

Planning and Development



ANNUAL REPORT
2010

Board of Commissioners



Charlotte **Nash**

Commission Chairman



Shirley **Lasseter**

District 1 Commissioner



Lynette **Howard**

District 2 Commissioner



Mike **Beaudreau**

District 3 Commissioner



John **Heard**

District 4 Commissioner

County Administration



Glenn **Stephens**

County Administrator



Aaron **Bovos**

Deputy County Administrator/CFO

Chairman Charlotte Nash and Commissioners Lynette Howard and John Heard took office in 2011.

Planning and Development

Planning and Development Director (Acting)

Bryan **Lackey**

Office Services Coordinator

Melissa **Vaughan**

Strategic Infrastructure Planning Division

Donna **Joe**

Economic Analysis and Planning Division

Economic Analysis

Alan **Durham**

Current Planning

Candice **McKie**

Long-Range Planning

Jeff **West**

Planning Data Services

Nancy **Lovingood**

Patrick **Quinn**

Development Division

Division Director of Development

Kathy **Holland**

Plan Review

Section Manager

Dana **Baites**

Building Plan Review

Marcus **Canada**

Development Plan Review

Michael **Jeness**

Fire Plan Review

Steve **Collins**

Stormwater Plan Review

Adena **Fullard**

Water and Sewer Plan Review

Charli **Young**

Permits and Inspections

Building Permits

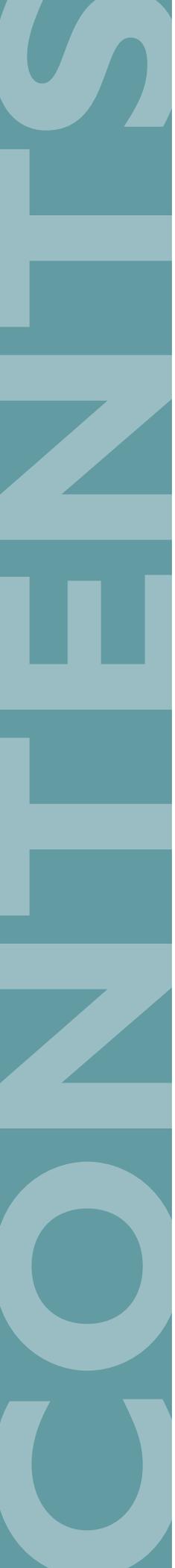
Shlaine **Collins**

Building and Development Inspections

Joel **Rodriguez**

License and Revenue

David **O'Kelley**



Mission, Vision, Values



Administration Division



Economic Analysis and Planning Division



Strategic Infrastructure Planning Division



Development Division – Plan Review



Development Division – Permits and Inspections



Statistics



Engage Gwinnett Update

Department of Planning and Development

446 West Crogan Street • Lawrenceville, GA 30046-2440
(tel) 678.518.6000
www.gwinnettcounty.com



June 10, 2011

Gwinnett County Board of Commissioners

SUBJECT: 2010 Annual Report of Planning and Development Activity

I, along with the staff of the Department, am pleased to present the following report that summarizes the activities and accomplishments of 2010. Listed below are some of our major accomplishments for the year:

- Initiated the *Unified Development Ordinance* project to update and consolidate several development related ordinances
- Received the American Planning Association's national award for best Comprehensive Plan for the 2030 Unified Plan
- The Strategic Infrastructure Division initiated the Water and Sewer Master Plan five-year update
- The Revenue Discovery and Audit program, managed by the License and Revenue section, yielded over \$2 million in additional business license revenue
- Economic Development Division's efforts with Partnership Gwinnett have now yielded over 200 business relocations or expansions in Gwinnett since the inception of the program

I want to express my appreciation to the staff of the Department for their professionalism and dedication in meeting the needs of our customers and the citizens of Gwinnett.

Additionally, I would like to thank the Board of Commissioners and the County Administrator for their support of the Department and our efforts.

Sincerely,

A handwritten signature in black ink, appearing to read "Bryan Lackey".

Bryan **Lackey**, PE
Acting Director of Planning and Development



Mission

To enhance the quality of life and property values in Gwinnett County by planning for growth and enforcing construction and environmental standards for development in new and revitalizing residential and non-residential neighborhoods.

Vision

To protect the natural environment and facilitate the creation of a built environment desired by the citizens of Gwinnett County through planning and development review.

Values

Integrity

We are committed to conducting business responsibly with integrity through planning, reviewing, and monitoring of development.

Responsiveness

We will endeavor to provide quality service to our customers in a timely manner.

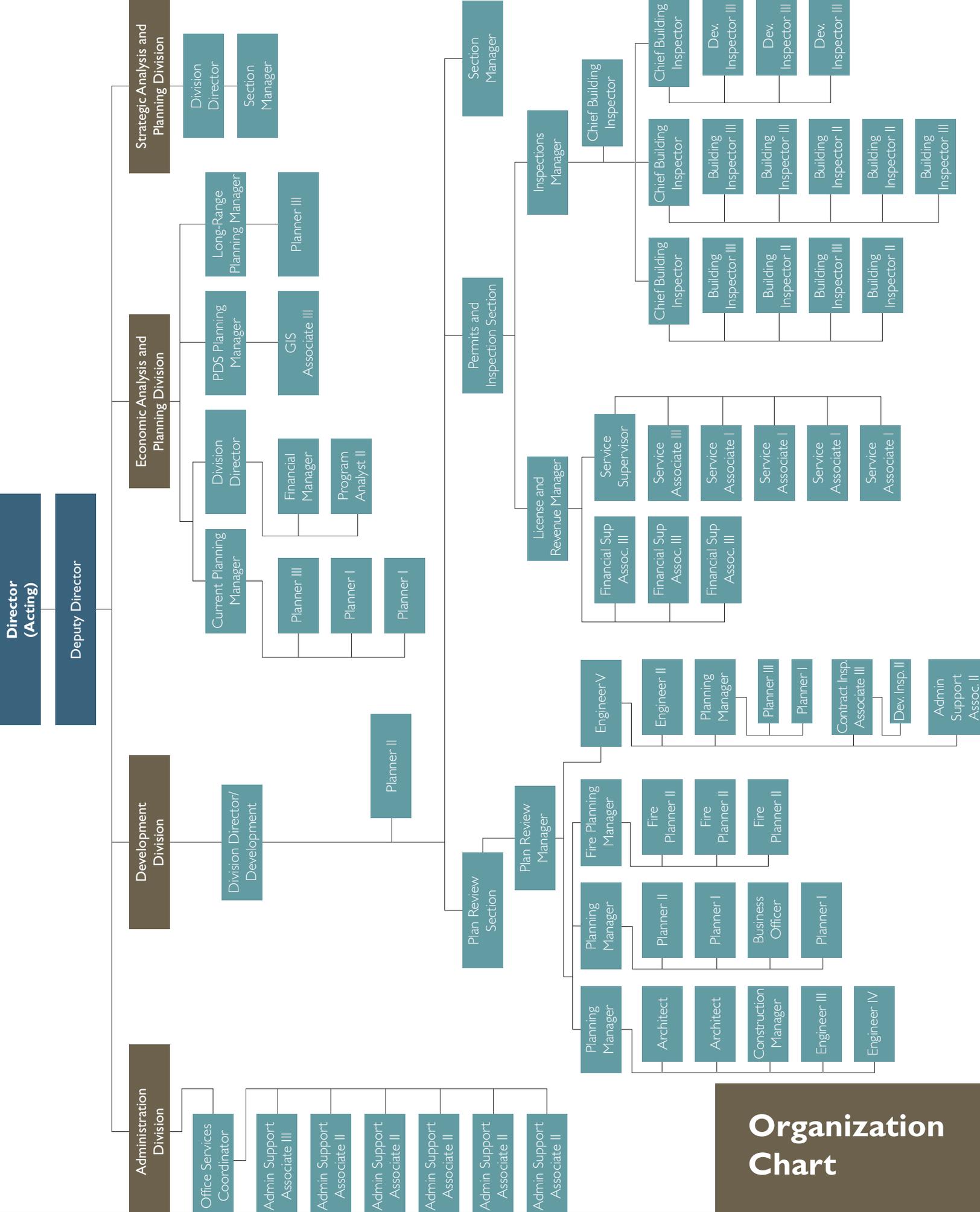
Excellence

We will strive to maintain an excellent standard of service to our customers while committing ourselves to act with courtesy and professionalism.

Teamwork

We will encourage and support an environment where team members bring individual strengths and talents to work together to meet our unified goal of superior customer service.





Organization Chart

Major Accomplishments

Water and Sewer Master Planning

The Strategic Infrastructure Planning Division is leading the effort to develop the Gwinnett County Water and Wastewater Master Plan. This plan, required by the Metropolitan North Georgia Water Planning District, will recommend future water and wastewater infrastructure (pipelines, pump stations, plants, etc.) that will be necessary to serve our citizens as growth occurs over the next 30 years. The plan will be fully aligned with the 2030 Unified Plan, being based on the population and employment projections developed in that plan. It will be implemented using water and wastewater flow triggers in order to ensure the most effective and efficient use of funds to design and construct infrastructure as it is needed.

Unified Development Code and Sector Plan Request for Proposal

The *Unified Development Ordinance* (UDO) will compile many of the department's existing regulations including the Zoning Resolution, Development Regulations, *Sign Ordinance*, and others into one unified, streamlined document which will be more accessible and understandable for the building and development community as well as the general public. Two Sector Plans (small area studies) are being conducted including the Rural Estate Sector Plan and the Research and Development Corridor Sector Plan to supplement the overall UDO plan.

APA National County Award for the Unified Plan

The County Planning Division of the American Planning Association and the National Association of County Planners presented Gwinnett County with APA's first annual award in "Excellence in County Planning" at its meeting in New Orleans in April 2010. Gwinnett County received this honor for its completion of the 2030 Unified Plan that incorporates extensive data and implementation steps for addressing various issues with a high-growth area. Nancy Lovingood accepted the award along with the project's consultant Holiday Collins Storck from PB Placemaking.

Revenue Discovery and Revenue Audit Program

The Revenue Discovery and Revenue Audit Program was established to assist the County in the discovery of new revenue collections for business occupation tax, alcohol excise tax, E-911 fees, and cable television franchise fees. The contract went into effect February 2010, with new revenue discovery of \$1,197,614. The revenue audit program yielded \$70,796.

HUI TZ Temple

A Certificate of Occupancy was issued August 4, 2010, for the Hui Tz (means wisdom and mercy) faith temple located on Satellite Boulevard, about a mile north of Peachtree Road. This Chinese-style temple was erected by members who immigrated to this area from Taiwan which is said to be the largest such temple on the Eastern Seaboard, if not the entire continent.



Administration Division

Division Overview

Department Director
Division Director – Development
Plan Review Manager
Inspections Manager
Planner II
Office Services Coordinator
Administrative Support Associate III
Administrative Support Associate II
Administrative Support Associate II
Administrative Support Associate II
Administrative Support Associate II
Administrative Support Associate II

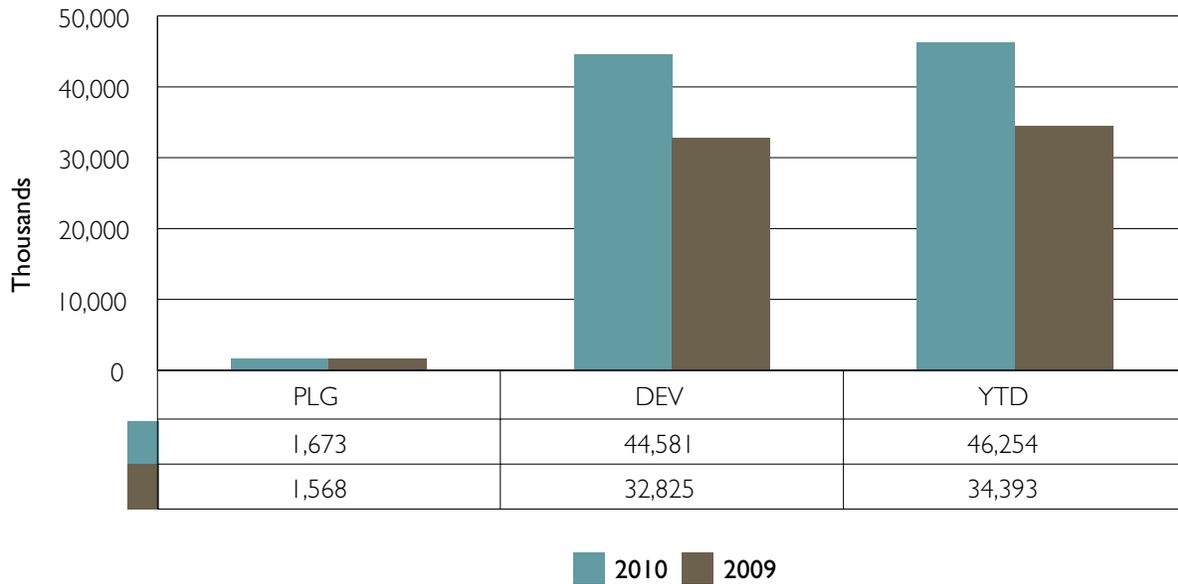
Bryan **Lackey**
Kathy **Holland**
Dana **Baites**
Joel **Rodriguez**
Patricia **Huguenard**
Melissa **Vaughan**
Martha **Nash**
Vicki **Harrod**
Cathy **Kuhl**
Deborah **Reeves**
Pamela **Siegmund**
Amanda **Street**

Under the guidance of the Planning and Development Acting Director, Management and Administration is responsible for:

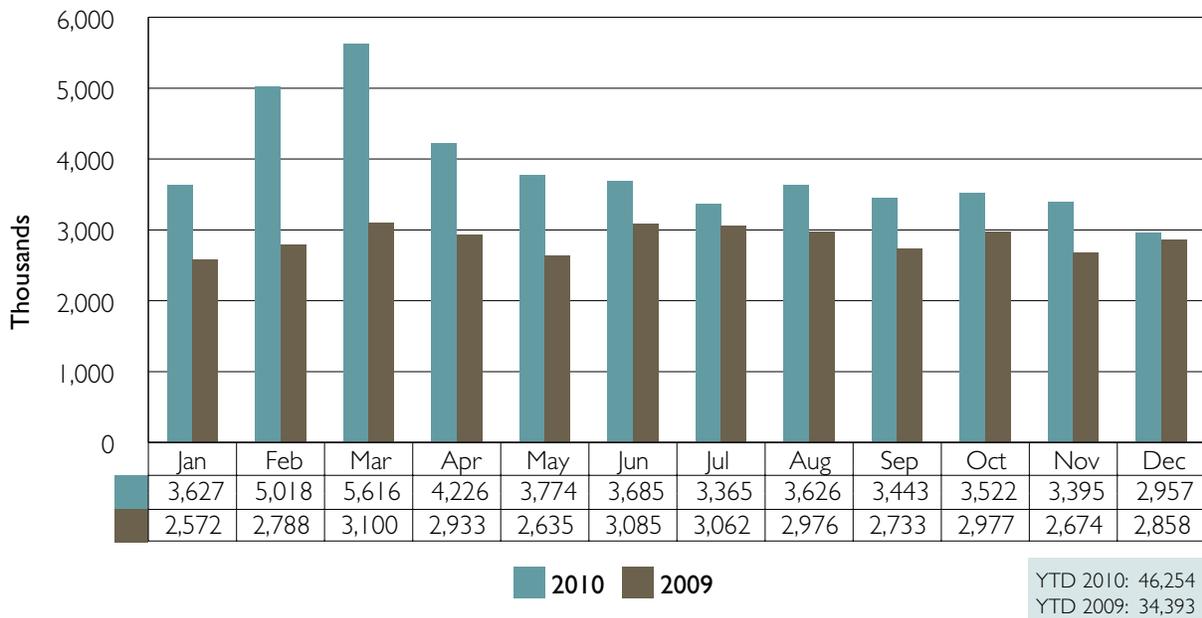
- Overseeing the management of planning and development by developing vision, mission, and strategic plans to implement Board of Commissioners' goals and objectives
- Providing exceptional service to residents, visitors, property owners, and businesses of the County
- Administering policies and procedures for compliance and enforcement of the ordinances and regulations
- Assisting the County Administrator's Office with special projects
- Providing administrative support to department management staff
- Managing day-to-day activities of the Planning and Development Department, including the preparation and administration of the annual department budget, annual and monthly reports, payroll, personnel, procurement, and management information reporting
- Providing administrative support to the Strategic Infrastructure Planning, Economic Analysis and Planning, and Development divisions



2010 vs. 2009 Visitors to Planning and Development (Annually)



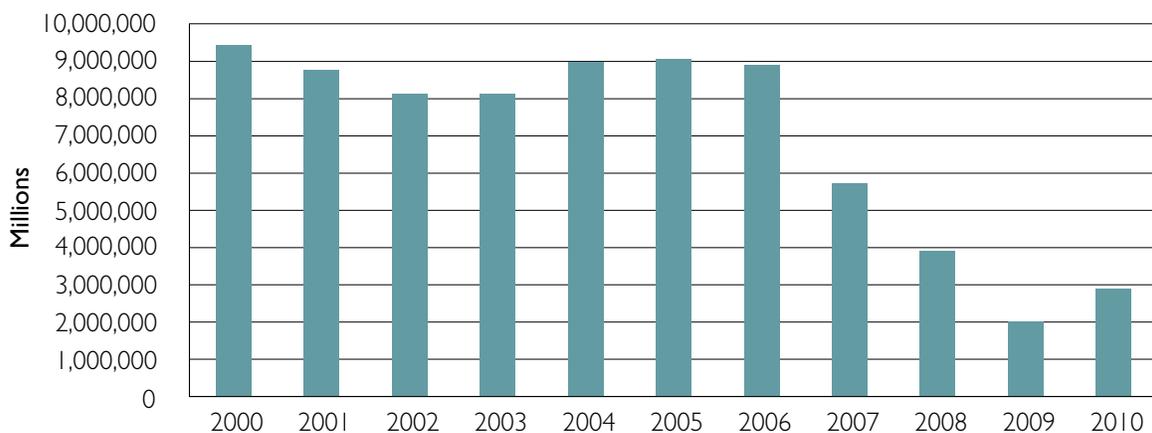
2010 vs. 2009 Visitors to Planning and Development (Monthly)



Planning and Development Revenue 2010 Actual vs. 2009 Actual

	2010 Actual	2009 Actual
Miscellaneous		
40704002	\$ 21,969	\$ 11,279
Planning		
40404002	\$ 92,630	\$ 56,890
Fire/Planning and Development		
40407002	\$ 526,336	\$ 344,388
Land Development		
40404001	\$ 217,100	\$ 83,750
40704001	247,456	69,024
Total	\$ 464,556	\$ 152,774
Building Construction		
40407001	\$ 1,802,009	\$ 1,460,941
Planning and Development Total	\$ 2,907,500	\$ 2,026,272

Planning and Development Revenue Summary 2000 – 2010



Economic Analysis and Planning Division

Division Overview

Manager of Economic Development
Program Analyst II
Current Planning Manager
Planner III
Planner I
Planner I
Long-Range Planning Manager
Planner III
Planning Data Services Manager
GIS Associate III

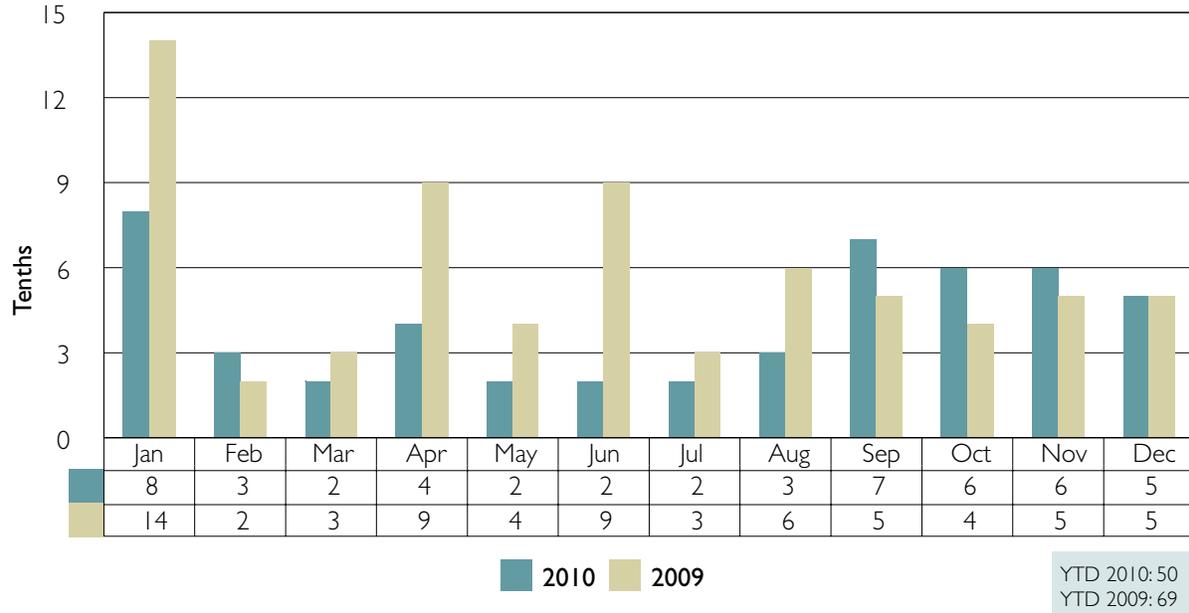
Alan **Durham**
Candice **McKie**
Jeff **West**
Andrew **Mendzef**
Todd **Hargrave**
Alicia **McElheney**
Nancy **Lovingood**
James **Pugsley**
Patrick **Quinn**
Mike **Pappas**

Under the guidance of the Planning and Development Acting Director, the Economic Analysis and Planning Division is responsible for:

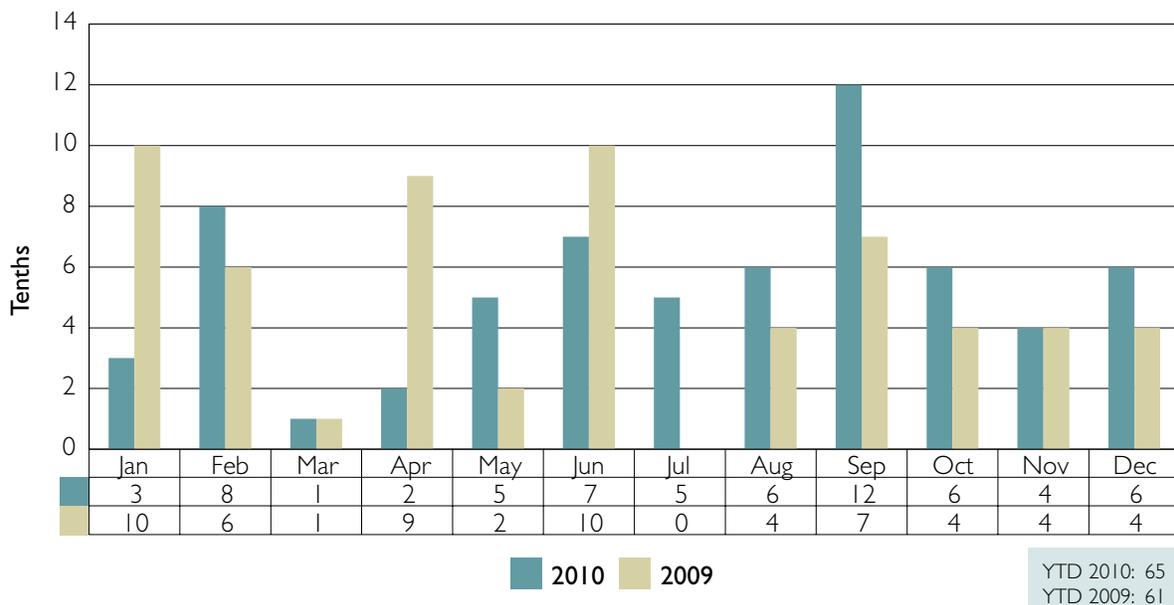
- Attracting new businesses, providing expansion incentives for existing firms, increasing jobs for Gwinnett
- Optimizing the residential/non-residential balance in the tax digest
- Increasing income and wealth demographics for Gwinnett
- Encouraging revitalization and redevelopment
- Developing and maintaining forecast models for long-term planning including revenue, expenditure, and population; providing economic analysis and research in support of County management; publishing *Gwinnett County Economic Indicators* depicting the County's economic climate
- Handling rezonings and Special Use Permits and preparing staff analyses to be used by the Planning Commission and Board of Commissioners in conducting public hearings
- Maintaining files and records; providing staff support for the Municipal Gwinnett County Planning Commission
- Maintaining official zoning maps and street name changes
- Preparing, updating, and refining the Unified Plan and its components, e.g., land use, long range transportation, and public facilities plans
- Providing current statistical information, forecasts, and other data used by other agencies and the public



2010 vs. 2009 Rezoning Applications Accepted



2010 vs. 2009 Special Use Permits



Strategic Infrastructure Planning Division

Division Overview

Division Director
Section Manager

Donna **Joe**
Todd **Cleaver**

Under the guidance of the division director of the Strategic Infrastructure Planning Division, the division is responsible for:

- Coordinating long-range infrastructure planning efforts in multiple County departments (most particularly Planning and Development, DWR, Transportation, and Community Services) as well as between the County and other planning entities to ensure that various infrastructure projects are all in alignment with long-term objectives of the 2030 Unified Plan



Development Division – Plan Review

Division Overview

Building Plan Review

Planning Manager
Architect
Construction Manager I
Architect
Engineer III
Engineer IV

Marcus **Canada**
Don **Alford**
Monica **Fenderson**
John **Powell**
Claudia **Reit**
Prem **Shah**

Development Plan Review

Planning Manager
Planner I
Business Officer
Planner II
Planner I

Michael **Jenness**
Sharon **Cook**
Thuy **Hotle**
Maria **Serban**
Lauren **Tidwell**

Fire Plan Review

Fire Planning Manager
Fire Planner II
Fire Planner II
Fire Planner II

Steven **Collins**
Jim **Egan**
Kenneth **Ferguson**
Shawn **Gaunt**

Stormwater Plan Review

Engineer V
Engineer II
Development Inspector II
Contract Inspector Associate III
Administrative Support Associate II

Adena **Fullard**
Cornelius **Ani**
Scott **Medders**
Gary **Nicely**
Maja **Radovic**

Water and Sewer Plan Review

Planning Manager
Planner I
Planner III

Charli **Young**
Leslie **McCoy**
Debra **McKee**

Development Division – Plan Review

Under the guidance of the Development Division director, the division is responsible for regulation, plan review, and inspection of land development and building construction activity in unincorporated Gwinnett County. The division also performs code enforcement for construction within incorporated areas of Gwinnett County limited to plan review and inspection of work associated with utility construction permits for water and sewer installation and plan review of commercial construction projects for issuance of fire permits. The division enforces requirements of the development regulations, construction and fire codes, *Floodplain Management Ordinance*, *Soil Erosion, Sedimentation and Pollution Control Ordinance*, *Buffer, Landscape and Tree Ordinance*, and the *Metropolitan River Protection Act*. Major responsibilities by section include:

- **Building Plan Review:** Performing construction code compliance review and authorizing issuance of building permits for commercial construction projects located in unincorporated Gwinnett County which includes enforcement of conditions of rezoning and special use permits that impact building design
- **Development Plan Review:** Performing plan review, authorizing and permitting all civil site plans, final plats, signs and various other land development activities located in unincorporated Gwinnett County; assigning street and subdivision names, issuing street addresses, approving location plans for new residences and additions to existing homes, reviewing Chattahoochee River Corridor plans, and providing administrative and technical support for the Zoning Board of Appeals (ZBA) and the Tree Advisory Committee (TAC)
- **Fire Plan Review:** Performing plan review for compliance with fire and accessibility codes and ordinances and authorizing issuance of fire permits for commercial construction projects located in Gwinnett County (unincorporated and incorporated) which include fire sprinkler systems, racking, fire alarm and detection systems, commercial hoods and suppression systems, hazardous materials, and pyrotechnics
- **Stormwater Plan Review:** Performing plan review, authorizing, and inspecting all stormwater facilities for developer-installed projects; facilitating flood prevention, proper stormwater drainage, and protecting and enhancing water quality in streams and lakes in Gwinnett County
- **Water and Sewer Plan Review:** Performing plan review, authorizing, and inspecting all water and sewer mains and facilities for developer-installed projects including unincorporated Gwinnett County as well as the cities in Gwinnett; assisting developers and consultants during the design and construction phase of projects to ensure outstanding water and sewer facilities for the County



Development Division – Permits and Inspections

Division Overview

Building Permits

Permits Supervisor
Service Associate III
Service Associate I
Service Associate I
Service Associate I
Service Associate I

Shlaine **Collins**
April **Herren**
Peggy **Jackson**
Leah **Law**
Mary **Rooks**
Helen **Sessom**

Building Inspections

Building Inspector III
Building Inspector III
Building Inspector II
Chief Building Inspector
Building Inspector II
Building Inspector II
Chief Building Inspector
Chief Building Inspector
Building Inspector III
Building Inspector III
Building Inspector III

Andy **Blalock**
John **Brown**
Clay **Felton**
Todd **Herget**
Charles **Hoffmeyer**
Gill **Johnson**
Ray **Leach**
Johnny **Lyons**
Joe **Martin**
Buck **Scharfnorth**
Tony **Smith**

Development Inspections

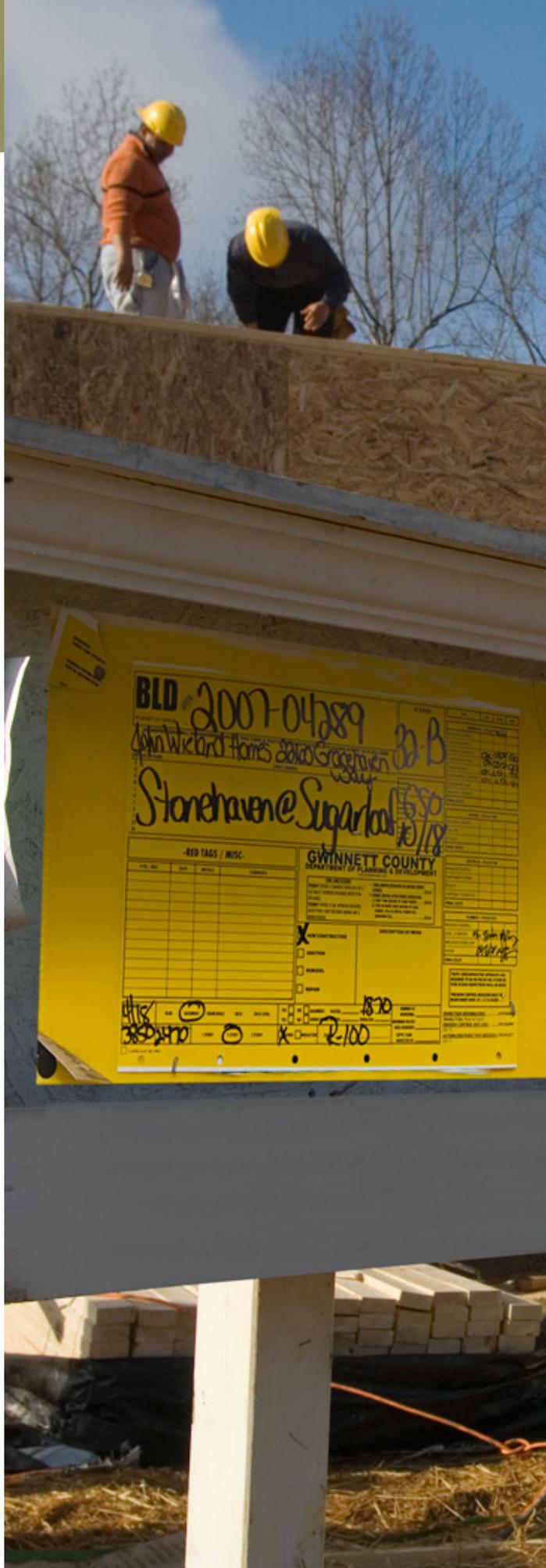
Development Inspector III
Development Inspector III
Chief Development Inspector
Development Inspector III

Ricky **Britt**
Mickey **Burns**
Bruce **Erskine**
Dougal **Young**

License and Revenue

Financial Manager
Financial Support Associate III
Financial Support Associate III
Financial Support Associate III

David **O'Kelley**
Brandi **Everett**
Sandy **Forrester**
Cathy **Malone**

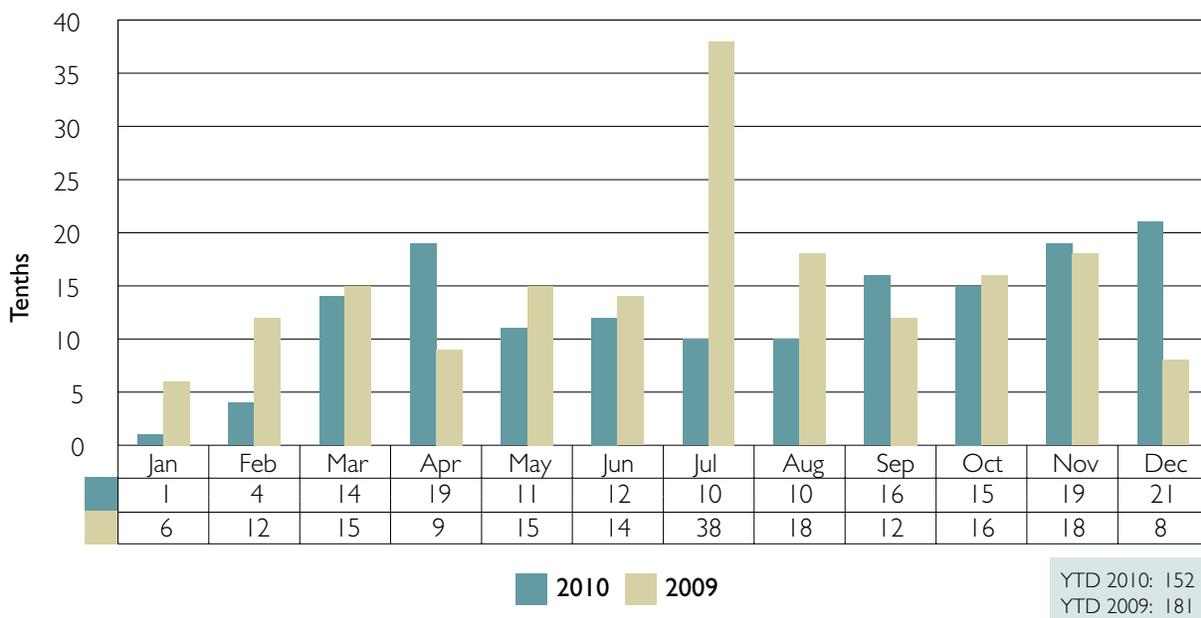


Development Division – Permits and Inspections

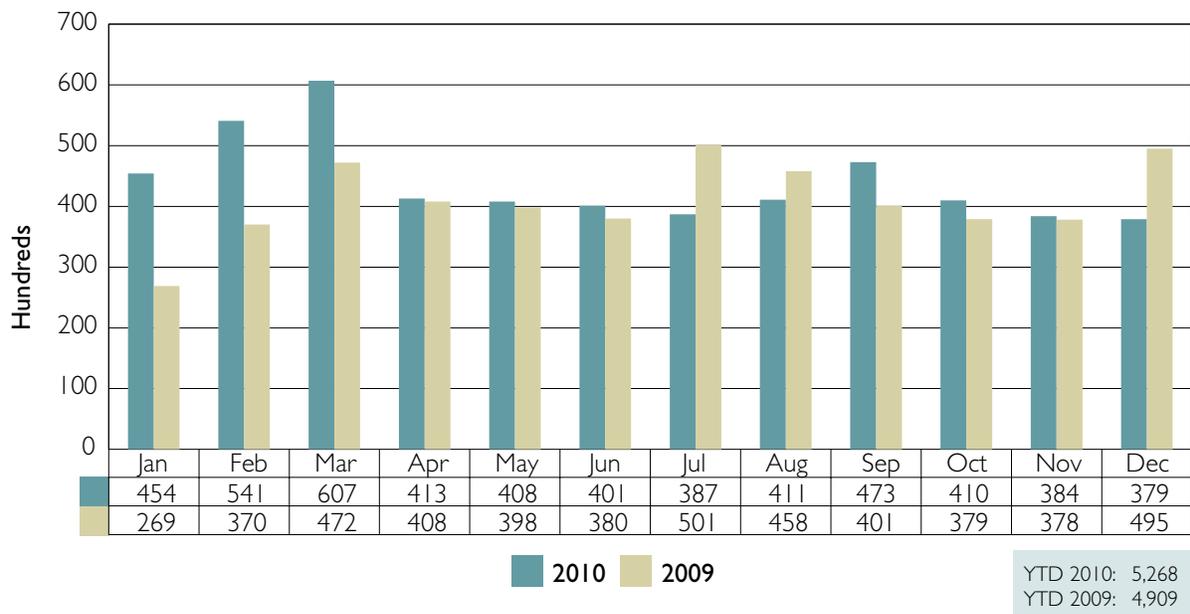
- Building Permits: Issuing building permits, handling building permit revisions, building permit renewals and extensions, temporary Certificate of Occupancy/Completion, replacement of permit cards, payment of re-inspection fees, subcontractor affidavits, contractor name changes, and subcontractor name changes
- Building Inspections: Inspecting all building construction including commercial structures, plumbing, electrical, HVAC, and erosion and sediment controls to ensure adherence to applicable construction design plans, codes, standards, and zoning conditions; responding to citizen complaints; supporting the Board of Construction Adjustments and Appeals (BCCA)
- Development Inspections: Inspecting sites of approved development plans in unincorporated Gwinnett County including new streets, nonresidential driveways, stormwater management facilities, erosion and sediment control, stream buffer protection, grassing, curbing, paving, landscaping, buffers, tree save areas, and applicable conditions of rezoning or Special Use Permit approval; responding to citizen complaints
- License and Revenue: Administering the *Occupation Tax and Business Regulation Ordinance*, *Alcoholic Beverage Ordinance*, *Adult Entertainment Ordinance*, *Cable and Video Service Ordinance*, *Hotel/Motel Ordinance*, *Pawn Shop Ordinance*, and *Video Store Ordinance*; collecting taxes and fees for occupation applications and renewals, Alcoholic Beverage License applications and renewals, Alcoholic Beverage Wholesale Tax, Alcoholic Beverage Mixed Drink Tax, Financial Institution Tax, Rental Motor Vehicle Tax, Hotel/Motel Tax, Cable TV Franchise fees, and Commercial Solid Waste Regulatory fees

Building Plan Review

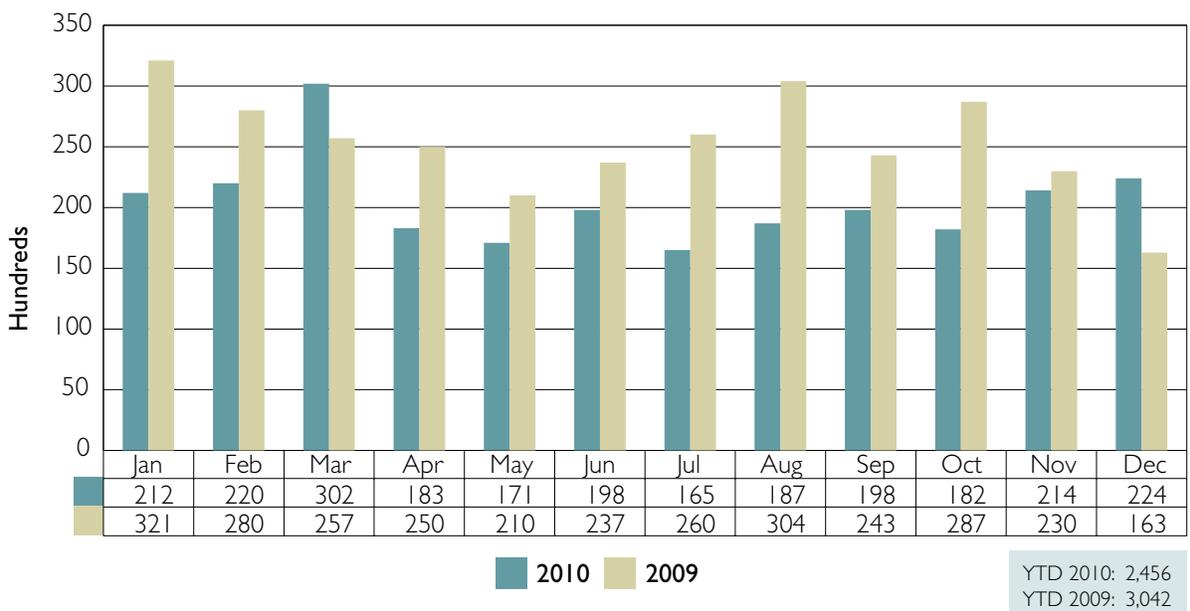
2010 vs. 2009 New Projects Reviewed



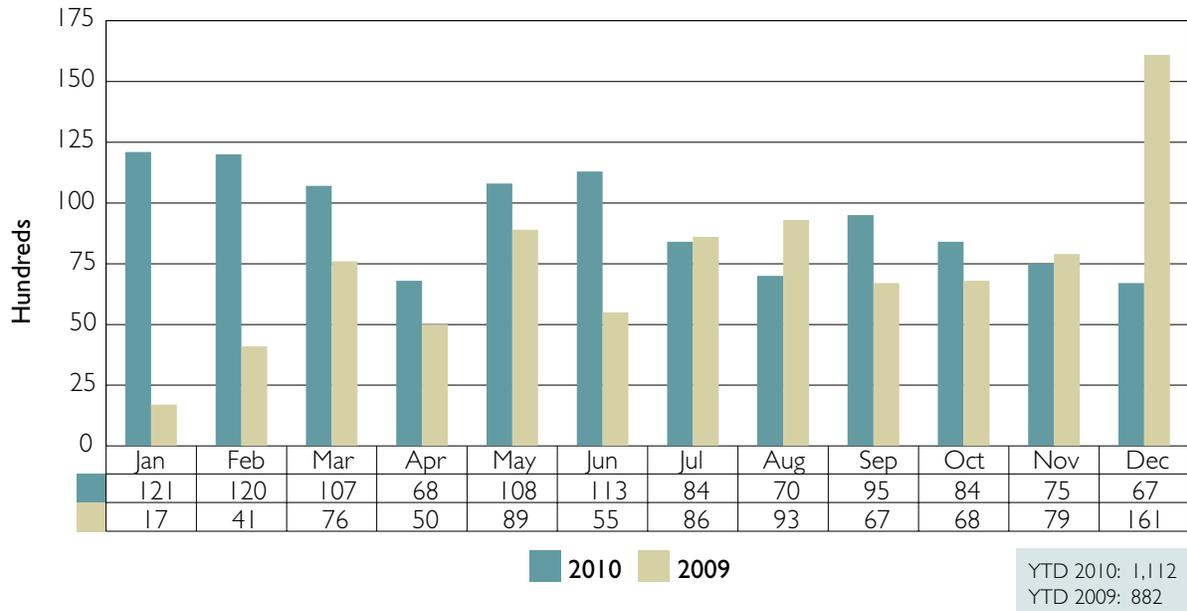
2010 vs. 2009 Architectural Plans Reviewed



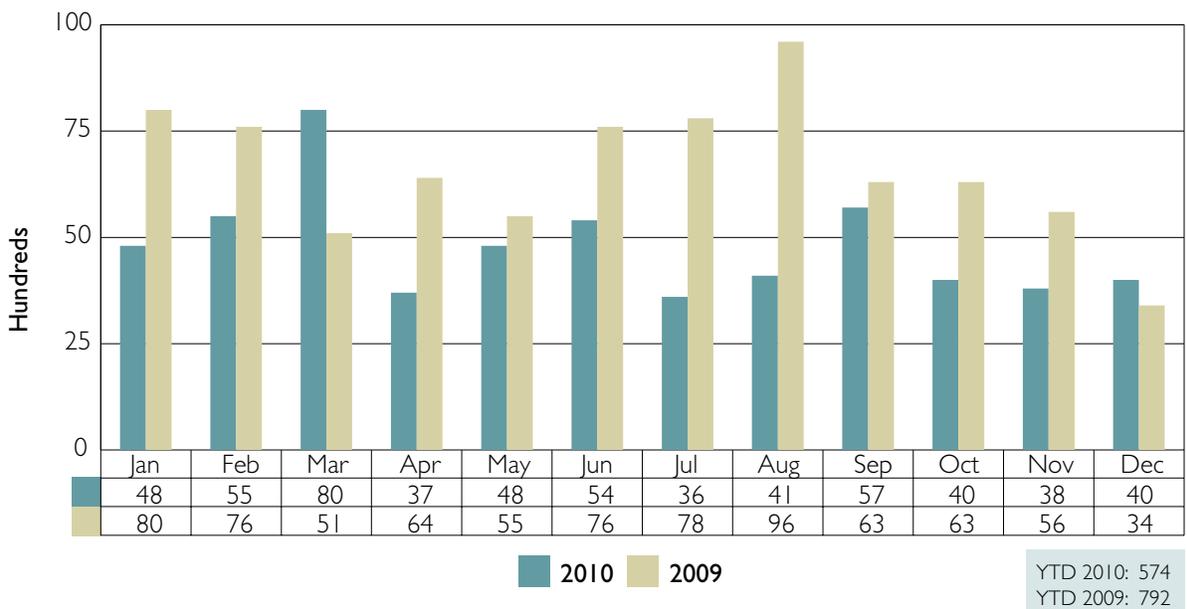
2010 vs. 2009 Architectural Building Plans Approved



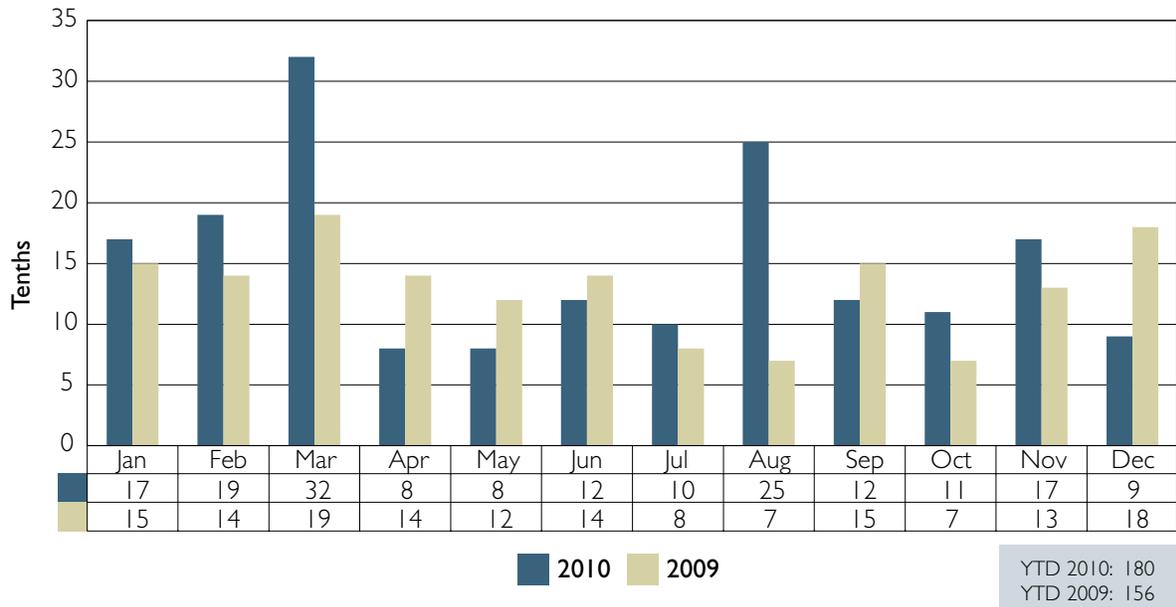
2010 vs. 2009 Interior Finish Plans Reviewed



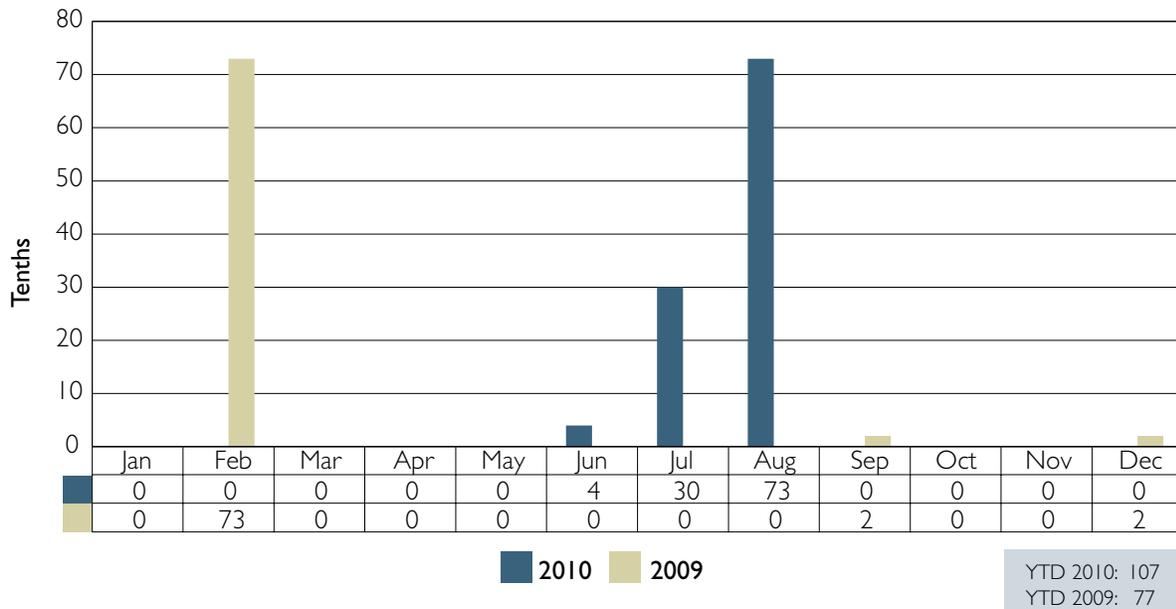
2010 vs. 2009 Interior Finish Plans Approved



2010 vs. 2009 Development Plans Submitted

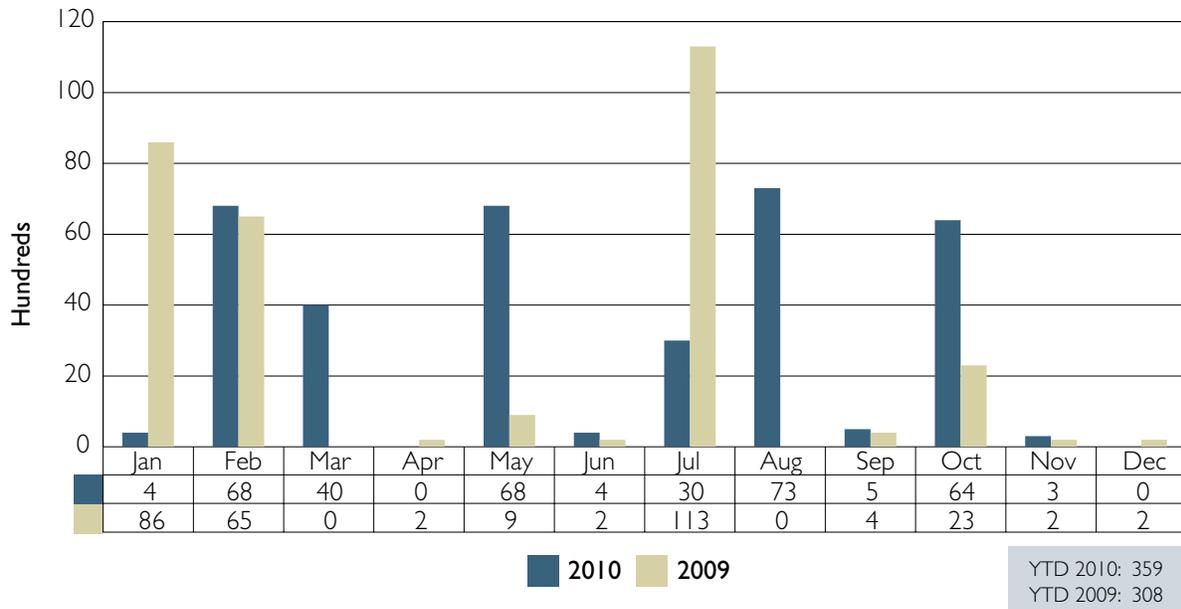


2010 vs. 2009 Residential Lots Authorized*

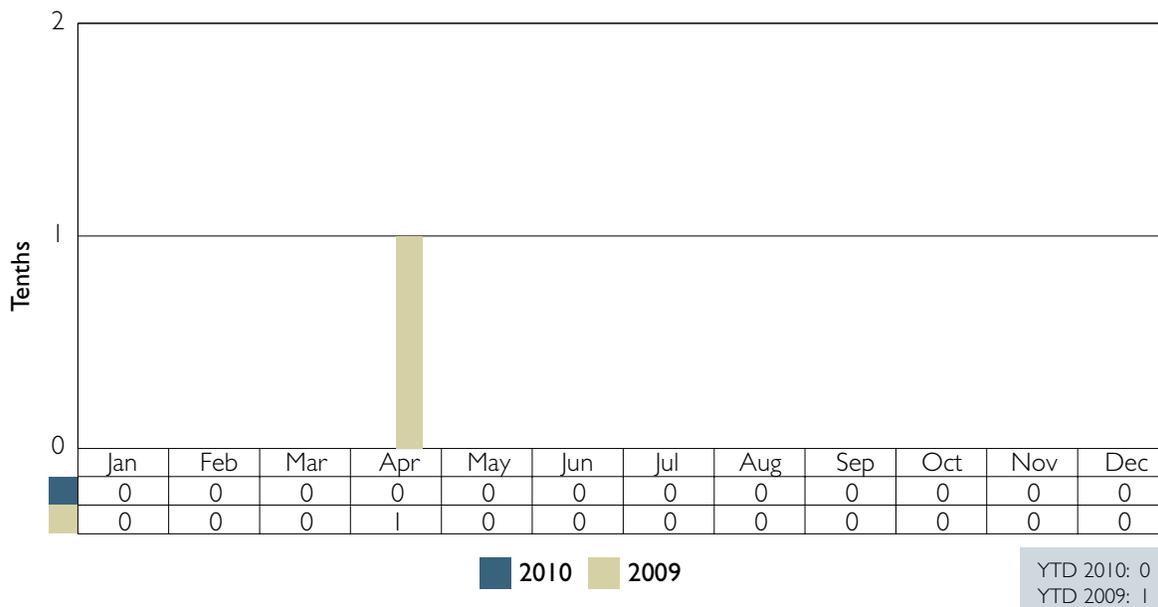


*Preliminary plat approvals

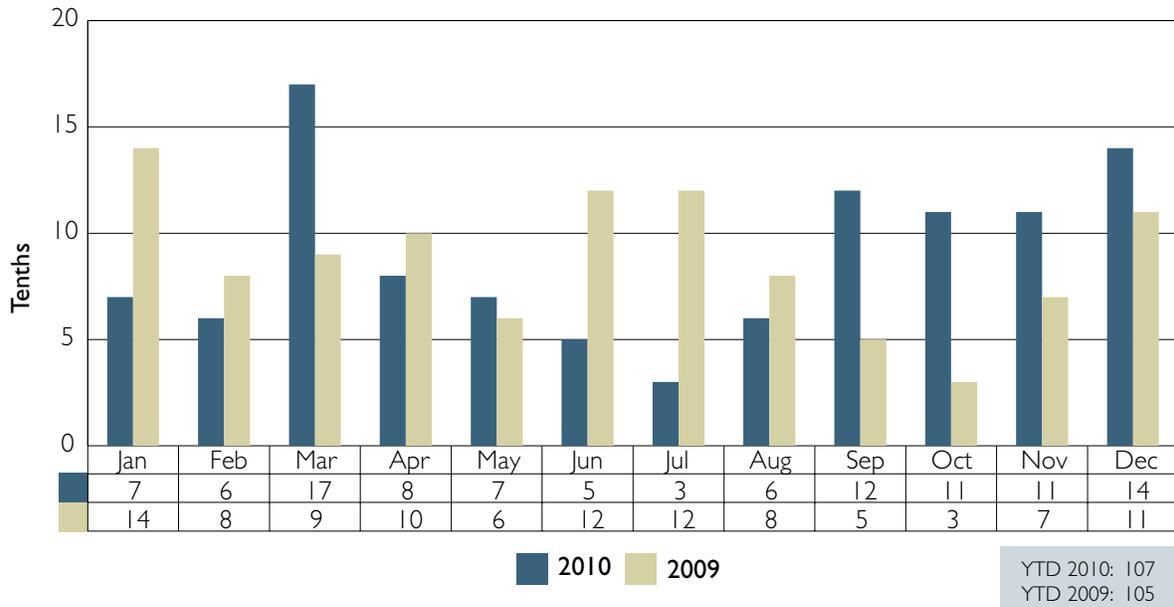
2010 vs. 2009 Residential Lots Platted/Authorized



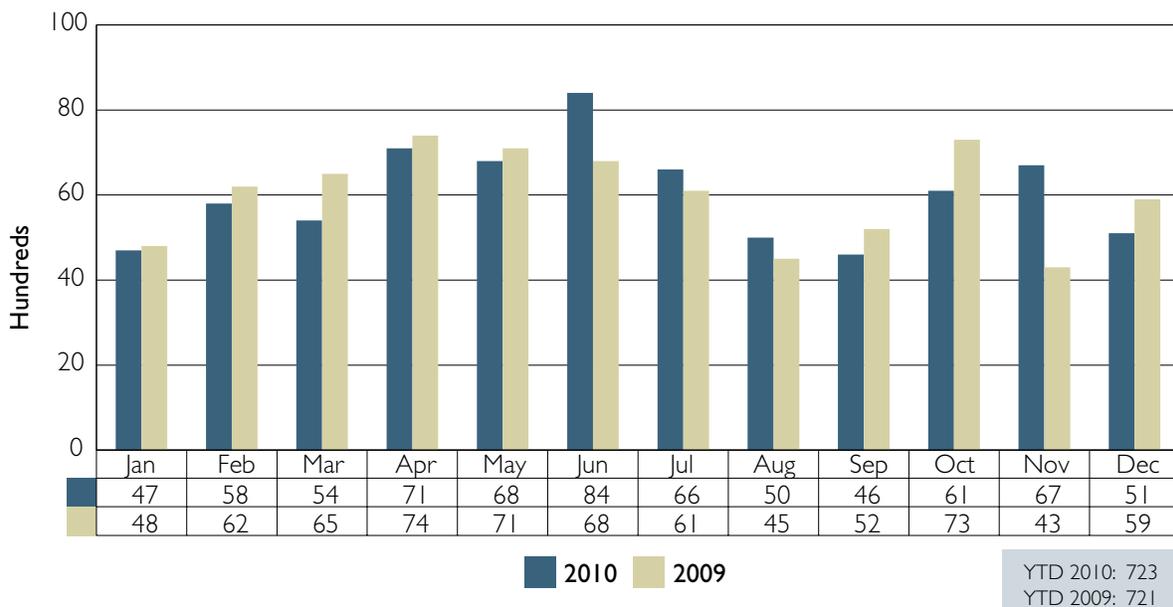
2010 vs. 2009 S/D Development Permits



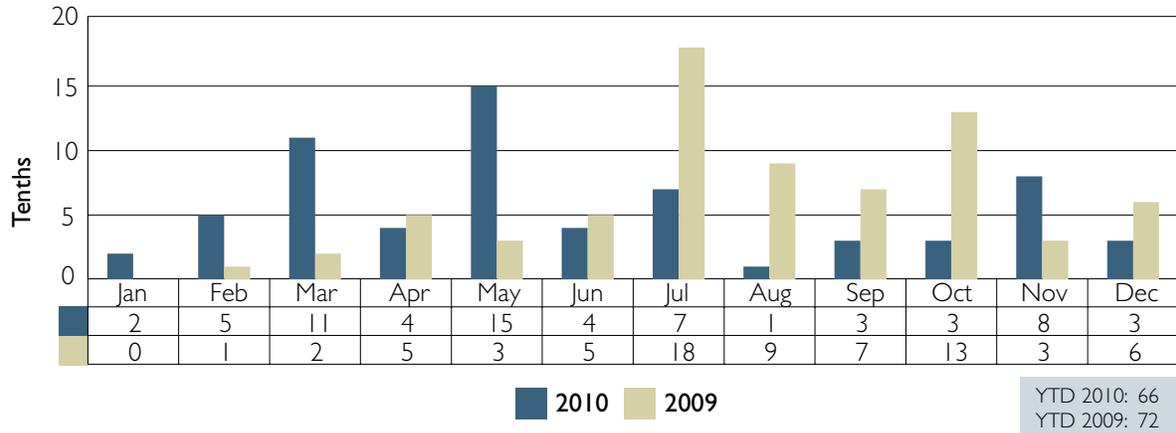
2010 vs. 2009 Commercial Development Permits



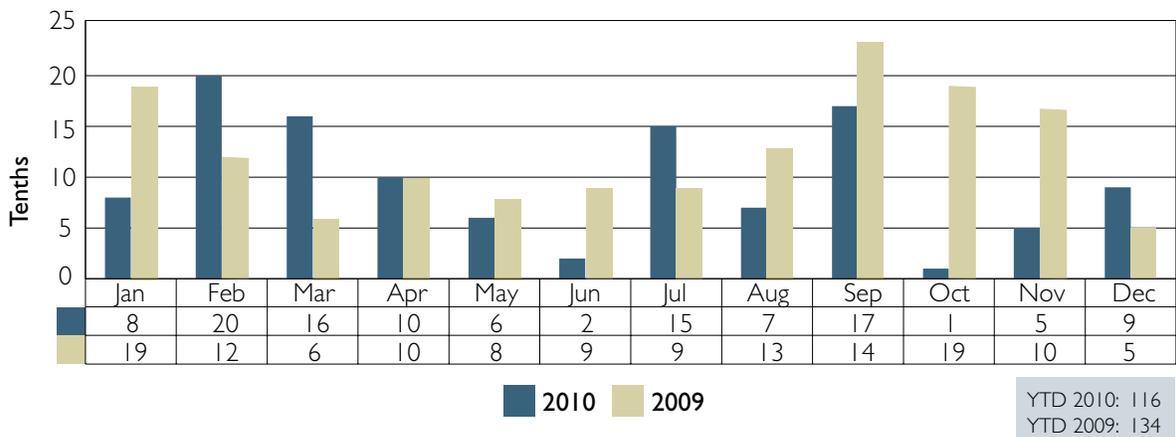
2010 vs. 2009 Sign Permits



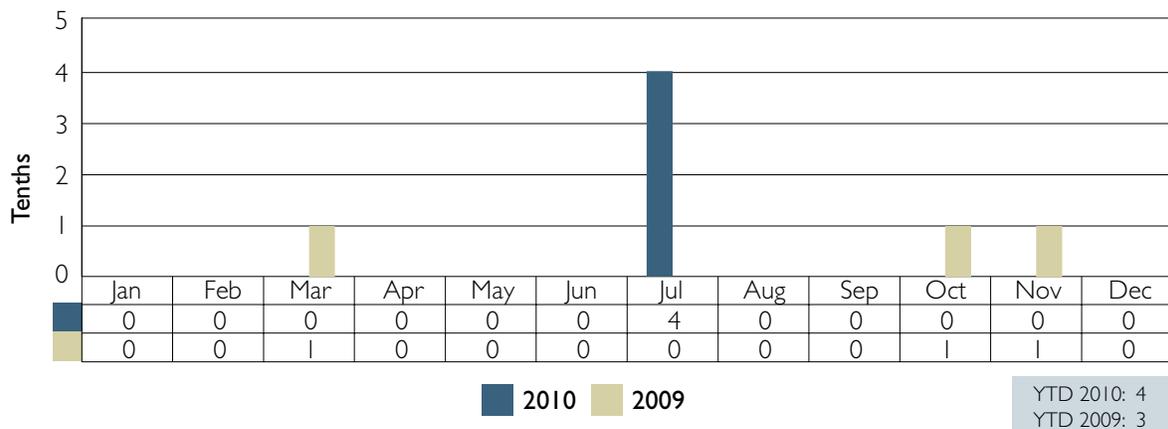
2010 vs. 2009 Administrative Variances Approved



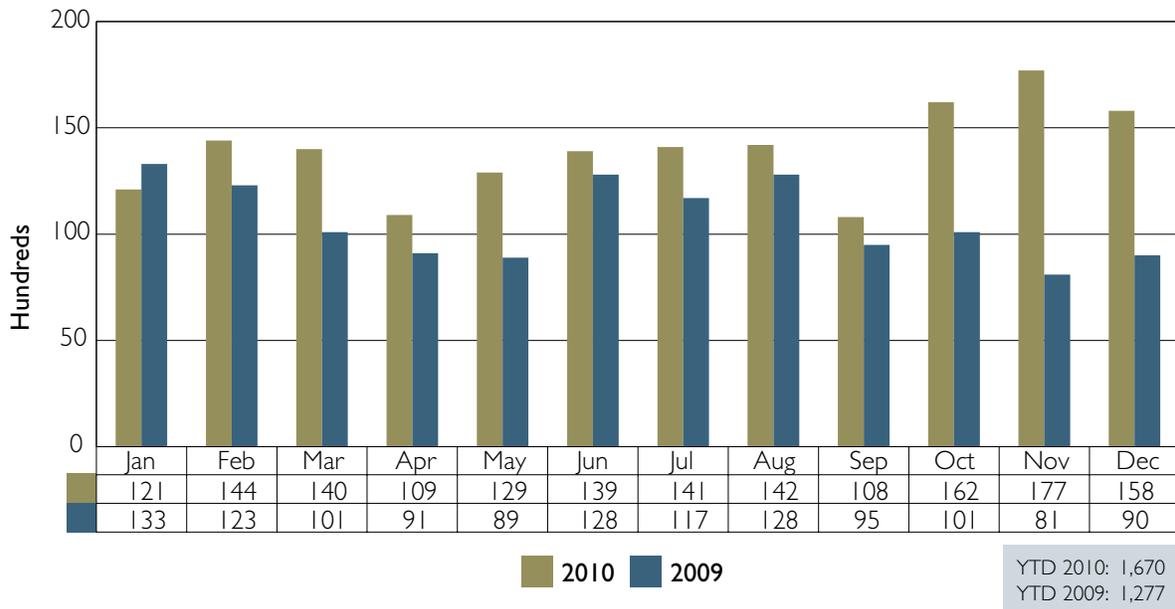
2010 vs. 2009 Zoning Board of Appeals Variances Received



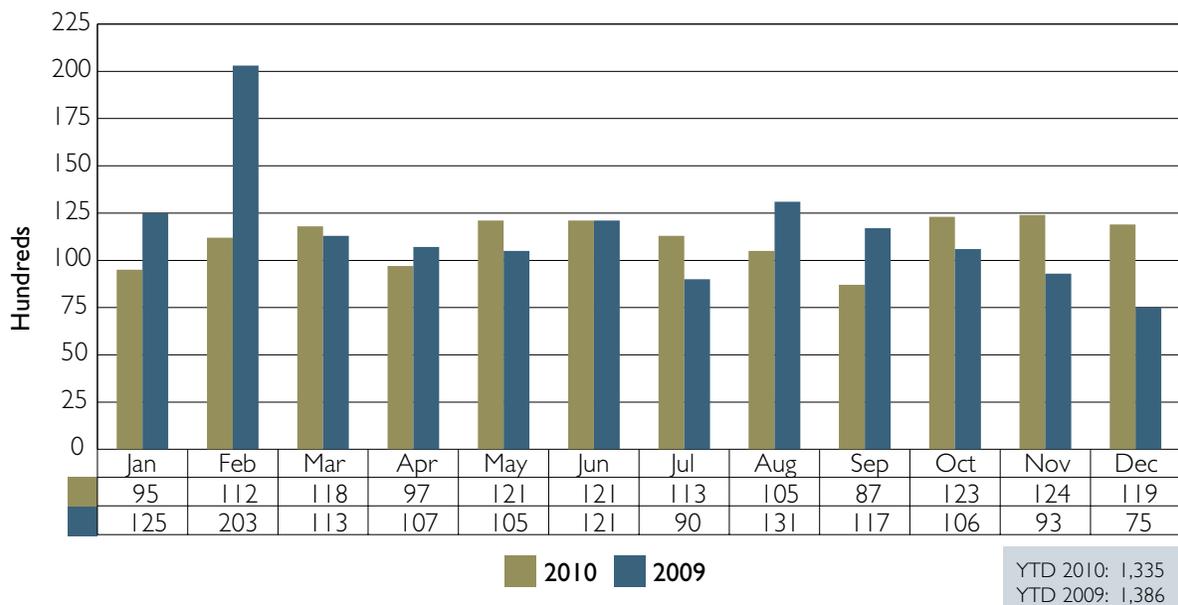
2010 vs. 2009 Development Regulations Waivers



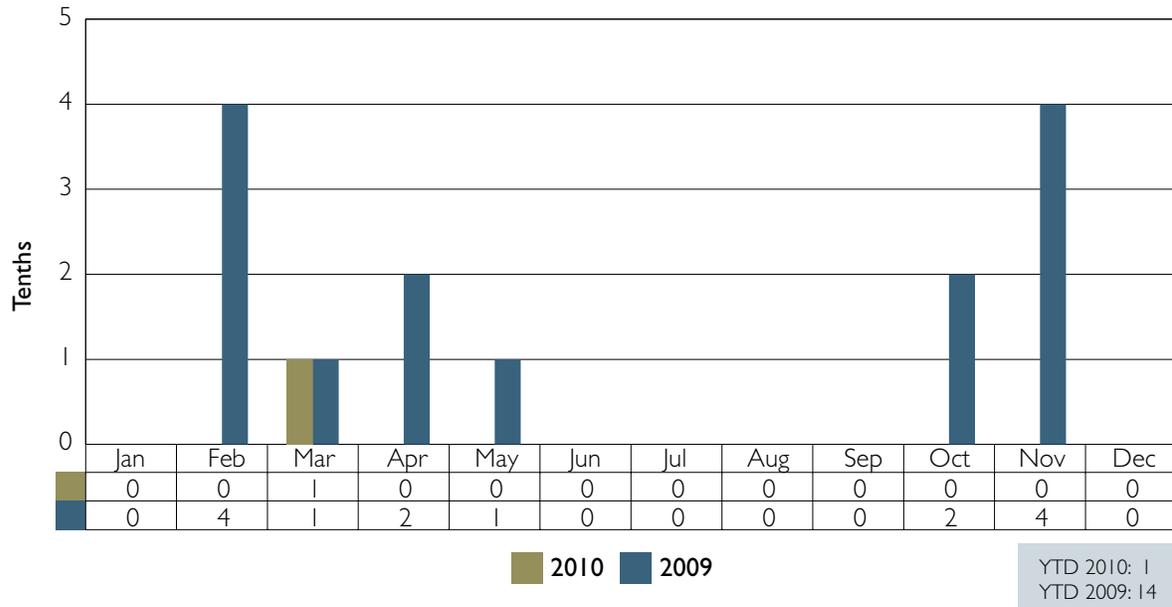
2010 vs. 2009 City Projects Reviewed



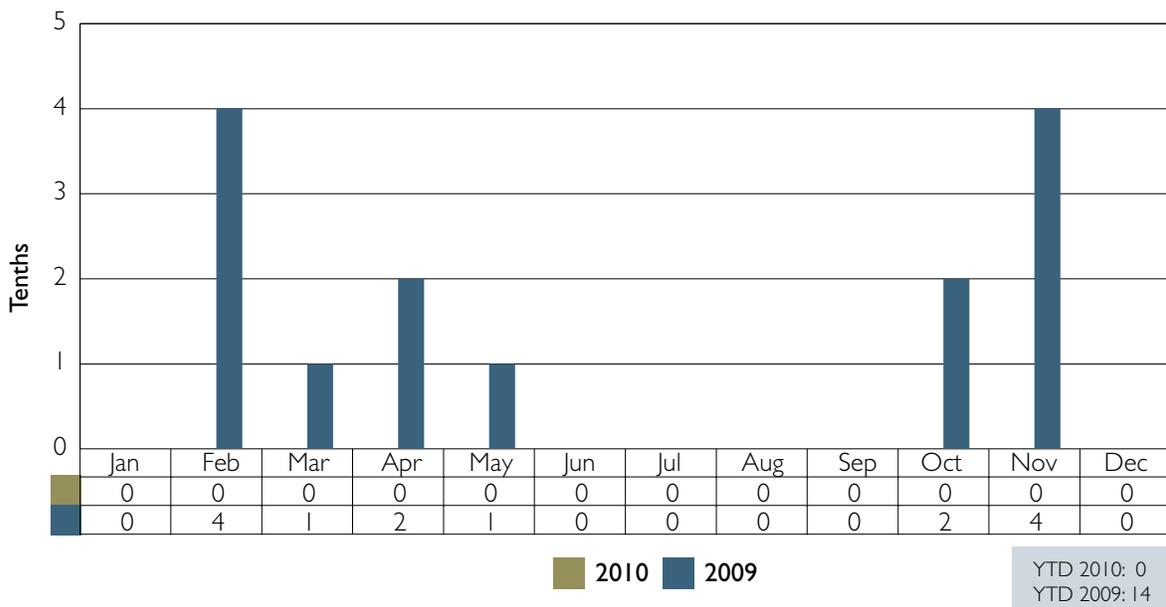
2010 vs. 2009 City Projects Approved



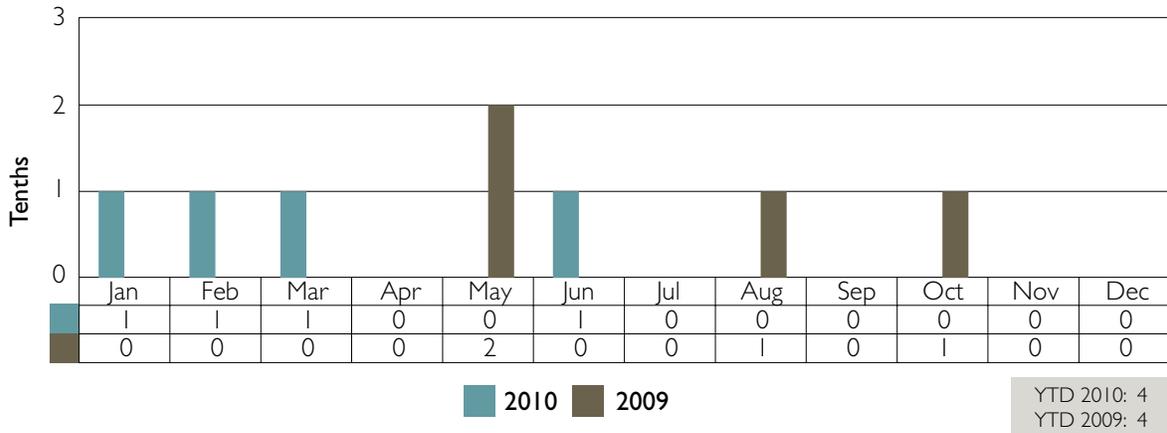
2010 vs. 2009 Burn Permits Reviewed



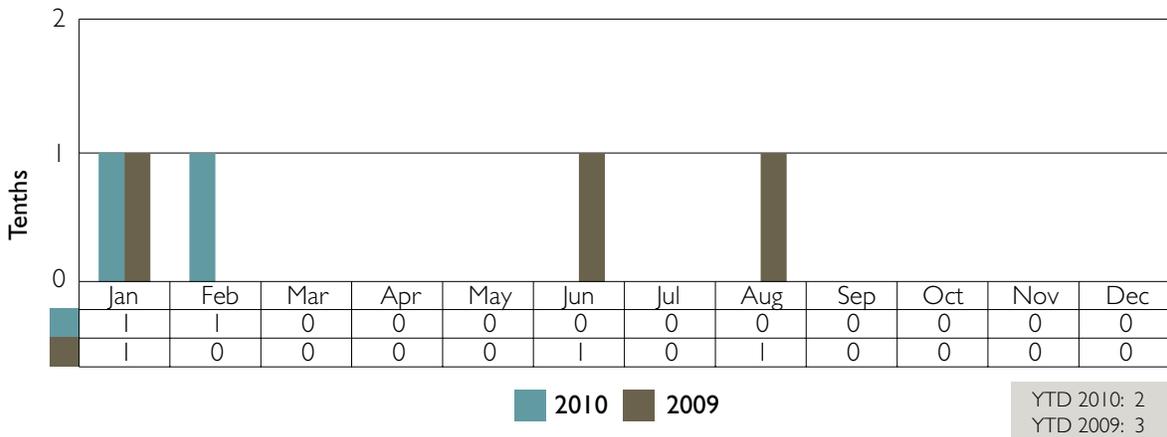
2010 vs. 2009 Burn Permits Approved



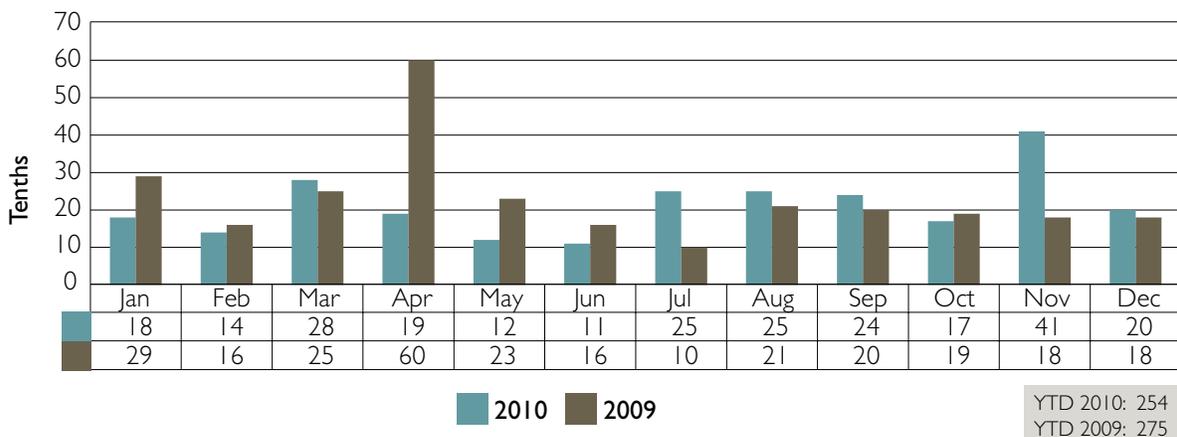
2010 vs. 2009 Stream Buffer Variances Submitted



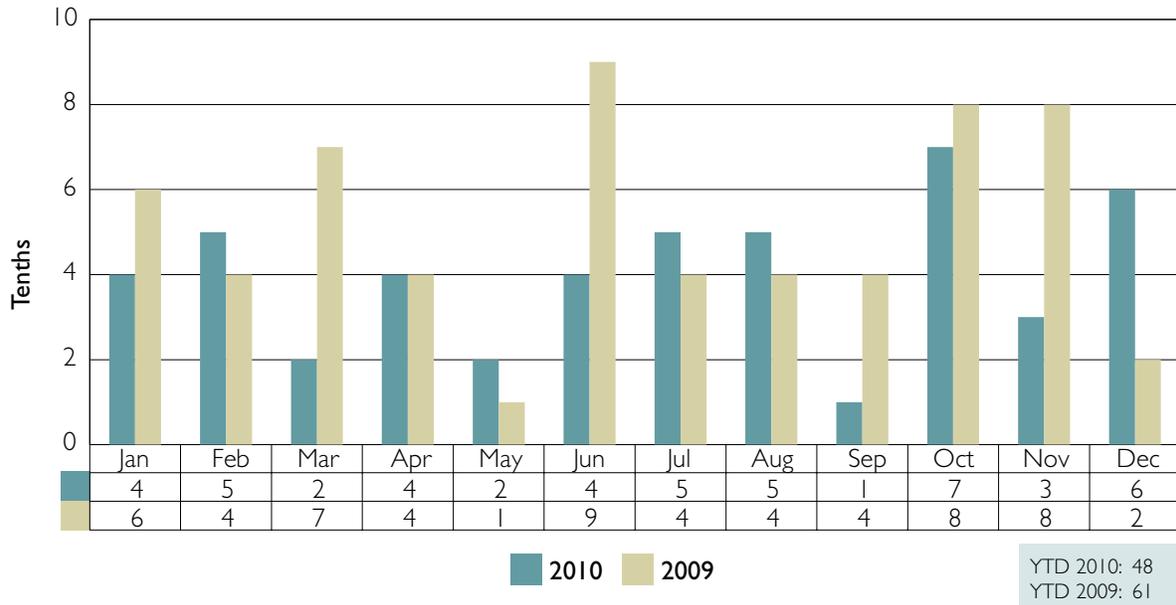
2010 vs. 2009 Stream Buffer Variances Approved



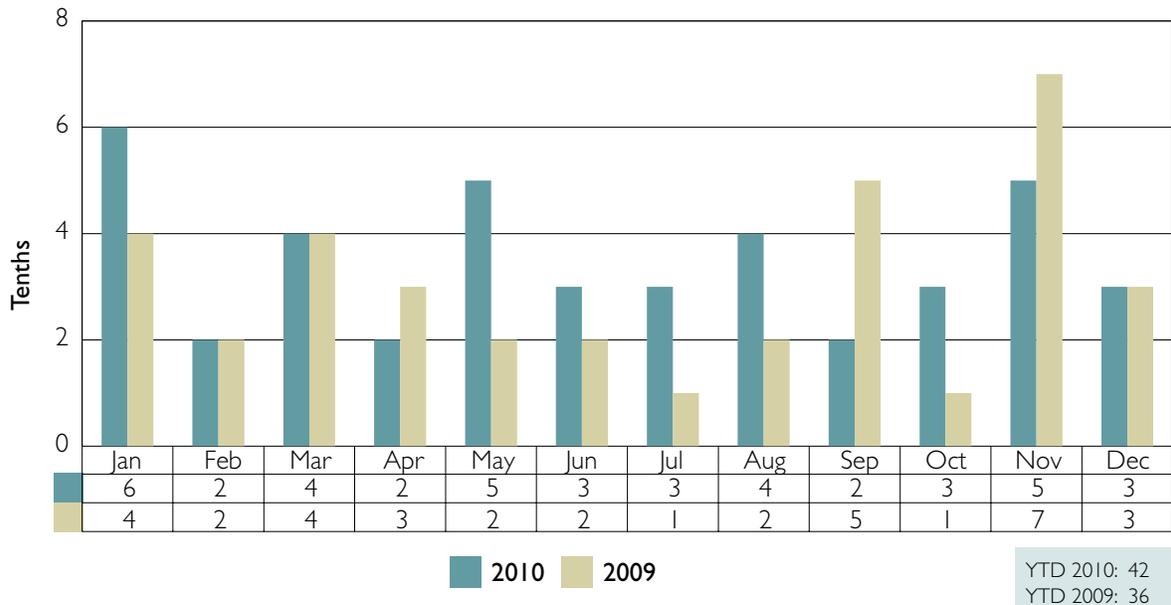
2010 vs. 2009 BMP Inspections



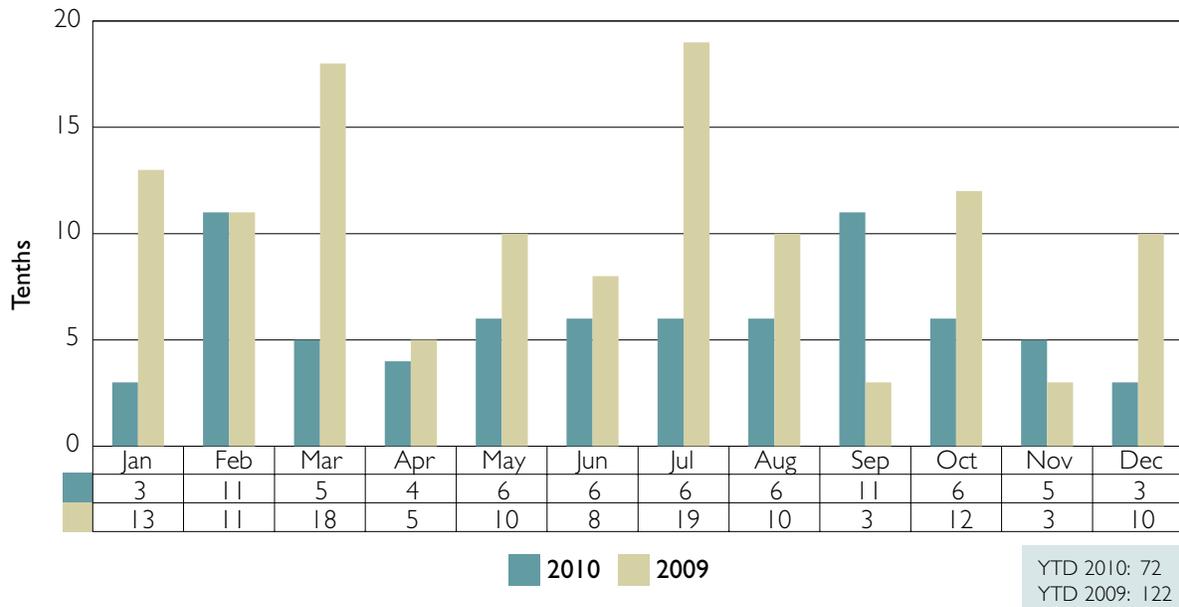
2010 vs. 2009 City Projects Reviewed



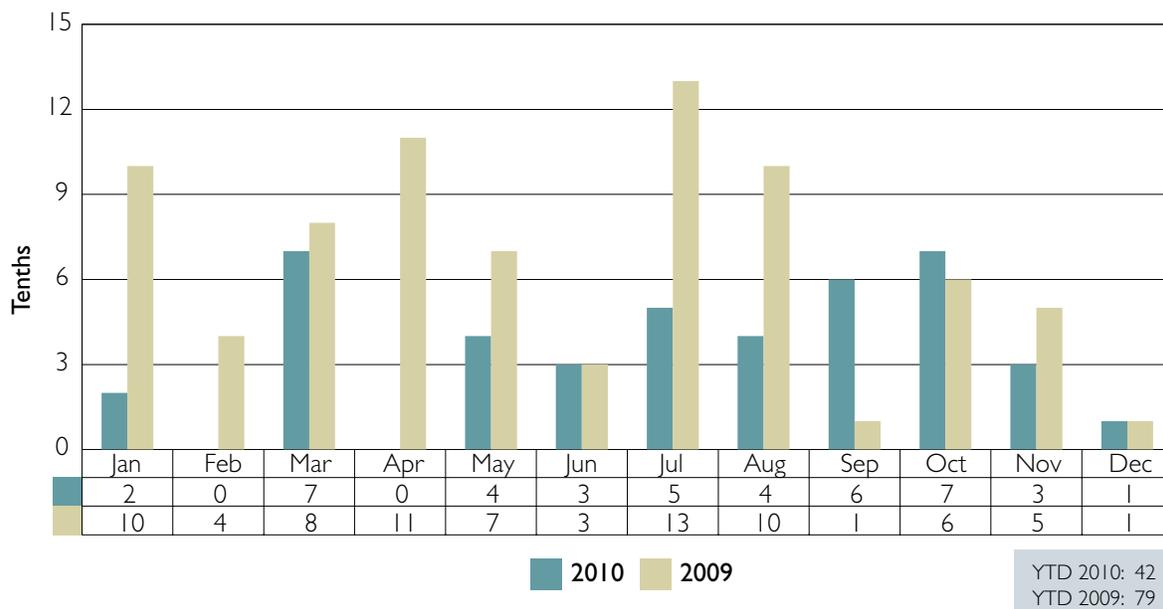
2010 vs. 2009 City Projects Approved



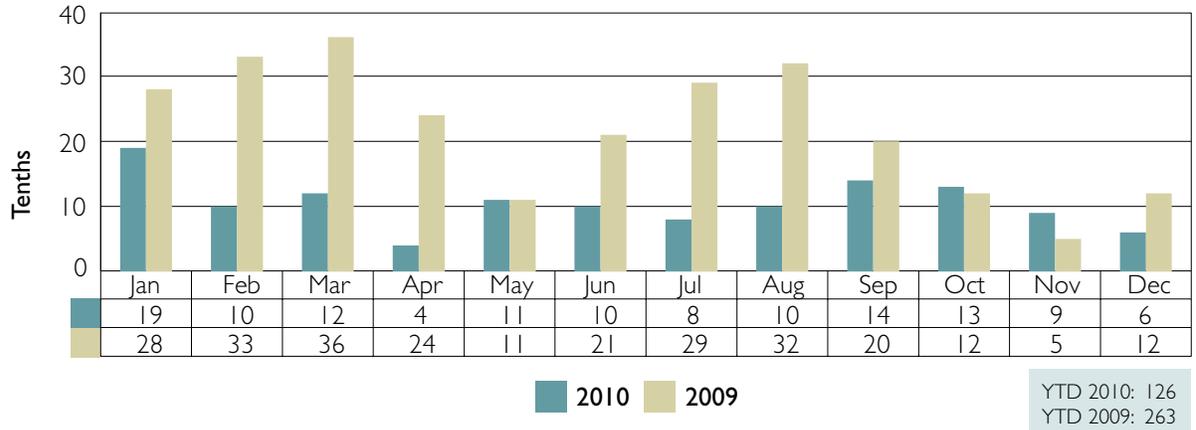
2010 vs. 2009 Variances Submitted



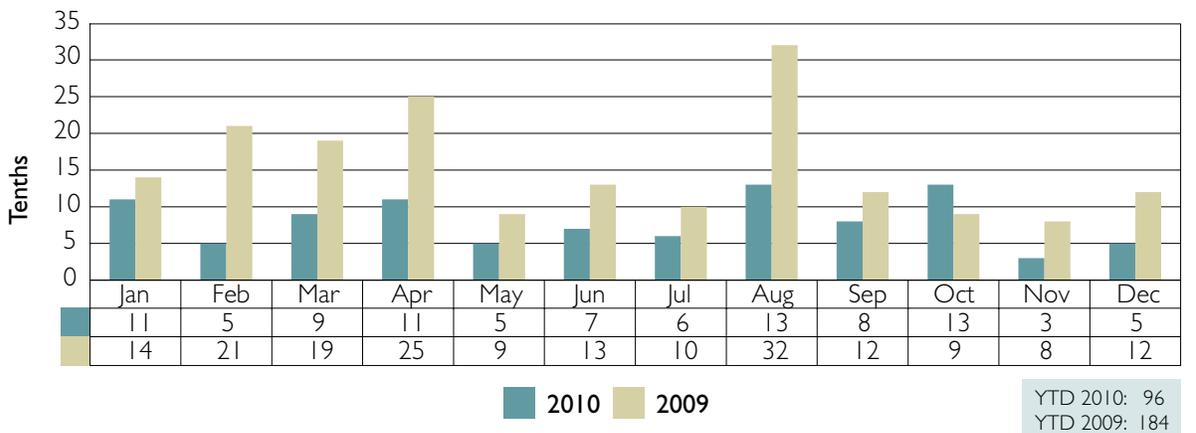
2010 vs. 2009 Variances Approved



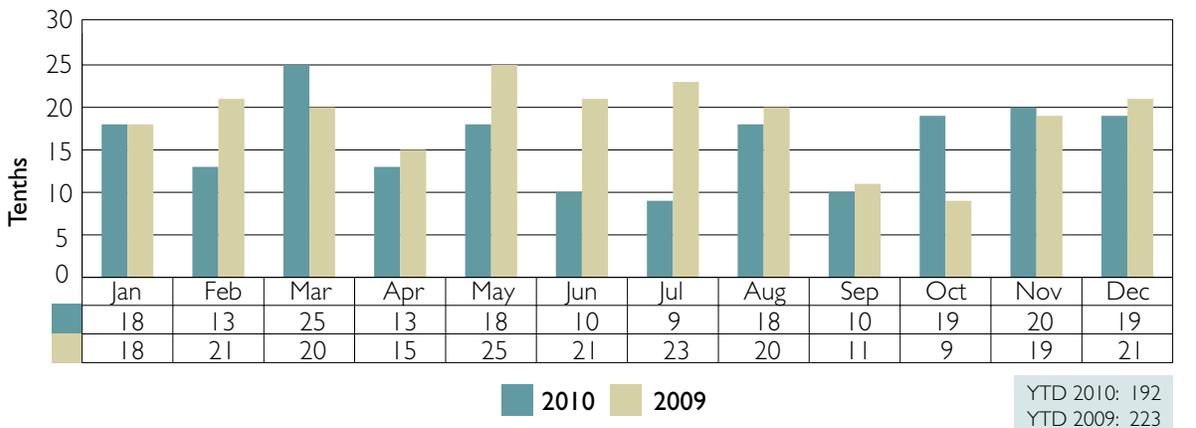
2010 vs. 2009 As-Builts Submitted



2010 vs. 2009 As-Builts Approved

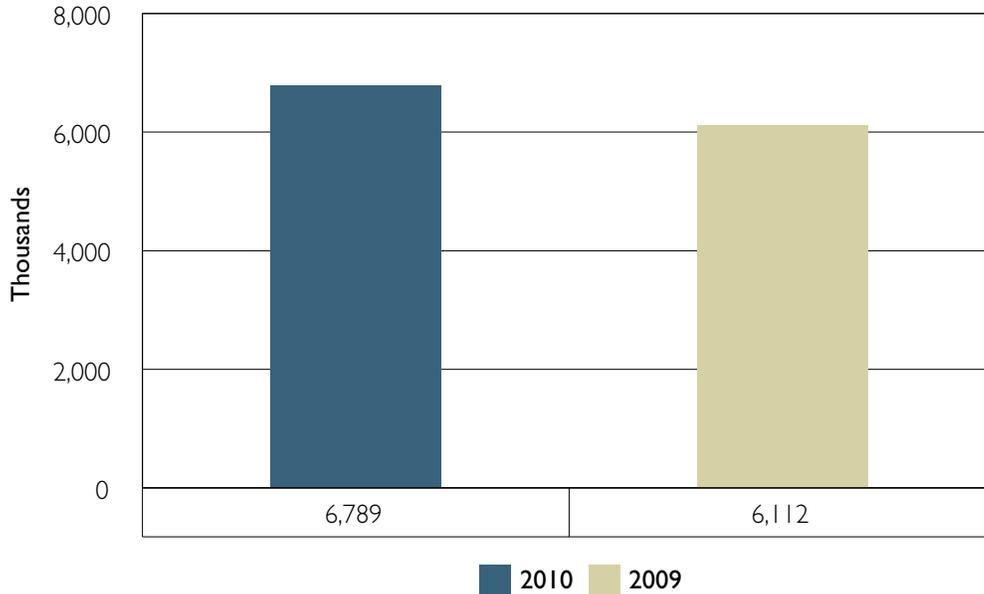


2010 vs. 2009 Construction Permits Issued

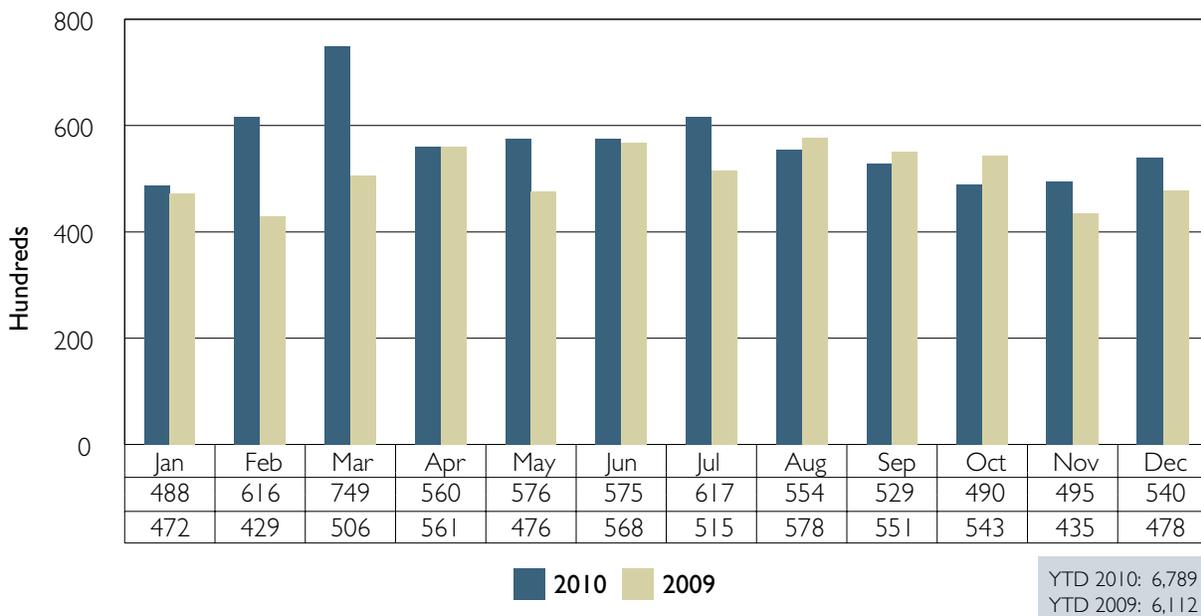


Building Construction – Building Permits

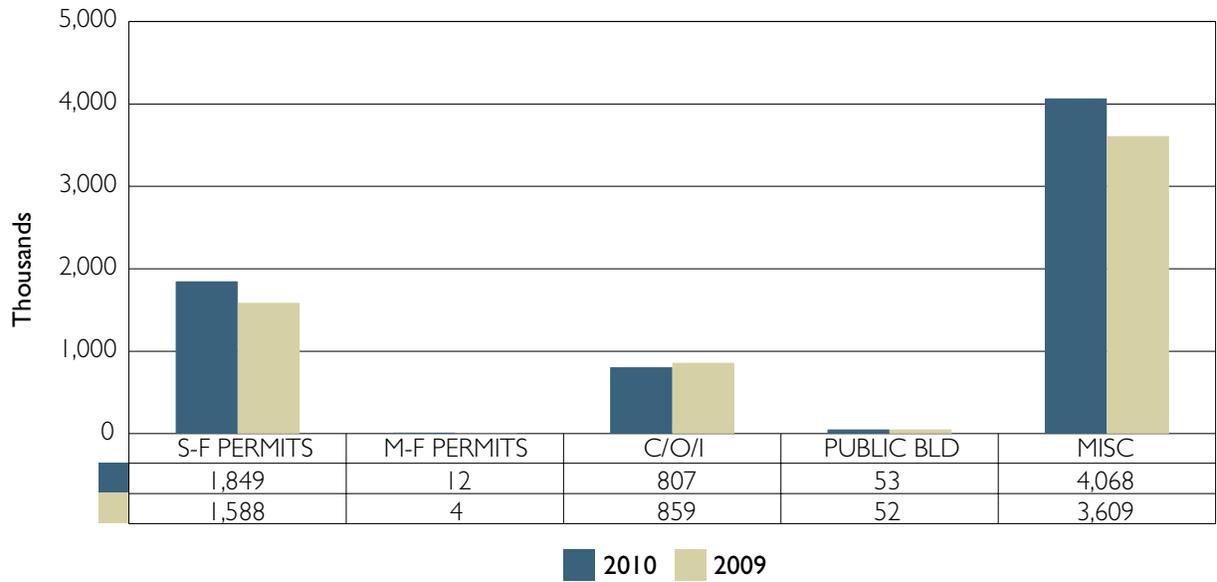
2010 vs. 2009 Total Building Permits (Annually)



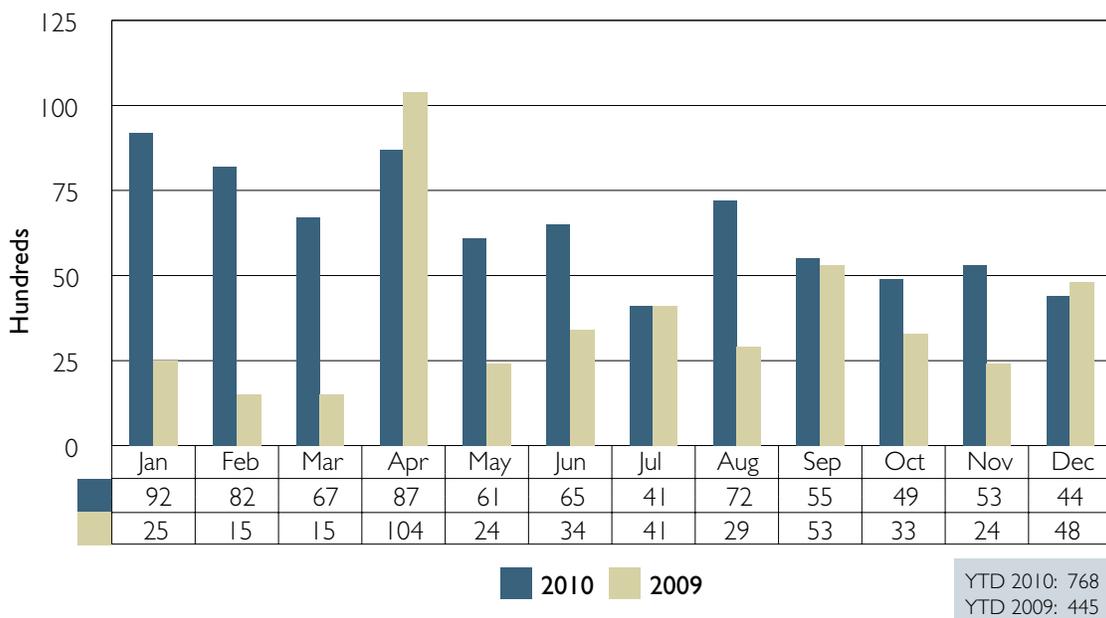
2010 vs. 2009 Total Building Permits (Monthly)



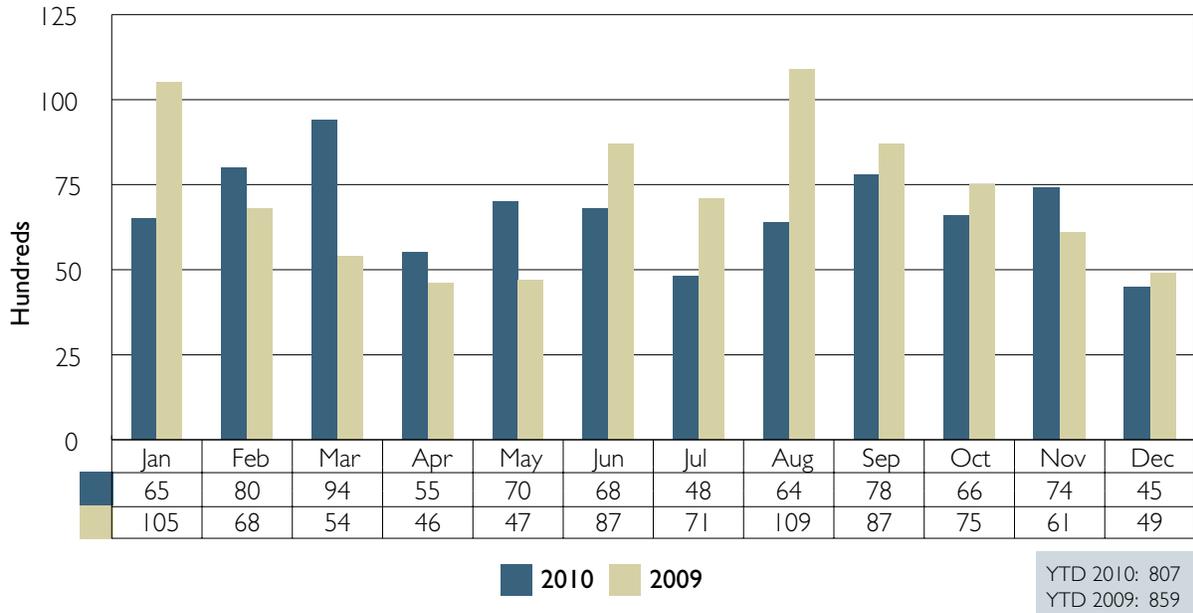
2010 vs. 2009 Total Building Permits



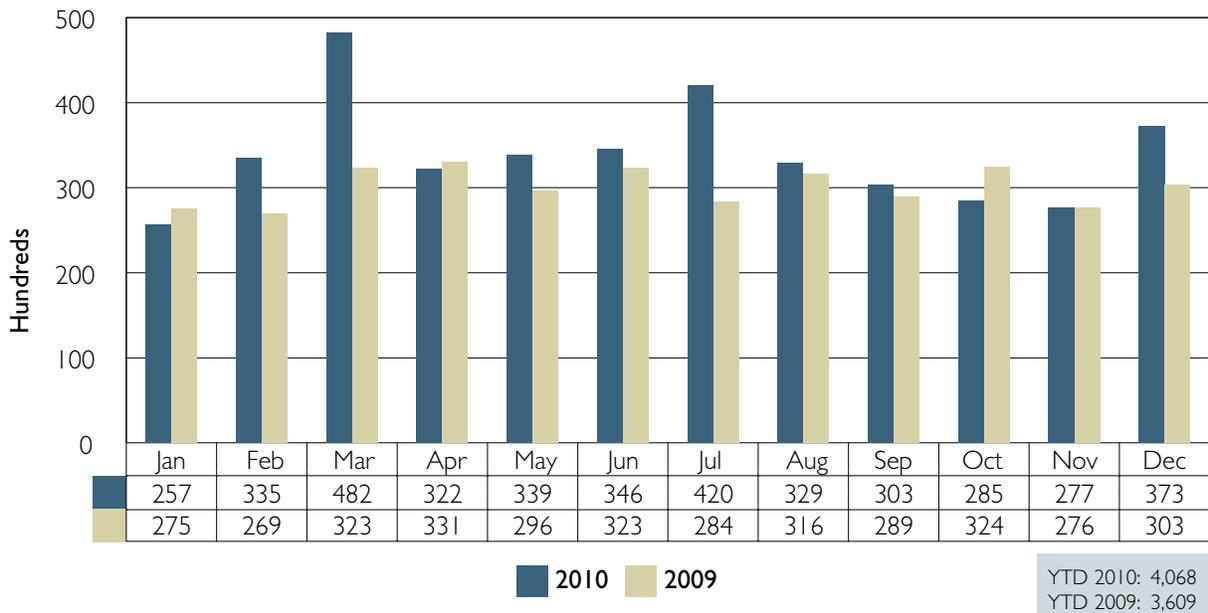
2010 vs. 2009 Residential Building Permits



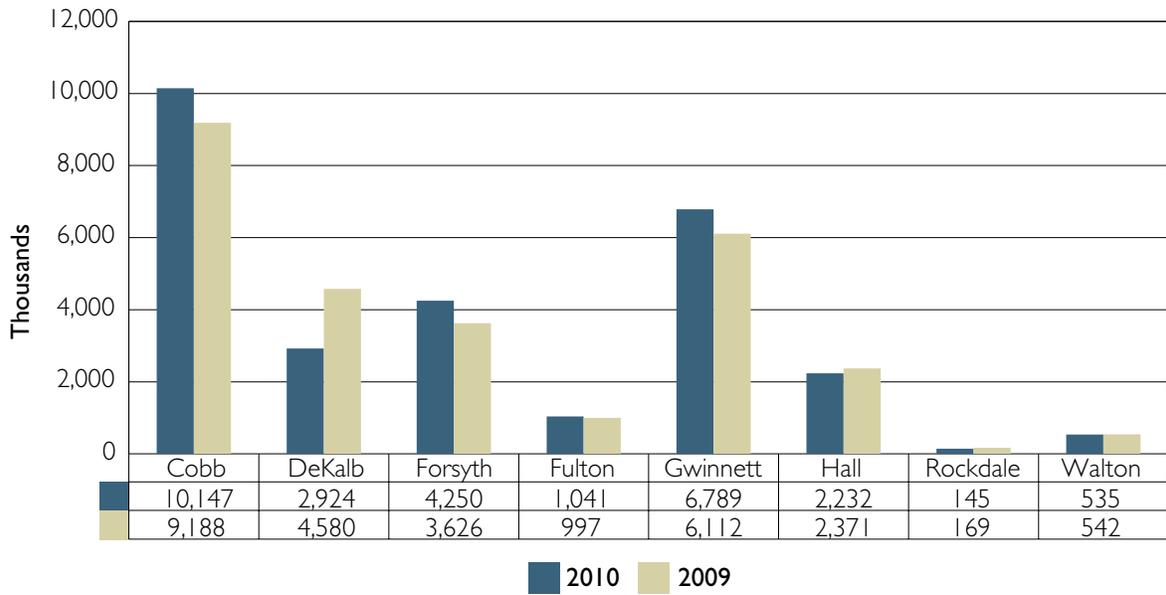
2010 vs. 2009 Commercial/Office/Industrial Permits



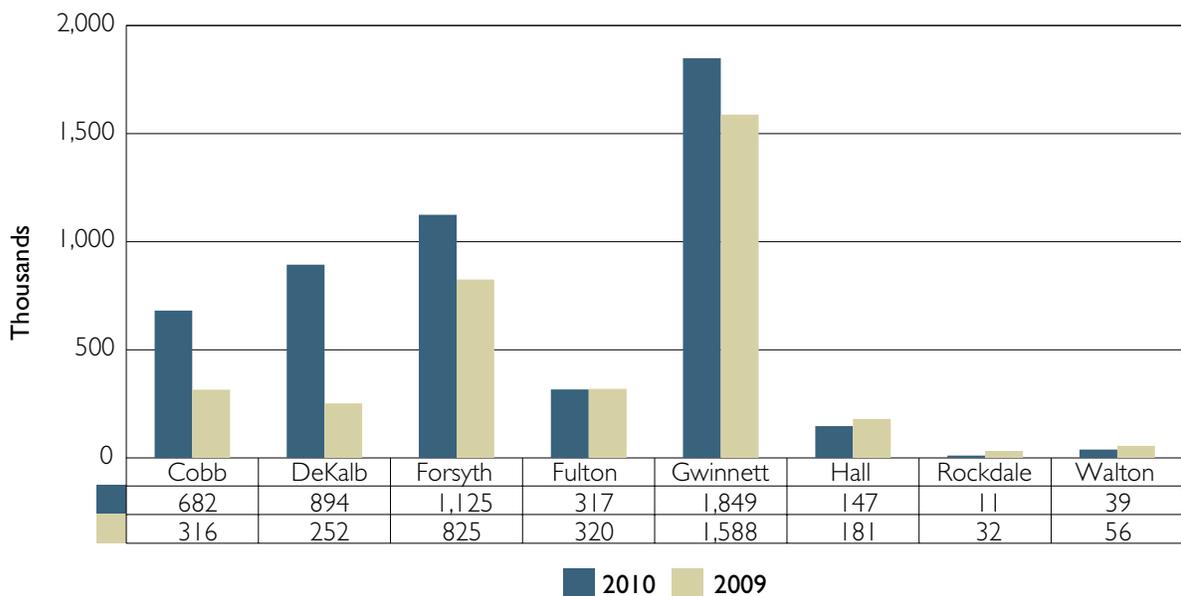
2010 vs. 2009 Miscellaneous Permits



2010 vs. 2009 Building Permits (Metro Atlanta)

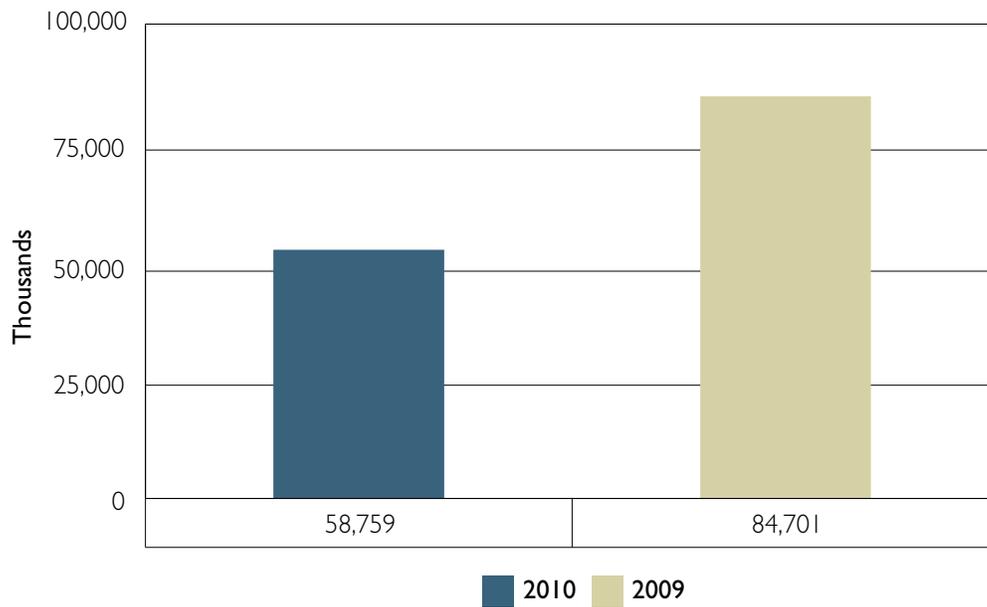


2010 vs. 2009 Single-Family Building Permits (Metro Atlanta)

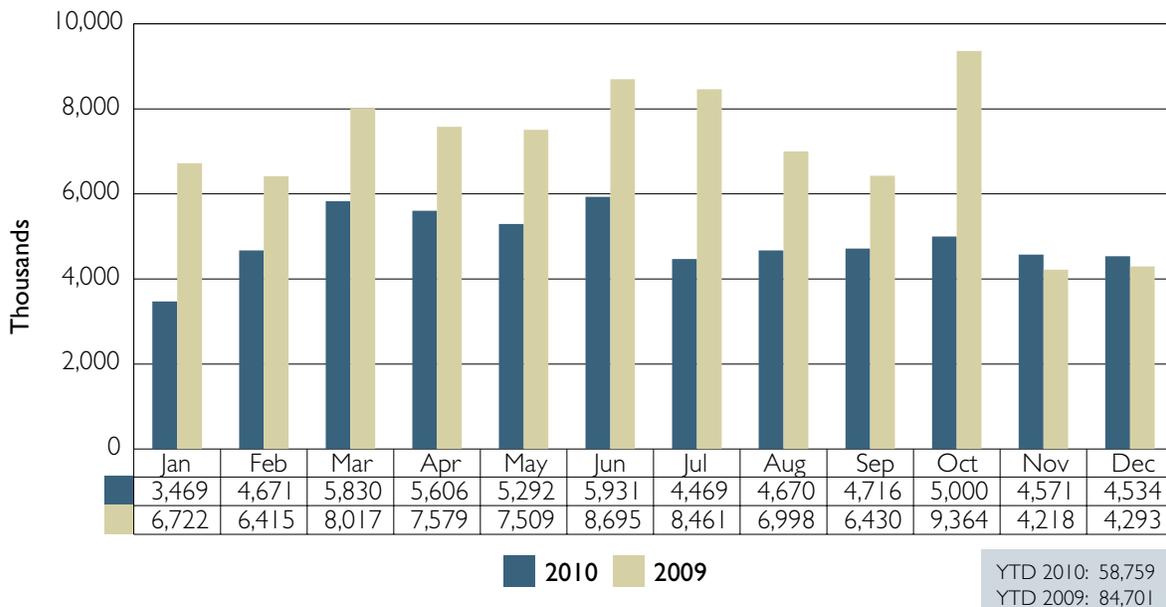


Building Construction – Building Inspections

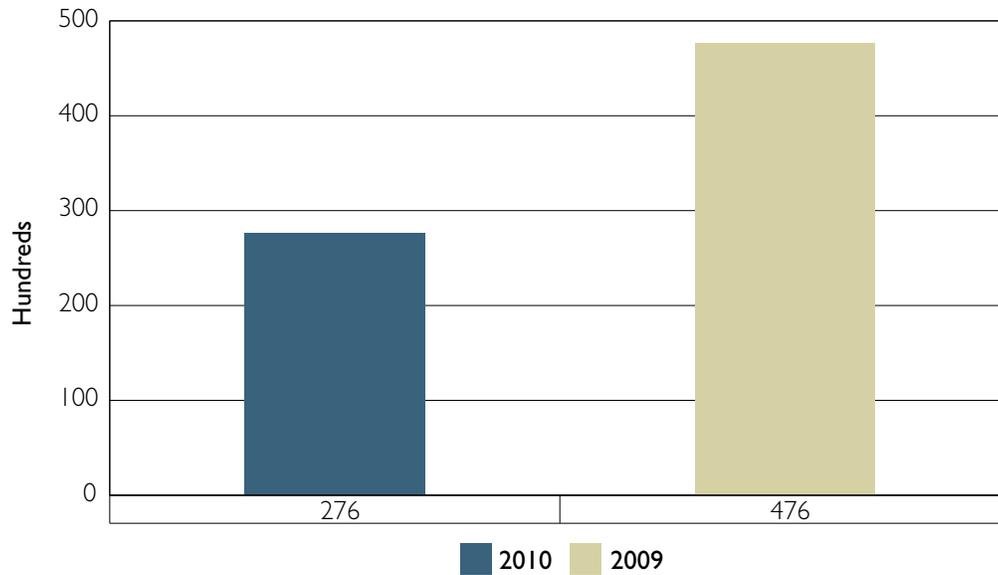
2010 vs. 2009 Building Inspections (Annually)



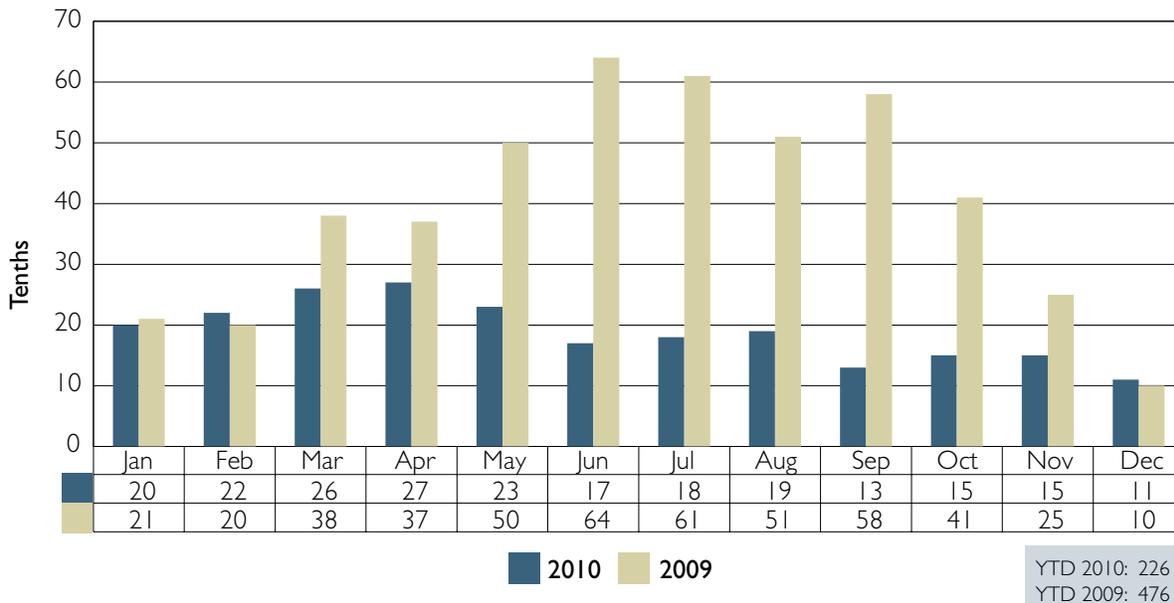
2010 vs. 2009 Building Inspections (Monthly)



2010 vs. 2009 Building Complaint Cases (Annually)

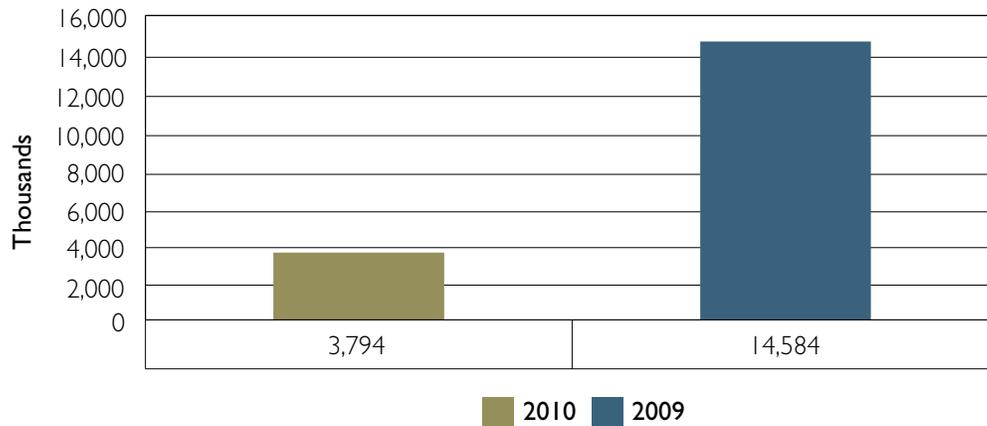


2010 vs. 2009 Building Complaint Cases (Monthly)

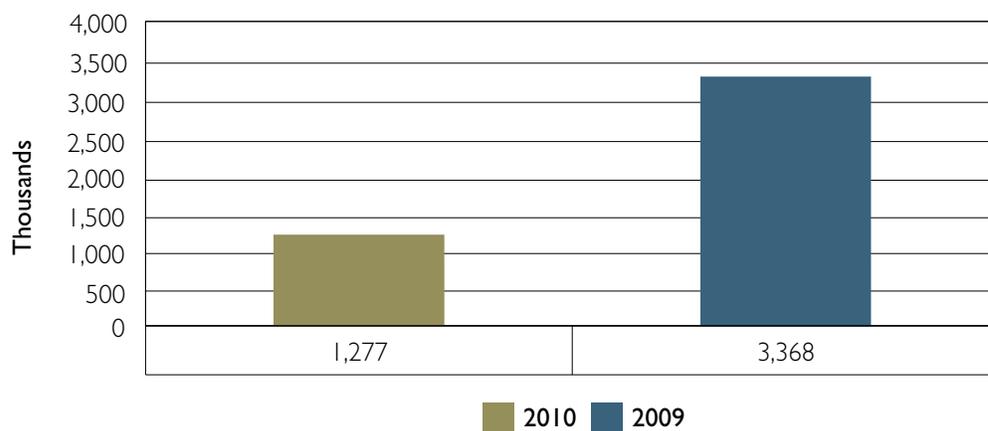


Development Inspections

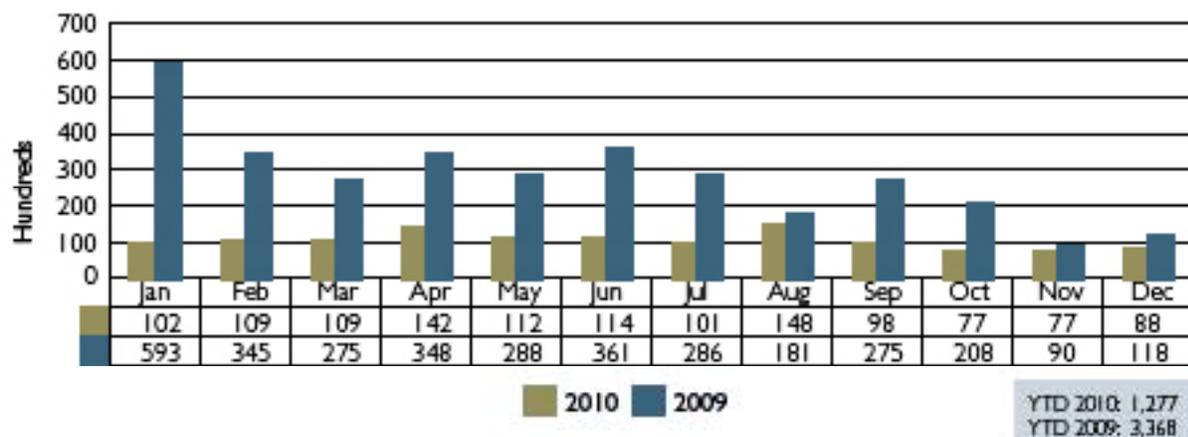
2010 vs. 2009 Total Development Inspections (RS/CMML/FP)



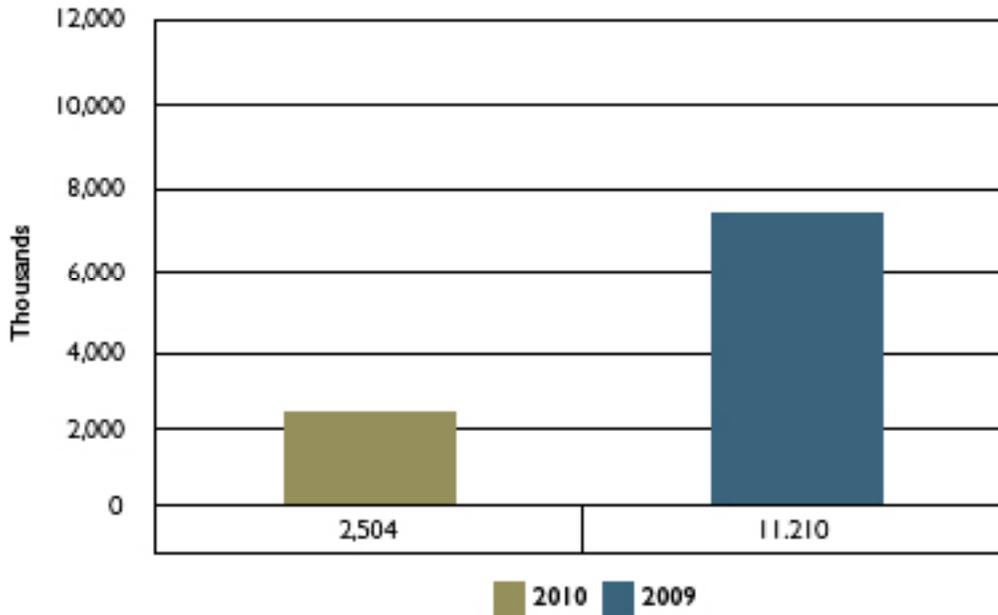
2010 vs. 2009 Residential Development Inspections (Annually)



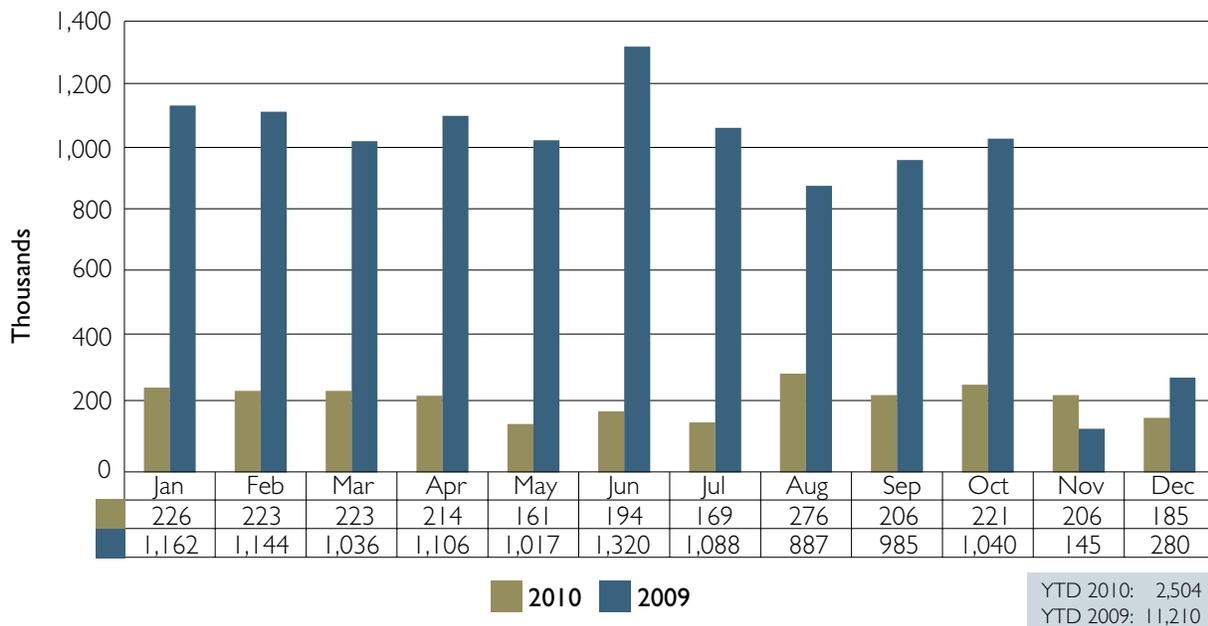
2010 vs. 2009 Residential Development Inspections (Monthly)



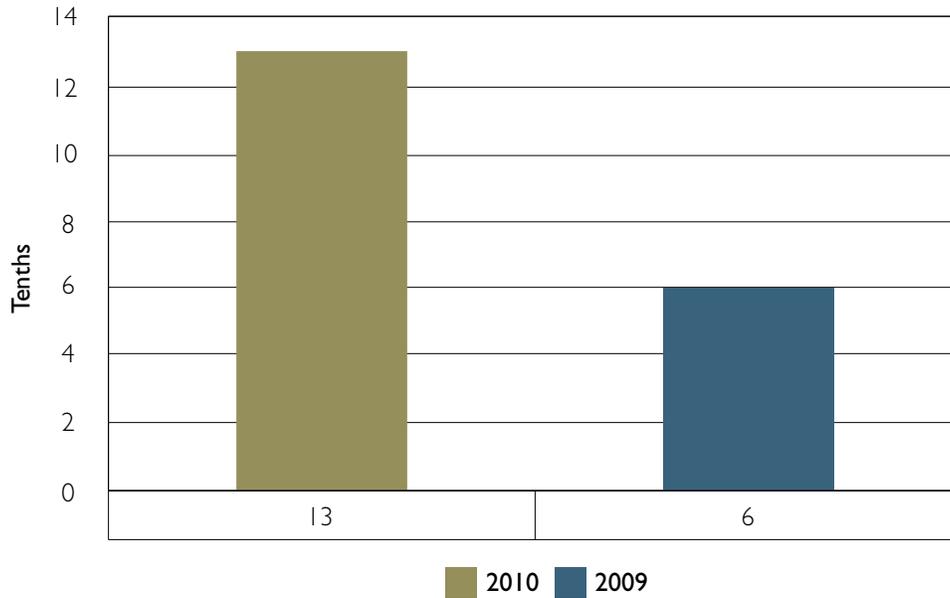
2010 vs. 2009 Commercial Development Inspections (Annually)



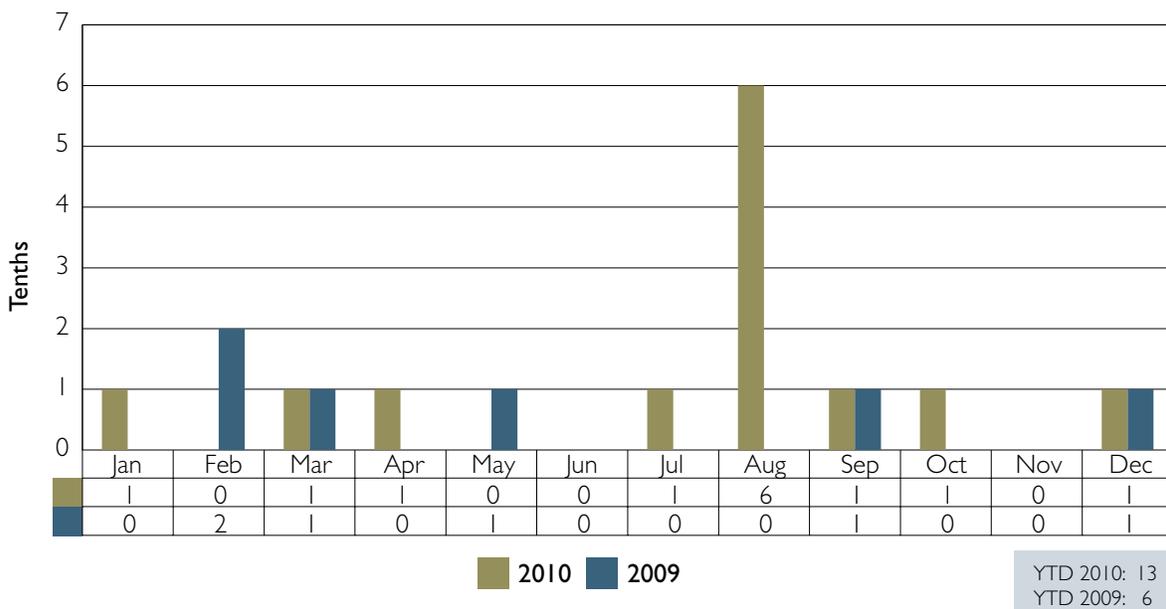
2010 vs. 2009 Commercial Development Inspections (Monthly)



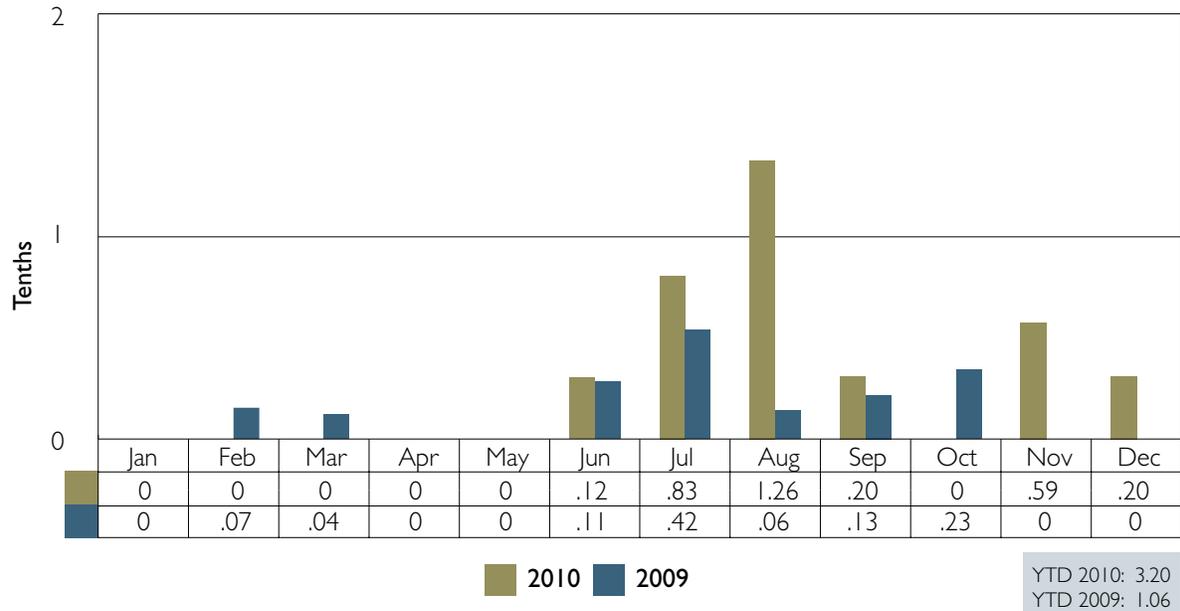
2010 vs. 2009 Final Plats Development Inspections (Annually)



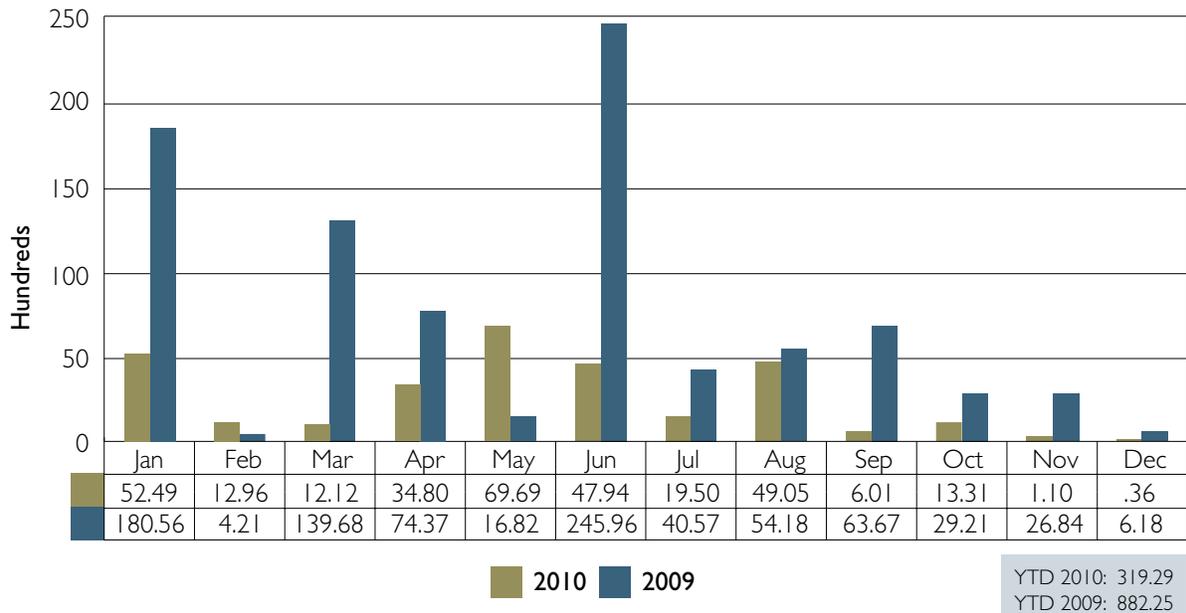
2010 vs. 2009 Final Plats Development Inspections (Monthly)



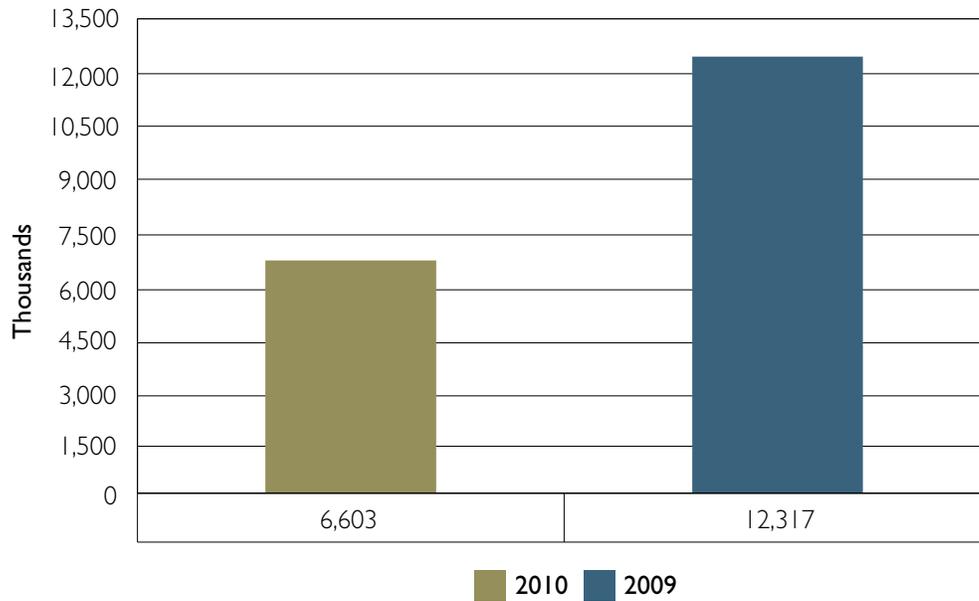
2010 vs. 2009 Miles of New Paved Streets



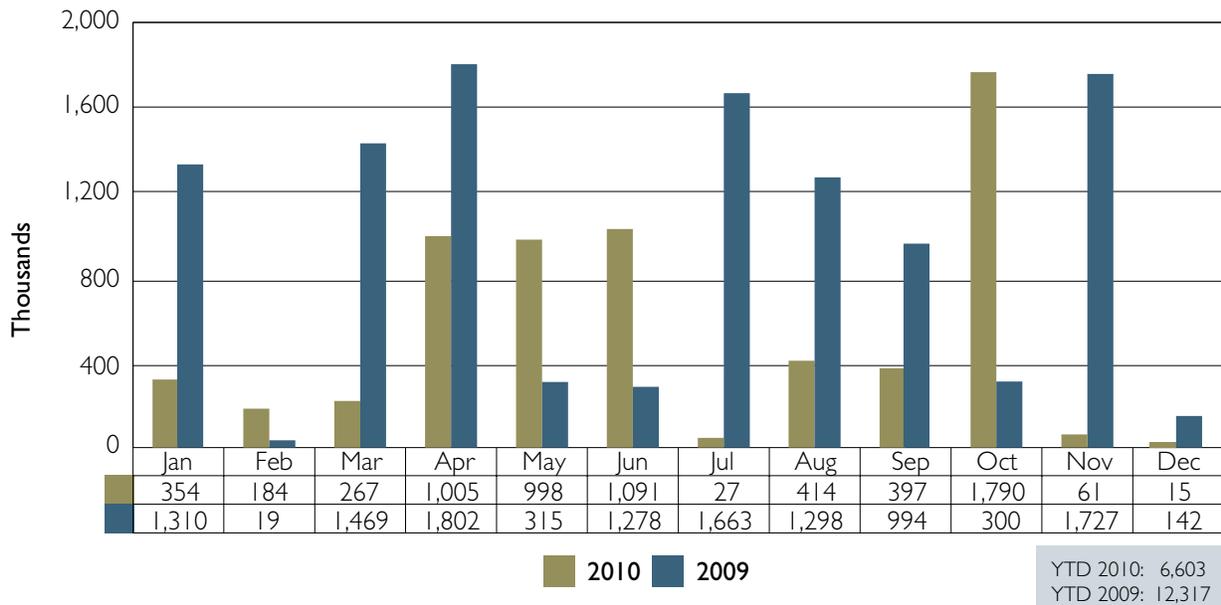
2010 vs. 2009 Replanted Acres



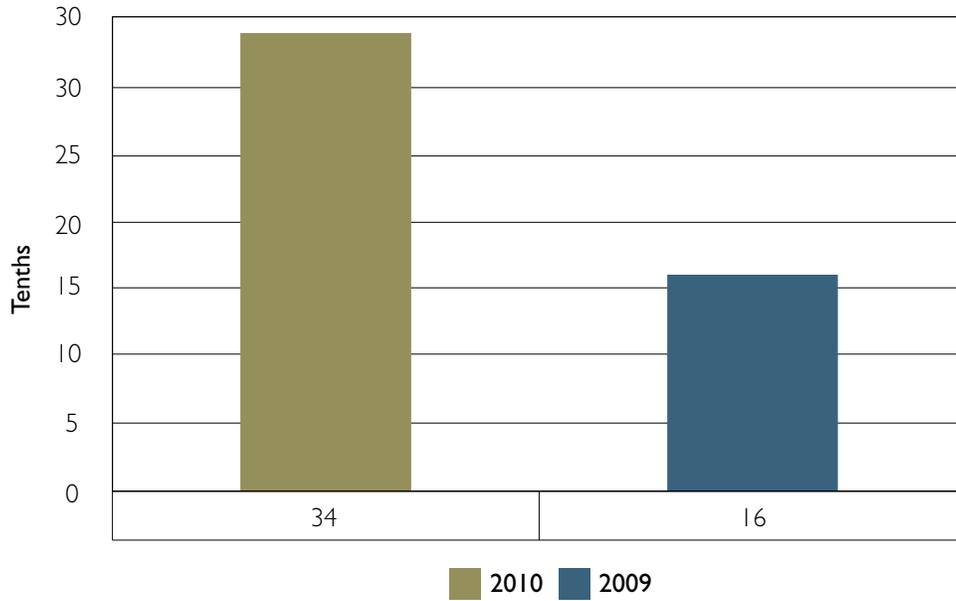
2010 vs. 2009 Trees Planted and Preserved (Annually)



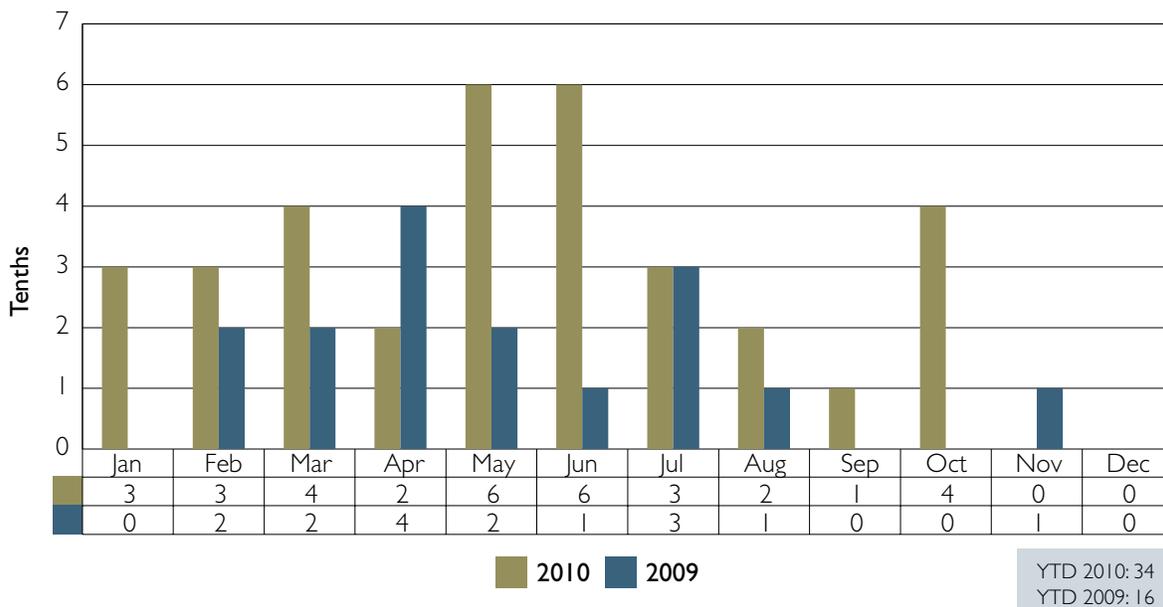
2010 vs. 2009 Trees Planted and Preserved (Monthly)



2010 vs. 2009 Development Complaint Cases (Annually)



2010 vs. 2009 Development Complaint Cases (Monthly)

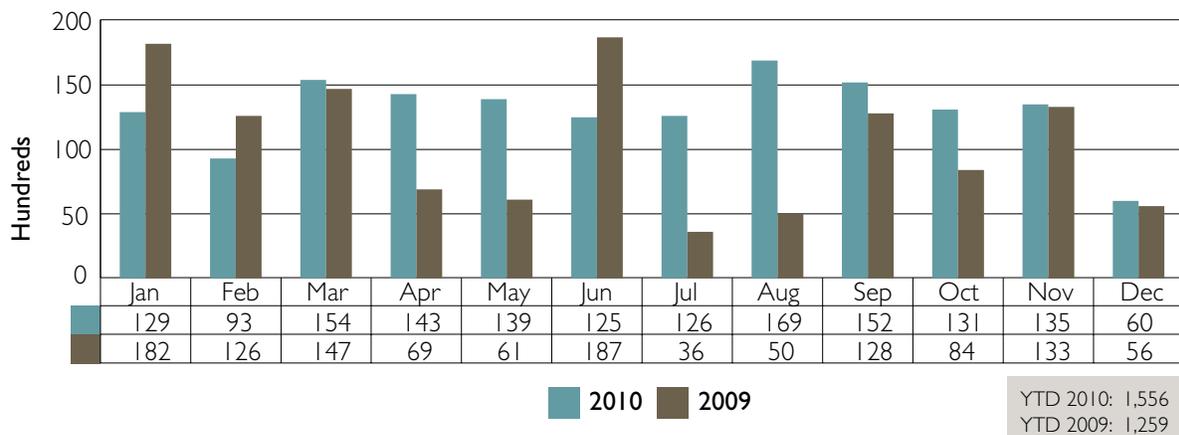


License and Revenue

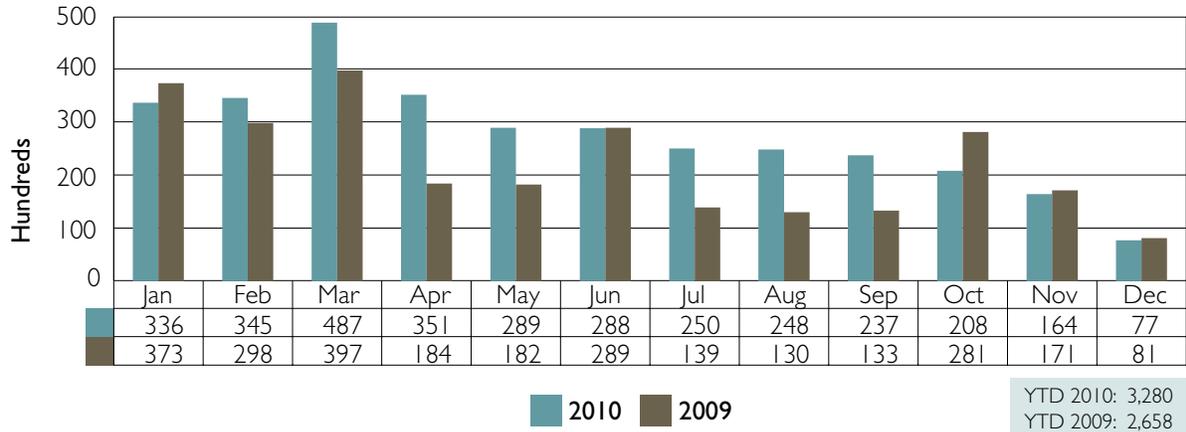
2010 Actual Revenue vs. 2009 Actual

	2010 Actual	2009 Actual
Alcoholic Beverage Excise Taxes		
40107002; 40107003; 40107004; 40107005	\$ 5,376,010	\$ 5,503,901
Alcoholic Beverage License Fees		
40401003; 40401004; 40401005; 40401006; 40401008	\$ 2,784,177	\$ 2,443,023
Cable Television Franchise Fees		
40101100	\$ 3,757,154	\$ 3,397,925
Financial Institutions Business License Tax		
40110002	\$ 744,478	\$ 820,831
Hotel/Motel Occupancy Taxes		
40107001	\$ 6,033,377	\$ 5,686,904
Occupancy Taxes		
40101200; 40401009	\$ 13,541,906	\$ 14,994,493
Rental Motor Vehicle Excise Tax		
40107016	\$ 806,580	\$ 799,144
Solid Waste Fees, Regulatory and Tipping		
40101110; 41301002	\$ 777,842	\$ 1,114,371
License and Revenue Total	\$ 33,821,524	\$ 34,760,592

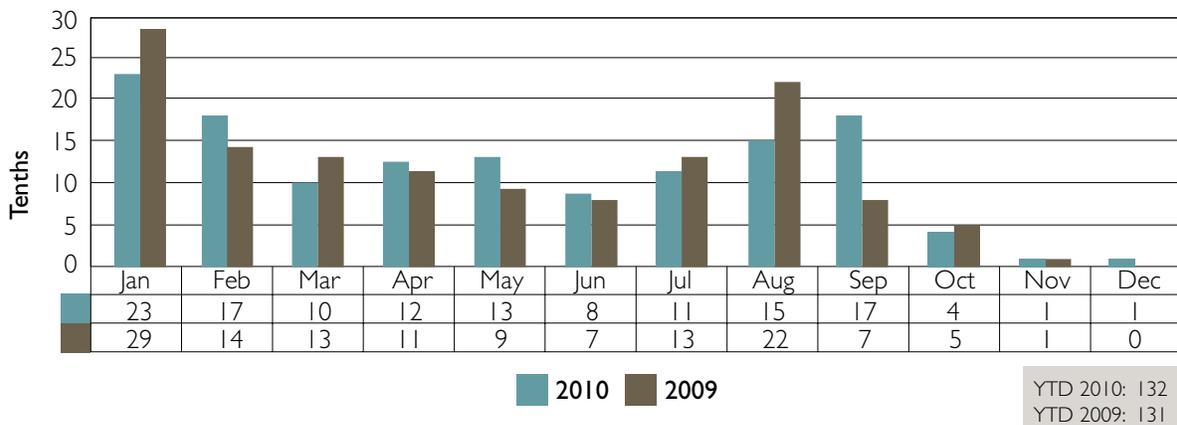
2010 vs. 2009 Commercial Licenses Issued



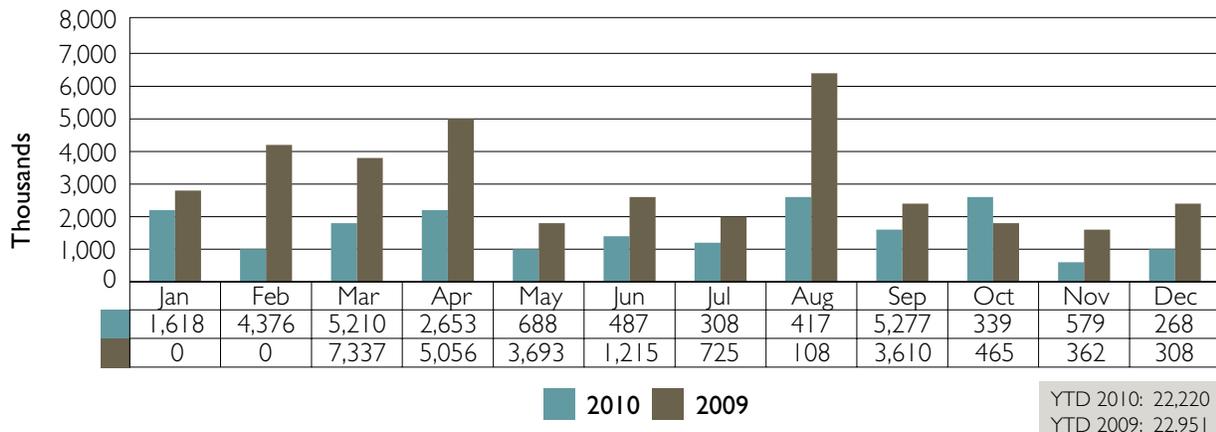
2010 vs. 2009 Home-Based Licenses Issued



2010 vs. 2009 Alcoholic Beverage Licenses Issued



2010 vs. 2009 Occupation Tax Certificates Issued



Retain Planning and Development's strategic core staff functions while evaluating the outsourcing of non-core functions, such as permit reviews and inspection services

The department has studied various outsourcing scenarios and will continue to look at how outsourcing future increases in workload will assist in meeting future demands. This will allow the department to staff for existing volume, while still incorporating the flexibility to meet market demands when and as they grow.

License and review – The County should look at ways of identifying non-licensed and non-compliant business operating in the county

The County entered into a contract with a private vendor in February 2010. This vendor has been successful in finding approximately \$1 million in revenue owed to the County over the past three years.

Freeze salaries

No salary increases were given in 2010, and none are planned for 2011. In addition, a 2011 Employee Benefits and Compensation Task Force was created to study the County's financial position and make recommendations on all aspects of employee compensation.

Board of Commissioners should maintain current permitting, processing, and plan-review service levels. Keep Gwinnett competitive for the time when growth returns

The Planning and Development Department plans to maintain current staffing and service levels that were established after reductions in workforce over the past few years.

Planning and Development should re-evaluate its fees on an annual basis

Fees were studied and restructured in 2010. The review of revenues, particularly those associated with "Charges for Service" and "Licensing and Revenue," will be completed on a regularly scheduled basis moving forward.

To see the complete list of recommendations and the actions taken, please visit

www.EngageGwinnett.com



Please consider the environment before printing this report.