dacula Athletic Association

Business Associations

Dacula Business Association

Local Schools

Dacula High School

Dacula Middle School

Dacula Elementary School

Mulberry Elementary School

Harbins Elementary School

Alcova Elementary School (effective Fall 2009)

Parent Teacher Student Associations at each school

Local Churches

Harvest International Church

Appalachee Baptist Church

Christ the King Baptist Church

Church of Jesus Christ of Latter-Day Saints

Ebenezer Baptist Church

First Baptist Church of Dacula

Harbins Community Baptist Church

Hebron Baptist Church, Rev. Larry Wynn

Hog Mountain Baptist Church

New Covenant Baptist Church

Northside Baptist Church

West Walton Baptist Church

Church of God Evangelism

Dacula Church of God

Dacula United Church of God in Christ

Hamilton Mill Community Church

Legacy Community Church

First United Methodist Church

Hamilton Mill United Methodist Church

Mount Zion United Methodist Church

Saint Vladimir Russian Orthodox Chapel

Lifeway Church

Traditionally Under-Served Populations

Elderly citizens (especially widows and widowers)

City Of Dacula 2030 Comprehensive Plan



Single heads of households
Young persons
Working farms and other agricultural interests
Historical Society
Disability Awareness Group

3. Identification of Planning Techniques

The Dacula City Council conducts a regular schedule of meetings on the first Thursday of each month. In general, issues may be discussed with the elected officials and City staff at the Council meetings or at any time via mail, telephone or email. However, the City Council has entrusted the Steering Committee to conduct the initial meetings on the Comprehensive Plan with the consultant and City staff. All Steering Committee meetings are open to the public and an opportunity to speak to the Steering Committee and the comprehensive planning staff may be provided at the beginning and/or the end of each meeting.

As the Plan is drafted and passed from the Steering Committee to the City Council, citizens will be afforded the opportunity to discuss the Community Participation Program with the City Council at a public hearing prior to transmittal of the CPP to ARC and Georgia DCA.

Throughout the Comprehensive Plan process, information regarding the Plan will be available on the website (or through a link to the website) and in hard copy form at City Hall. Local residents and other interested parties will be able to stay attuned to Plan activities through a link from the City's website at <http://www.daculaga.gov>. Meeting schedules and planning materials and documents will be posted and linked to the City's website to encourage interested parties to become involved and to allow interested citizens and others to keep up with the plan as the process moves forward.

Upon completion of the Community Agenda phase of the planning process, the transmittal of the recommended Community Agenda will require another public hearing before the City Council.

In addition to the regular meetings of the Steering Committee and the City Council public hearings, special meetings, workshops and open houses will be held during the planning process. The following types of public involvement opportunities are available to be offered as part of the Community Participation Program:

Citizen Mailing Lists - The City may compile a citizen mailing list and/or an e-mail list that can be used to notify the public of proposed meetings and keep the public

City Of Dacula 2030 Comprehensive Plan



informed of changes that may take place throughout the Comprehensive Plan update. Such changes may include: changes to the dates or locations of public meetings, changes to schedules created by public review periods for draft documents related to the Plan or as required by State and regional agencies.

Steering Committee - The make-up and description of the Steering Committee is described in the *Stakeholders* section. A variety of techniques may be used to engage this group as they guide the development of the Plan. Public presentations will be made to this group first to identify unique circumstances, special issues, background histories and other items. Brainstorming sessions will be used to help finalize the list of issues and opportunities the City will address during the planning process. A mini-workshop will help the group understand and be able to define future character areas in the City and facilitate discussions outlining the goals and objectives of the Comprehensive Plan.

Opinion Polls/ Surveys - Surveys are a viable planning option for the future. On-line resources are available to provide computer-based surveys that could be supplemented with paper surveys for persons without computers or persons that do not wish to respond on line.

Kick-off Public Information Meeting - A well-publicized event to announce the initiation of the Community Agenda planning process to citizens and property owners is proposed to be held in an "Open House" format to help stakeholders see what the Comprehensive Plan is required to consider and to provide added depth to the issues and opportunities that should be considered in the planning process. The meeting will include a presentation covering the purpose and requirements of comprehensive planning in Georgia, an overview of the process to complete the Plan Update, and review of the City's existing character areas. A summary of the findings from the Community Assessment and the proposed program to achieve a strong Community Participation Program will be presented as well.

Stakeholder Interviews - Representative stakeholders will be interviewed to identify issues, opportunities and perceptions regarding the City's needs for planning and program decisions to meet the requirements of the community. These will include business and civic leaders, local officials, property owners, service providers and others that represent key institutions and organizations doing business every day in Dacula. These leaders are expected to be drawn from the list of stakeholders shown above.

Public Workshops - At least two town hall meetings / mini-workshops will be conducted during the Community Agenda planning process to address the City's Community Agenda for the future. The first will be a "Visioning" workshop, where attendees will be divided into small work groups and led through facilitated

City Of Dacula 2030 Comprehensive Plan



discussions regarding their vision for the future of the community including appropriate patterns for future development.

The second city-wide workshop will be held to discuss strategic alternatives and choices regarding priorities, financial resources, leveraged investments, and “best practice” scenarios for achieving desired outcomes in the planning process. The Steering Committee will follow up this workshop by a combined meeting of the Committee with the City Council to ensure that desired policies are effectively communicated.

Additional workshops may be added to address specific issues or to consider sub-area plans.

Open House Review Meeting – Upon completion of a draft Community Agenda document and a Short-Term Work Program for the Comprehensive Plan, Open House Review Meeting will take place. The meeting will have three components:

- 1) Open House - The Plan will be presented in a series of presentation panels that will be on display for the public to review at their leisure. Members of the consultant team will be on hand to answer questions and discuss the plan with residents on an individual basis.
- 2) Following the open house, the consultant will give a formal presentation of the Community Agenda.
- 3) Q&A - after the formal presentation the floor will be opened to the public so they may ask specific questions about the Community Agenda.

Public Hearings – As required by the Georgia Planning Act, two public hearings will be held during the planning process. The first hearing will be conducted after the Kick-off Meeting but prior to the transmittal of the Community Participation Program to the ARC and the Georgia DCA for review. The purpose of this hearing will be to brief the community on the potential issues and opportunities identified through the Community Assessment and to obtain input on the proposed participation program.

The second public hearing will be held after the Open House Review meeting for the Community Agenda. This hearing will serve as a formal briefing on the contents of the Community Agenda and provide the opportunity for residents to make final suggestions for additions or revisions to the document.

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

City Of Dacula 2030 Comprehensive Plan



In addition to the website link and the e-mail blasts of the City Community Development Department, the public meetings for the Community Agenda will be advertised by signs at strategic locations along appropriate road corridors including Dacula Road, Winder Highway, Tanner Road and Harbins Road. Additionally, meetings will be advertised in the “legal organ” and signs may be posted along other city roadways.

Public Information Resources - The City of Dacula will maintain information dedicated to the *Dacula Community Participation Program* and the Comprehensive Plan Update linked directly to the City of Dacula homepage. The web page will include schedule information, public meeting notices, and means for reviewing draft plan components. The web site will also offer an easy way for the public to communicate with City staff and consultants.

The Gwinnett Daily Post is the legal organ for dissemination of City information. This “source” also provides editorial and feature coverage of government activities. The Atlanta Journal/Constitution will also be solicited for articles especially within the Gwinnett section and the Horizon feature. Additionally, meetings will be advertised in the Gwinnett Daily Post and signs may be posted along other city roadways.

School Newsletters may provide another potential source of communication.

3.1 Comprehensive Steering Committee Meetings

A committee of interested citizens has been appointed by the City Council to assume responsibility for oversight of the comprehensive planning process. This Steering Committee is comprised of the Mayor and City Council, the City Administrator, The City Planner, representatives from Gwinnett County infrastructure providers, and citizens and business persons appointed by the Mayor and Council. The Steering Committee will convene approximately six to ten times throughout the life of the project. The Committee will participate in the development of the Plan and will serve as a key player in the public participation effort.

The Steering Committee will meet during the preparation of the Community Participation Program to provide input and guidance to the planning process prior to submittal to the Mayor and Council. The Committee also will review project goals and objectives, the project schedule, and participant expectations about the project. This will provide an opportunity for the panel to meet the consultant team and express their individual interests in the project and for the community. Additional meetings may be scheduled to review feedback received from public outreach efforts and will focus on creating a City-wide vision for the community based on the interests of each planning area.

City Of Dacula 2030 Comprehensive Plan



Special city-wide public meetings and workshops have been programmed as a part of the comprehensive planning process and are specifically included in the schedule. An "Open House" public meeting will be hosted by the Steering Committee in February or March to introduce the public to the planning process and to provide a presentation of the preliminary Land Use and Character Area maps and recommendations prepared as part of the County-wide Community Assessment. This meeting will provide an opportunity for the City to receive comments and questions from the public regarding community concerns.

3.2. Surveys and Questionnaire

Surveys are an option in the planning process that may be used to help evaluate alternatives and test potential scenarios. On-line surveys may be effective although the primary concerns would be whether the returns are consistent with the target population or represent only a segment of the community.

3.3 Community Assessment & the Community Participation Program Public Hearings

The Draft Community Assessment for the City of Dacula was part of The Gwinnett Unified Plan Joint County-Cities Community Assessment prepared for Gwinnett County by a Team including Parsons Brinckerhoff, HNTB, and Bay Area Economics and submitted on behalf of the County and nine cities (including the City of Dacula) in January 2007. The County received a letter from the Atlanta Regional Commission dated July 7, 2007 that stated that the Community Assessment appeared to be in compliance with the State of Georgia's Local Planning Requirements. The City decided not to participate in the remaining phases of the Gwinnett Unified Plan and selected a separate consultant to prepare the City of Dacula Comprehensive Plan. The Dacula 2030 Comprehensive Plan includes this Community Participation Program to encourage appropriate and involved local citizen participation and a unique Community Agenda that meets the specific needs of the City.

On November 6, 2007, the City of Dacula held elections that included seats on the City Council. The new City Council was seated in January 2008. This new City Council will consider additions or changes to the Community Assessment and Community Participation Program at a public hearing scheduled for February 7, 2008.

The majority of the Steering Committee has been appointed, and the first meeting was scheduled for January 29, 2008 to review a draft Community Participation Plan prepared by the consultant. The Mayor and Council has scheduled the discussion of the Draft Community Participation Program at a work session set for January 31, 2008.

City Of Dacula 2030 Comprehensive Plan



As required under the Georgia Standards and Procedures for Local Comprehensive Planning, a public hearing to discuss the Community Participation Program will be held by the Dacula City Council on February 7, 2008. After the Public Hearing, the Council will address a resolution to transmit the Draft Community Participation Program to the Atlanta Regional Commission (ARC) for regional and State review. The public hearing provides an opportunity to educate the Council, the public, and other stakeholders about the scope, goals, and schedule of the Comprehensive Plan project so that they can see how they can get involved in the “visioning” process, in helping to develop the City’s land use and development recommendations, in coordinating the update of the City’s short term work program, and in determining the appropriate process and schedule for comment, participation, and input to the planning team and local decision-makers.

The Draft Community Participation Program document is expected to be completed and submitted to the Atlanta Regional Commission shortly thereafter for review.

3.4. Visioning Workshop

The “Visioning” Workshop is proposed to be held in the City in late April 2008. The primary “visioning” meeting will be city-wide in scope to facilitate a more meaningful visioning process and will be organized around the theme of “Preserve, Change, Create, or Connect.” The planning process will follow three steps:

1. Identify what the community wants to preserve, change, create, or connect.
2. Establish a collaborative vision.
3. Outline two or three alternative scenarios for future development.

The Visioning Workshop will provide a narrative description for each plan area expressed in the following terms:

- Strengths and weaknesses regarding the issues and opportunities affecting economic development and the quality of life in the City as a whole and in each character area.
- The role of each character area in the City as a whole.
- The opportunities and threats that confront the quality of life in the planning area over the next 20 years.
- The quality of life that the stakeholders and participants in the workshop envision for the planning area 20 years from now.
- The changes and big decisions that will need to be addressed in order to guide the City and each character area from what they are today to what participants want them to be in 20 years.

City Of Dacula 2030 Comprehensive Plan



- Visioning workshops should help identify several sub-areas of strategic planning. We propose separate additional workshops to concentrate on specific sub-areas to address alternatives and “best management practices.”
- Benchmarks and measurable indicators of quality of life that should be used to indicate future success.

The meetings are expected to be held within the City limits. Specific locations and dates will give residents several opportunities to give their input on the future of Dacula. The tentative date for the Visioning Workshop is April 24, 2008. The Visioning Workshop will provide an opportunity for the community to consider issues and opportunities, proposed character areas, and the creation and analysis of potential planning scenarios.

3.5 Strategic Planning Workshop

The Strategic Planning Workshop is tentatively scheduled for May 14, 2008, approximately three weeks after the Visioning Workshop. The Strategic Planning Workshop is intended to identify objectives, policies, and strategies in keeping with the City’s vision statement. This will establish the framework to address specific issues and opportunities within each character area, and for developing the recommendations and implementation strategies, work programs, and action plans.

At the Strategic Planning Workshop, participants will assist in the creation of a Strategic Plan that:

- Reviews the implications of possible future scenarios in terms of quality of life defined in the City’s vision statement.
- Refines the timing and accommodation of forecasted population, households, employment, and land use changes
- Identifies the preferred options for each issue area that were discussed in the workshop into a desired future scenario.
- Creates and prioritizes a set of goals, objectives, and policies to achieve the desired vision and scenario.

The end product of this meeting will be a desired future strategic plan consisting of a first draft of goals, objectives, and policies for the update of the Comprehensive Plan and an agenda for guiding planning, zoning and development decisions. The Strategic Framework

Plan is structured to address each issue raised in the visioning process and set forth an appropriate set of strategic options that can be developed with the statements of needs, goals, objectives, and policies for the City’s Comprehensive Plan.

City Of Dacula 2030 Comprehensive Plan



The Short Term Work Plan (STWP) includes the City's Capital Improvements Program (CIP) and the City's collected strategic development decisions and programs for managing costs for operations and maintenance choices for the next five years. An extended long range work program will be identified for items that need to be addressed in the plan but do not fit into the budgeting process over the short term five year time frame.

3.6. Public Hearing for Plan Transmittal

The consultant will present the 2030 Comprehensive Plan at a public hearing before the City Council. The public will have an opportunity to comment on the plan before the plan is transmitted to the Atlanta Regional Commission for review. The tentative date for the Community Agenda transmittal public hearing is by mid-July 2008.

3.7. Project Webpage

The comprehensive planning team will produce materials in a format suitable for posting a link or directly on the City's website and work with the City's information technology resources to maintain a webpage that addresses the City's needs and furthers public education regarding the project. The planning consultant will send documents, approved by the City, in Adobe PDF format, to be uploaded periodically throughout the project.

The webpage address and contact information for the consultant team will be accessible through a link to the City's website at: <http://www.Daculaga.gov>. The interactive web site also is expected to incorporate an e-mail address link to allow Dacula citizens continuing opportunities to provide public input to the Comprehensive Plan.

3.8. Outreach

A variety of techniques will be used to get information out to participants. Space on the City website will link to or display press releases, posters, and other information pertaining to the project. The Comprehensive Plan will develop a network of outlets for distribution of meeting notices and posters. During the Community Agenda Visioning and Strategic Planning phases, articles will be prepared and released to the local media on a bi-weekly basis to encourage and assist in outreach efforts for public participation.

Special Interest Groups - There are several special interest groups within the City. A major part of the Comprehensive Plan comes from public input, and the consultants understand that the special interest groups are an important part of the City's future.

City Of Dacula 2030 Comprehensive Plan



However, the Comprehensive Plan is a “work in progress.” Citizen input must come from the public at large and preliminary recommendations may be superseded by new information. Therefore, the policy of the consultant team is to refer inquiries that ask about the findings or recommendations prepared as part of the Plan outside scheduled public forums to the Dacula City Planner. Information regarding the analysis or recommendations will not be volunteered without the expressed written consent of the City’s project manager.

3.9. Media Relations

If the media approaches a member of the consultant team regarding the update of the Comprehensive Plan, the consultant team member will follow a specific protocol to ensure that the City has control over the release of information to the media. The consultant team member will notify the City and identify the name of the media representative, the publication they represent, and the nature and timing of the article or electronic media spot. This information will then be passed along to the City Administrator or the City Planner for disposition. The consultant will support the City in working with the media upon request.

4. Schedule and Milestones

The following text and graphics provide an overview of the schedule to complete the City of Dacula Comprehensive Plan.

4.1. Milestones and Approximate Schedule

Key milestones and meeting discussion topics are noted. The schedule on the following page illustrates the flow of the Comprehensive Plan process. All dates are tentative and may be subject to changes caused by elements outside the control of the planning team. Major milestones in this schedule include the following:

Preparation of the Community Participation Program (CPP)

Steering Committee Review of the Draft CPP	January 29, 2008
Mayor/City Council Public Hearing on CPP	February 7, 2008
Resolution to Transmit CPP to ARC	February 2008

Review of the Community Participation Program by ARC and DCA

State and Regional Planning Review	March 2008
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Preparation of the Community Agenda

Visioning Workshop (Tentative Date)	April 24, 2008
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City Of Dacula 2030 Comprehensive Plan



Strategic Framework Workshop	May 2008
Community Agenda Open House	June 2008
Mayor/City Council Public Hearing on Transmittal	July 2008
Resolution to Transmit the Community Agenda to ARC	July 2008
<u>Review of the Community Agenda by ARC and Georgia DCA</u>	
State and Regional Planning Review	July-Oct. 2008
<u>Formal Adoption of the Comprehensive Plan by City Council</u>	
Adoption of the Comprehensive Plan	Oct.-Nov. 2008

4.2. Flow Chart Schedule

The schedule illustrates the flow of the project from initial data collection through adoption of the Plan by the City Council:

City Of Dacula 2030 Comprehensive Plan



City of Dacula, GA Comprehensive Plan Proposed Schedule											
TASK	Time in Months after Notice to Proceed										
	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.
Confirm Schedule & Scope Set up Steering Committee & Establish Schedule	Confirm Schedule	Launch Website with Planning Education Materials			Add Issues, Opportunities & Vision Statements to Website	Add Vision Statements, Policies & STWP to Website	Add Draft Plan to Website				
Draft Community Participation Plan	Draft CPP	Refine CPP									
Steering Committee Meetings	* Discuss Schedule & Draft CPP	* Discuss CPP Revisions	Discuss Issues & Opportunities from Gwinnett Community Assessment	* Discuss Issues & Opportunities & Discuss Visioning Meeting	* Discuss Vision Meeting & STWP, Long Range Plans & Policies	* Discuss Refined Vision, STWP, Long Range Plans & Policies	* Discuss Draft Plan & Recommend Final Refinements				
Review Draft CPP with Community, Steering Committee & City Officials		Public Hearing Forward CPP to ARC & DCA									
DCA Review of Community Participation Plan			Review								
Refine Issues & Opportunities				Draft Issues & Opportunities							
Public Visioning Workshop				Advertise Public Meeting	Public Workshop Visioning the Future Dacula						
Update Short Term Work Program					Draft STWP & Advertise Public Meeting	Public Meeting Refine the STWP					
Identify Long Term Activities					Identify Long Term Plans	Identify Long Term Plans					
Identify Updated Policy Statements					Update Policies from Community Assessment	Update Policies from Community Assessment					
Update Report of Accomplishments					Update Report	Update Report					
Public Hearing - Final Draft Plan						Advertise Public Hearing	Document Draft Plan & Present to City Council at Public				
Document Revisions & Prepare Transmittal to ARC & DCA							Transmit Plan to ARC & DCA				
Review by RDC & DCA								Review			
Final Edits, Public Hearing & Updated Plan Adoption Plan complete by October 2008											Public Hearing Adopt Final Plan