

CITY OF LILBURN AGENDA ITEM 6

Date:	March 30, 2018	To:	Mayor and Council
From:	Doug Stacks	Department:	Planning & Econ Dev't
Work Session Date:	April 9, 2018	Presenter:	Doug/Joellen Wilson
Agenda Title:	CITY OF LILBURN COMPREHENSIVE PLAN KICK-OFF		
Audio/Visual Req'ts:	n/a	Meeting Date:	April 9, 2018

Agenda Item (Background/History/Details):

This is only an announcement of the beginning of the comprehensive planning process for the City.

 With the assistance of ARC (funded by DCA) the following is a condensed management plan and outline of steps to develop a Local Comprehensive Plan for the City of Lilburn.

Approximate Timeline - approximately 10 months; however, the timeline can change as the project progresses.

Deliverables - The final deliverable of this project will be a comprehensive plan that will be presented to the City of Lilburn for review and transmittal to DCA.

Proposed Tasks and Schedule

Plan Kick Off

Step 1 – Project Initiation

The planning process will begin in Month 1 with the Kick Off before the City Council, as well as the initial Steering Committee meeting. The purpose of this meeting is to introduce the Steering Committee members to the project; discuss the committee's expectations for the project, and review preliminary data and demographic information about the City of Lilburn.

Community Engagement

Step 2- Issues and Opportunities (Months 2-3)

The first phase of the plan deals with identifying Assets and Challenges. Participants will have background information about existing conditions on Land Use, Housing, Demographics, Regional Context, Natural and Cultural Environment, and Transportation. Participants will also identify focus areas of policy.

Step 3-Visioning and Implementation (Months 3-5)

The second phase of the plan deals with creating the plan goals and projects for implementation including Land Use. DCA requires that the plan goals and implementation address the assets and challenges of the community, so those items identified in Step 2 become the framework of the plan. These activities assist the Steering Committee, Project Management Team and staff in developing the Community Work Program.

Standard Community Engagement Exercises include:

- Where Are Areas of Concern?
- Assets to Build Upon

- Future Challenges
- Visual Preference Surveys on Topics
- Lego Development
- Land Use and/ or Character Area Development
- Short Term Work Program Ideas

Optional Community Engagement Exercises:

- Online Community Survey
- Powerpoints and Presentation at Community Meetings

Draft Report Development

Step 4 – Plan Preparation (Months 6-7)

The next step, after reaching consensus on the key recommendations, is to put together the draft plan. The plan will be based on your existing plan document with key updates.

Sections may include, but are not limited to:

- Introduction/ Executive Summary
- Data and Demographics
- Community Vision
- Needs and Opportunities
- Future Development Strategy
- Transportation & Mobility
- Housing
- Implementation/ Community Work Program
- Appendices (if needed)

Step 5 – Review and Adoption

The revised plan described above will then go through the community’s and DCA approval process. This will likely involve a series of meetings, including presentations to the Steering Committee and to the City Council; and transmittal to DCA for review; and adoption by the jurisdiction. A final public hearing announcing the plan for comment must occur before the chief elected official signs the transmittal letter. The plan will be revised based on public comment to create a final plan. This will likely occur between Month 8 and Month 10.

Step 6 – Implementation

After the plan is adopted, each jurisdiction is strongly encouraged to monitor the effectiveness of the plan and amend the plan as needed. ARC can provide limited support in amendments to the text of the plans.

Staff Recommendation:

No action necessary.

Department Head Approval:

Mayor’s Signature Required:

YES

NO

List Attachments: