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TO: Mayor and City Council

FROM: Michael M. Tuller, AICP, Community Development Director

DATE: December 12, 2011

SUBJECT: Update Status – Dunwoody Zoning Code Re-Write Initiative

ITEM DESCRIPTION

At the request of Councilman Shortal, the Community Development staff would be providing a brief status report of the efforts undertaken to-date and throughout the contract period in relation to the development of a new zoning code by Duncan & Associates.

BACKGROUND

Kirk Bishop, AICP and his consulting team staff with Duncan & Associates have initiated their contractual duties to develop a new zoning code for the City of Dunwoody as they relate to Community Development Department disciplines.

City staff met with Mr. Bishop in Dunwoody to kick off the development of the new Zoning Code. The recent completion of the Dunwoody Comprehensive Plan and the related LCI studies poises the city very well to initiate the creation of new zoning code, where it will be in alignment with the inaugural Comprehensive Plan recommendations and the associated LCI master plans in the city's commercial districts.

Duncan & Associates is moving forward with a multi-phase process that involves local reconnaissance, city staff interviews, informal listening sessions, and stakeholder group involvement in developing a new ordinance framework and content.


Duncan & Associates has been working over the past few months on all of the background reviews and research necessary to create the new zoning code. Work will begin in earnest with our stakeholders and citizens in January 2012.

City Staff has set the timeline for the development of the code on a 12-month horizon to craft the draft documentation content, with the remaining 12-24 months of the 3 year window dedicated towards public involvement and review by Community Council, Planning Commission and City Council in adopting the final product. Staff recognizes the desire of Council to move this project along expeditiously and while staff has allowed a period of 3 years for the work to be adopted by Council, it may very well move quicker than anticipated.



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MEMORANDUM

DATE: December 7, 2011
TO: Michael Tuller, AICP
City of Dunwoody Community Development Director
FROM: Kirk Bishop 
SUBJECT: Zoning and Development Ordinance Updates

As requested, this memorandum provides a project status report and proposed summary of upcoming project activities.

Work To-Date

- September 20, 2011 General orientation meeting with staff (Kevin McOmber, Michael Tuller, Michael Starling, Howard Koontz, Rebecca Keefer, Eric Bosman)
- Sept 20–21, 2011 Driving and walking tour of Dunwoody (with Michael Tuller and independently)
- Sept–Nov 2011 Review of comprehensive plan, master plans, redevelopment plans and zoning ordinance; information/data collection and review; internal discussions with consultant team members

As you know, we mutually agreed to delay the formal project kick-off and public involvement work until after (1) completing our initial reconnaissance and background research and (2) the end-of-year holiday season. As these activities draw to a close, we are looking forward to hitting the ground running in 2012.

Work Plan for 2012...and Beyond

The city’s request for proposals for the zoning and development ordinance project called for a three-year project schedule. In response to the RFP, our team proposed a project schedule of 30 to 36 months. Based on staff-consultant discussions to-date, we now understand that the city council and city manager are interested in pursuing a more aggressive project timeline, particularly with regard to the zoning ordinance rewrite component of the project. With that in mind, we have updated our work plan to show delivery of the zoning and land development regulations in a form suitable for consideration in the adoption process within approximately one year of our formal project kick-off in January 2012. Then, while the zoning and land development ordinance adoption process is being carried out, our team would turn its attention to the design

guidelines component of the project. A generalized timeline for this updated, proposed approach follows:

January 2011 Kick-off/Issue Identification (Cont'd)

Stakeholder Listening Sessions

Individual and/or small group listening sessions with representative interest groups.

Interactive Website

Establish and host interactive project website to share information and facilitate online public involvement.

Feb–April 2011 Concepts and Direction Report

Prepare and deliver report describing key project issues and assessing the strengths and weaknesses of the city's existing zoning and development regulations in light of those issues. Report will include conceptual recommendations for organizational, format and substantive changes to be incorporated into the updated zoning and land development ordinances.

- Comprehensive plan consistency and implementation
- Legal sufficiency
- Regulatory and procedural best practices
- Ordinance organization (annotated outline)

April–Sept Initial Draft Zoning and Land Development Ordinances

Prepare and deliver preliminary staff/sounding board review drafts of the updated zoning and land development ordinances.

Oct–Dec Public Review Draft Ordinances

Revise initial ordinance drafts to reflect input received from staff and the sounding board. Prepare and deliver public workshop drafts of the ordinances. Hold public workshops.

Jan 2013–? Ordinance Adoption Process

Prepare and deliver public hearing drafts of the updated zoning and land development ordinances. Assist with public hearing process

2013 Initial Draft Design Guidelines

Prepare and deliver preliminary staff/sounding board review drafts of illustrated design guidelines for (comprehensive plan) character areas.

2013 Public Review/Adoption of Design Guidelines

Revise initial drafts to reflect input received from staff and the sounding board. Prepare and deliver public review drafts of the design guidelines.

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Hold public workshops/hearings. Assist with review and adoption process.

I hope this provides the information you need. If not, please let me know. Our project team continues to look forward to working with the entire Dunwoody team on this exciting project.