



August 24, 2011

Mr. Emerson Bryan Interim Executive Director Atlanta Regional Commission 40 Courtland Street, NE Atlanta, Georgia 30303

Dear Mr. Bryan:

Our staff has reviewed the Community Agenda for the City of Roswell and determined that it does not adequately address the Local Planning Requirements. Our comments are attached. Please include the attachment with your report of findings and recommendations to the local governments.

If there are any questions about our comments, please contact Jon West at (404)327-6872.

Sincerely,

James R. Frederick, Director

Office of Planning and Environmental Management

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JF/nah Attachment

> Dan Reuter, Atlanta Regional Commission Land Use Division Director Jared Lombard, Atlanta Regional Commission Planner Jonathan Tuley, Atlanta Regional Commission Principal Planner





## PLAN REVIEW COMMENTS FROM THE DEPARTMENT OF COMMUNITY AFFAIRS

## Comments on the Community Agenda

The Community Agenda is the most important part of the plan because it includes the community's vision for the future and its implementation program for achieving this vision and addressing identified issues and opportunities. DCA is vitally interested in insuring that your Community Agenda is a useful tool and guide for achieving your community's desired future. We cannot approve your Community Agenda until the following items are addressed:

- ▶ The Short Term Work Program must include the following for each listed activity: a brief description of each activity, the timeframe for undertaking the activity, the party(ies) responsible for executing the activity, estimated cost (if any), and funding source(s) (if applicable). Specifically, only 15% of the activities listed in your Short Term Work Program included an estimated cost. While some projects may actually be cost-neutral, many of these projects will cost "staff time/materials" or "volunteer labor/materials". We understand that it may be impossible to accurately estimate the cost for some small portion of your project list, but please modify your Short Term Work Program to more thoroughly address project costs.
- ▶ Each item listed in your plan's previous Short Term Work Program must be addressed in the Report of Accomplishments. Please revisit your Report of Accomplishments and ensure that it addresses each project that was listed in your plan's previous Short Term Work Program. Over twenty percent of the projects listed in the 2005 STWP were missing from the current submittal. Please revise your submittal to ensure that all of the projects listed in your previous comprehensive plan's STWP are addressed in your current Report of Accomplishments.
  - o 7 projects were missing in "Economic Development";
  - o 9 projects were missing in "Redevelopment";
  - o 1 ... in "Historic Preservation";
  - o 2 ...in "Neighborhoods";
  - o 1 ...in "Urban Design";
  - o The descriptions of 5 projects were substantially modified in "Community Facilities". (In some cases, this may actually represent enhancements to those projects. Explanation would clarify the nature and reason for the changes.); and,
  - 1 project was missing in Intergovernmental Cooperation. (bulleted list of items selected from checklist)

## **Advisory Comments**

A significant number of the activities listed in your Short Term Work Program may more effectively be considered policies or long-term activities. The Short Term Work Program is intended to be a list of specific projects to be undertaken in the next five years. Activities that are more conceptual or abstract are typically more suited for treatment as policies while specific projects that are likely to occur outside the five-year STWP timeframe are better suited for consideration as long-term projects. Modification of your proposed STWP along these lines may help streamline that section of your comprehensive plan and make it more useful in day-to-day decision-making and project management.