

MEMORANDUM

Date: March 1, 2022

To: Planning Commission

From: Bruce Lonnee, Assistant Planning Director

Through: Brad Griffin, Planning Director

Re: Steering Committee for 5-Year Update of the 2018 Comprehensive Plan

The 5-Year Update of the 2018 *Comprehensive Plan for Athens-Clarke County, Georgia*, is due to be completed by **June 30, 2023**. In accordance with the standards established in Ga. Comp. R. & Regs. r. 110-12-1.01 through .04., as administered by the Georgia Department of Community Affairs (DCA), the 5-Year Update serves as a report of accomplishments for the Community Work Program

The first official step in the update process is the creation of a Steering Committee. The Steering Committee will be comprised of 5 current Planning Commission members to be appointed by the Planning Commission Chair. Attached with this memo are the following items that identify the Steering Committee's role, responsibilities and duration of service:

1. Steering Committee Charge
2. Timeline for completion of the 5-Year Update

In summary, the Comprehensive Plan components that must be included in the 5-Year Update submittal to DCA are:

1. Needs and Opportunities
2. Community Work Program
3. Economic Development Element
4. Land Use Element (Character Areas Map and FLU Map/Narrative)

Optional 5-Year Update components include:

1. Community Goals
2. Capital Improvements Element
3. Transportation Element
4. Housing Element

The first required action of the Steering Committee is to host a public "Kickoff" meeting to inform the public about the 5-Year Update process and to receive initial comments. The "Kickoff" meeting has been scheduled for 5:30 PM on Thursday, March 17th in the Planning Department Auditorium.

Attach

Steering Committee

for the 2023 Five-Year Update of the

2018 Comprehensive Plan for Athens-Clarke County, Georgia

In accordance with the standards established in O.C.G.A. 110-12-1 as administered by the Georgia Department of Community Affairs (DCA), a local Steering Committee is to be created to oversee and assist in the development of the five-year update of the 2018 Comprehensive Plan for Athens-Clarke County, Georgia. The following information provides the parameters for the Steering Committee's role, responsibilities, and duration of service.

Responsibilities

The Steering Committee shall have the following duties:

1. Develop a comprehensive understanding of the Five-Year Update standards established in O.C.G.A. 110-12-1 as administered by the Georgia Department of Community Affairs (DCA), with the assistance of Planning Department Staff and other identified resources.
2. Become familiar with the relevant portions of the 2018 *Comprehensive Plan for Athens-Clarke County, Georgia*, that are to be updated as part of this current effort.
3. Validate that the materials gathered in support of the Five-Year Update are complete.
4. Assist in the hosting of public information and input efforts related to the Five-Year Update.
5. Report Five-Year Update activity to the full Planning Commission at the scheduled meetings of that body, and to the Mayor & Commission if requested.

Accountability

Primary accountability for adherence to the standards established in O.C.G.A. 110-12-1 regarding the preparation of the Five-Year Update of the 2018 Comprehensive Plan for Athens-Clarke County lies with the Athens-Clarke County Planning Department.

Membership

In recognition of the Athens-Clarke County Planning Commission's role as the primary standing citizen board charged with, among other duties, upholding the State of Georgia's Zoning Procedures Law and evaluation of future land use policies as they relate to local zoning actions, the Planning Commission has been designated as the appropriate appointed body from which to constitute the Steering Committee. Membership of the Steering Committee shall include the Planning Commission Chair and four at-large Planning Commissioners as appointed by the Planning Commission Chair.

Term of Service

The Steering Committee shall serve through the date of final adoption by the Mayor & Commission of the Five-Year Update of the 2018 Comprehensive Plan for Athens-Clarke County.

Schedule

A schedule of anticipated tasks associated with the preparation, submittal, and adoption of the Five-Year Update of the 2018 Comprehensive Plan for Athens-Clarke County is attached. Steering Committee meetings and associated target dates are included in the schedule. Notice of any changes to the Schedule will be provided to all affected parties with as much prior notice possible.

Effective Date: March 3, 2022

Draft Timeline for preparing the 5-Year Update of the 2018 Comprehensive Plan for Athens-Clarke County, Georgia

<i>Tasks</i>	<i>Completion Dates</i>	
ACC Departmental Review and Initial Identification of Five-Year Update Items	2022	January 1-March 1
Formation of 5-Year Update Steering Committee (sub-committee of PC)		March 3
Five-Year Update Kick-Off and Public Hearing		March 17
Steering Committee Meeting #1: Intro & Overview		March 31
Planning Staff Development of Meeting #2 Agenda Items Completed		April 11
Steering Committee Meeting #2: Needs & Opportunities		April 21
Planning Staff Development of Meeting #3 Agenda Items Completed		May 9
Steering Committee Meeting #3: Community Work Program		May 19
Planning Staff Development of Meeting #4 Agenda Items Completed		June 6
Steering Committee Meeting #4: Economic Development		June 16
Planning Staff Development of Meeting #5 Agenda Items Completed		July 11
Steering Committee Meeting #5: Character Areas		July 21
Planning Staff Development of Meeting #6 Agenda Items Completed		August 8
Steering Committee Meeting #6: FLU Map		August 18
Completion of Initial Five-Year Update Draft		September 2
Posting of Initial Five-Year Update Draft Documents		September 5
Public Meetings re: Initial Draft Documents		September 12-15
Public Comment Period		September 12- October 14
Planning Staff Compilation of Edits		September 21
Steering Committee Meeting #7		September 22
Planning Staff Compilation of Edits		October 19
Steering Committee Meeting #8		October 20
Planning Staff Compilation of Final Draft		October 24
PC Public Meeting re: Final Draft		November 3
M&C Agenda Setting		November 15
Planning Staff Final Edits of Final Draft		November 18
PC Hearing and Submittal Recommendation re: Final Draft		December 1
M&C Hearing and Authorization to Submit to DCA/NEGRC		December 6
90-Day DCA/NEGRC Review and Revision Period		December 9 - March 10
UGA Spring Break		March 6-10
Public Information Meeting re: Final Five-Year Update Documents		March 16
PC Hearing and Recommendation re: Final Five-Year Update		March 30
M&C Agenda Report (w/Draft Adoption Resolutions)	March 31	
CCSD Spring Break	April 3-7	
M&C Agenda Report (Completion)	April 7	
M&C Agenda Setting	April 18	
M&C Hearing and Adoption re: Final Five-Year Update	May 2	
Deadline for approval and adoption of Five-Year Update	June 30, 2023	

NOTE: Timing of the transmittal of the final draft of the 5-Year Update documents has been scheduled so that state-mandated revisions can reasonably be received and incorporated no later than 100 days before the recertification date of June 30, 2023, to allow for local review of the completed documents prior to adoption.