COMMUNITY PARTICIPATION PLAN

INTRODUCTION

The City of Dunwoody undertakes its first Comprehensive Plan. Serving around 40,000 residents, the new city was officially established on December 1, 2008. In order to carry out the Mission, Vision and Value Statements listed below, the City will engage the public for input into the Comprehensive Plan.

- The **Mission** of the City of Dunwoody is to provide the highest quality of life for those who live, work or play in the city and to foster an environment where business can prosper. We will serve all stakeholders in a transparent manner with resourceful, efficient, progressive and professional leadership.
- The **Vision** for the City includes the provision of quality service to citizens support economic growth through careful and thoughtful planning.
- The **Value** Statement of the City includes the provision to make Dunwoody a better community built on mutual respect and trust, and to promote and maintain the highest standards of personal and professional conduct.

The Comprehensive Plan includes a **Community Assessment** and a **Community Agenda**. Community Participation is a vital building block for developing the Community Agenda, which contains the City's vision, official policies and action plan for actualizing its vision. The methods for which the public will be engaged are outlined in the Community Participation Plan (CPP). A schedule of activities and benchmarks for the participation process is also provided within the CPP.

A diverse set of stakeholders and a Citizens Steering Committee will help ensure that the Community Agenda reflects the values of the City's citizenry. Meaningful involvement by informed constituents will also validate the Community Agenda as a community-endorsed, public policy document used to guide future land use decisions. When many members of the community participate in establishing the Community Agenda, they lend support to city officials in the implementation of the policies established within the document.

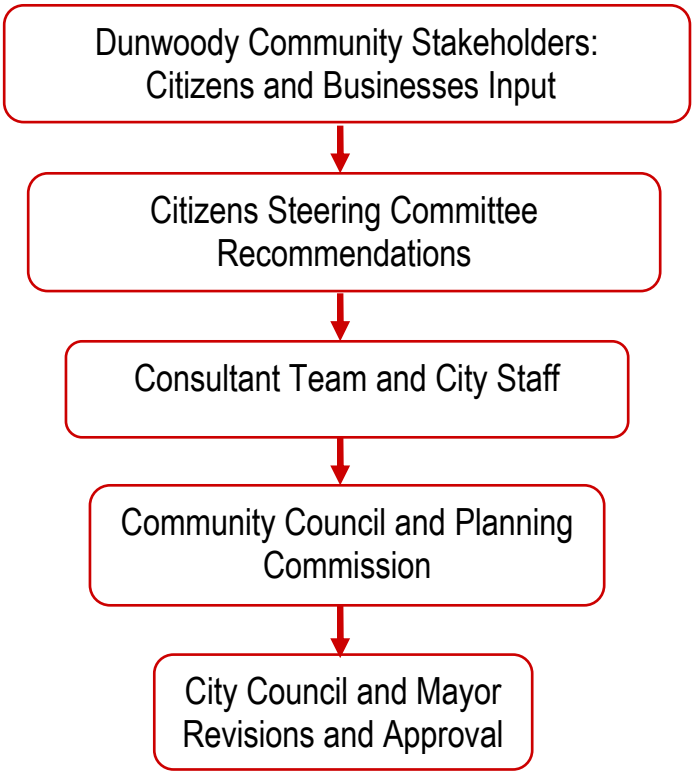
The City's Department of Community Development manages a **Planning Team** that incorporates staff from Engineering, Public Works, and the Community Development Department along with a consultant team with expertise in land use, public finance, transportation, infill and design controls. Community Development Department serves as Project Manager over the project.

Review Process

Prior to the development of a Community Agenda, the Department of Community Affairs (DCA) requires that the local jurisdictions transmit the Participation Plan along with a Community Assessment for review. The Atlanta Regional Commission (ARC) is the regional arm of DCA that reviews these two documents to determine whether or not they are complete; upon this verification, ARC in turn transmits these documents to DCA. DCA conducts a report of findings and recommendation, and ARC issues the local government a final report that includes DCA's comments.

STRUCTURE OF PLANNING PROCESS

The following chart shows the organizational structure for the planning process. Sections further below will detail techniques for public engagement; the Citizens Steering Committee serves as a partner with the City in conducting outreach to inform the community on the Comprehensive Plan and in devising policy recommendations. The Council and Mayor, however, retain final authority to approve the documents generated from the participatory approach and, as the body that must deliberate budget constraints and competing priorities, may modify the recommendations that they receive.



CITIZENS STEERING COMMITTEE

The Citizens Steering Committee will convene regularly, both prior to and in between the community meetings; Committee members will need to agree to attend the community meetings in order to hear the input from the larger audience and assist in interpreting that information. The Citizens Steering Committee will be tasked with reviewing consultant documentation, and providing feedback based on the community input into the vision for the City. The Citizens Steering Committee will also review the synthesis of community input, and the proposed crafting of appropriate goals and policies as prepared by the consultant team. The following members were appointed to the Dunwoody Comprehensive Plan Citizens Steering Committee on May 11, 2009.

Citizens Steering Committee: Comprehensive Plan
Pattie Baker
Queenie Ross
Bill Grant
Al Alberghini
Ray Dankberg
Barbara Koehler
Doug Thompson
Renate Herod
Robert Miller
Yvonne Williams
Bob Lundsten
Bill Grossman

RECOMMENDED STAKEHOLDER LIST

As part of targeted public outreach efforts, the Comprehensive Plan effort will engage a network of community organizations, businesses, and small groups to serve as both a source of input as well as a channel for distributing information to the broader community as a whole. These groups will be engaged in order to distribute meeting notices, posters, and agendas to broader groups; they will also be tapped to provide feedback on how to improve the outreach process and shape the content of meetings and presentations so that they meet a variety of needs.

The City has already gathered contact information (email, telephone and leadership) for the following set of civil groups and businesses, as well as a series of Home Owner associations. The City considers it important for the Stakeholder list to be a living document to allow for additional participants throughout the process. As such, the City will formalize the process for updating the stakeholders list through the monthly Citizens Steering Committee meeting, which reviews the list to ensure that a "snowball" method of expanding outreach will occur.

To ensure the broadest representation of the City, community meetings will also include an opportunity for participants to add stakeholder representative names and contact should participants identify gaps. Along with other documentation regarding public engagement activities and efforts, the final list of stakeholders will be attached in an Appendix of the final Comprehensive Plan documents when the Community Agenda is completed.

Community Groups/Neighborhood Associations
Dunwoody North Civic Association
Dunwoody Preservation Trust
Perimeter CID
Homeowners/Condominium/Neighborhood Associations

Business Associations
Dunwoody Homeowners Association
City Boards, Associations, and Departments
Dunwoody Chamber of Commerce
Planning Commission
Public Works
Transportation Agencies
North Fulton Chamber of Commerce
Utilities

Other Civic Group Leadership
Perimeter College
Schools
Sport, Environmental, Cultural Associations
Garden Club
Key Corporate investors
Lions/Kiwanis/Rotary Clubs and other non-profit organizations
Religious/Faith Community
Education Associations
Boy Scouts/ Girl Scouts
Large property owners

PARTICIPATION TECHNIQUES

The Planning Team will conduct a minimum of three (3) community meetings covering planning elements consisting of land use, transportation, design controls, natural and cultural resources, housing, economic development and visioning. The City plans to conduct two (2) total public hearings. In addition, the consulting teams will facilitate at least one Open House to present the findings of the combined planning efforts.

The City of Dunwoody will engage the community using a variety of techniques, depending upon the purpose of achieving community involvement. The following section identifies different techniques and organizes them by purpose.

Education/Information

Website – A web link will be created on the City web page with draft documents and draft documents. The City website will also be set up to receive direct Citizen feedback for the Comprehensive Plan process. www.Dunwoodyga.gov

Lobby Displays – Post maps and information at City Hall.

Printed and Email bulletins – Flyers and Newspaper information will be distributed; flyers announcing public hearings to be mailed if city budget allows.

Media and Press Releases – The City will contact local newspaper(s) to advertise meetings and/or status of the plan to the community. The following newspapers will receive press releases and announcements: Dunwoody Crier.

Mailing Lists – In addition to the email blast list that the City of Dunwoody uses, the

Citizens Steering Committee will be asked to draw on existing networks they participate in.

Public Input

Official Hearings –	Two (2) public hearings will be held; one to present the Community Participation Plan and Community Assessment and one to present the final plans that have been reviewed by DCA including any final revisions. A third (3rd) meeting may be held before the Planning Commission.
Community Meetings –	Five (5) community events are planned for the overall Comprehensive Plan. Three of these meetings will be themed by planning element. These meetings may also include charettes and open houses. One (1) open house presentation will be conducted to summarize the planning process and role of the community participation, highlight the Comprehensive Plan, draft recommendations and to receive and address public comments.
Website –	The City of Dunwoody will create a web link on its main web page to inform the public regarding the process, schedule of activities and results to date. This sight will also be used to solicit public input. The address for the City of Dunwoody website is www.Dunwoodyga.gov The Planning Team will prepare materials for updates to the website on a regular basis throughout the public participation process and will provide copies of draft documents for public review as they become available.
Select Interviews –	Select stakeholders and city staff will be interviewed in order to gain more detailed information on certain topics, such as housing, economic development and local industry, population diversity, growth and needs, etc.

Public Interaction

Vision, Goals, Objectives Meetings -	Facilitated meetings to determine answers to three major planning questions: Where does Dunwoody want to be tomorrow? How will it get there? What Issues and Opportunities exist for the community to address and achieve its goals and vision?

Public Partnership

Citizens Steering Committee –	The Committee and its membership is described in a prior section. See the following Schedule of Activities for Citizens Steering Committee meetings.
Technical Advisory -	City Staff has been selected to coordinate resources across various

City departments and will provide technical advising and support as needed from affected departments.

COMPREHENSIVE PLAN SCHEDULE OF ACTIVITIES

The City has prepared the attached schedule for committee meetings, community meetings, open house events and public hearings. While the dates may change due to unforeseen reasons, the City and its consultant team will work to adhere to this schedule and post it in local media outlets.

Schedule

City of Dunwoody Comprehensive Plan Proposed Schedule March 2 - Dec. 31

TASK ITEM	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Project Mgt Plan										
Client Kick-Off March 16 (bi-monthly thereafter)	*									
Assess existing data										
Community Outreach networks										
Establish dates & protocol										
Obtain PH schedule & ads										
Community Assessment (CAs)										
Data Collection										
Data Analysis *Existing Land Use*										
Areas Req.Special Attention										
Character Areas										
Quality Community Objectives										
Supporting Data										
Exec Summary & Tech Addendum										
Internal Quality Control Draft due: April 30th		*								
Draft to City: May 11th			*							
Document Production										
Public Hearing #1 (CAs & CPP): May 26th			*							
Transmittal DCA (with Resolution)			*							
DCA Review(60-120 days)										
Community Participation (CP & CP Plan)										
Draft (CP Plan): April 3rd		*								
City Council Work Session: Comp. Plan Kick-off and Present Participation Plan Draft: April 20th		*								
Establish Steering Committee List										
Council Appoints Steering Committee: April 27th			*							
Community Meetings **										
Kick-off : June 2nd				*						
Themed: June 23rd, July 7th, August 3rd				*	*	*				
Final / Re-Cap: Sept. 24th							*			
Steering Committee Meetings										
Kick-off: May 28th			*							
June 16th, June 30th, July 21st, August 25th				*	*	*				
Final / Re-Cap: Oct. 15th								*		
Interviews and/or Focus Group										
Community Agenda (CAg)										
Issues and Opportunities										
Vision and Policy Objectives										
Future Development Map										
Future Development Narrative										
STWP/Implementation Plan										
CIE coordination (if Add-service)										
Draft Due: Nov. 16th (Thanksgiving Nov. 26th)										
Public Hearing #2 PC (CAg): Dec. 8th										*
Public Hearing #3 Council (CAg): Dec. 21st										*
City Transmit DCA (60 day approval)										*

* Desired Task or Meeting ** DCA prefers no public input until CA & CP Plan are revised

NOTE: Submittals must be delivered 7 business days prior to a scheduled meeting per City of Dunwoody requirements.

Calendar

April 2009

April 2009

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	**9**	10	11
12	13	14	15	16	17	18
19	**20**	21	22	23	24	25
26	**27**	28	29	30		

May 2009

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17	18	19	20	21	22	23
24	25	**26**	27	**28**	29	30
31						

Monday	Tuesday	Wednesday	Thursday	Friday
		April 1	2 7:00pm 8:00pm Zoning Board of Appeals	3
6	7	8	9 7:00pm 8:00pm Community Council Meeting	10
13 7:00pm 8:00pm Mayor & City Council Meeting	14 7:00pm 8:00pm Planning Commission Meeting	15	16 Lemonade Days (Brook Run Park, 4770 N Peachtree Rd, Dunwoody 30338)	17
20 7:00pm 8:00pm City Council Work Session: Comp Plan Kick-off Mtg and Present Participation Plan draft	21	22	23	24
27 7:00pm 8:00pm City Council Mtg: Present Draft Community Participation Plan; Council appoints Steering Committee	28	29	30	

May 2009

May 2009

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17	18	19	20	21	22	23
24	25	**26**	27	**28**	29	30
31						

June 2009

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7	8	9	10	**11**	12	13
14	15	**16**	17	18	19	20
21	22	**23**	24	25	26	27
28	29	**30**				

Monday	Tuesday	Wednesday	Thursday	Friday
				May 1
4	5	6	7 7:00pm 8:00pm Zoning Board of Appeals	8
11 Community Assessment draft due to City 7:00pm 8:00pm Mayor & City Council Meeting	12 7:00pm 8:00pm Planning Commission Meeting	13	14 7:00pm 8:00pm Community Council Meeting	15
18 7:00pm 8:00pm City Council Work Session	19	20	21	22
25 Memorial Day	26 7:00pm 9:00pm Public Hearing #1 (Community Assessment & Community Participation Plan)	27	28 7:00pm 8:00pm Steering Committee Meeting - Kickoff	29

June 2009

June 2009

S	M	T	W	T	F	S
	1	**2**	3	4	5	6
7	8	9	10	**11**	12	13
14	15	**16**	17	18	19	20
21	22	**23**	24	25	26	27
28	29	**30**				

July 2009

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12	13	14	15	16	17	18
19	20	**21**	22	23	24	25
26	27	28	29	30	31	

Monday	Tuesday	Wednesday	Thursday	Friday
June 1	2	3	4	5
	7:00pm 8:00pm Community Meeting: Kick-off		7:00pm 8:00pm Zoning Board of Appeals	
8	9	10	11	12
7:00pm 8:00pm Mayor & City Council Meeting	7:00pm 8:00pm Planning Commission Meeting		7:00pm 8:00pm Community Council Meeting	
15	16	17	18	19
7:00pm 8:00pm City Council Work Session	7:00pm 8:00pm Steering Committee meeting			
22	23	24	25	26
7:00pm 8:00pm Mayor & City Council Meeting	7:00pm 8:00pm Community Meeting: Theme to be determined			
29	30			
	7:00pm 8:00pm Steering Committee meeting			

July 2009

July 2009

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5	6	**7**	8	**9**	10	11
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August 2009

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9	10	11	12	**13**	14	15
16	17	18	19	20	21	22
23	24	**25**	26	27	28	29
30	31					

Monday	Tuesday	Wednesday	Thursday	Friday
		July 1	2	3
			7:00pm 8:00pm Zoning Board of Appeals	
6	7	8	9	10
	7:00pm 8:00pm Community Meeting: Theme to be determined		7:00pm 8:00pm Community Council Meeting	
13	14	15	16	17
7:00pm 8:00pm Mayor & City Council Meeting	7:00pm 8:00pm Planning Commission Meeting			
20	21	22	23	24
7:00pm 8:00pm City Council Work Session	7:00pm 8:00pm Steering Committee meeting			
27	28	29	30	31
7:00pm 8:00pm Mayor & City Council Meeting				

August 2009

August 2009

S	M	T	W	T	F	S
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2	**3**	4	5	6	7	8
9	10	11	12	**13**	14	15
16	17	18	19	20	21	22
23	24	**25**	26	27	28	29
30	31					

September 2009

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		1	2	3	4	5
6	7	8	9	**10**	11	12
13	14	15	16	17	18	19
20	21	22	23	**24**	25	26
27	28	29	30			

Monday	Tuesday	Wednesday	Thursday	Friday
August 3	4	5	6	7
7:00pm 8:00pm Community Meeting: Theme to be determined			7:00pm 8:00pm Zoning Board of Appeals	
10	11	12	13	14
7:00pm 8:00pm Mayor & City Council Meeting	7:00pm 8:00pm Planning Commission Meeting		7:00pm 8:00pm Community Council Meeting	
17	18	19	20	21
7:00pm 8:00pm City Council Work Session				
24	25	26	27	28
7:00pm 8:00pm Mayor & City Council Meeting	7:00pm 8:00pm Steering Committee meeting			
31				

September 2009

September 2009

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6	7	8	9	**10**	11	12
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20	21	22	23	**24**	25	26
27	28	29	30			

October 2009

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11	12	13	14	**15**	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Monday	Tuesday	Wednesday	Thursday	Friday
	September 1	2	3	4
			7:00pm 8:00pm Zoning Board of Appeals	
7	8	9	10	11
Labor Day	7:00pm 8:00pm Planning Commission Meeting		7:00pm 8:00pm Community Council Meeting	
14	15	16	17	18
7:00pm 8:00pm Mayor & City Council Meeting				
21	22	23	24	25
7:00pm 8:00pm City Council Work Session			7:00pm 8:00pm Community Meeting: Final Recap	
28	29	30		
7:00pm 8:00pm Mayor & City Council Meeting				

October 2009

October 2009

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4	5	6	7	**8**	9	10
11	12	13	14	**15**	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2009

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Monday	Tuesday	Wednesday	Thursday	Friday
			October 1 7:00pm 8:00pm Zoning Board of Appeals	2
5	6	7	8 7:00pm 8:00pm Community Council Meeting	9
12 7:00pm 8:00pm Mayor & City Council Meeting	13 7:00pm 8:00pm Planning Commission Meeting	14	15 7:00pm 8:00pm Steering Committee Meeting: Final Re-cap	16
19 7:00pm 8:00pm City Council Work Session	20	21	22	23
26 7:00pm 8:00pm Mayor & City Council Meeting	27	28	29	30

November 2009

November 2009

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29	30					

December 2009

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20	**21**	22	23	24	25	26
27	28	29	30	31		

Monday	Tuesday	Wednesday	Thursday	Friday
November 2	3	4	5 7:00pm 8:00pm Zoning Board of Appeals	6
9 7:00pm 8:00pm Mayor & City Council Meeting	10 7:00pm 8:00pm Planning Commission Meeting	11	12 7:00pm 8:00pm Community Council Meeting	13
16 Community Agenda Draft Due to City 7:00pm 8:00pm City Council Work Session	17	18	19	20
23 Legal Ad 7:00pm 8:00pm Mayor & City Council Meeting	24	25	26 Thanksgiving	27
30				

December 2009

December 2009

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	**8**	9	**10**	11	12
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20	**21**	22	23	24	25	26
27	28	29	30	31		

January 2010

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Monday	Tuesday	Wednesday	Thursday	Friday
	December 1	2	3 7:00pm 8:00pm Zoning Board of Appeals	4
7	8 7:00pm 9:00pm Public Hearing #2: Present Community Agenda to Planning Commission	9	10 7:00pm 8:00pm Community Council Meeting	11
14 7:00pm 8:00pm Mayor & City Council Meeting	15	16	17	18
21 7:00pm 9:00pm Public Hearing #3: Present Community Agenda to City Council @ Work Session	22	23	24	25 Christmas
28 7:00pm 8:00pm Mayor & City Council Meeting (*Mtg may be moved to 12/21 due to holidays)	29	30	31	