

# City of Milton

2008-2028 Comprehensive Plan



## Community Participation Program



#### **1.4. Public Participation Goals**

The leadership for the City of Milton 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. Fulton County provided public participation efforts in the development of the Northwest Fulton County, Crabapple Crossroads, Birmingham Crossroads and State Route 9 Overlay Plans. The Birmingham Crossroads Overlay has resulted in appropriate development on two of the four corners at the Crossroads.

Development around the Crabapple Crossroads has been slower due to the much larger site. The southwest quadrant at the intersection has been actively developed and is receiving the residential infill proposed by approved development. Residential development in the northwest quadrant of the Crabapple Crossroads Overlay Area is progressing, but the area has been the site of some controversy due to the large site that was cleared and graded and the slow market created by current economic conditions. Even so, zoning decisions have reached the proposed capacity for village mixed use and the development has apparently reached the proposed capacity allocated by the Overlay in only two years. Most of the allocated capacity was provided on the northwestern and southwestern quadrants, and now additional applicants on the east side of the intersection are interested in pursuing development. Public participation efforts undertaken as part of the Comprehensive Plan require the acknowledgement of these past planning decisions and consider whether the tools for zoning have created the desired results.

The City of Milton 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 Milton 2028 Comprehensive Plan*.

- **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 Milton citizens with meaningful opportunities for involvement in the planning process.
- **Goal:** Identify, involve, and maintain close contact with key stakeholders and decision makers throughout the planning process.
- **Goal:** Identify and involve traditionally underserved communities (minority, low-income, elderly, etc.) in the planning process.
- **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**

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 representative, 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. Inviting a varied group of stakeholders to participate in the planning process from the outset is a key component to creating a successful Plan. 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 in the City of Milton is identified below. Some of these stakeholders will be interviewed to provide a representative understanding of issues and opportunities facing the City.

A Comprehensive Plan Advisory Committee (CPAC) will include some of these stakeholders. An initial CPAC group was formed to help the City prepare the questionnaire and advise the consultant regarding community issues and concerns, problems and opportunities. The CPAC 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 – 2028 planning period. Input also will be sought from the CPAC regarding the implementation measures best suited to successfully address the identified issues.

The CPAC consists of citizens from a variety of backgrounds created specifically to assist in the development of the Comprehensive Plan. Included on the committee are the members of the Milton City Planning Commission, the Chairperson of the Board of Zoning Appeals and the Design Review Board 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 Community Development Departments 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.



## **2.1. . List of Stakeholders**

The following list was prepared after the November 2007 elections and is meant to be representative rather than all-inclusive:

### **City of Milton Mayor & Council**

Mayor Joe Lockwood  
Councilperson for District 1: Karen Thurman  
Councilperson for District 2: Julie Zahner Bailey  
Councilperson for District 3: William (Bill) Lusk  
Councilperson-for District 4: Burt Hewitt  
Councilperson for District 5: Tina D'Aversa  
Councilperson-for District 6: Alan Tart

### **Comprehensive Plan Advisory Committee**

George Ragsdale, Chairman  
Martin Lock  
Elyse Anderson  
Kim Horne  
Joelle Corcoran  
Paul Moore  
Paul Hackman  
Curtis Mills  
Fred Edwards  
Cary Schlenke  
Heidi Sowder  
John Carroll  
Kathi Cooke  
Jennifer Fletcher  
Lynne Gregory  
Tim Enloe

### **Former Comprehensive Plan Advisory Committee (to January 2008)**

Al Trevillyan  
Buck Bell  
Bob Moheb  
Todd Chernik

### **Other City of Milton Organizations**

City of Milton Planning Commission  
City of Milton Board of Zoning Appeals  
City of Milton Design Review Board



### **City of Milton Staff**

City Manager: Position currently vacant  
Public Safety Director (and Acting City Manager): Christopher Lagerbloom  
City Clerk: Jeanette Marchiafava, CMC  
City Attorney: Ken Jarrard  
Director of Operations: Tami Hanlin  
Community Development Director: Tom Wilson  
Community Development Deputy Director: Mike Tuller, AICP  
City Planner: Robyn MacDonald  
City Planner: Angela Rambeau  
City Construction Inspector: Jimmy Sanders  
City Arborist: Mark Law  
City Chief Building Officer: Melissa Henderson  
City Code Enforcement Officer: Isaac Lewis

Director of Public Works: Daniel Drake, PE, AICP  
Public Works Stormwater/Transportation: Sara Leaders  
Public Works Field Services Manager: Roddy Motes

### **Fulton County Organizations**

Fulton County Board of Commissioners: John H. Eaves, Ph.D., Chairman  
Fulton County Board of Commissioner at Large: Robb Pitts  
Fulton County District 3 Commissioner: Lynne Riley  
Fulton Co. Director of Environment & Community Development: Angela Parker  
Fulton County Board of Education District 2 Representative: Katie Reeves  
Fulton County Sanitary Sewer/Water: Chris Webb and Ray Wooten  
Fulton County Inspections: Billy Couthren  
Fulton County Health Department: Pearl Gordon

### **Adjacent Jurisdictions**

City of Alpharetta Director of Community Development: Diana Wheeler  
City of Alpharetta Senior Center @ North Park: Lezita Bailey  
City of Roswell Director of Community Development: Kathleen Field  
City of Roswell Director of Planning & Zoning: Brad Townsend, AICP  
Cherokee County Executive Director of Planning & Zoning, Jeff Watkins, AICP  
Forsyth County Planning Department Director: Jeff Chance  
Forsyth County Planning Dept. Senior Planner: Vanessa D. Bernstein

### **Regional Organizations**

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



**State of Georgia**

Dept. of Community Affairs (DCA)  
Dept. of Natural Resources (DNR)  
Environmental Protection Division (ENR)  
Dept. of Transportation (DOT)  
University of Georgia County Extension Service

**Public Utilities Serving the City of Milton and the City's Citizens**

Atlanta Gas Light  
AT&T (BellSouth)  
Comcast  
Georgia Power  
Sawnee EMC  
Fulton County Water & Sewer  
Fulton County Water & Sewer Billing & Collections  
Fulton County Health (Wells, septic tanks & grease traps)  
Franchised Waste Hauler Companies

**Neighborhood Associations**

Birmingham Hopewell Alliance  
A list of additional Homeowners Associations is attached

**Business Associations**

Greater North Fulton Chamber of Commerce

**Local Schools**

Cogburn Woods Elementary School: John Anderson, Principal  
Hopewell Middle School: Cathi Barlow, Interim Principal  
The St. Francis Schools: Drew Buccalietto, Headmaster  
Northwestern Middle School: Bruce Fraser, Principal  
Summit Hill Elementary School: Nancy Murphy, Principal  
The Porter School: Barbara Ramer, Principal  
Mill Springs Academy: Lavone R. Rippeon, Administrator  
Crabapple Crossing Elementary School: Sonia Terry, Principal  
Milton High School: Ronald Tesch, Principal  
Chandler Academy  
Parent Teacher (PTAs) and Parent-Teacher-Student Associations (PTSAs) at each school  
Local Day Care Facilities and Services  
LSAC Committees

**Local Developers**

Chatham Neighborhoods: David Chatham  
Devin Properties, LLC: Adam Orkin  
Richard Wernick  
John Wieland Homes and Neighborhoods: John Wieland  
Other developers





### **Local Churches**

Liberty Grove Baptist Church, Rev. Benny Clark  
Crabapple First Baptist Church, Rev. Jerry Dockery  
Inner Quest, Rev. Cindy Fuller  
Stone Creek Church, Rev. Steven Gibbs  
Korean Christian Ministries, Rev. Eun Hok  
Bethany Baptist Church, Rev. Nathan Peck  
Ebenezer United Methodist Church, Rev. Jack Pilger  
Morning Star Chapel, Rev. Patricia Rose  
Birmingham Baptist Church, Rev. Kent Samples  
Hopewell Baptist Church, Rev. Alan Suttles  
Community of Church, Rev. Stephen K. Weller  
Birmingham United Methodist Church, Rev. John A. Wolfe  
St. Aidan's Episcopal Church, Rev. Robert B. Wood  
Rev. Scott Seeke

### **Bicycle and Recreation Groups**

RAMBO: Southern Off-Road Bicycle Association  
Bike Roswell!  
Southeastern Cycling  
Local Youth and Adult Soccer organizations  
Local Youth Baseball and Football organizations (AYFA; HYA; etc.)  
Other Local Youth organizations including Scouting and Boys & Girls Clubs  
Equestrian interest groups  
Milton Grows Green Committee  
Pet owner and specialty groups  
Pedestrian groups

### **Traditionally Under-Served Populations**

AARP and elderly households (specifically including those living alone)  
Retired persons on fixed incomes  
Local Disability Awareness Group in North Fulton County  
Historical Society  
Working Farms and Other Agricultural Interests

Individual Landowners and Citizens



### 3. Identification of Public Engagement Planning Techniques

The Milton City Council conducts a regular schedule of meetings. The specific week and day for each meeting is determined at the beginning of each year when the Council sets its schedule. In 2007, the schedule included a meeting on the first and third 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 Comprehensive Plan Advisory Committee (CPAC) to conduct the initial meetings on the Comprehensive Plan with the consultant and City staff. All CPAC meetings are open to the public and an opportunity to speak to the CPAC and the comprehensive planning staff will be provided at the beginning and the end of each CPAC meeting. The meeting schedule and agenda and minutes are posted on the City's Comprehensive Planning website.

As the plan is drafted and passed from the CPAC to the City Council, citizens will be afforded the opportunity to discuss the Community Assessment and Community Participation Program with the City Council at a public hearing prior to transmittal of the first two sections to the ARC and Georgia DCA.

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

Throughout the comprehensive planning process, information regarding the Plan will be available via the City's website: <http://www.cityofmiltonga.us>. The website was established and used during the preparation of the Community Assessment

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

The *Milton Community Participation Plan* will offer numerous opportunities for public involvement in the planning process. 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. If desired, the meetings could be broadcast on local access cable or by internet to ensure opportunities to stay informed.

**Citizen Mailing Lists** - The City has compiled a citizen mailing list and an e-mail list that can be used to notify the public of proposed meetings and keep the public 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.





**Comprehensive Plan Advisory Committee (CPAC)** – The make-up and description of the CPAC is described in the *Stakeholders* section above. A variety of techniques will 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 be used to help the group understand and define the City’s future character areas and to facilitate discussions outlining the goals and objectives of the comprehensive plan. The CPAC may divide into work groups to review specific elements of the plan and suggest changes regarding alternatives, recommendations or language.

**Opinion Polls/ Surveys** – An initial survey was prepared by the CPAC to ask a series of approximately 50 questions regarding community attitudes, opinions and perceptions about current conditions and anticipated trends in the City. More than 12,000 surveys were mailed to all property owner addresses in March 2008 and included an incentives program sponsored by local businesses to return the survey by the end of the month. At this writing, the City has received approximately 3000 responses that will be tallied before the Community Agenda visioning meeting is held (The visioning meeting is tentatively scheduled for May 2008).

As appropriate, additional surveys may be designed as part of the Community Agenda process as part of the public meetings or on-line to elicit comments from the general public or targeted community audiences, such as business owners, neighborhood associations, etc., regarding the challenges facing the City of Milton and desired future development patterns to be considered during the planning process.

**Kick-off Public Information Meeting** – A well-publicized “Open House” event to announce the kickoff of the Community Agenda phase of the planning process is proposed to notify media, citizens and property owners that the Visioning about the upcoming Public Workshops and to inform the interested parties regarding what the Comprehensive Plan is required to consider. The open house nature of the meeting is intended to provide added depth to the issues and opportunities discussed in the Community Assessment. The meeting will include a presentation covering the purpose and limitations of comprehensive planning, an overview of the process to complete the City of Milton’s Comprehensive Plan, and demonstration of the existing baseline of information collected in the Community Assessment. A summary of the proposed Community Participation Program also will be presented and open for discussion.

**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 Milton. These leaders are expected to be drawn from the list of stakeholders shown above.



**Public Workshops** – The comprehensive planning process is a two-phase process which includes the initial Community Assessment followed by a visioning process to create Community Agenda, the actual “plan” portion of the Comprehensive Plan. At least two town hall meetings/workshops will be conducted during the Community Agenda planning process to address the City’s basic planning efforts for the future. The first will be a “Visioning” workshop, where attendees will be divided into small work groups and led through facilitated discussions regarding their vision for the future of the community including appropriate patterns for future development. Additional meetings to expand the city-wide vision discussion may be accommodated as additional services. An independent facilitator may be included to manage the public engagement efforts and direct extraneous issues such as current zoning issues or immediate code enforcement requirements towards the right party. The Comprehensive Planning team will address the specific requirements of the comprehensive planning effort.

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 CPAC will follow up this workshop by a combined meeting of the Committee with the City Council to ensure that desired policies are effectively communicated. As for the first meeting, follow-up meetings to expand the city-wide strategic plan discussion may be accommodated as additional services, and an independent facilitator may be included to manage the public engagement efforts and direct extraneous issues to the right resource. The Comprehensive Planning team will address the specific requirements of the strategic planning element of the Community Agenda.

Additional public workshops are expected to be added to address specific issues in key character areas or to consider the planning vision for specific sub-areas. These meetings are expected to be requested for the State Route 9 and Crabapple Crossroads Overlay Areas and in the rural residential and agricultural areas of the City to examine the issues affecting scenic corridors, linear greenways, rural character preservation, and agricultural/residential conflicts.

**Open House Review Meeting** – Upon completion of a draft Community Agenda document and a Short-Term Work Program for the Comprehensive Plan, at least one City-wide Open House Review Meeting will be held which will have the following 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. Written surveys, easel pads, audio and/or video tape resources will be used to capture input.
- 2) At the Open House Review Meeting, a formal presentation of the Community Agenda will be made by the consultant.
- 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. Audio and/or video tape and written resources will be used to capture input. Assistance in facilitating this meeting (or meetings if more than one is held) can be provided upon request.



**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 prior to the transmittal of the Community Assessment and 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.

At least one public hearing (the second of two public hearings required by Georgia DCA policies and procedures for completing a local government Comprehensive Plan) 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. Additional public hearings may be held at the discretion of the City.

Public meetings, including workshops and review meetings, will be held in locations in Milton 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.

In addition to the website and the e-mail blasts of the City Community Development Department, the public meetings for the Community Agenda should be advertised by signs at strategic locations along appropriate road corridors including State Route 9, Birmingham Highway and Arnold Mill Road. Signs may be posted along other City roadways. Meetings will be advertised in the Milton Herald and press releases will be sent to other newspapers serving North Fulton.

**Public Information Resources** - The City of Milton will maintain information dedicated to the *Milton Community Participation Program* and the Comprehensive Plan Update linked directly to the City of Milton 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 Milton Herald is the legal organ for dissemination of City information. This newspaper also provides editorial and feature coverage of government activities. The Atlanta Journal/Constitution will also be solicited for articles especially within the North Fulton special section and the Horizon feature.

School Newsletters and PTA circulars may provide another potential source of communication.

### **3.1 Comprehensive Plan Advisory Committee Meetings**

A committee of interested citizens has been appointed by the City Council to help oversee and participate in the comprehensive planning process. This CPAC group is comprised of the seven (7) members of the Milton Planning Commission which were appointed by the Mayor and City Council, the Chairperson of the Board of Zoning Appeals, the Chairperson of the Design Review Board, and one additional “citizen” member appointed by each City Council member and the Mayor. The CPAC Chairman also sits on the City Planning Commission. The CPAC will convene approximately 14 or 15 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 CPAC will meet during the preparation of the Community Assessment and the Community Participation Program to provide input and guidance to the planning process. The CPAC 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.

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 was hosted by the CPAC on December 10, 2007 to provide a presentation of the preliminary Land Use and Character Area maps and recommendations and the draft Public Participation Program and allow comments and questions from the public regarding community concerns prior to completing the draft documents and sending them to City Council.

### **3.2. Surveys and Questionnaire**

A survey has been prepared by the Comprehensive Plan Advisory Committee (CPAC) to ask the public a series of questions regarding planning and development issues that should be considered in the Comprehensive Plan. The questionnaire was transmitted by mail to approximately 12,000 addresses in early March and approximately 3000 responses have been received as of 4 April 2008. Some incentives were provided by local businesses to encourage interested citizens to return their completed questionnaire expeditiously.

### **3.3. Crabapple Crossroads Community Plan Update**

The Crabapple Crossroads Community Plan was prepared by the planning consultant, Sizemore Group working with local citizens, and the Plan was adopted by the Fulton County Board of Commissioners in 2003 and as an Overlay to the Fulton County Zoning Ordinance in 2004. Since that time, many of the properties in the study area have been rezoned and permitted for development. Some projects have proceeded through site preparation and/or construction. The Community Assessment portion of the City of Milton's comprehensive planning process included a review of the Crabapple Crossroads Community Plan to identify and recommend a strategy to deal with anticipated applications for rezoning and development in that area during the period when the Comprehensive Plan is being prepared.

The recommendations of that process are included as an attachment in the Community Assessment document to allow appropriate interim decision-making that will be integrated into the comprehensive planning process. The preparation of the interim Crabapple Crossroads Community Plan recommendations included valuable lessons regarding the best methods to employ in advertising and conducting the City-wide "Visioning" and "Strategic Planning" sessions for the 2008-2028 Comprehensive Plan.





Three meetings were proposed in the period between November and January to provide an opportunity for interested citizens to meet and discuss alternatives for updating the Crabapple Crossroads Community Plan in conjunction with the preparation of the Milton Comprehensive Plan. The first meeting was a “Listening” meeting attended by nearly 100 persons in November 2007 to discuss the baseline assumptions identified in the existing Community Plan and what changes the community felt should be considered and addressed by the interim update.

At a follow-up “Workshop” meeting attended by more than 80 persons in December 2007, the community was asked to discuss various transportation scenarios that remain available and how they might conceptually impact or be impacted by changes in land use.

Participants at both meetings were primarily concerned with the existing traffic congestion and the amount of development that has already been approved or zoned (including over 430 housing units and more than 200,000 SF of commercial and office mixed use that had been allowed by zoning decisions in the “Neighborhood” nodal center). The large amount of permitted development that has not yet been built made it very difficult for the community to imagine what the development would look like when completed or how land use differed from zoning.

A third meeting on 14 January 2008 provided an opportunity for the interested public to review recommendations to be included as part of the plan and identify immediate actions that may be needed to address what should be included in the interim update and what should be included in the Comprehensive Plan to ensure that the development meets local community goals for a viable, walk-able community, that desirable options remain available, and necessary actions required of the City of Milton’s planning and budgeting process are completed.

### **3.4 Community Assessment & Participation Program Public Hearings**

Prior to the public hearing, local residents and interested parties had the opportunity to comment on the planning process for the Community Assessment, the Community Participation Program, and the Community Agenda. The CPAC hosted a Public Open House Meeting on Monday, 10 December 2007 to provide a specific opportunity for the public to discuss the community assessment and the Community Participation Plan prior to submittal of the draft to the Mayor and City Council for their decision whether it is ready for regional and State review.

Whereas the City held elections on 6 November 2007, a new City Council was seated in January 2008. The new City Council has had the opportunity to consider additions or changes to the Community Assessment and Community Participation Program at the 17 March 2008 public hearing.

As required under the Georgia Standards and Procedures for Local Comprehensive Planning, a public hearing before the Milton City Council was held on 17 March 2008 to consider the transmittal of the draft Community Assessment and Community Participation Program to the Atlanta Regional Commission (ARC) for regional and State review. The public hearing provided an opportunity to educate the public about the scope, goals, and schedule of the project so that they can see how they can get involved.



The draft Community Assessment and Community Participation Program documents are expected to be approved by the City Council and forwarded to the Atlanta Regional Commission and the Georgia Department of Community Affairs shortly thereafter. If needed, the document can be modified following the review to better reflect additional information or details that should be incorporated into the Assessment.

### **3.5. Visioning Workshop**

At least one city-wide “Visioning” Workshop is proposed to be held in the City in May 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.” Additional visioning workshop meetings may be held at the discretion of the City to create opportunities to engage additional stakeholders, evaluate specific issues or sub-areas, or follow up on specific issues with additional information.

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.

At the discretion of the City, an independent facilitator may be included to manage the public engagement efforts and direct extraneous issues such as current zoning issues or immediate code enforcement requirements to the right party. The Comprehensive Planning team will address the specific requirements of the comprehensive planning effort.

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.
- 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, or measurable indicators, of quality of life that will be used to indicate success in the future. The meetings are anticipated to be held within the City limits.





Specific locations and dates will give residents several opportunities to give their input on the future of Milton. An initial kickoff meeting and workshop will be provided on Wednesday, 14 May to present the findings from the Community Assessment survey and to ensure that persons planning to depart for vacations at the end of the school year have the opportunity to provide input (The last day of the local school year is 23 May) The kickoff meeting will include the results from the survey. The tentative date for the Visioning Workshop is either Thursday 29 May or Saturday 31 May 2008. Both dates may be used to provide additional opportunities for the public to participate. 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.

The City of Milton has requested additional workshops be provided to envision and evaluate local planning and development issues in several of the City's character areas. These include specific areas where additional thought and discussion are needed to identify and delineate the unique vision of the neighborhood(s) and where strategic recommendations require carefully prepared programs to protect existing assets while accommodating appropriate change. The "visioning" process is the appropriate venue to identify the correct scope and timing for these meetings. Specifically, the Highway 9, Crabapple Crossroads, Arnold Mill, and the Scenic Corridors are expected to be likely candidates for focused visioning meetings. The unique rural, agricultural, and equestrian estate nature of the City also provides a need to address a multiple number of types of agriculture, equestrian estate, and rural residential issues. These workshops will be held in the weeks after the City-wide visioning session and may be coordinated with sub-area strategic planning efforts.

### **3.6 Strategic Planning Workshop**

The Strategic Planning Workshop is tentatively scheduled for Thursday 26 June 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.

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.

### **3.7. Public Hearing for Plan Transmittal**

The consultant will present the 2028 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 presentation of the Community Agenda at a public hearing will be Monday 18 August 2008.

### **3.8. 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 Community Development and Information Technology Departments 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 will be accessible through the City's website at the following address:

<http://www.cityofmiltonga.us/compplan/intro.html>

The webpage also will have contact information for the consultant team and an interactive area of the website is proposed to incorporate an e-mail address link that will allow Milton citizens a continuous opportunity to provide public input as part of the on-going Comprehensive Plan process.

### **3.9. Outreach**

Varieties 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.



### **3.9.1. 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's Community Development Director for disposition. The consultant will support the City in working with the media upon request.

### **3.9.2. 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 Milton's future. 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, it is the policy of the consultant team to refer inquiries outside scheduled public forums that ask about the findings or recommendations prepared as part of the Plan to the City's Community Development Director. Information regarding the analysis or recommendations will not be volunteered without the expressed written consent of the City of Milton's project manager.

The website provides a resource for asking questions of the project team or someone may contact the City's Community Development Director at 678-242-2534 if they have a question.



#### 4. Schedule and Milestones

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

##### **Crabapple Crossroads Community Plan**

Crabapple Listening Workshop	19 November 2007
Crabapple Workshop	3 December 2007
Crabapple Plan Recommendations Workshop	14 January 2008

##### **Preparation of the Community Assessment**

Community Assessment Open House	10 December 2007
Mayor/City Council Public Hearing on Transmittal	17 March 2008
Mayor/Council Approval to Transmit Draft to ARC & DCA	14 April, 2008

##### **Review of the Community Assessment and CPP by ARC and DCA**

State and Regional Planning Review	April – May 2008
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##### **Preparation of the Community Agenda\***

Community Agenda Kickoff Meeting to Review Survey Results ( <i>This Meeting intends to capture input before the end of the school year</i> )	14 May 2008
Visioning Workshop (+ additional meetings as needed)	29 and/or 31 May 2008
Public Strategic Planning Workshop (+ additional meetings as needed)	30 June 2008
Community Agenda Open House (+ additional meetings as needed)	24 July 2008
Mayor/City Council Public Hearing on Transmittal	18 August, 2008
Adoption of the Community Agenda for Transmittal	18 August 2008

##### **Review of the Community Agenda by ARC and Georgia DCA\***

State and Regional Planning Review	August-November 2008
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##### **Formal Adoption of the Comprehensive Plan by City Council\***

Adoption of the Comprehensive Plan	December 2008
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\* Note: *Dates for the Community Agenda are tentative and depend on the review and response of the Atlanta Regional Commission and the Georgia Dept. of Community Affairs.*

#### 4.1. Flow Chart Schedule

The schedule on the following page illustrates the flow of the project from initial data collection through adoption of the Plan by the City Council.

# Schedule

Comprehensive Plan Schedule		Time (in Months)												
TASK	1	2-3	4-5	6-7	8	9	10	11	12	13	14	15		
SCHEDULED MONTH														
Steering Committee Meetings	*	*	*		*	*	*	*						
Review & Update Crabapple Crossroads Community Plan		WORK SHOP #1	WORK SHOP #2	WORK SHOP #3										
Confirm Schedule & Scope & Develop Citizen Participation Plan		PLAN WORKSHOP												
Inventory & Summary of Existing Conditions		PLAN WORKSHOP												
Public Meeting/Confirm Existing Conditions, Assumptions, Needs			OPEN HOUSE	PUBLIC MTG.										
RDC & State Review					ARC/DCA REVIEW									
Develop Vision Statement to Guide Planning & Refine Needs & Goals														
Public Visioning Workshop; Planning Input						OPEN HOUSE								
Prepare Land Use Scenarios														
Refine Community Goals and Develop Implementation Plan							OPEN HOUSE							
Develop Future Land Use Map & Narratives														
Review Needs, Goals, Implementation Strategies & Time Frame w/ Client														
Develop Short Term Work Program (STWP)														
Public Hearing - Final Draft Plan								PUBLIC MTG.						
Revise STWP and Implementation Strategies														
Develop Executive Summary of Plan														
RDC & DCA Review										Review/Comment by ARC & Georgia DCA				
Adopt Plan & Print Final Copies												*		

Date Updated: 4/14/2008

Prepared by BRPH, Inc.