

Planning and Development

ANNUAL REPORT 2012



Board of Commissioners



Charlotte **Nash**

Commission Chairman



Jace **Brooks**

District 1 Commissioner



Lynette **Howard**

District 2 Commissioner



Tommy **Hunter**

District 3 Commissioner



John **Heard**

District 4 Commissioner

County Administration



Glenn **Stephens**

County Administrator



Aaron **Bovos**

Deputy County Administrator/CFO

Planning and Development

Planning and Development Director

Bryan **Lackey**

Office Services Coordinator

Melissa **Vaughan**

Strategic Infrastructure Planning Division

Donna **Joe**

Economic Analysis and Planning Division

Economic Analysis

Current Planning

Long-Range Planning

Planning Data Services

Robert **Long**

Jeff **West**

James **Puglsey**

Patrick **Quinn**

Development Division

Division Director of Development

Kathy **Holland**

Plan Review

Section Manager

Building Plan Review

Development Plan Review

Fire Plan Review

Stormwater Plan Review

Water and Sewer Plan Review

Dana **Baites**

Marcus **Canada**

Michael **Jeness**

Steve **Collins**

Adena **Fullard**

Charli **Young**

Permits and Inspections

Building Permits

Building and Development Inspections

License and Revenue

Shlaine **Collins**

Joel **Rodriguez**

David **O'Kelley**



Mission, Vision, Values



Major Accomplishments



Administration Division



Economic Analysis and Planning Division



Strategic Infrastructure Planning Division



Development Division – Plan Review



Development Division – Permits and Inspections



Statistics

Department of Planning and Development
Office of the Director



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February 1, 2013

Gwinnett County Board of Commissioners:

SUBJECT: 2012 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 2012. Listed below are some of our major accomplishments for the year:

- Completed efforts initiated in 2010 in the development of the updated Gwinnett County Water and Wastewater Master Plan
- Continued work on the development of a Unified Development Ordinance, which will update and consolidate several development related ordinances
- Amended the Stormwater Regulations to assist in redevelopment efforts
- Implemented the Vacant Structure registration process in conjunction with Code Enforcement to assist neighborhoods with vacant or abandoned structures with various property maintenance issues within Gwinnett County
- Modified the Business License renewal process to adjust to state immigration requirements while working to maximize customer service and minimize wait times
- Implemented recommendations of the Planning and Development Study Committee to improve efficiency and effectiveness of the department's operations

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,

Bryan **Lackey**, PE
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.

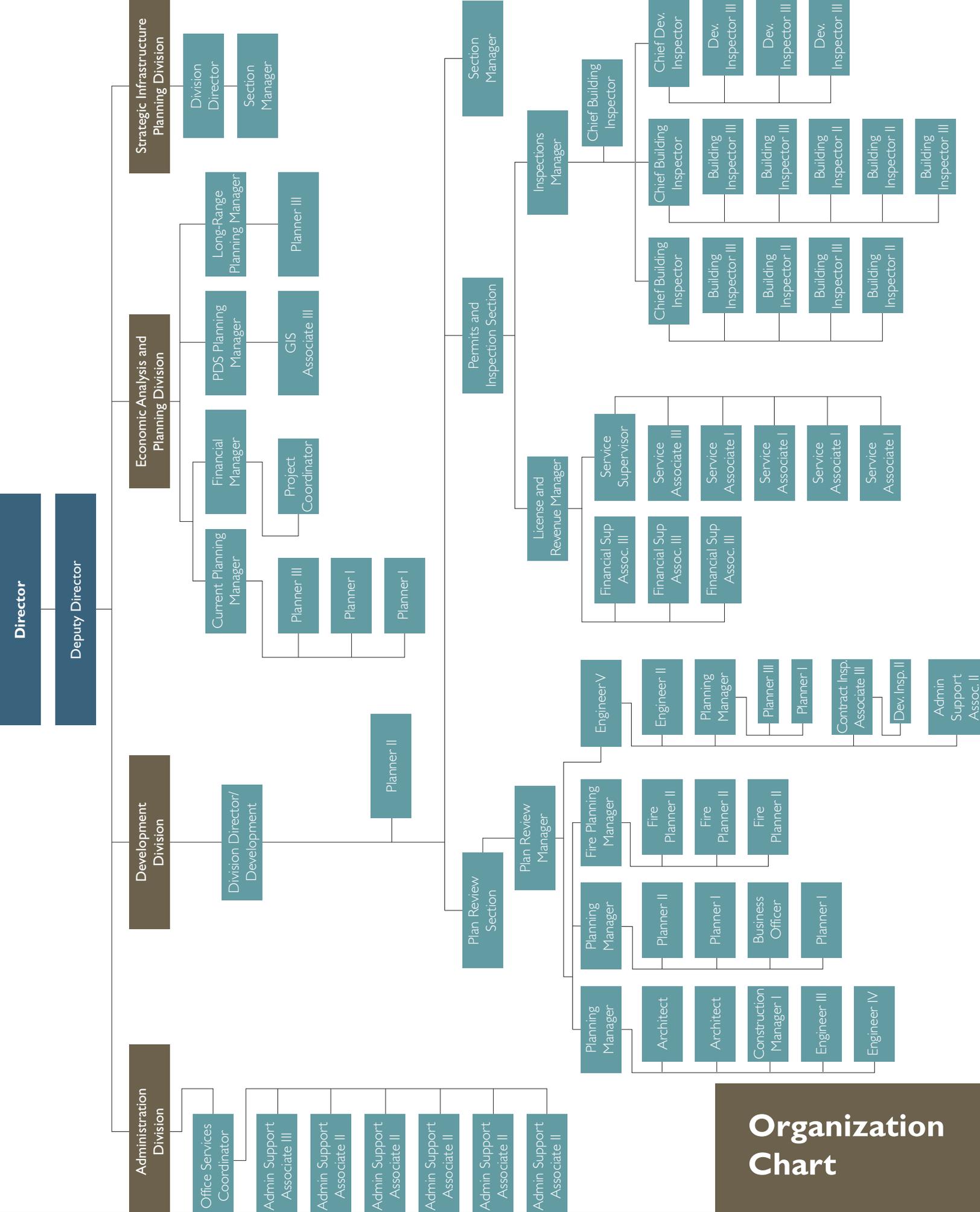
Excellence

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 Gwinnett County Water and Wastewater Master Plan was jointly adopted by the Gwinnett County Board of Commissioners and the Gwinnett County Water and Sewerage Authority on October 16, 2012. The plan, required by the Metropolitan North Georgia Water Planning District, recommends future water and wastewater infrastructure (pipelines, pump stations, plants, etc.) necessary to serve our citizens as growth occurs over the next 30 years. The plan is fully aligned with the 2030 Unified Plan, having been based on the population and employment projections developed in that plan. It is currently being 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 needed.



Unified Development Code and Sector Plan Request for Proposal

Department staff worked with the consultants to achieve the first draft of the *Unified Development Ordinance* (UDO) in October 2012. Department staff met with the Tree Advisory Committee, the Development Advisory Committee, and the Unified Development Ordinance Advisory Committee in October 2012 to present the draft document and to gather comments from the various groups. Staff addressed comments and a separate stakeholder group from the Council for Quality Growth was formed by the department director to provide comments to progress to our final draft. Meetings with the Planning Commission and the same committees as listed above are scheduled for mid-year 2013. Subsequent meetings and the rollout of the final document are scheduled for June 2013. The final UDO is projected to be adopted by the Board of Commissioners by the end of 2013.

Amendment of Stormwater Regulations

Redevelopment sites often present unique challenges and circumstances, especially related to stormwater management. Redevelopment of a site (or portion of a previously developed site) might involve use of existing stormwater management features, modification or replacement of existing stormwater management features, or under special circumstances, perhaps qualify for a variance from stormwater detention requirements. The *Gwinnett County Development Regulations (Article 8.10)* and the *Stormwater Systems and Facilities Installation Standards and Specifications* were updated to provide requirements and guidelines for redevelopment specifically addressing water quality and detention requirements. The amended regulations and updated guidelines are intended to maintain consistency with current development standards and expand on requirements that are specific to redevelopment sites.

Major Accomplishments

Vacant Structures Registration Process

The *Vacant/Foreclosed Real Property Registration Ordinance* was adopted on June 19, 2012, and the process for registration of vacant properties was updated. A process for accepting foreclosure registrations was also implemented.

The change in process reflected:

- The use of an updated standard form available with fillable fields on the website
- A change to our permitting software process to now accept foreclosures
- A change to our permitting software process to accept a foreclosure exemption as stated in the ordinance
- Implementation of a de-registration process

Business License Renewal Process

The department worked with County Information Technology staff to develop an improved process for capturing business license renewal document requirements, as required by State of Georgia Code 50-36-1(1). The new system allows business owners to submit their renewal application online by entering financial information on the renewal form through an ADMIN piece located on the County's website as well as uploading affidavits and verifiable identification documents in PDF format. This process has improved efficiency and expedited the renewal process for both County staff and business owners. Future plans will directly load financial requirements to the County's SAP system, which will maximize processing of business license renewals.

Recommendations of Planning and Development Study Committee

The department reviewed recommendations by the Planning and Development Study Committee for improved efficiency and effectiveness of departmental operations and implemented the following items in 2012:

- Conducted cross-training of staff within several departmental sections for more efficient customer services
- Established the Special Inspections Program for commercial construction to ensure compliance with state law
- Evaluated feasibility of expanding the scope of the Third-Party Engineer Inspections Program to include all trade inspections
- Implemented quality assurance measures in plan review to enhance consistency of staff to provide services
- Raised customer awareness of the opportunity to schedule appointments to meet with plan review staff

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

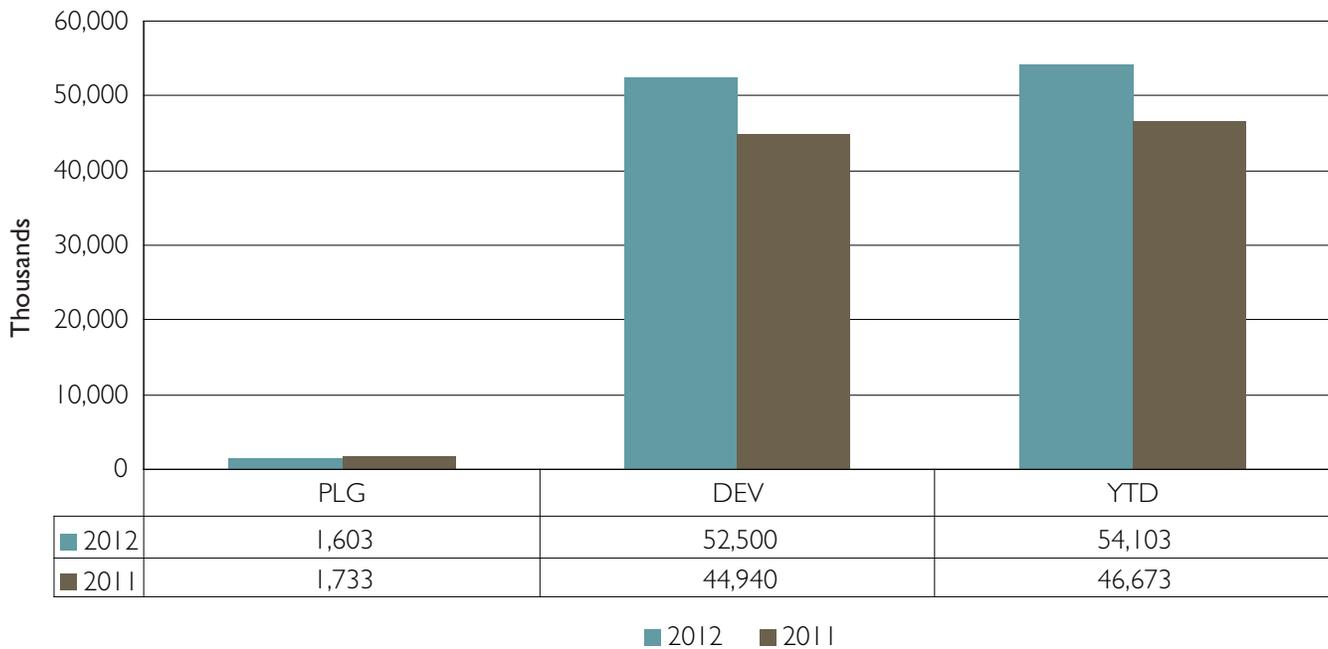
Bryan **Lackey**
Kathy **Holland**
Dana **Baites**
Joel **Rodriguez**
Patricia **Huguenard**
Melissa **Vaughan**
Martha **Nash**
Vicki **Harrod**
Cathy **Kuhl**
Deborah **Reeves**
Amanda **Street**
Denise **Wylie**

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

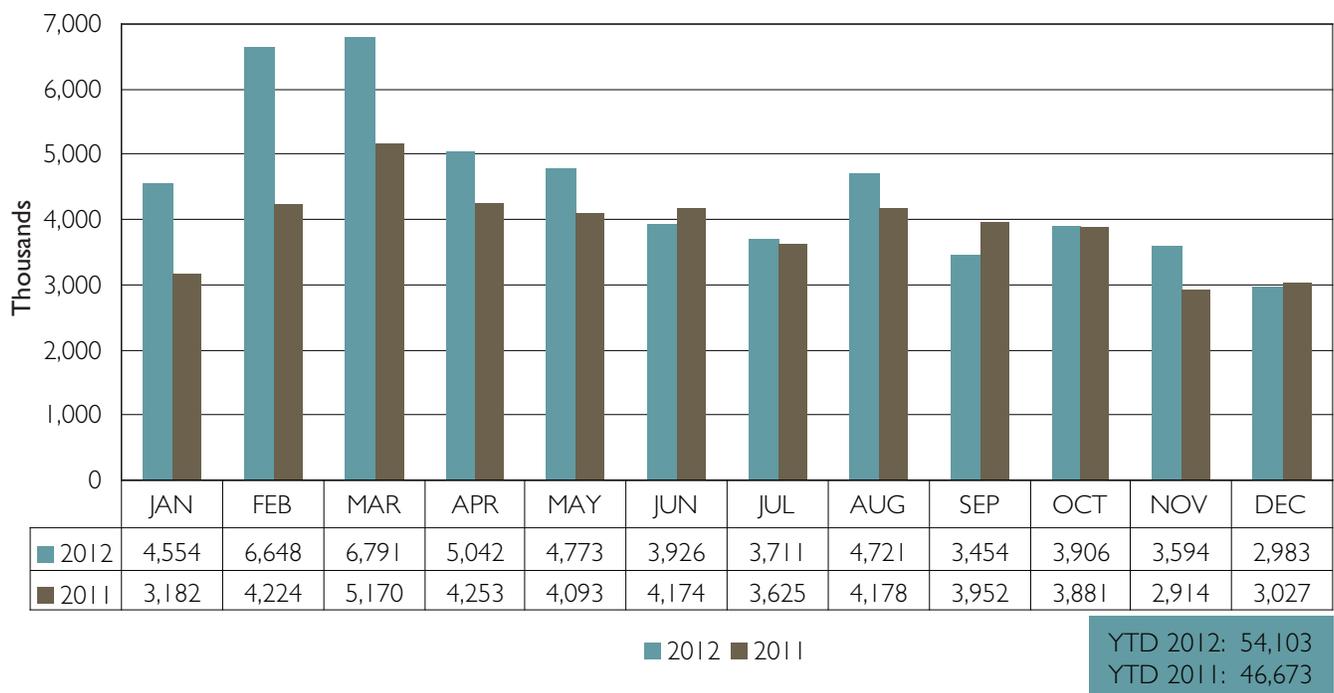
- Overseeing the management of planning and development by developing vision, mission, and strategic plans to implement Board of Commissioners' goals and objectives
- Providing exceptional service to residents, visitors, property owners, and businesses of the County
- Administering policies and procedures 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



2012 vs. 2011 Visitors to Planning and Development (Annually)



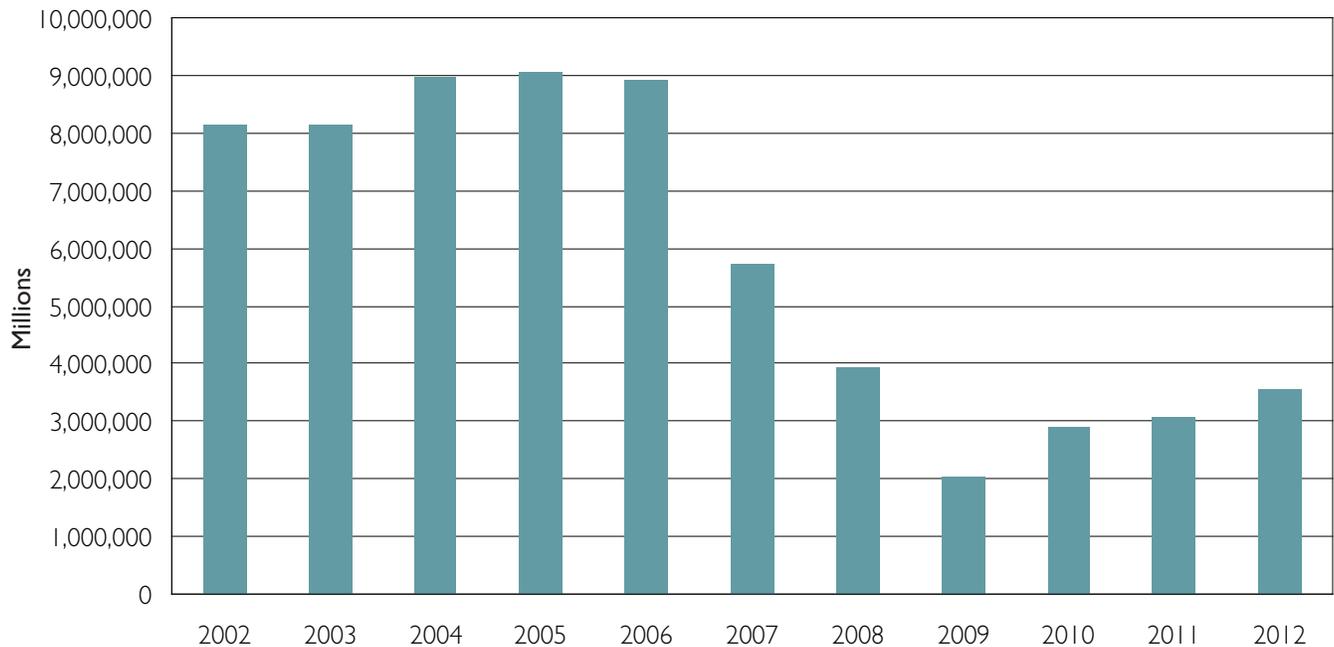
2012 vs. 2011 Visitors to Planning and Development (Monthly)



Planning and Development Revenue 2012 Actual vs. 2011 Actual

	2012 Actual	2011 Actual
Miscellaneous		
40704002	\$ 34,493	\$ 16,021
Planning		
40404002	\$ 108,085	\$ 118,985
Fire/Planning and Development		
40407002	\$ 723,460	\$ 670,687
Land Development		
40404001	\$ 74,300	\$ 81,800
40704001	322,968	292,689
Total	\$ 397,268	\$ 374,489
Building Construction		
40407001	\$ 2,281,100	\$ 1,895,086
Planning and Development Total	\$ 3,544,406	\$ 3,075,268

Planning and Development Revenue Summary 2002 – 2012



Economic Analysis and Planning Division

Division Overview

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

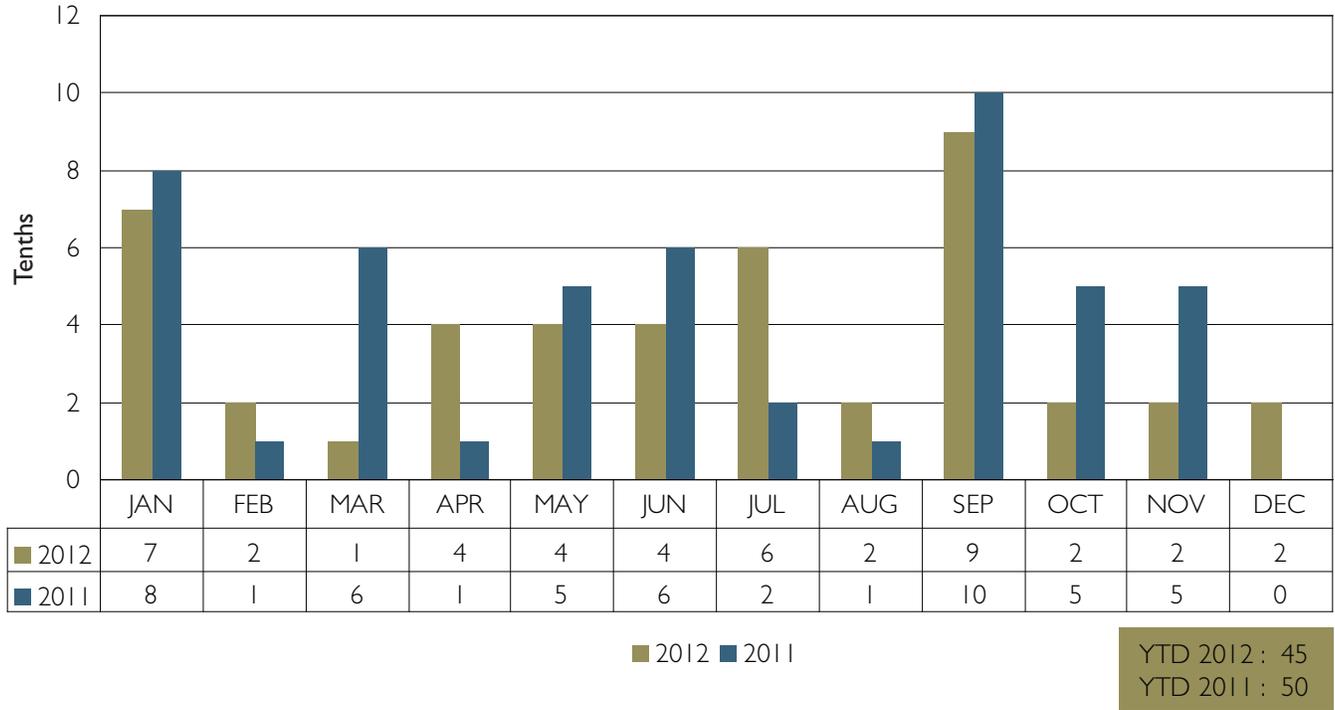
Robert **Long**
Jeff **West**
Andrew **Mendzef**
Todd **Hargrave**
Alicia **McElheney**
James **Pugsley**
Patrick **Quinn**
Mike **Pappas**

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

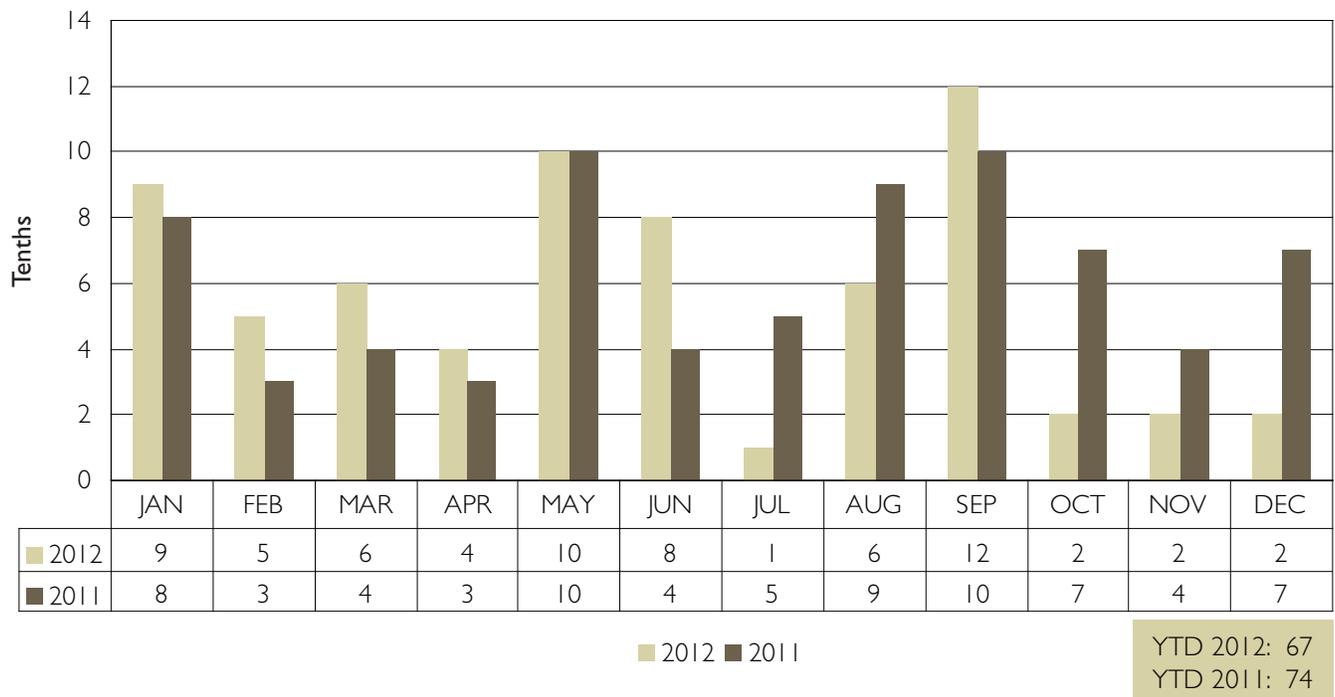
- Attracting new businesses and providing expansion incentives for existing firms to increase jobs in Gwinnett
- Optimizing the residential/non-residential balance in the tax digest
- Increasing income and wealth demographics for Gwinnett
- Encouraging revitalization and redevelopment
- Developing and 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



2012 vs. 2011 Rezoning Applications Accepted



2012 vs. 2011 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
Engineer III
Engineer IV

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

Development Plan Review

Planning Manager
Planner I
Business Officer
Planner II
Planner I

Michael **Jeness**
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**
Steve **Bolin**

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**
Vacant

Water and Sewer Plan Review

Planning Manager
Planner I
Planner III

Charli **Young**
Maja **Radovic**
Vacant

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**
Vacant
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**
Vacant
Cathy **Malone**

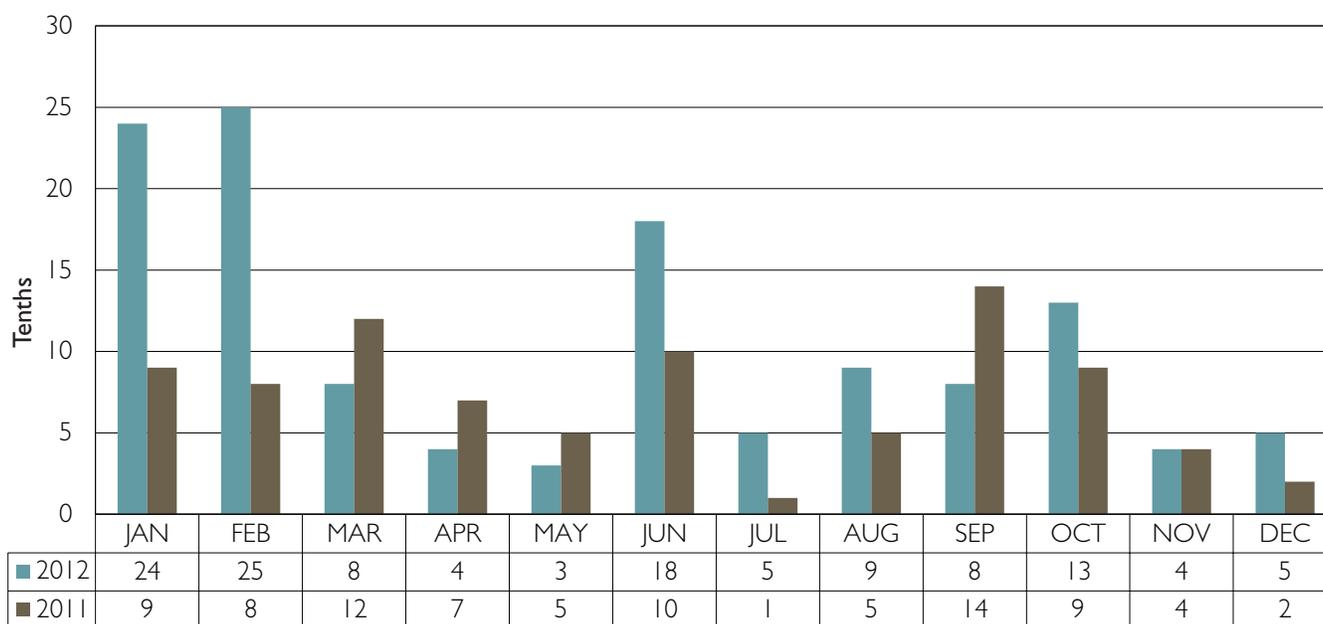


Development Division – Permits and Inspections

- 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

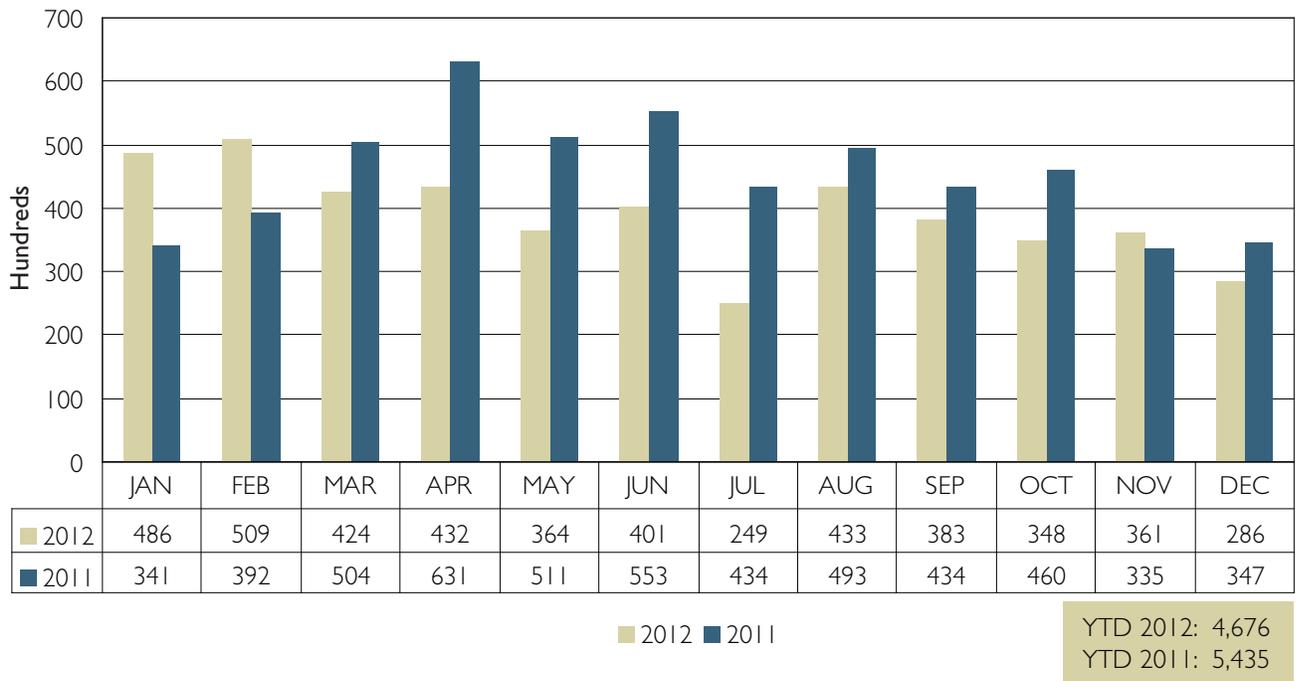
2012 vs. 2011 New Projects Reviewed



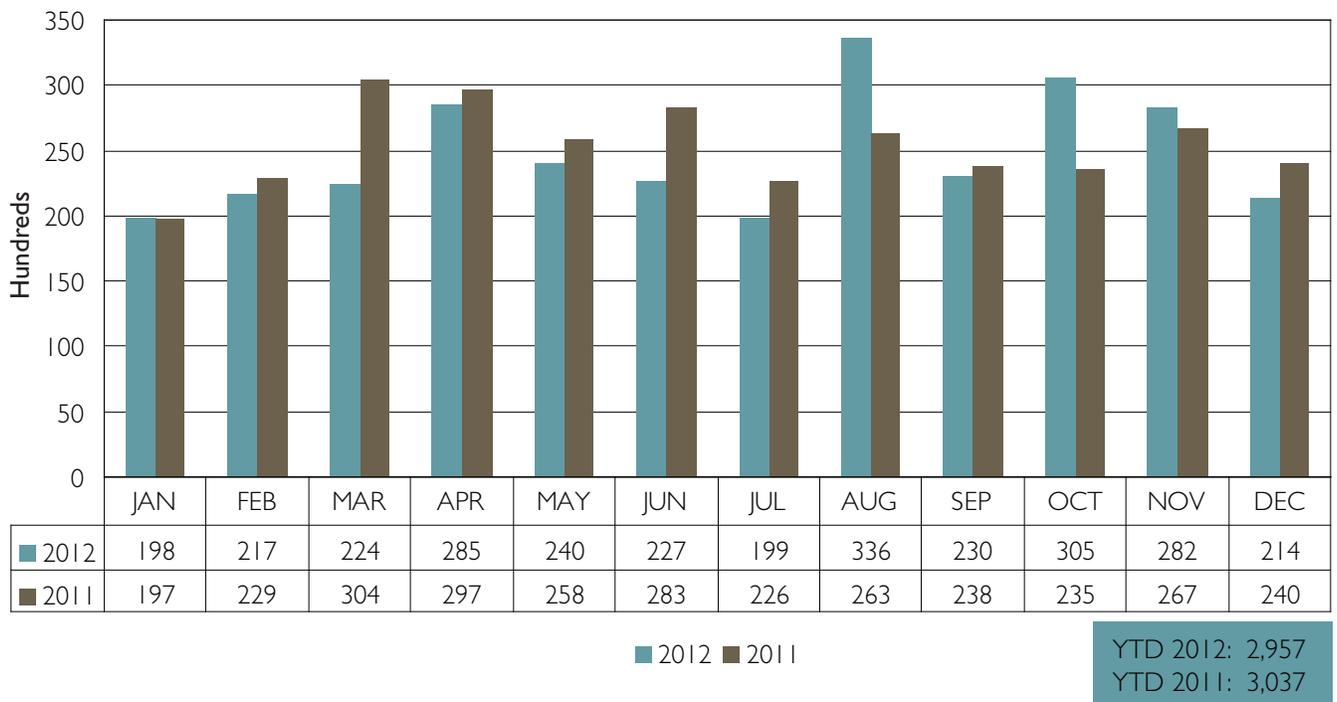
■ 2012 ■ 2011

YTD 2012: 126
YTD 2011: 86

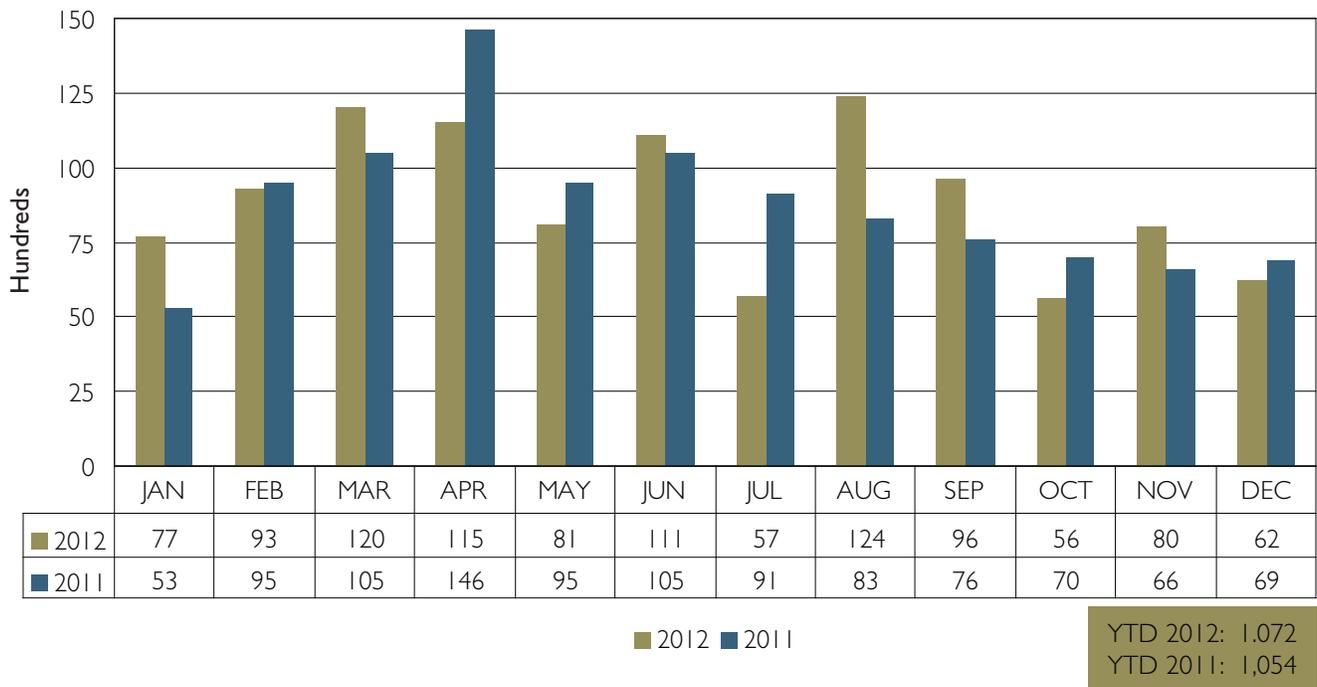
2012 vs. 2011 Architectural Plans Reviewed



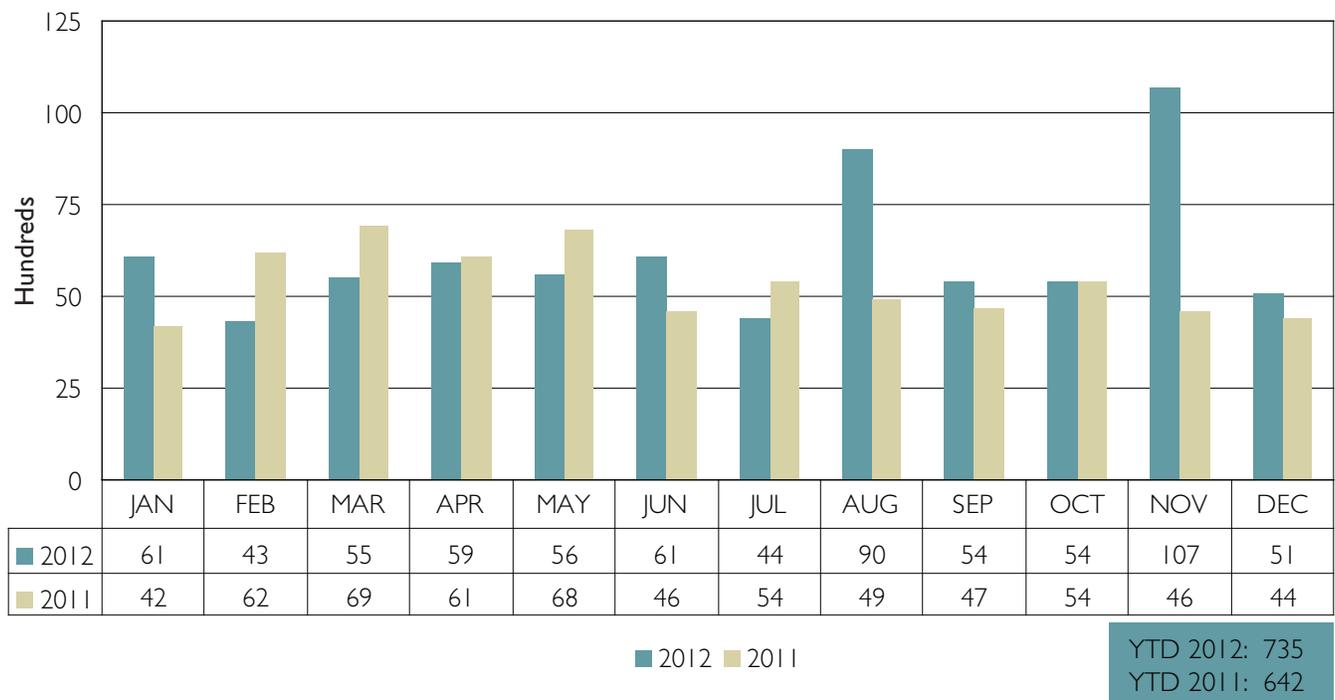
2012 vs. 2011 Architectural Building Plans Approved



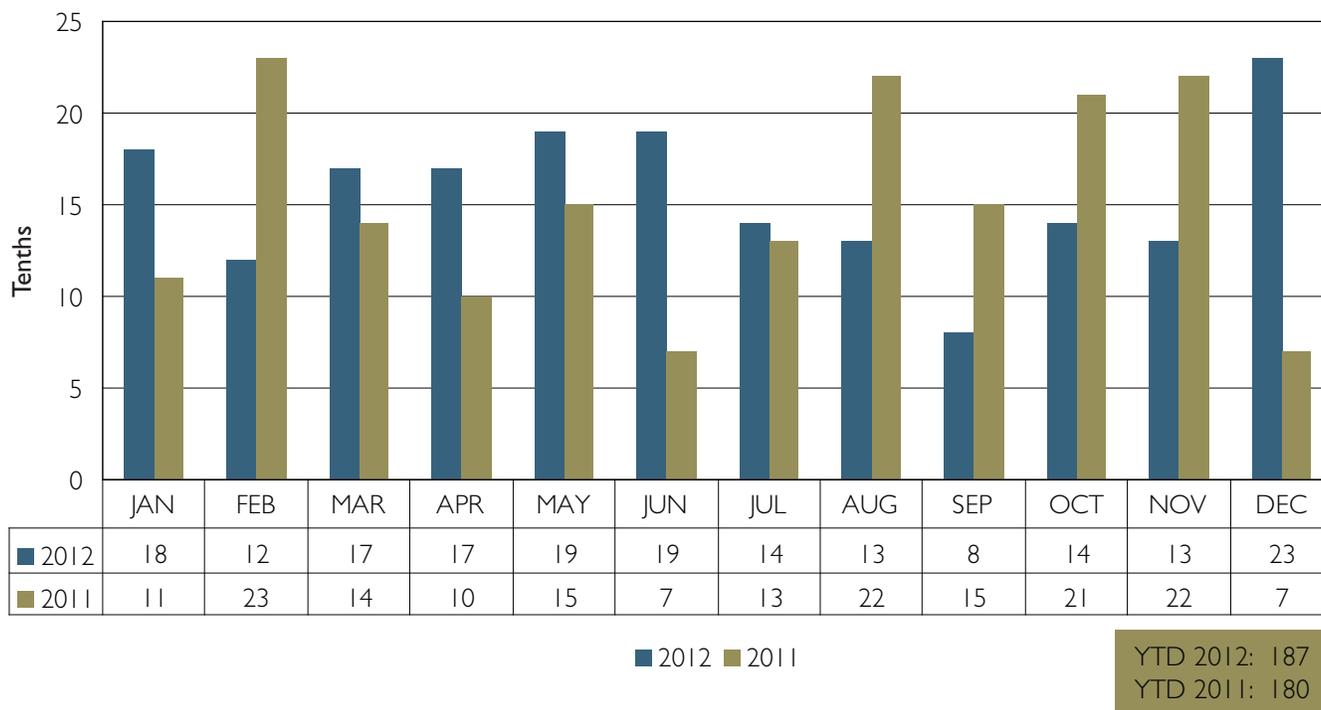
2012 vs. 2011 Interior Finish Plans Reviewed



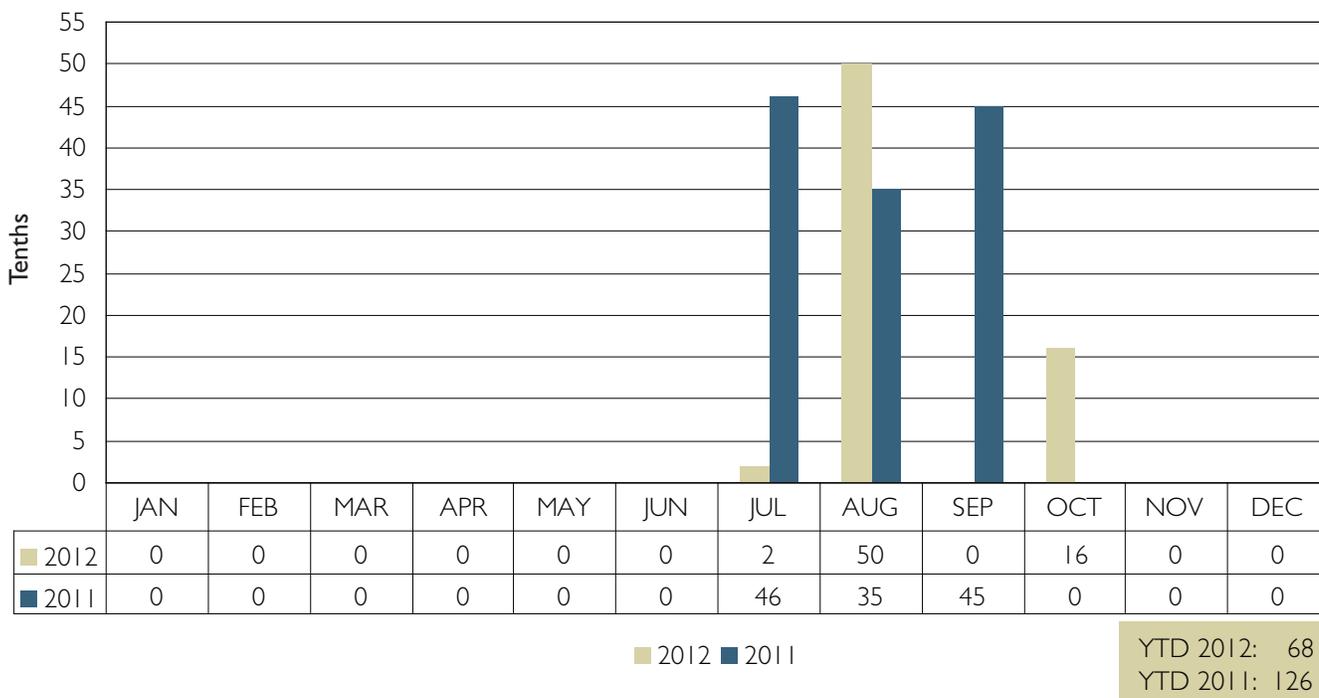
2012 vs. 2011 Interior Finish Plans Approved



2012 vs. 2011 Development Plans Submitted

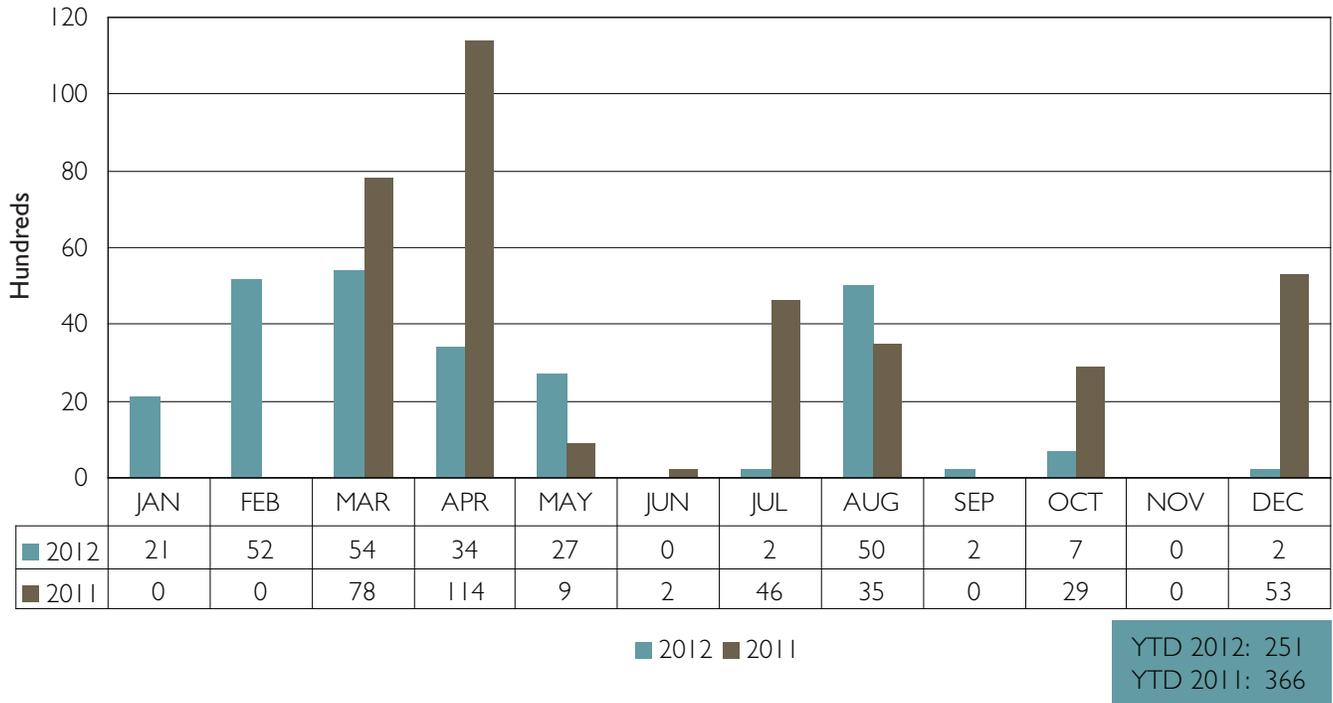


2012 vs. 2011 Residential Lots Authorized*

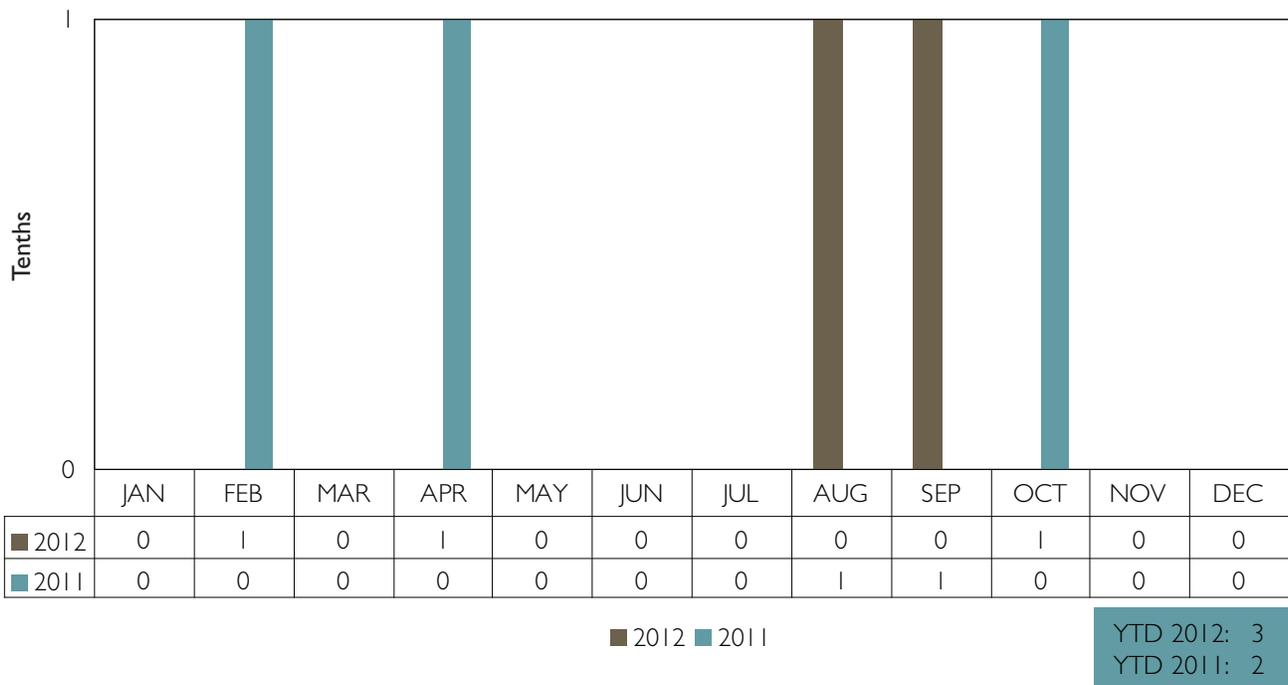


*Preliminary plat approvals

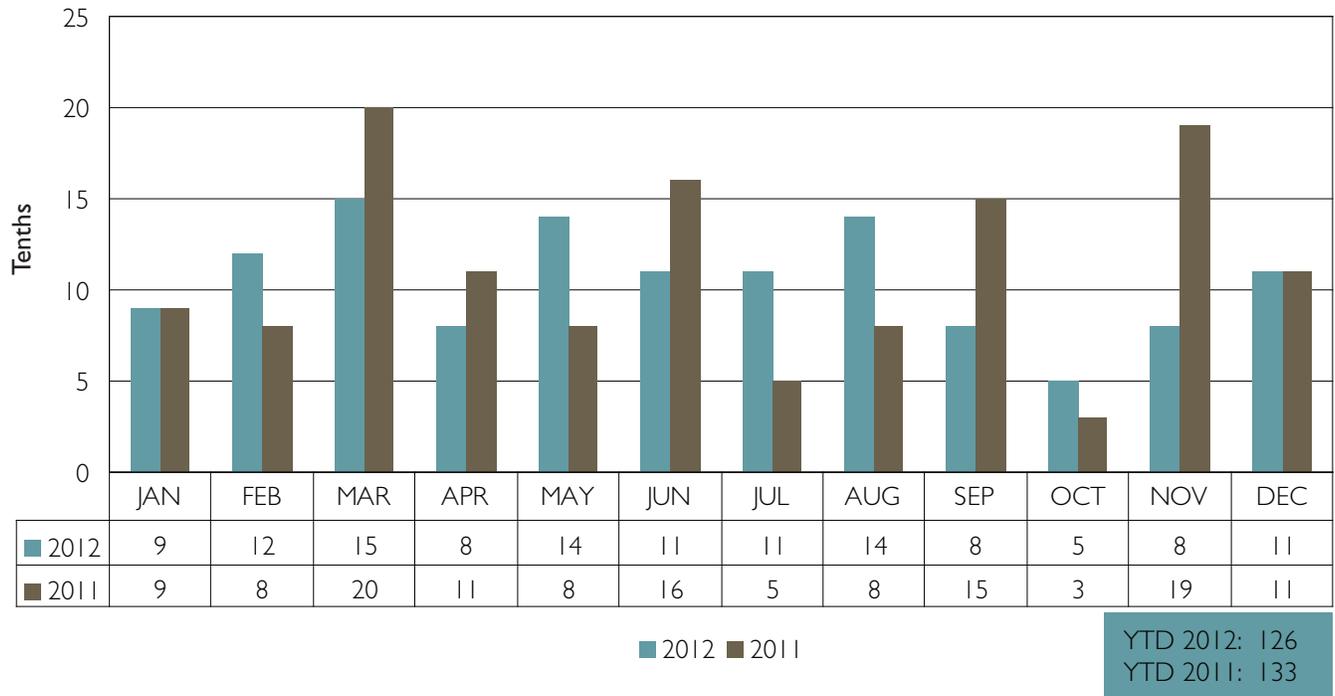
2012 vs. 2011 Residential Lots Platted/Authorized



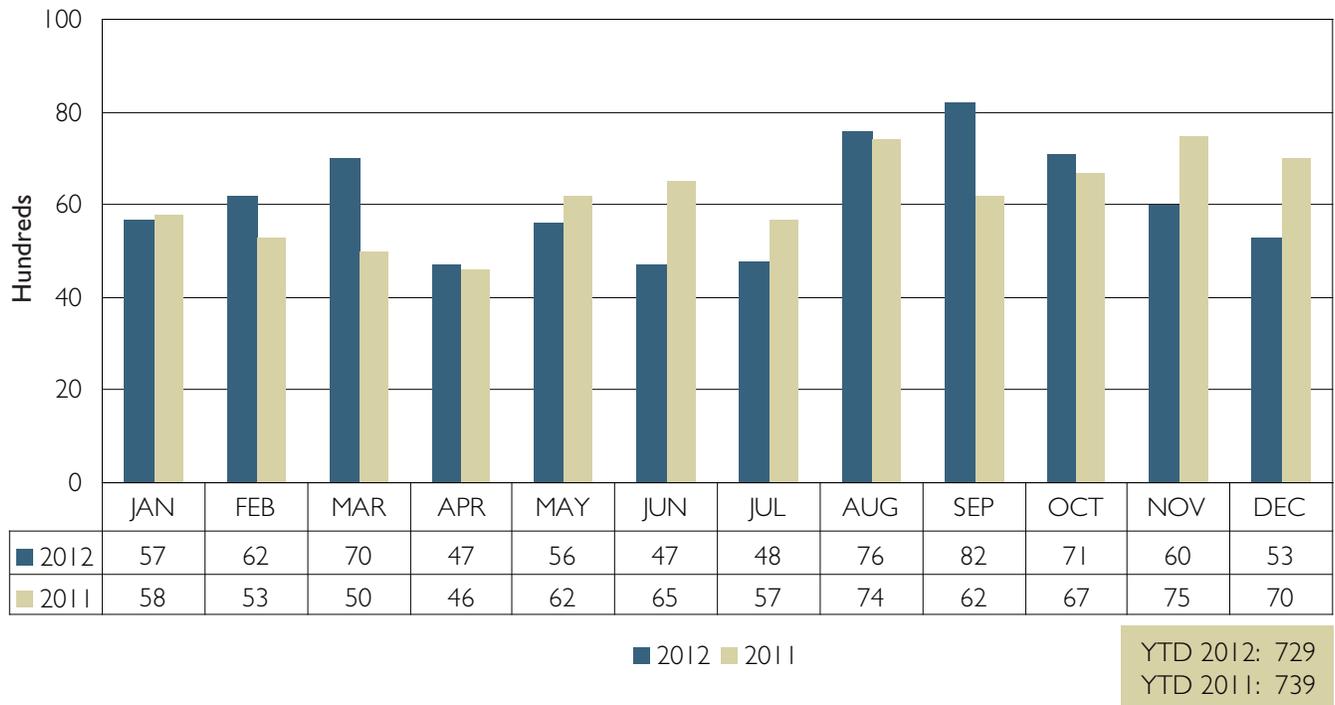
2012 vs. 2011 S/D Development Permits



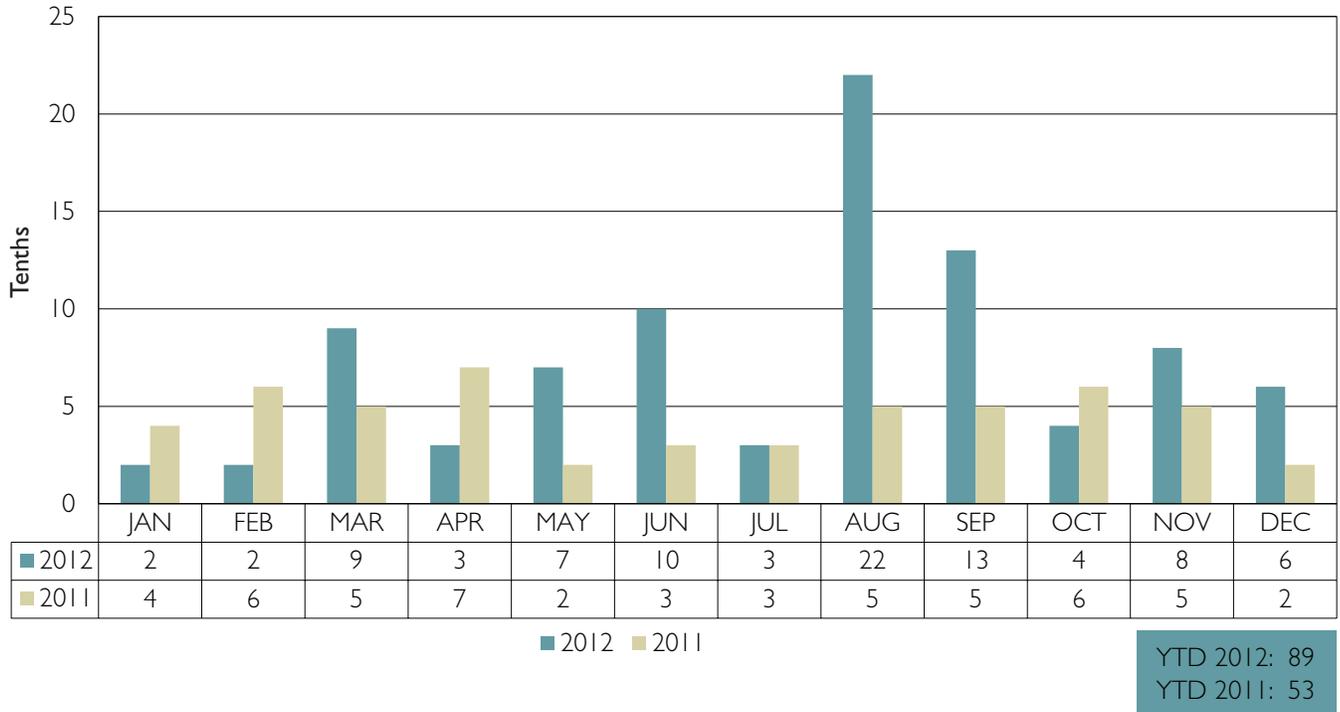
2012 vs. 2011 Commercial Development Permits



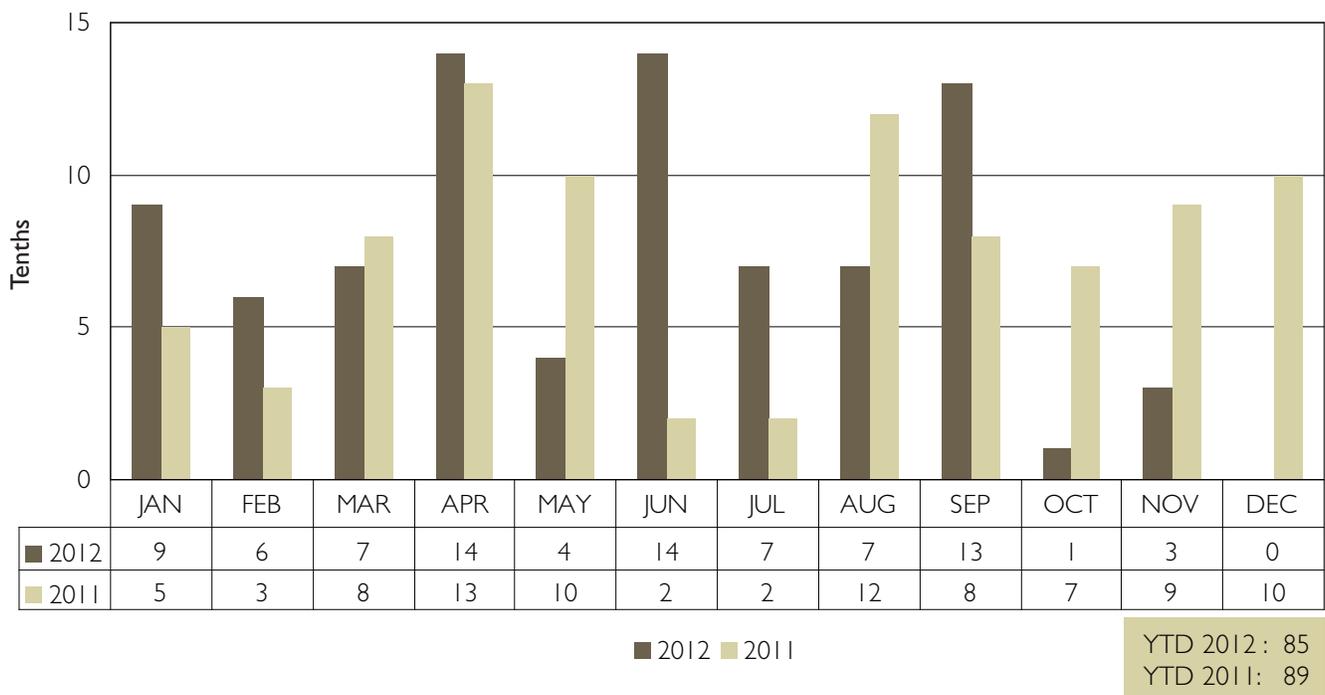
2012 vs. 2011 Sign Permits



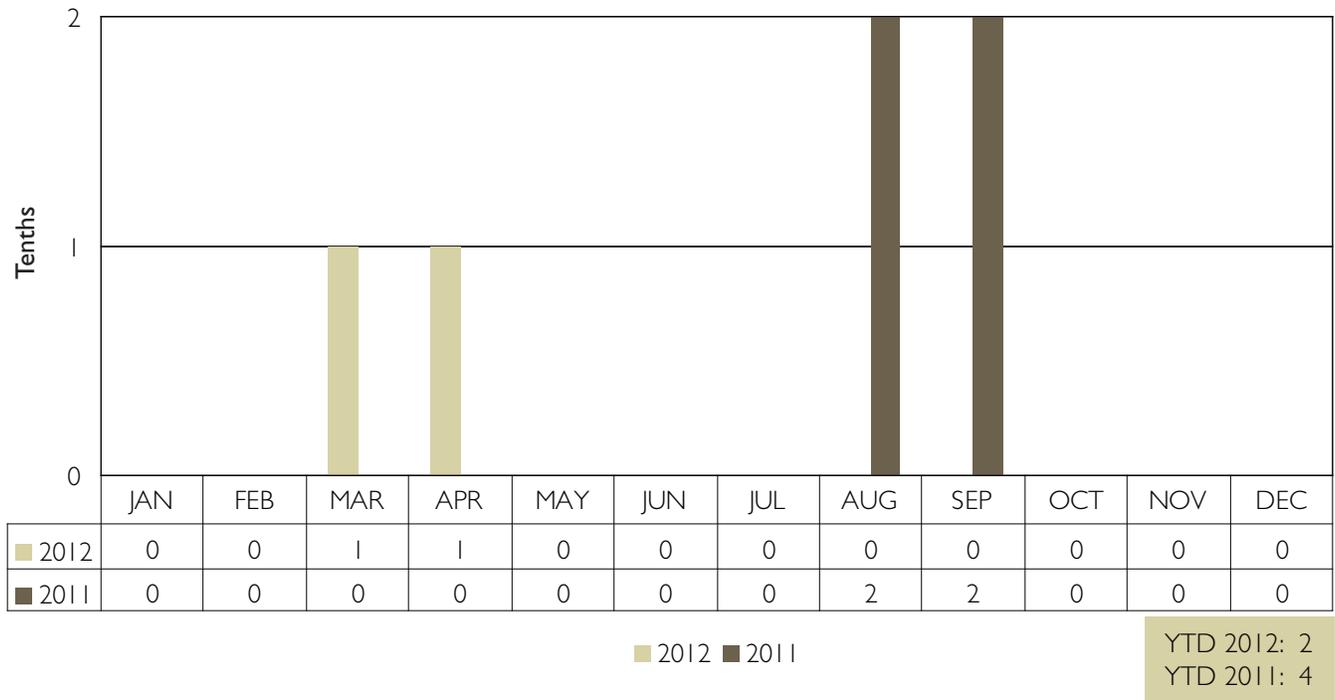
2012 vs. 2011 Administrative Variances Approved



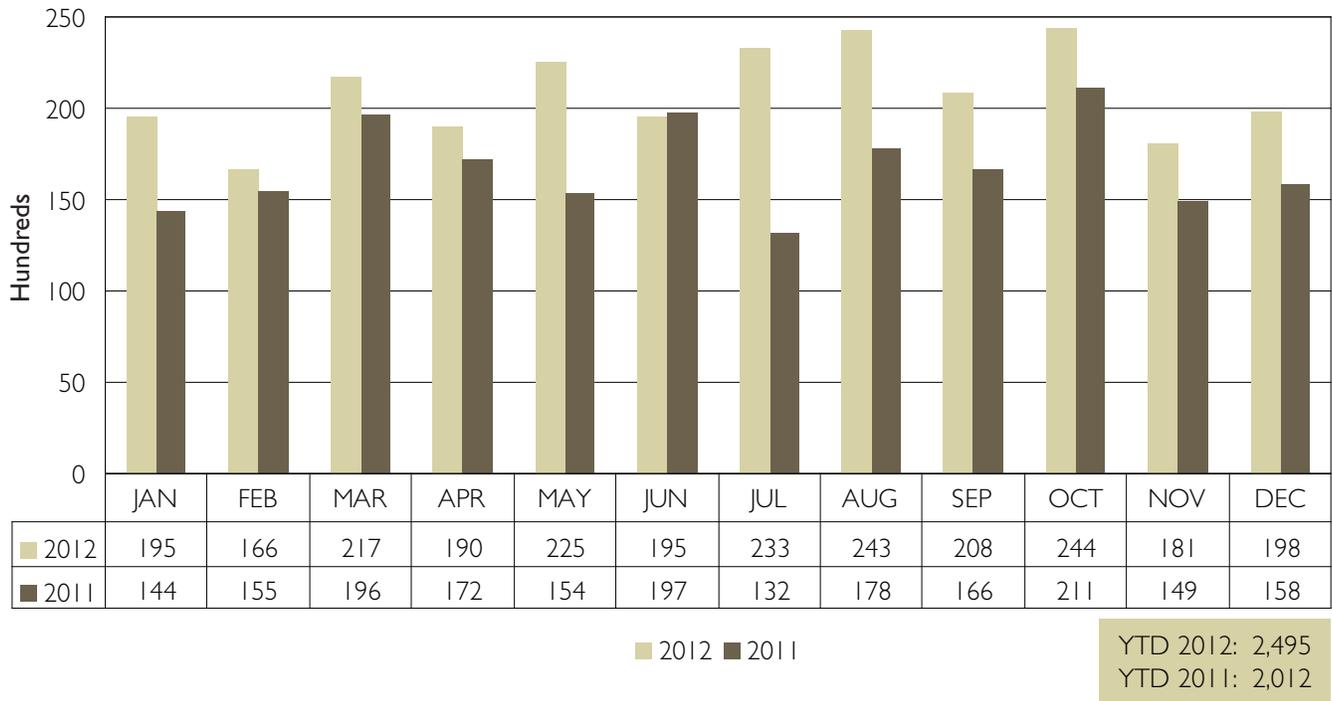
2012 vs. 2011 Zoning Board of Appeals Variances Received



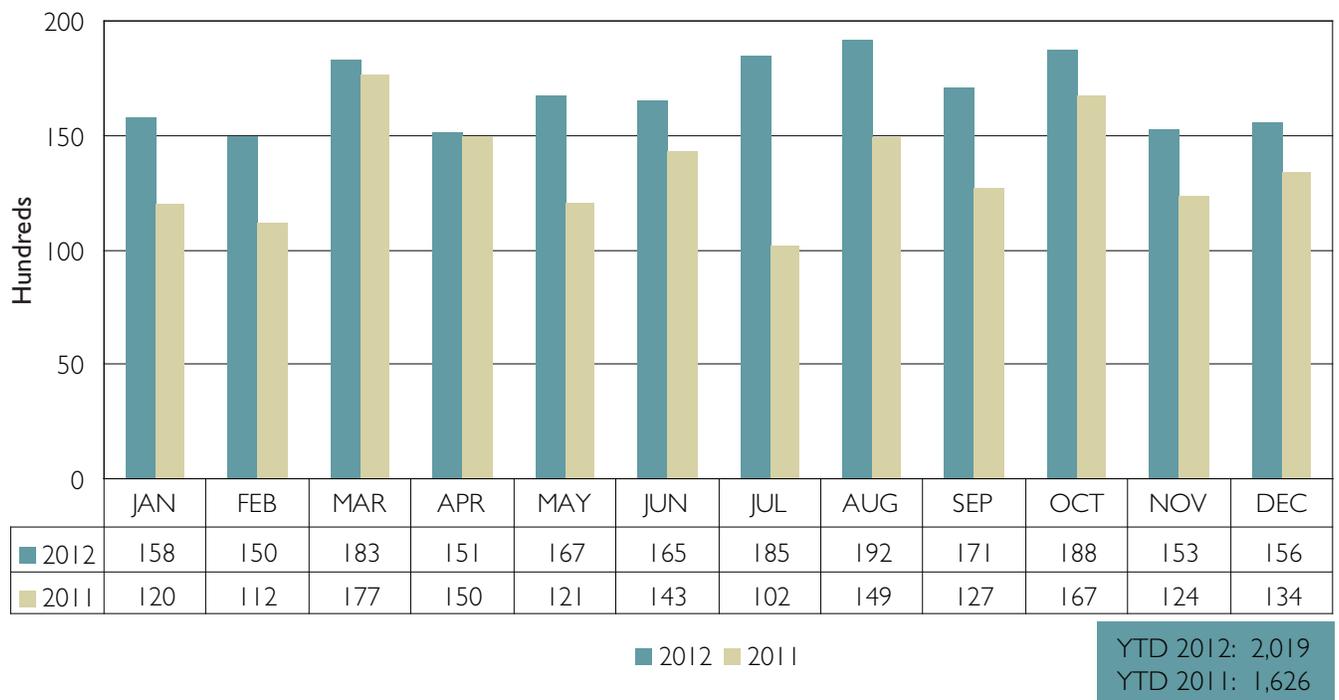
2012 vs. 2011 Development Regulations Waivers



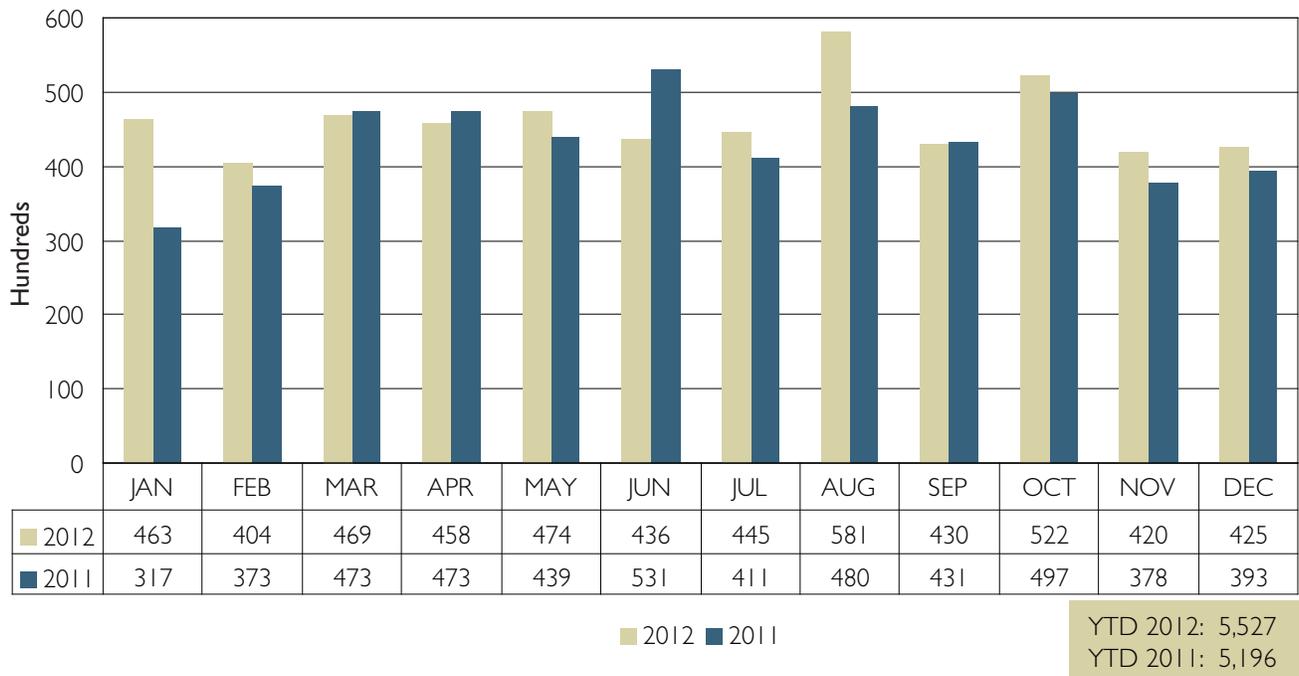
2012 vs. 2011 City Projects Reviewed



2012 vs. 2011 City Projects Approved



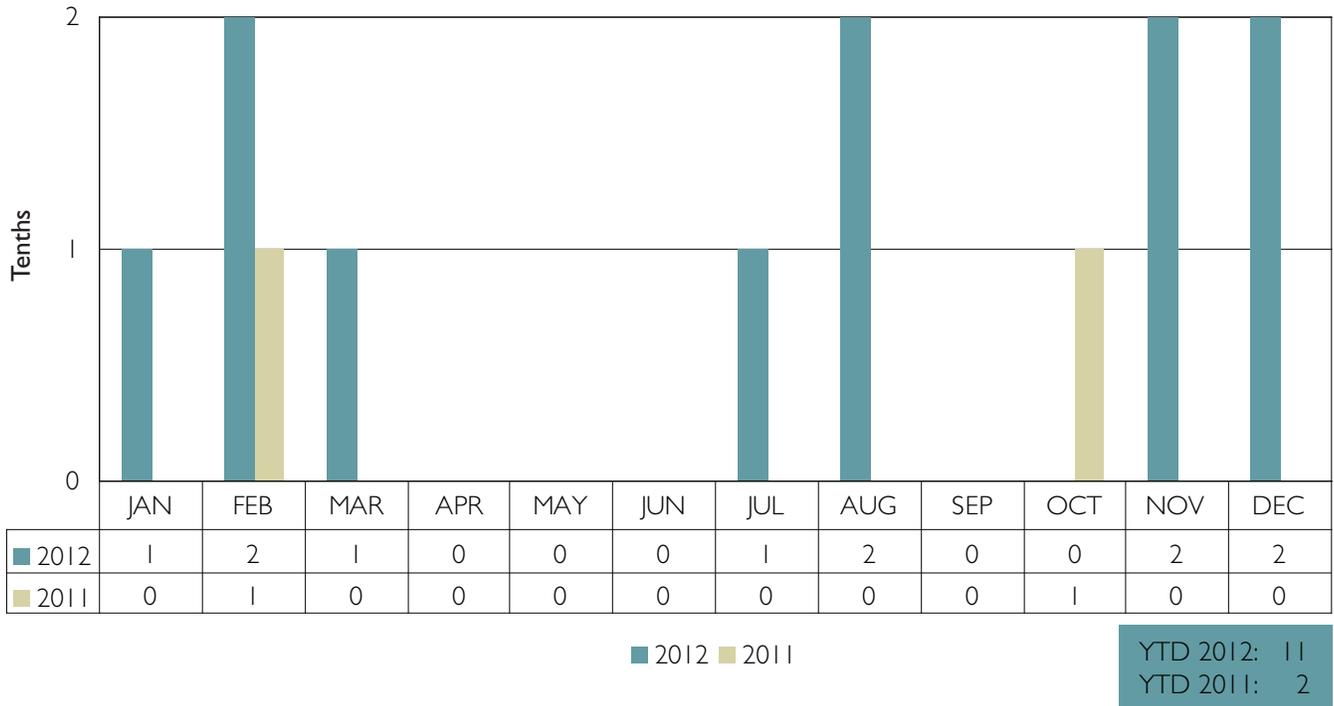
2012 vs. 2011 Total Projects Reviewed



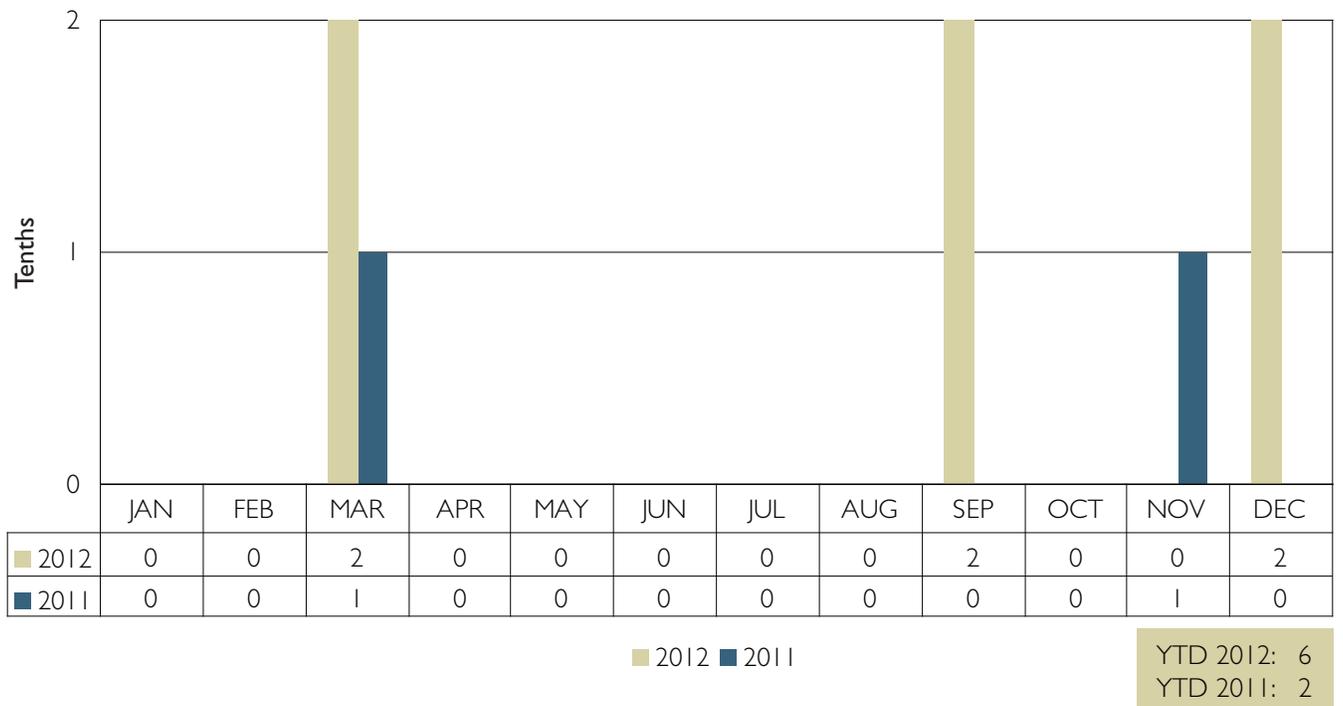
2012 vs. 2011 Total Permits Issued



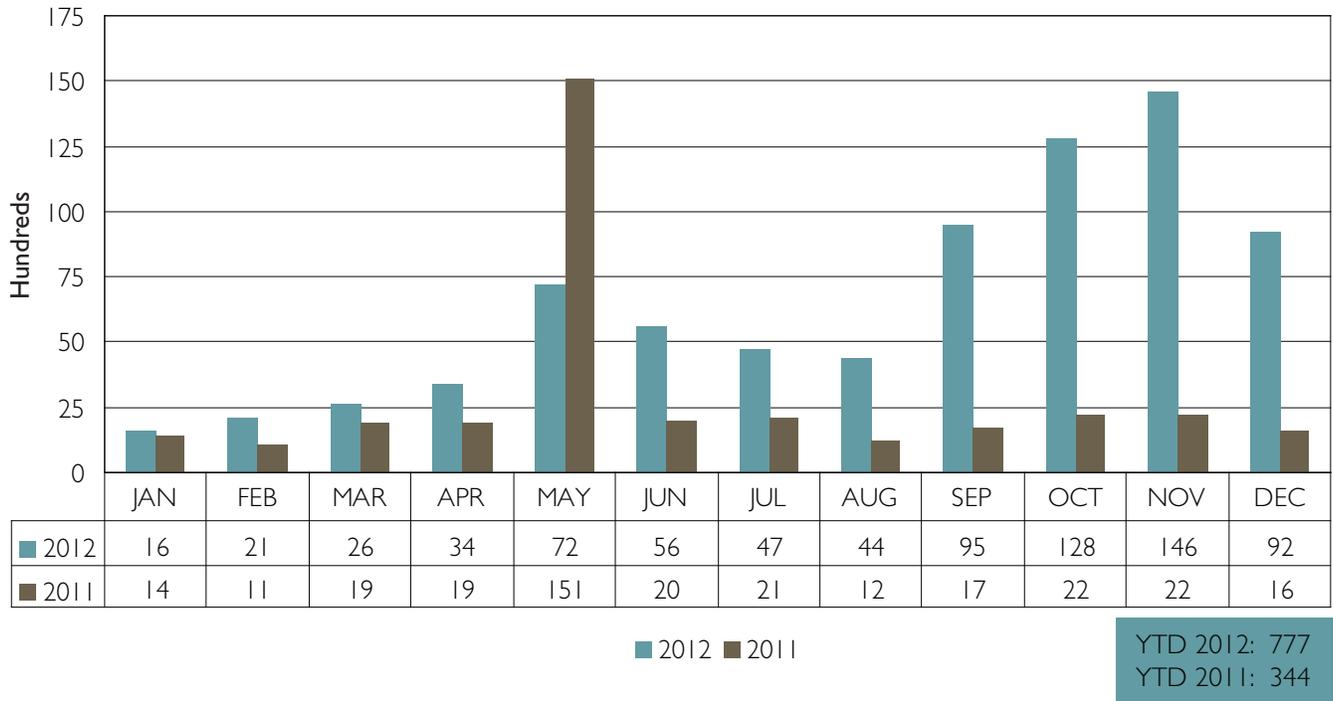
2012 vs. 2011 Stream Buffer Variances Submitted



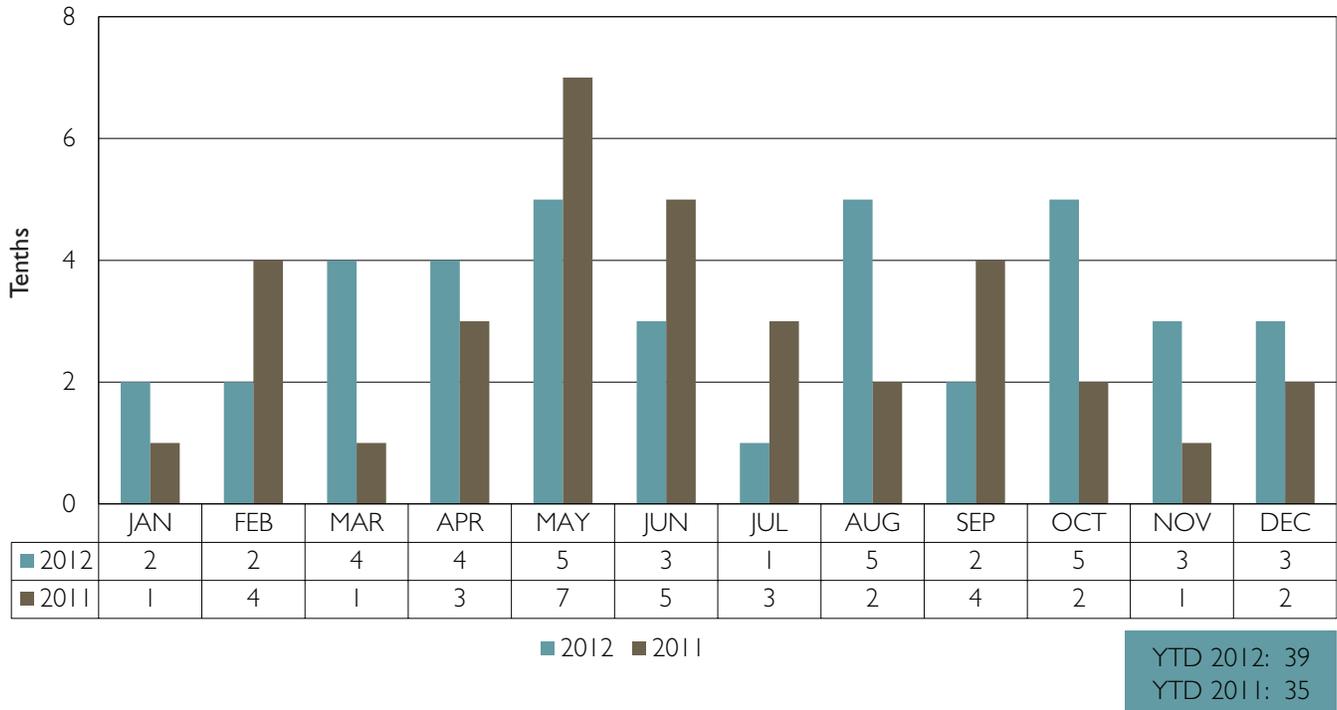
2012 vs. 2011 Stream Buffer Variances Approved



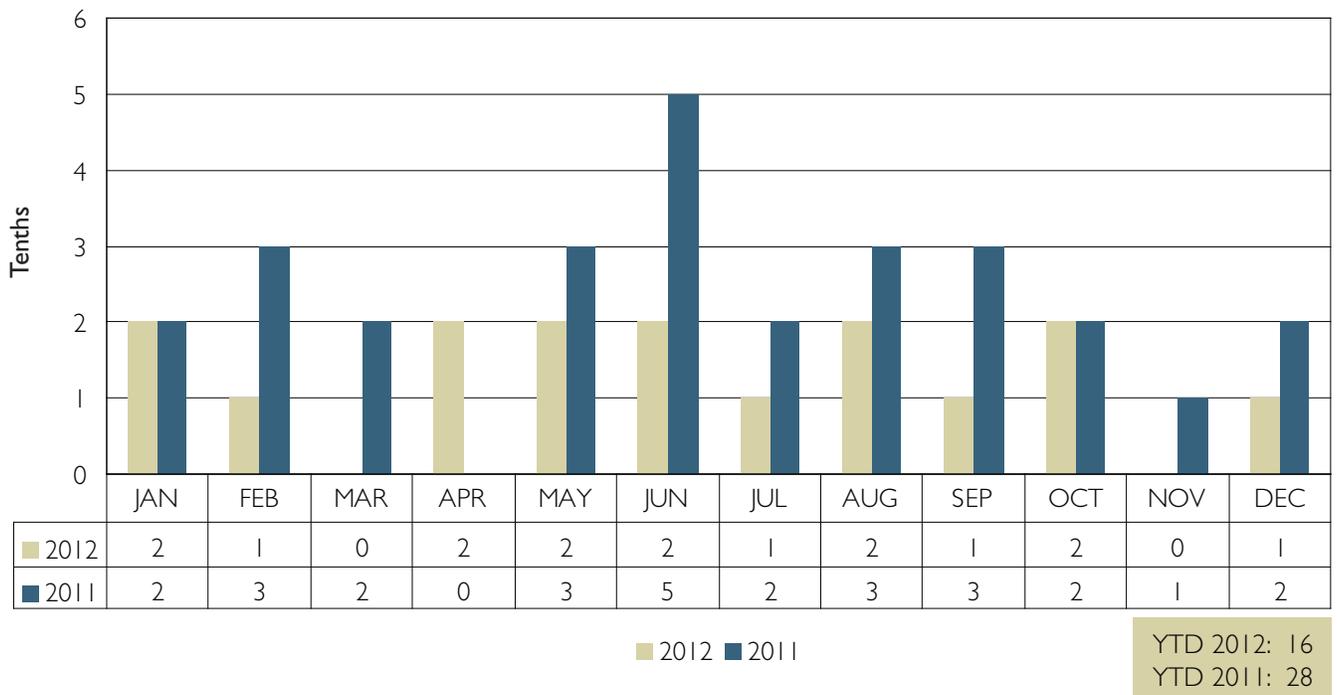
2012 vs. 2011 BMP Inspections



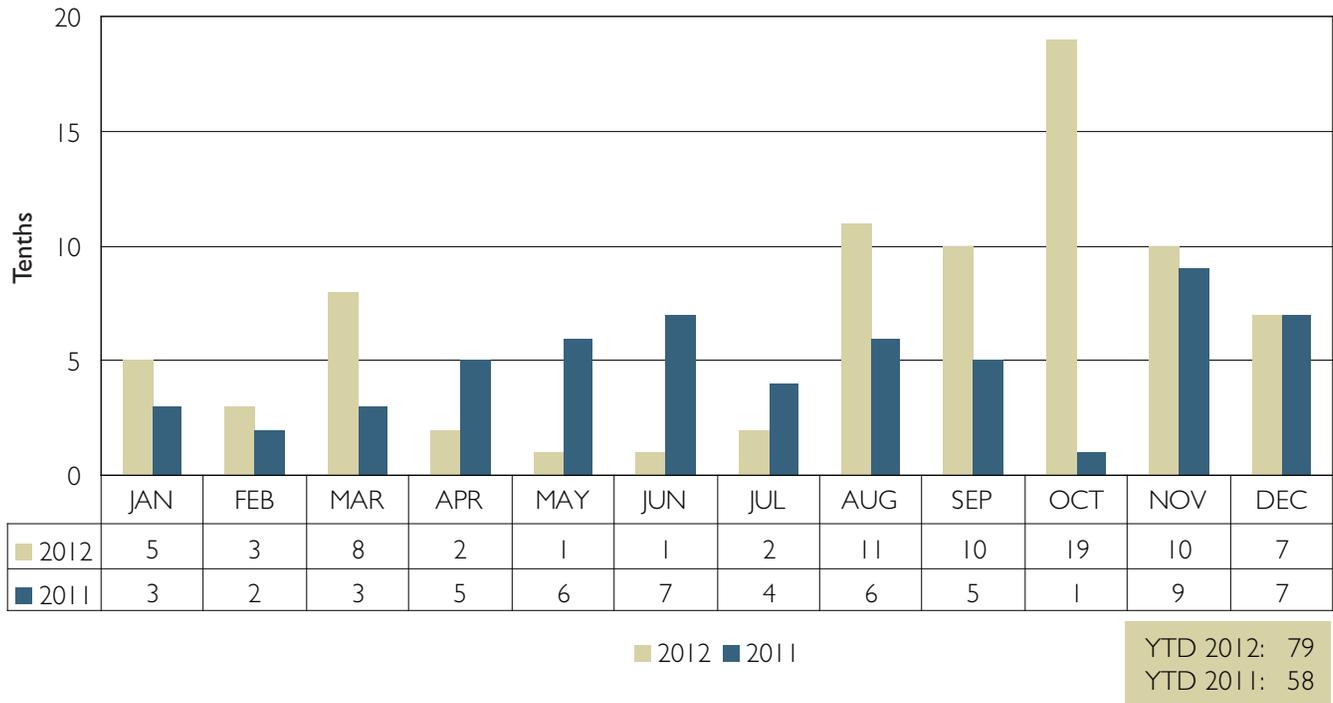
2012 vs. 2011 City Projects Reviewed



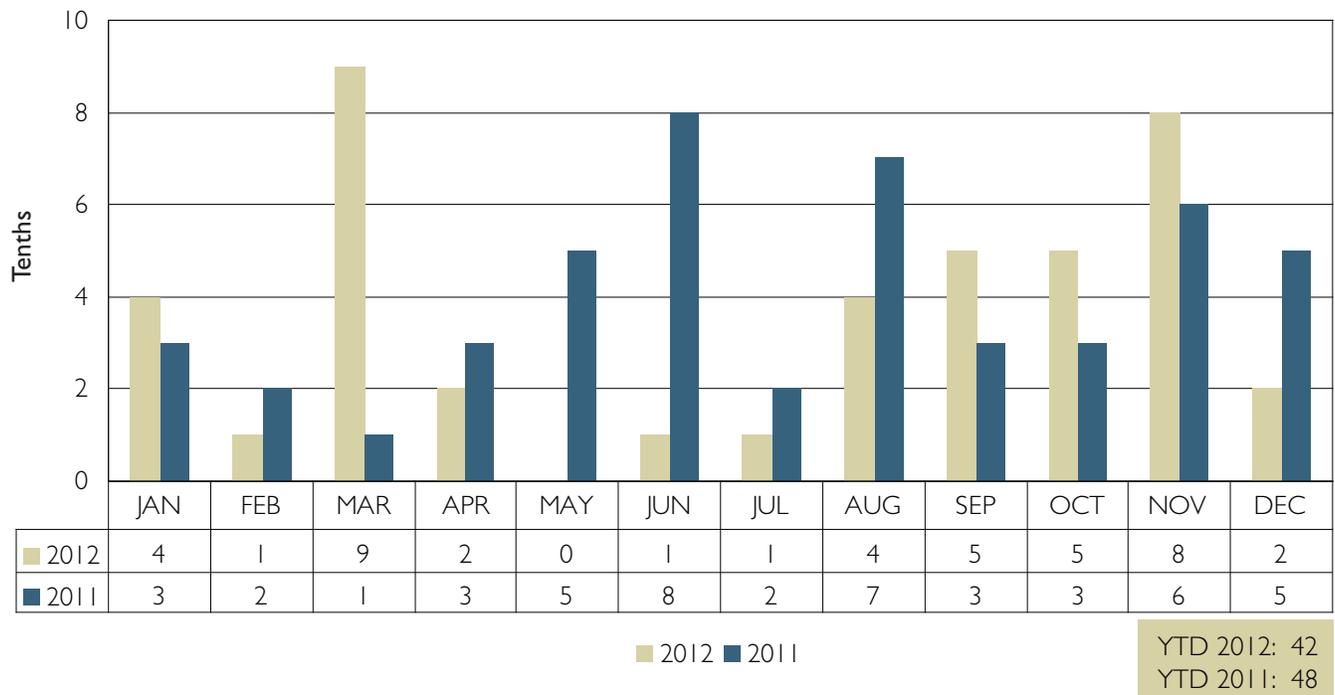
2012 vs. 2011 City Projects Approved



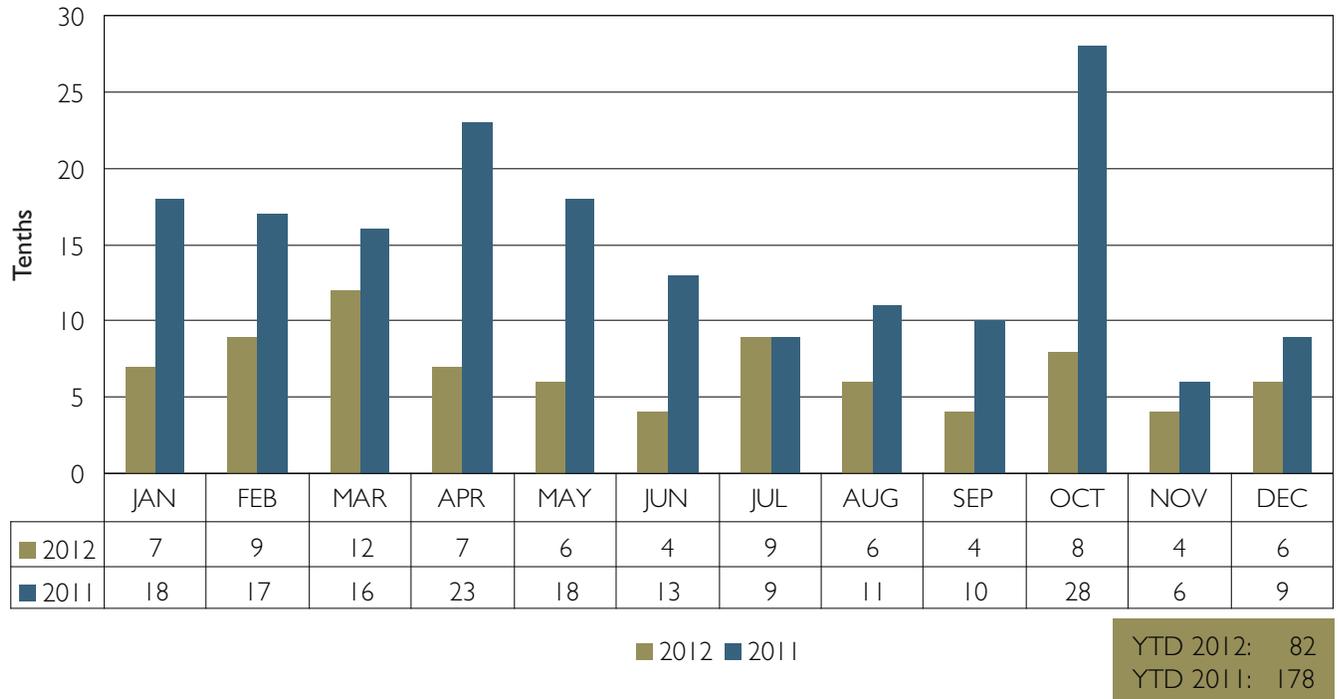
2012 vs. 2011 Variances Submitted



2012 vs. 2011 Variances Approved



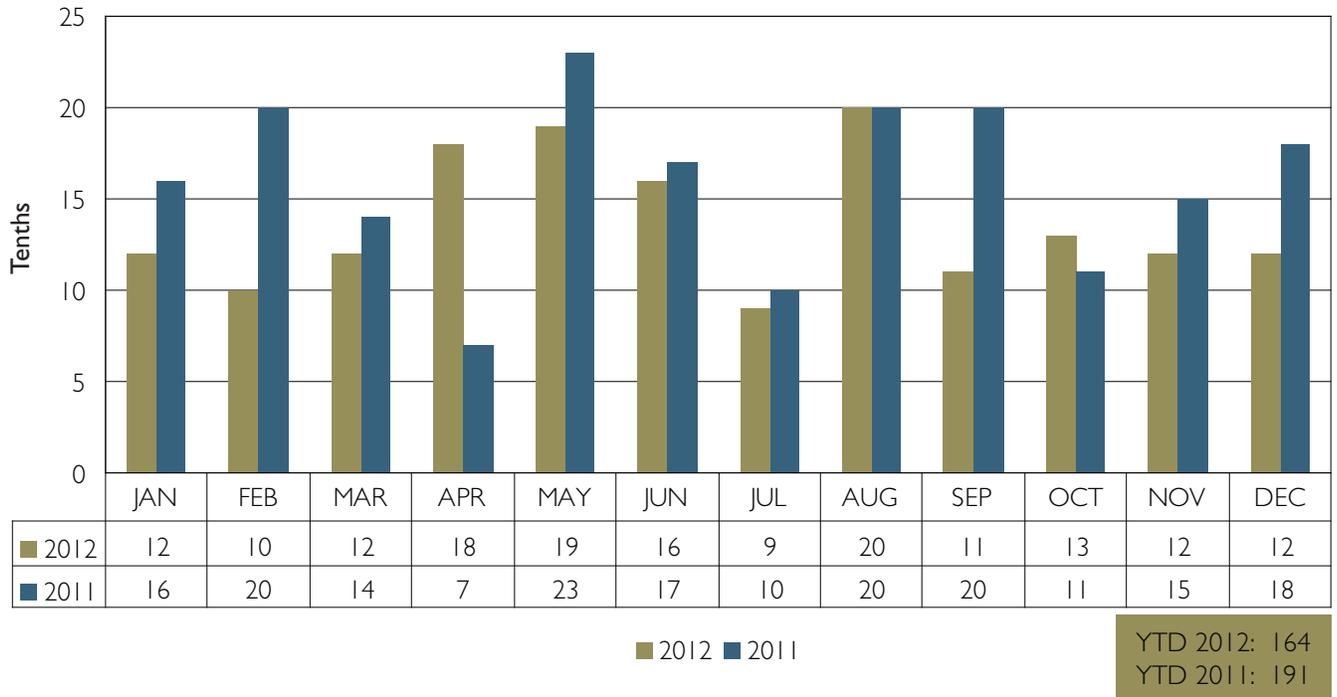
2012 vs. 2011 As-Builts Submitted



2012 vs. 2011 As-Builts Approved

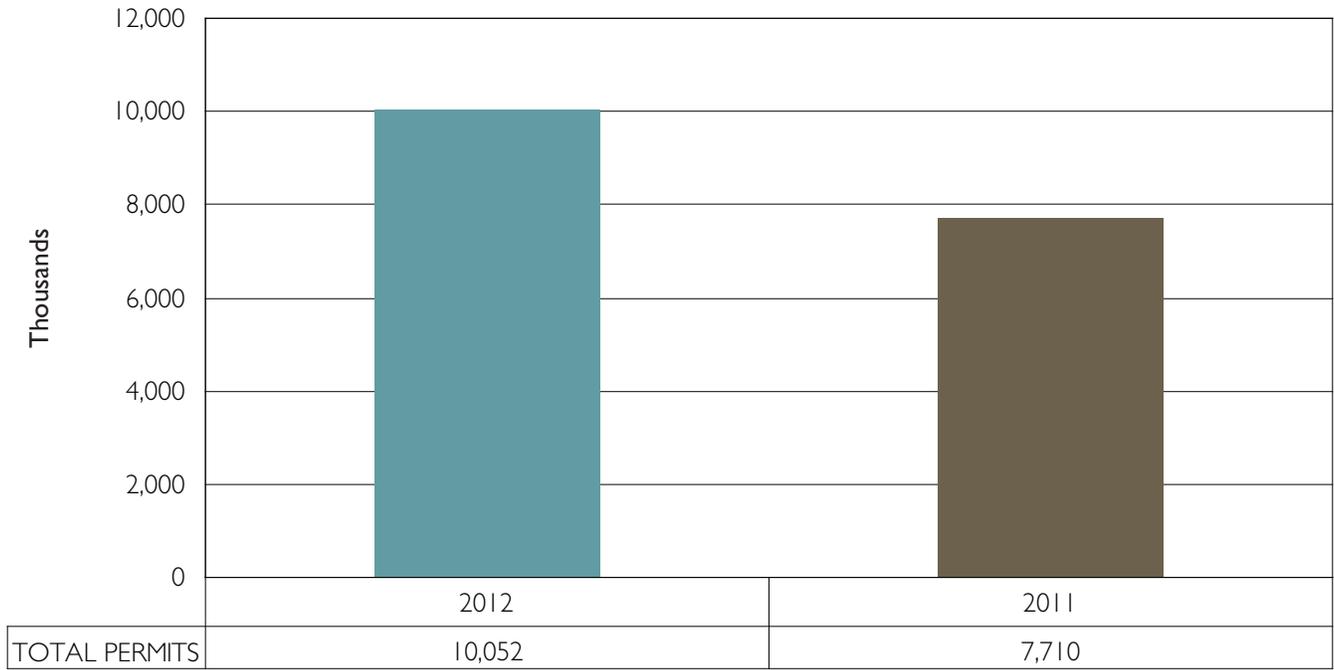


2012 vs. 2011 Construction Permits Issued

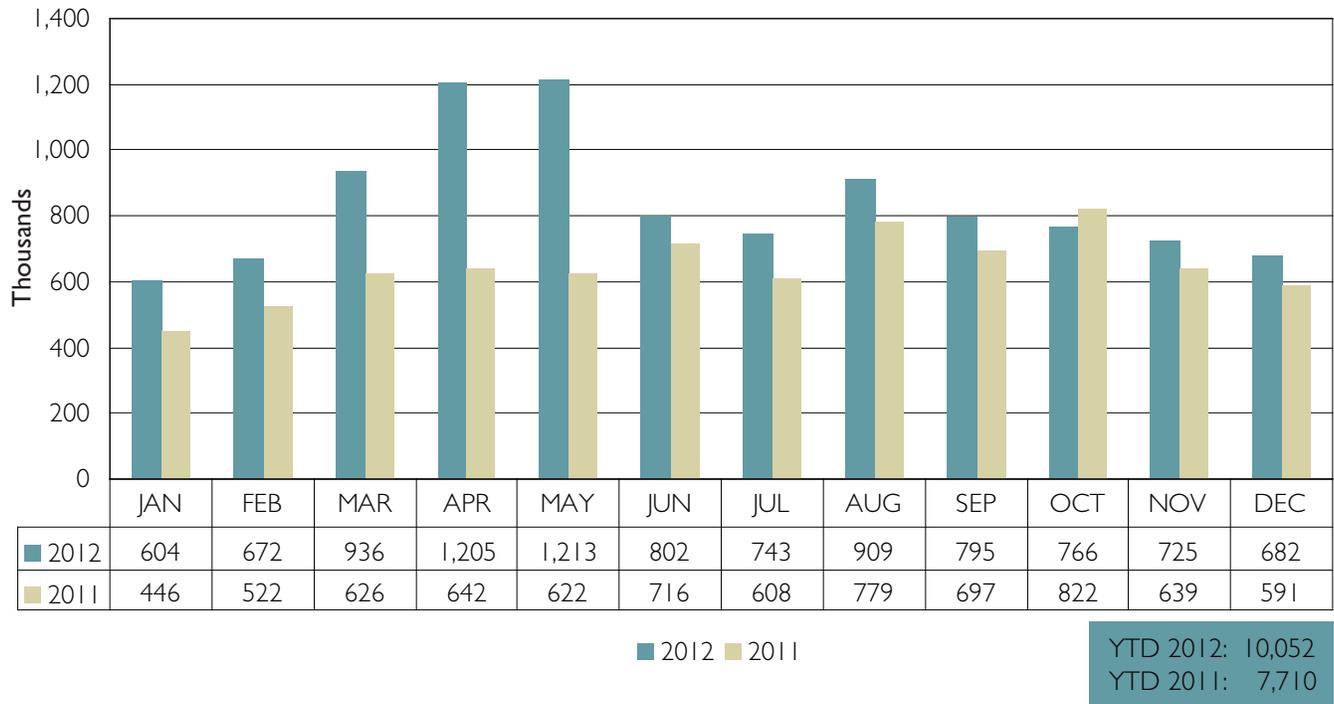


Building Construction – Building Permits

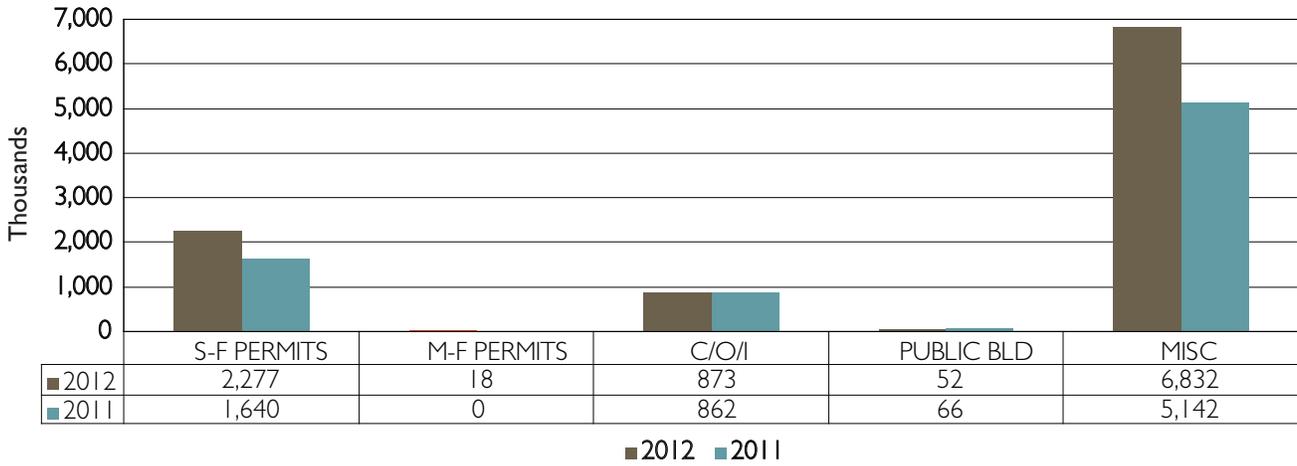
2012 vs. 2011 Total Building Permits (Annually)



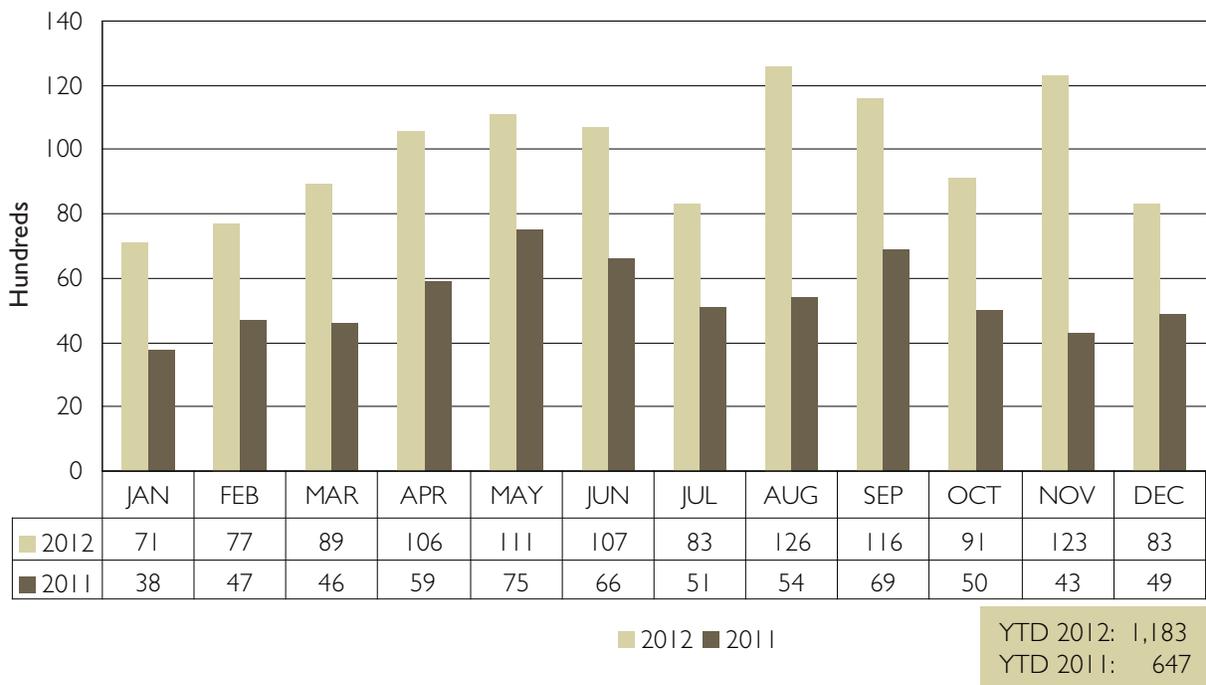
2012 vs. 2011 Total Building Permits (Monthly)



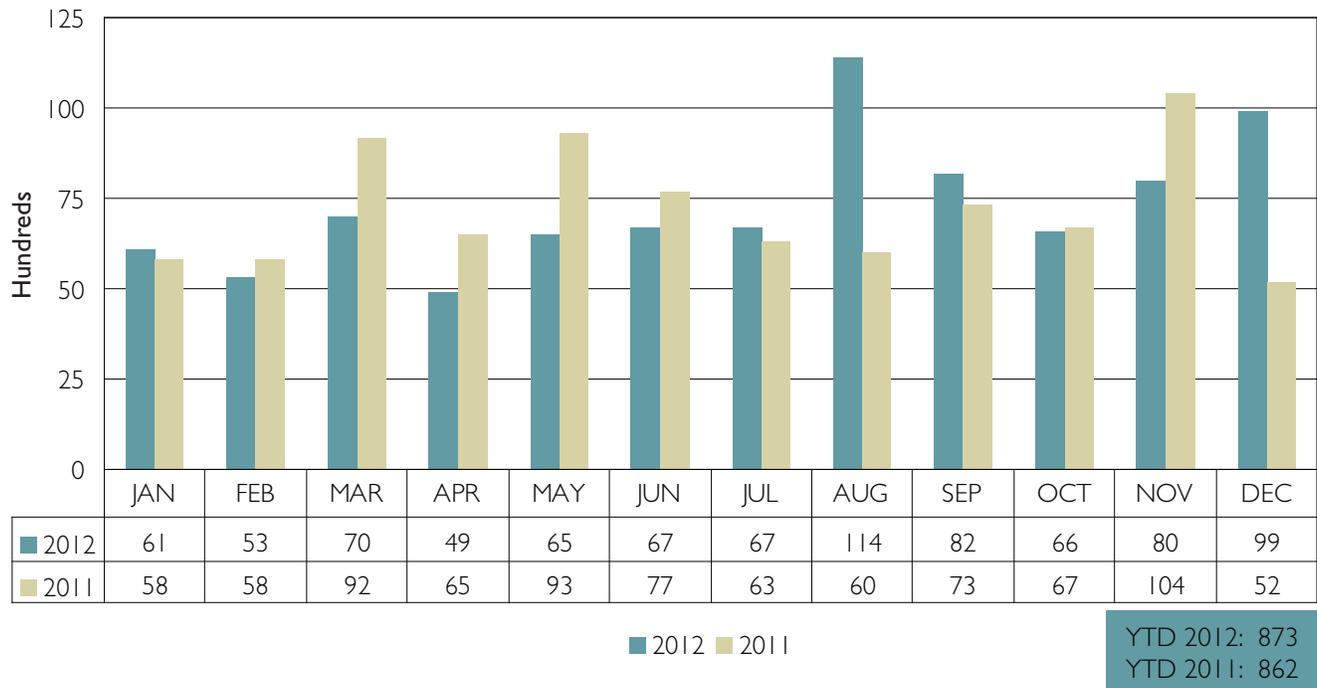
2012 vs. 2011 Total Building Permits



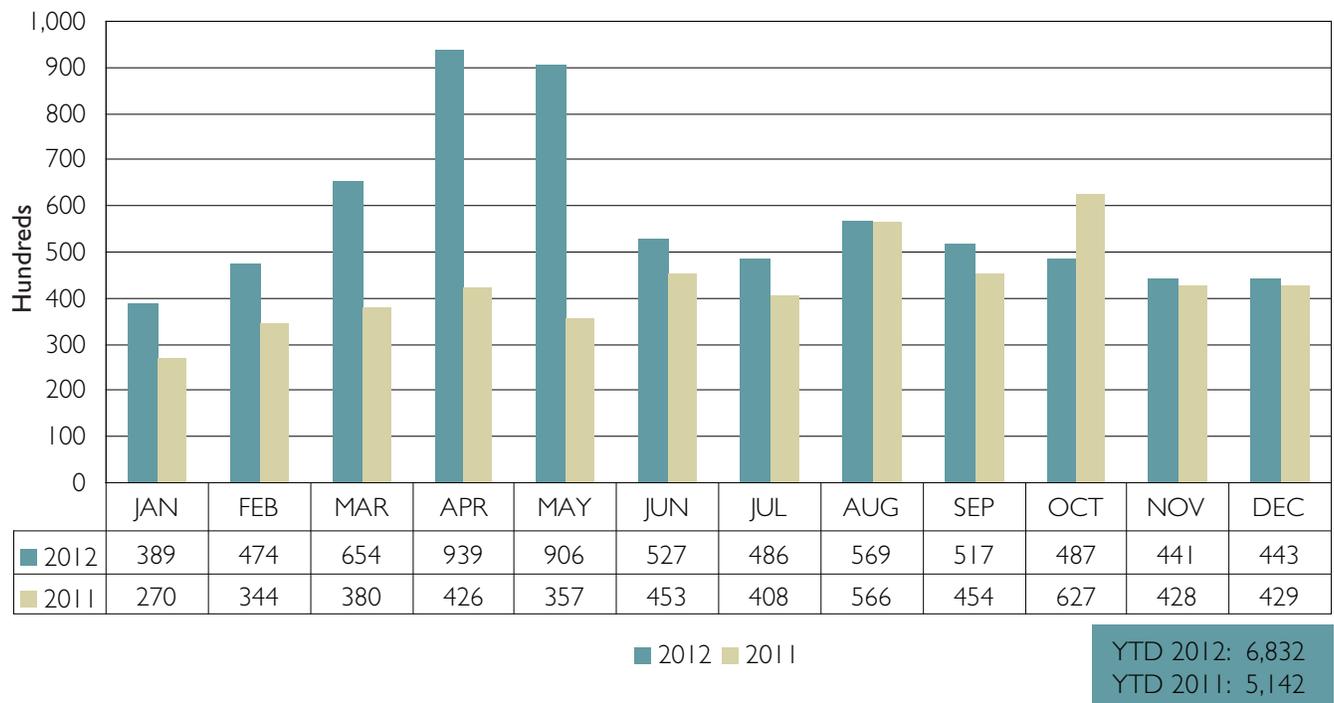
2012 vs. 2011 Residential Building Permits



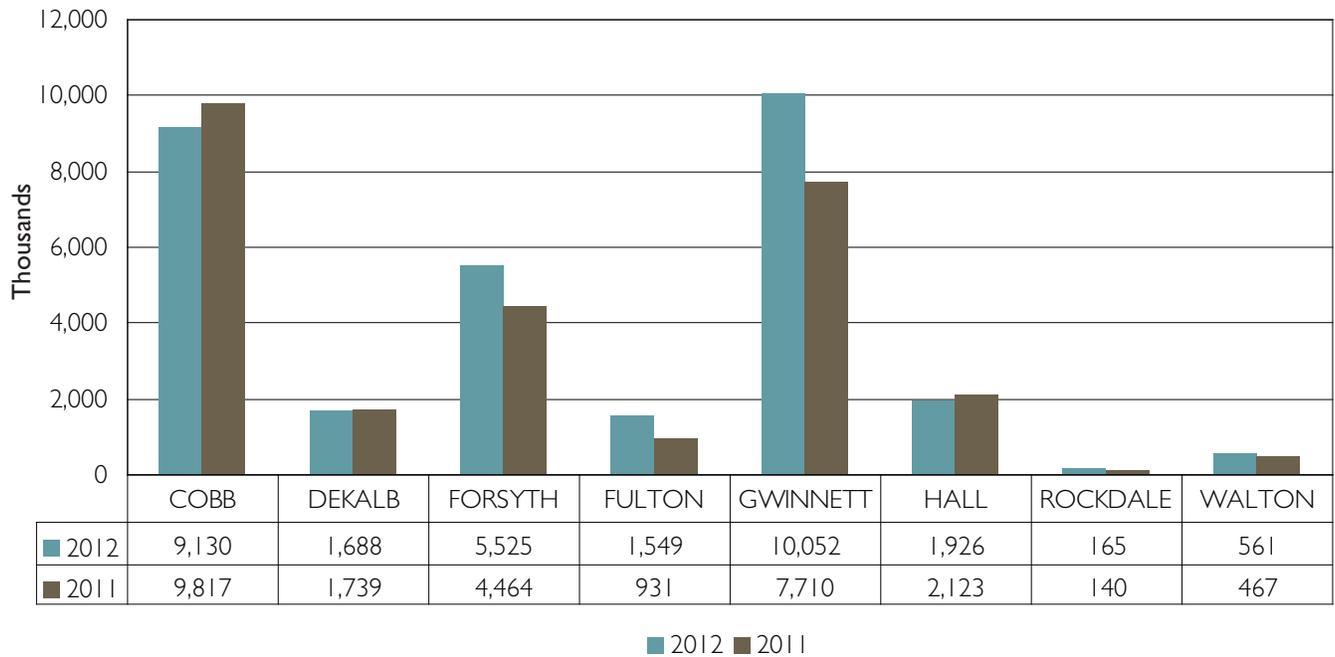
2012 vs. 2011 Commercial/Office/Industrial Permits



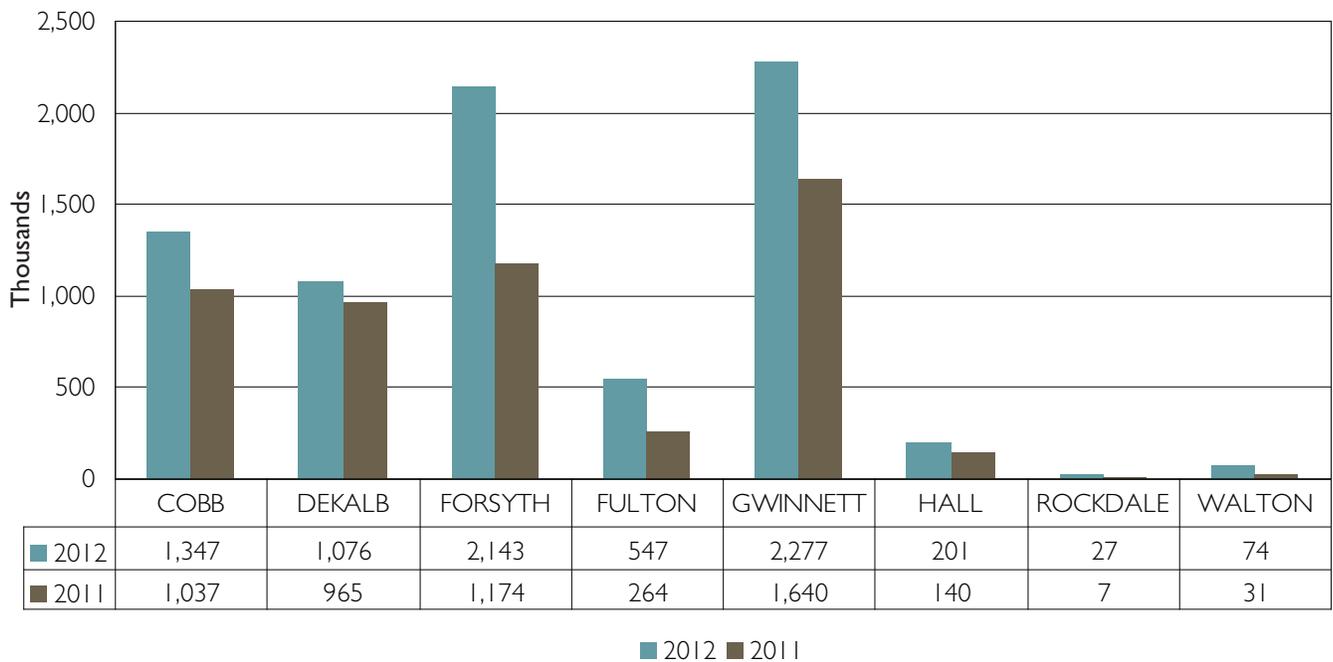
2012 vs. 2011 Miscellaneous Permits



2012 vs. 2011 Building Permits (Metro Atlanta)

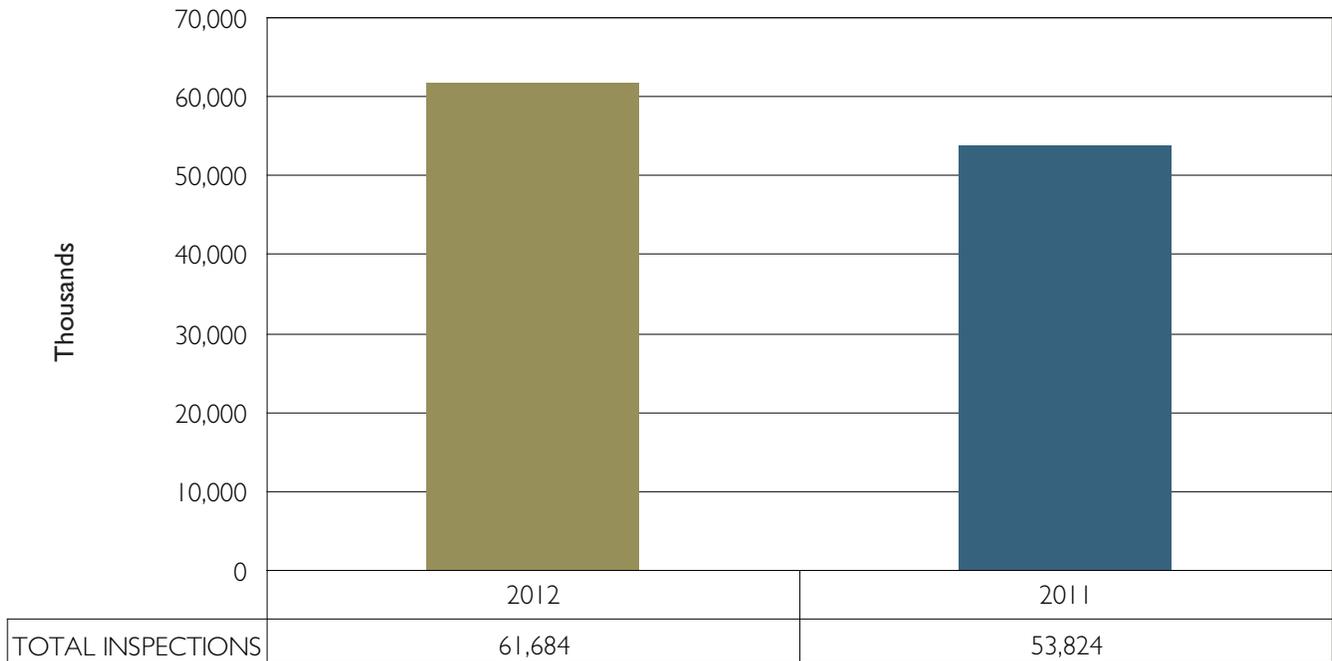


2012 vs. 2011 Single-Family Building Permits (Metro Atlanta)

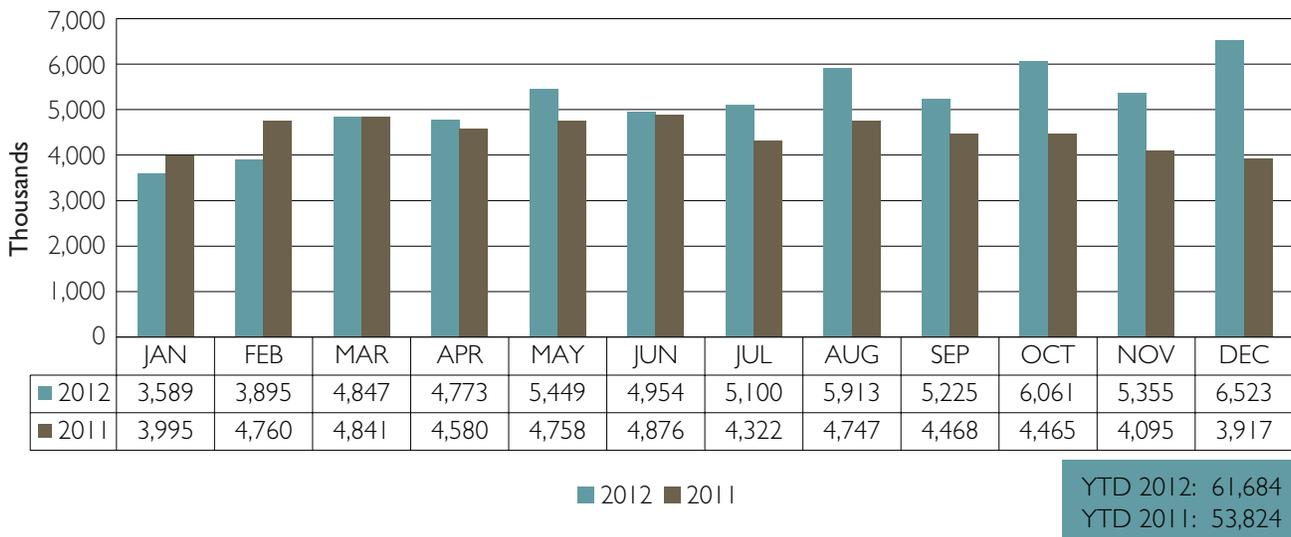


Building Construction – Building Inspections

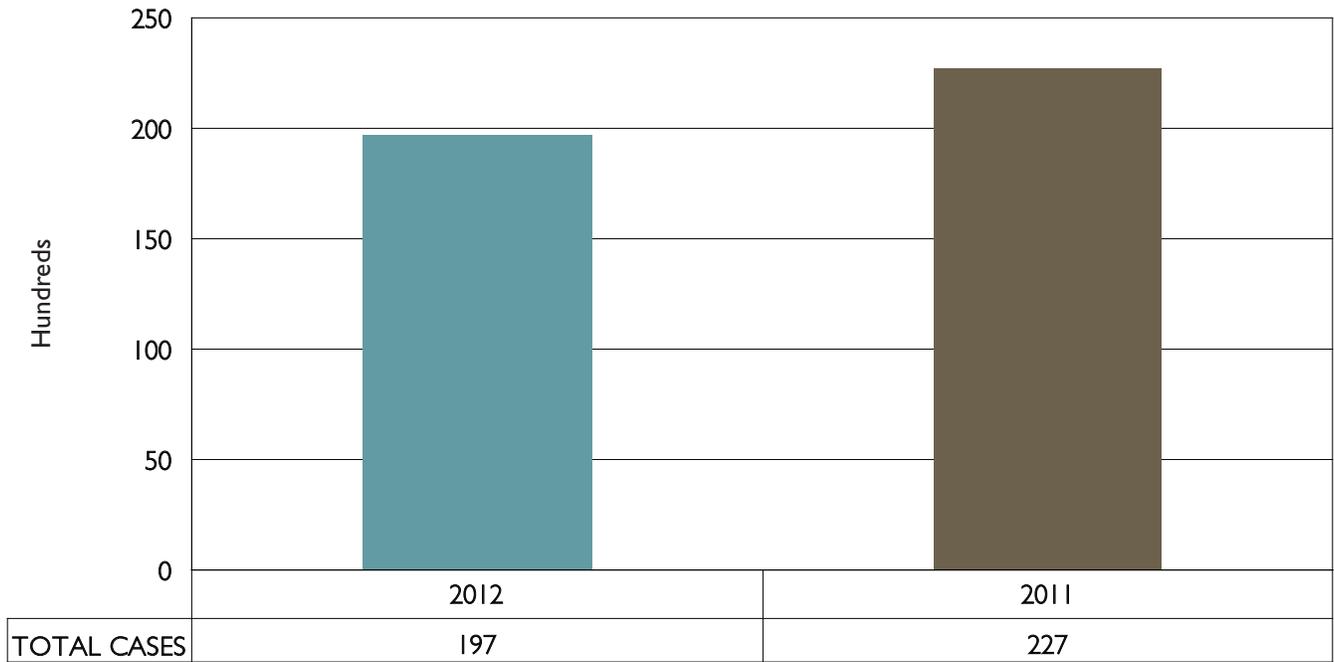
2012 vs. 2011 Building Inspections (Annually)



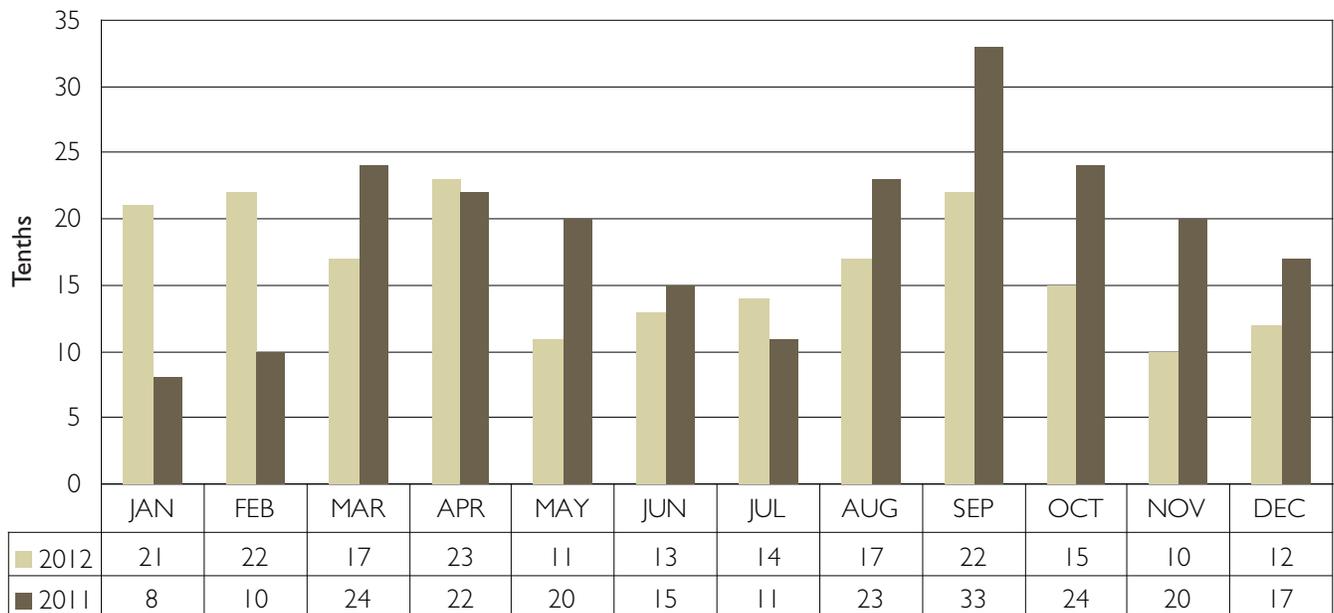
2012 vs. 2011 Building Inspections (Monthly)



2012 vs. 2011 Building Complaint Cases (Annually)



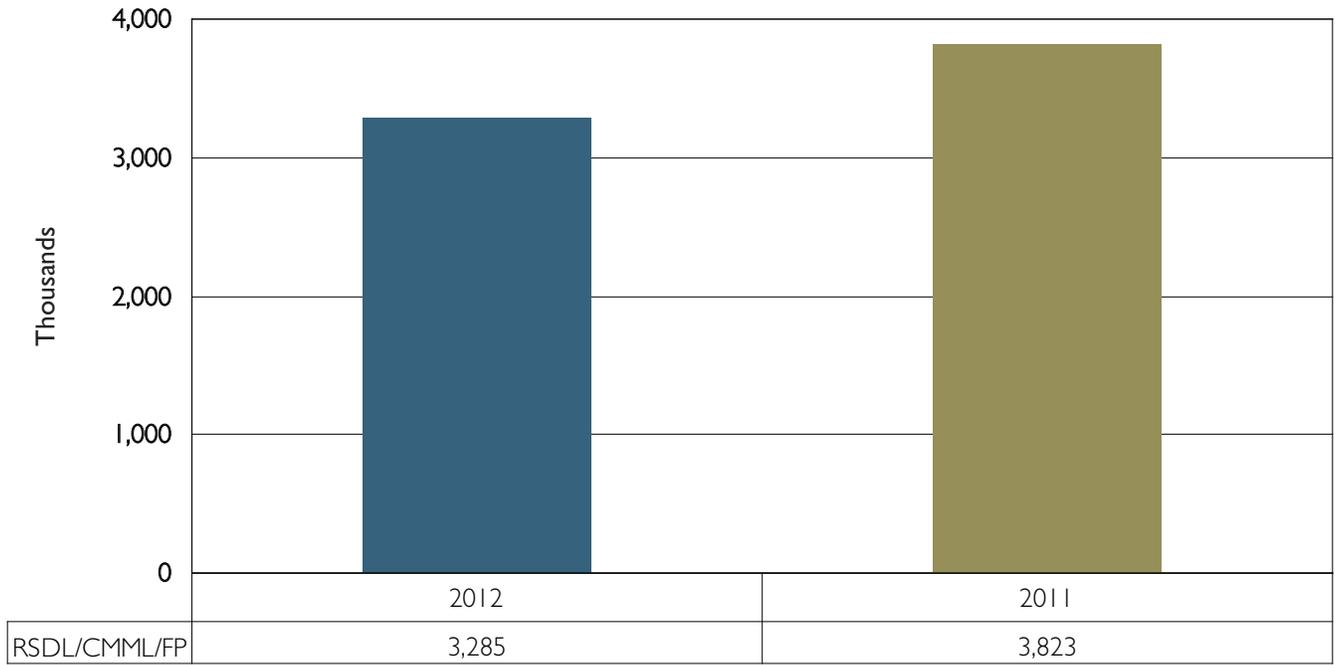
2012 vs. 2011 Building Complaint Cases (Monthly)



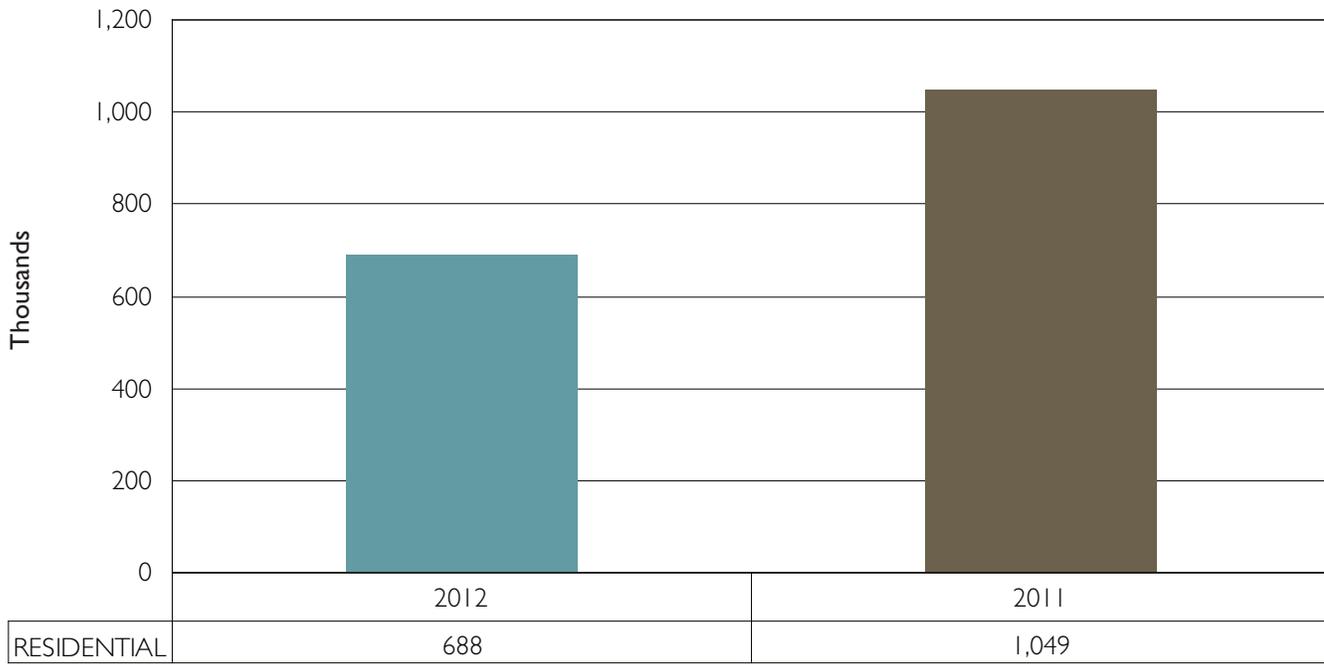
■ 2012 ■ 2011

YTD 2012: 197
YTD 2011: 227

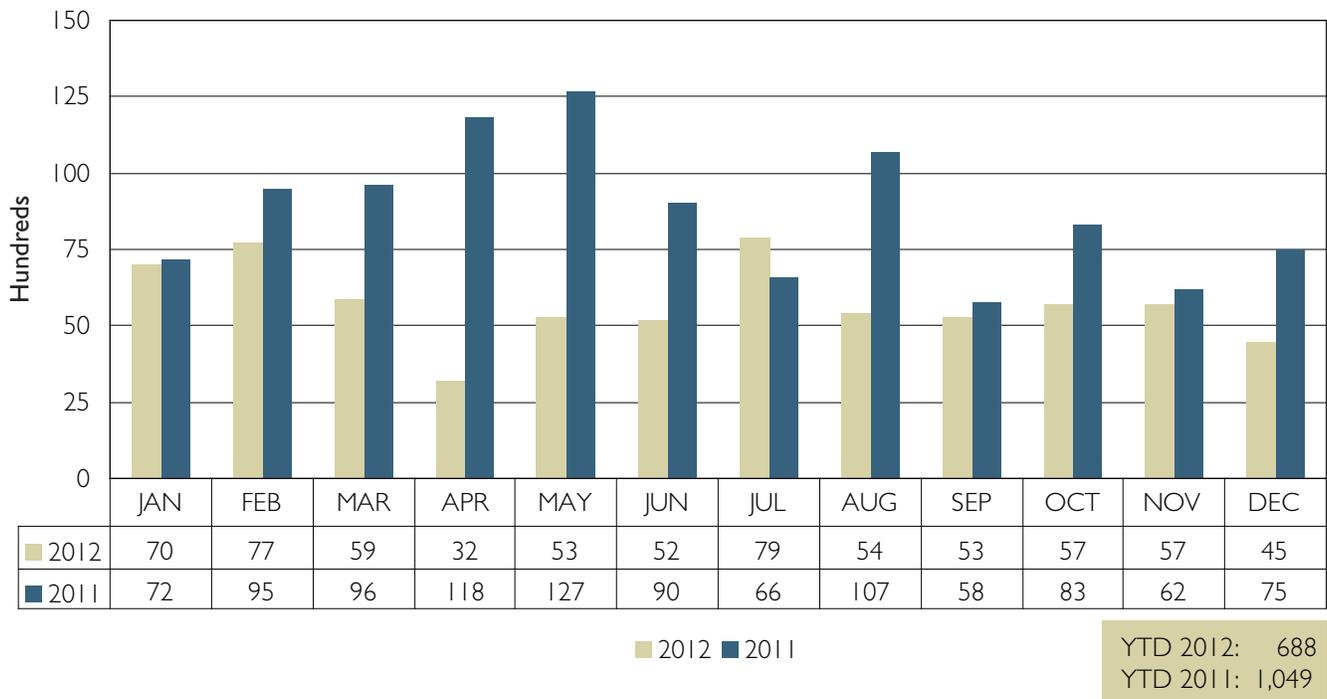
2012 vs. 2011 Total Development Inspections (RSDL/CMML/FP)



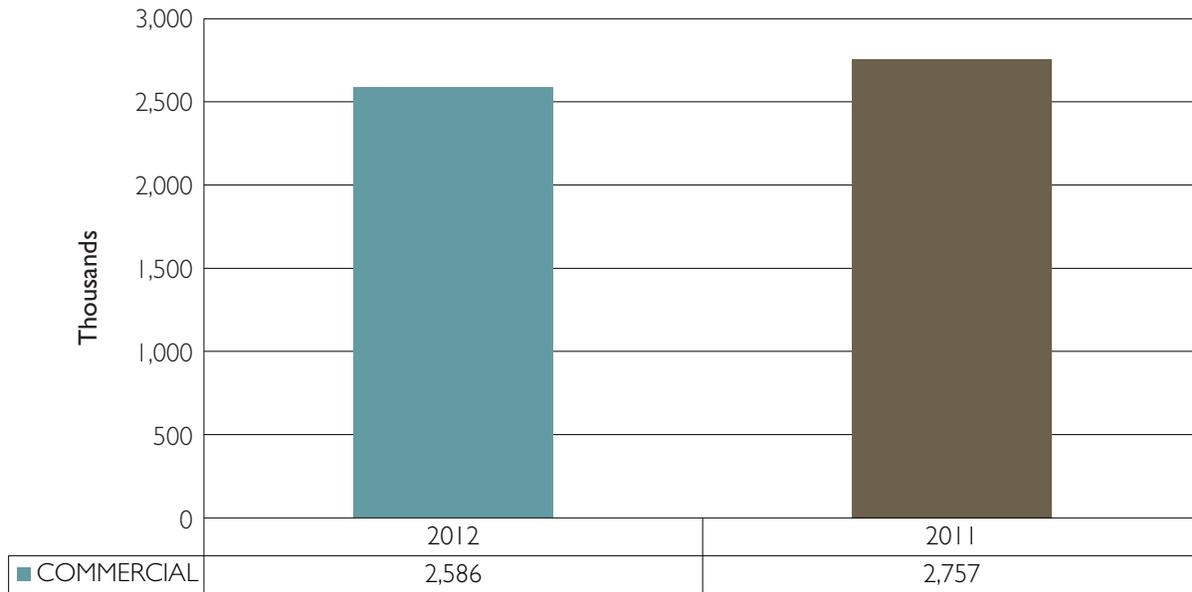
2012 vs. 2011 Residential Development Inspections (Annually)



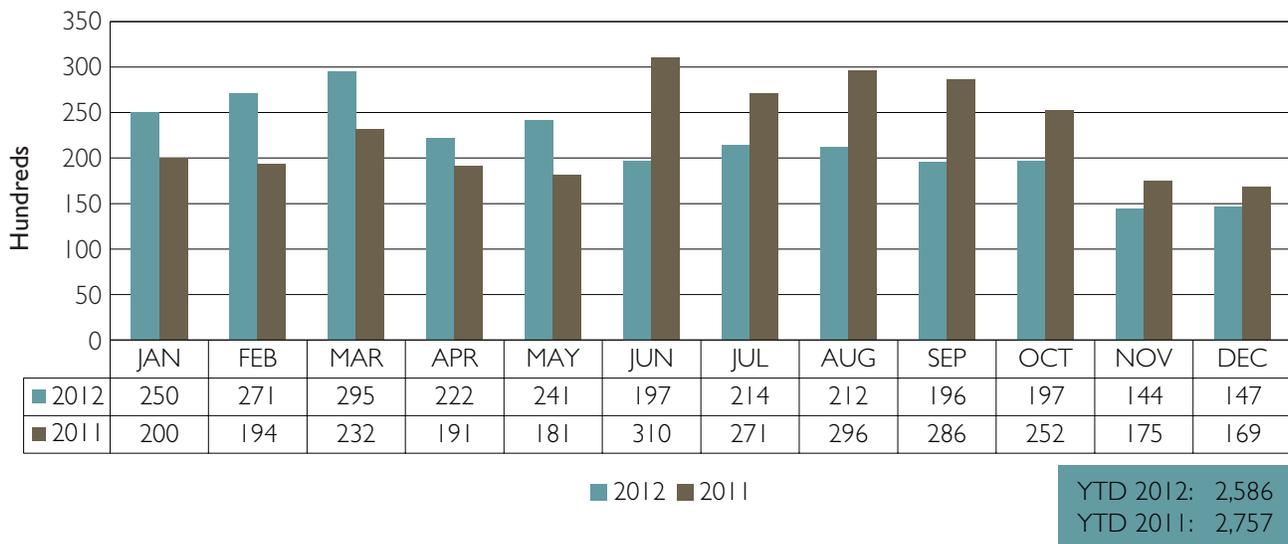
2012 vs. 2011 Residential Development Inspections (Monthly)



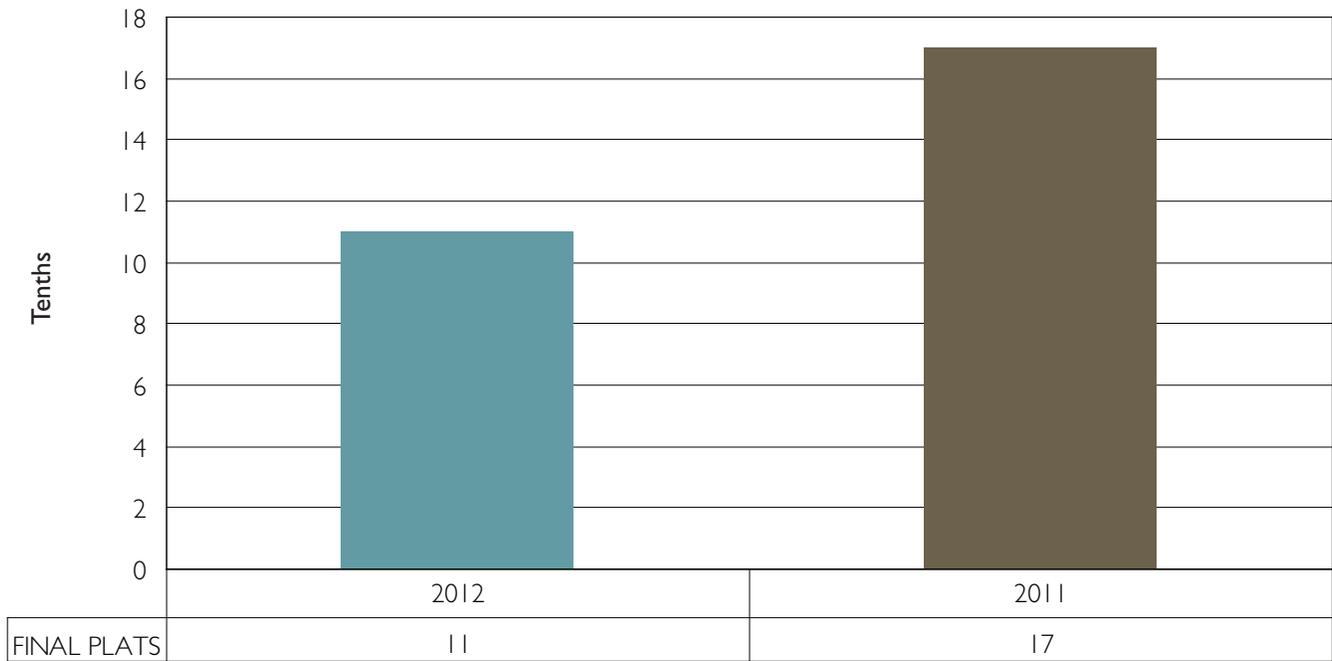
2012 vs. 2011 Commercial Development Inspections (Annually)



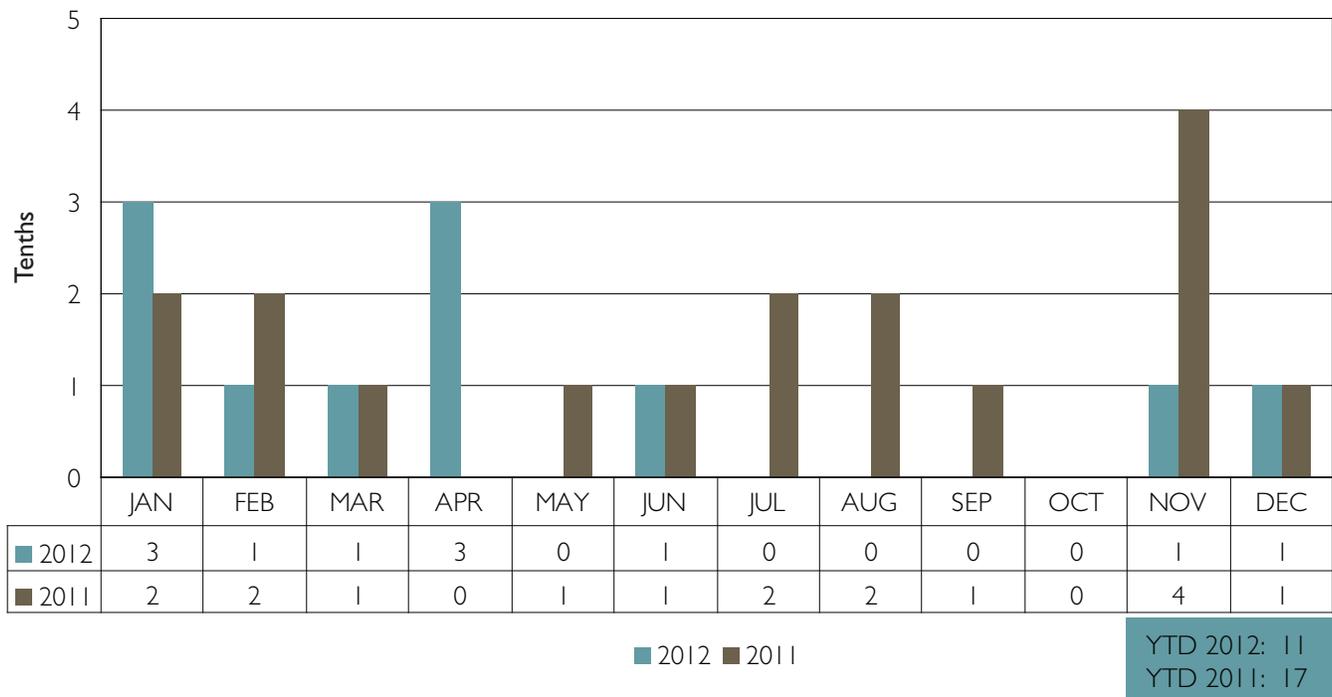
2012 vs. 2011 Commercial Development Inspections (Monthly)



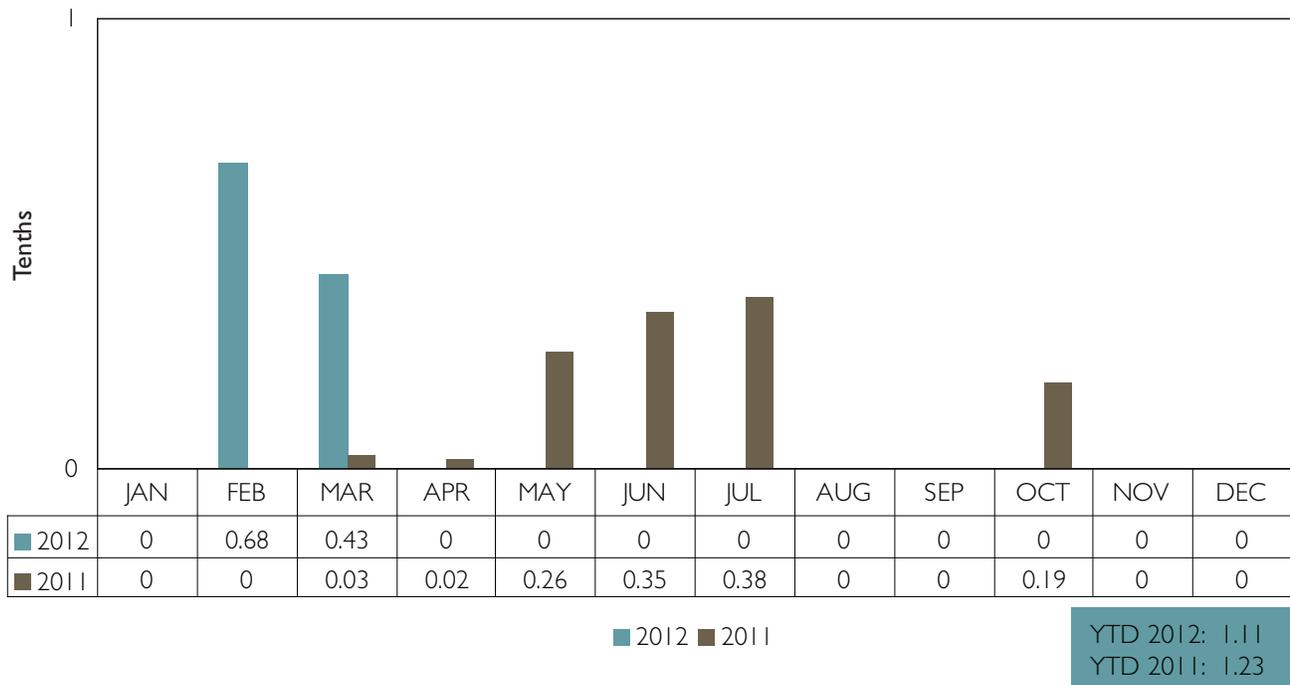
2012 vs. 2011 Final Plats Development Inspections (Annually)



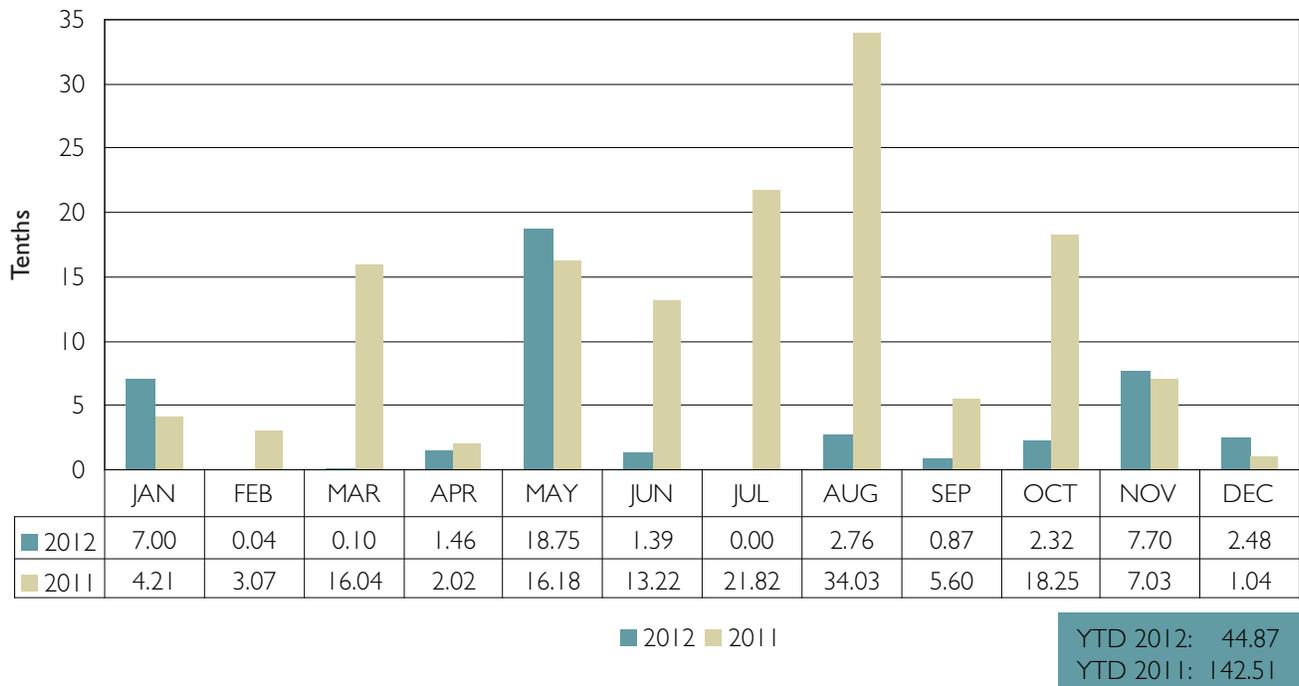
2012 vs. 2011 Final Plats Development Inspections (Monthly)



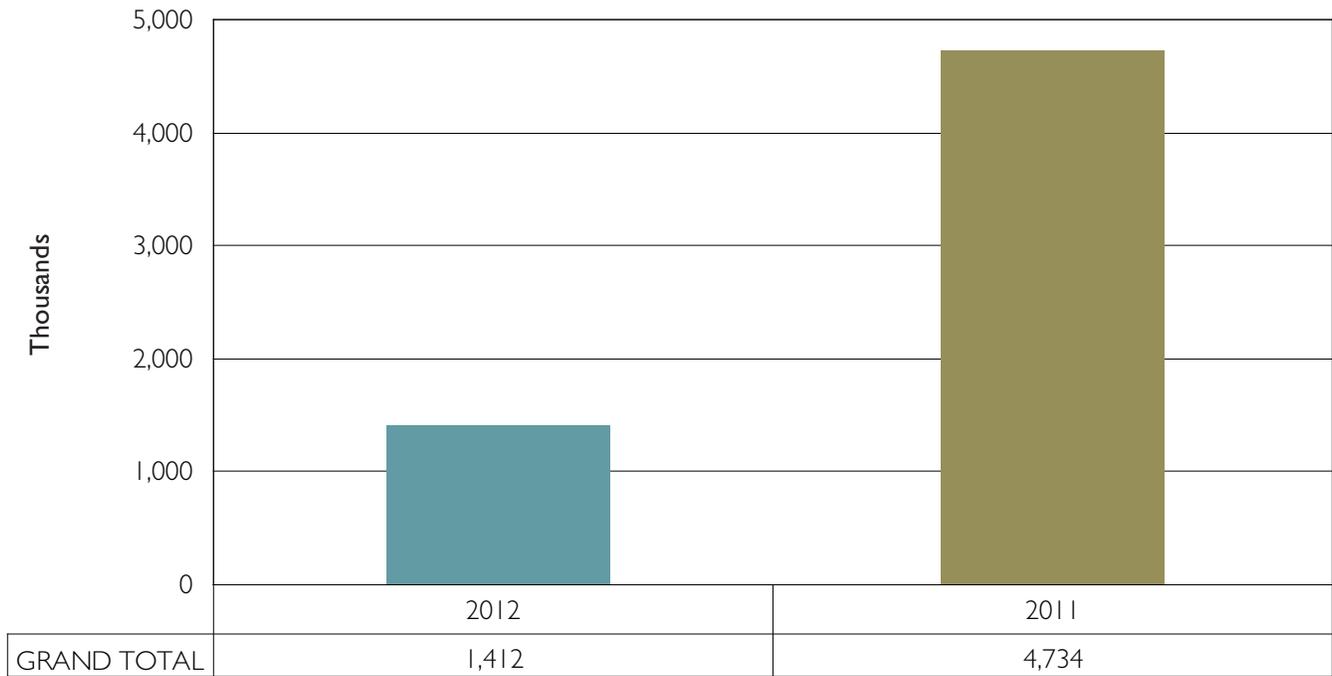
2012 vs. 2011 Miles of New Paved Streets



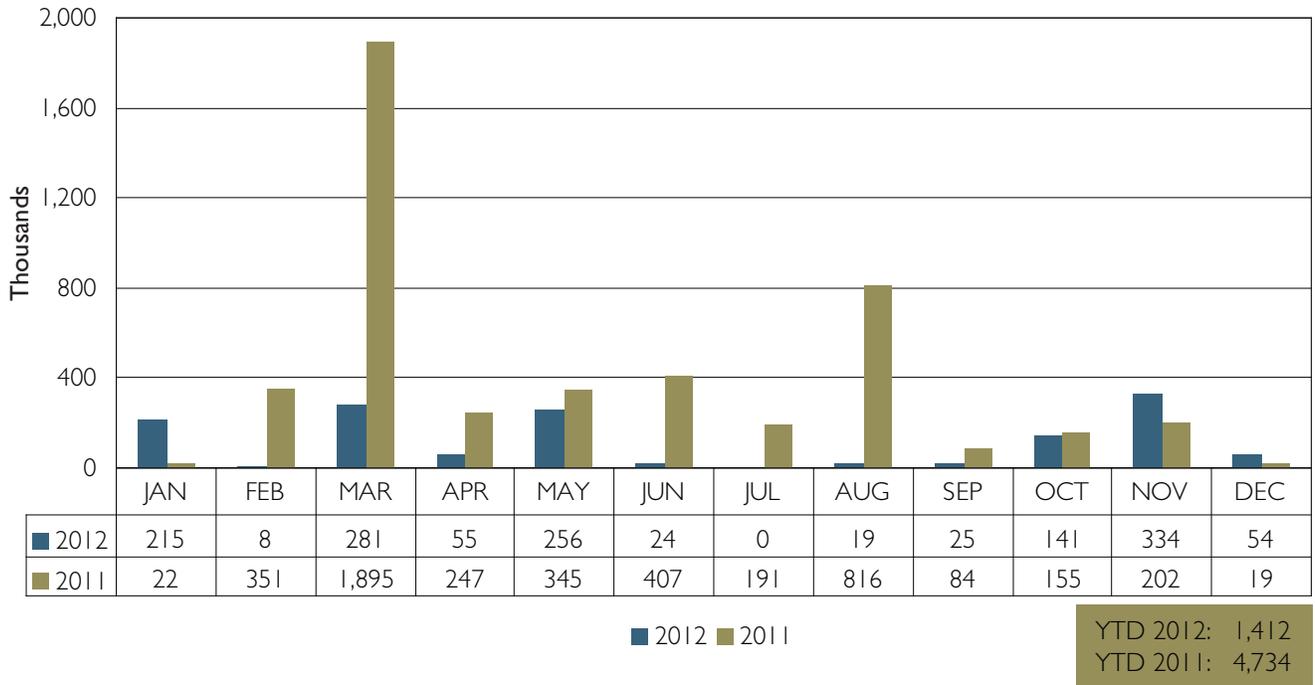
2012 vs. 2011 Replanted Acres



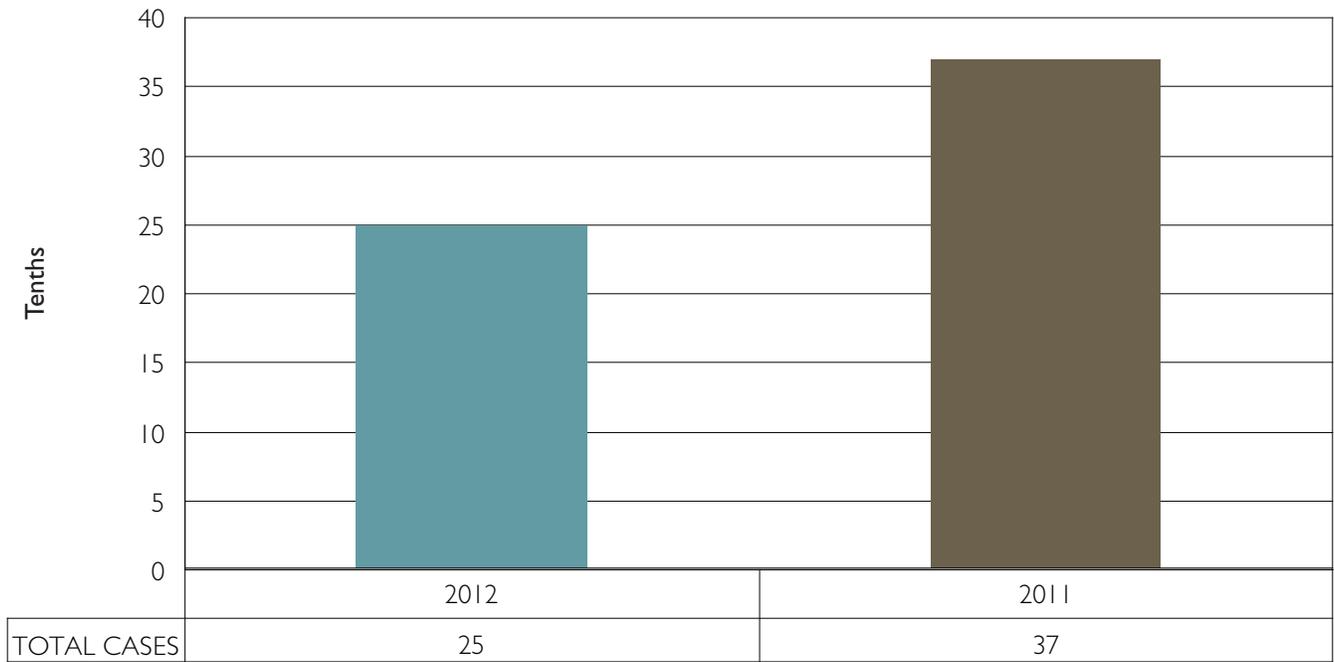
2012 vs. 2011 Trees Planted and Preserved (Annually)



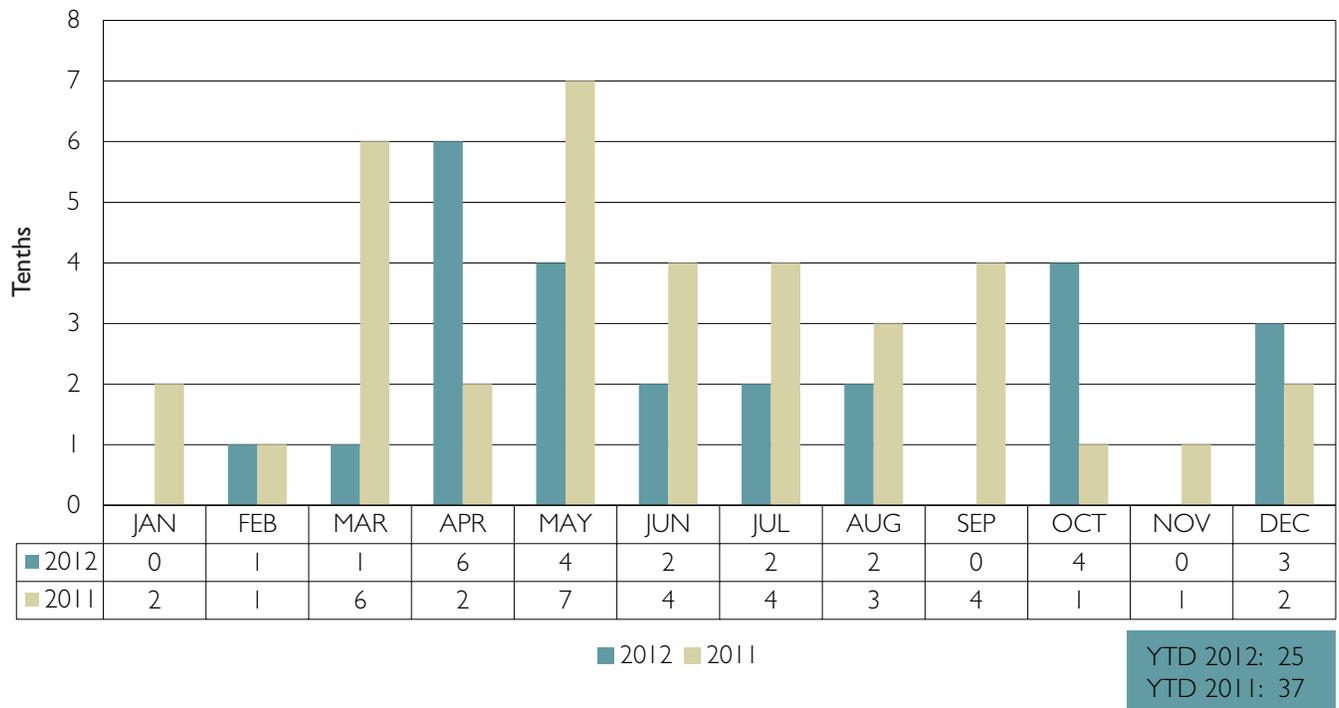
2012 vs. 2011 Trees Planted and Preserved (Monthly)



2012 vs. 2011 Development Complaint Cases (Annually)



2012 vs. 2011 Development Complaint Cases (Monthly)

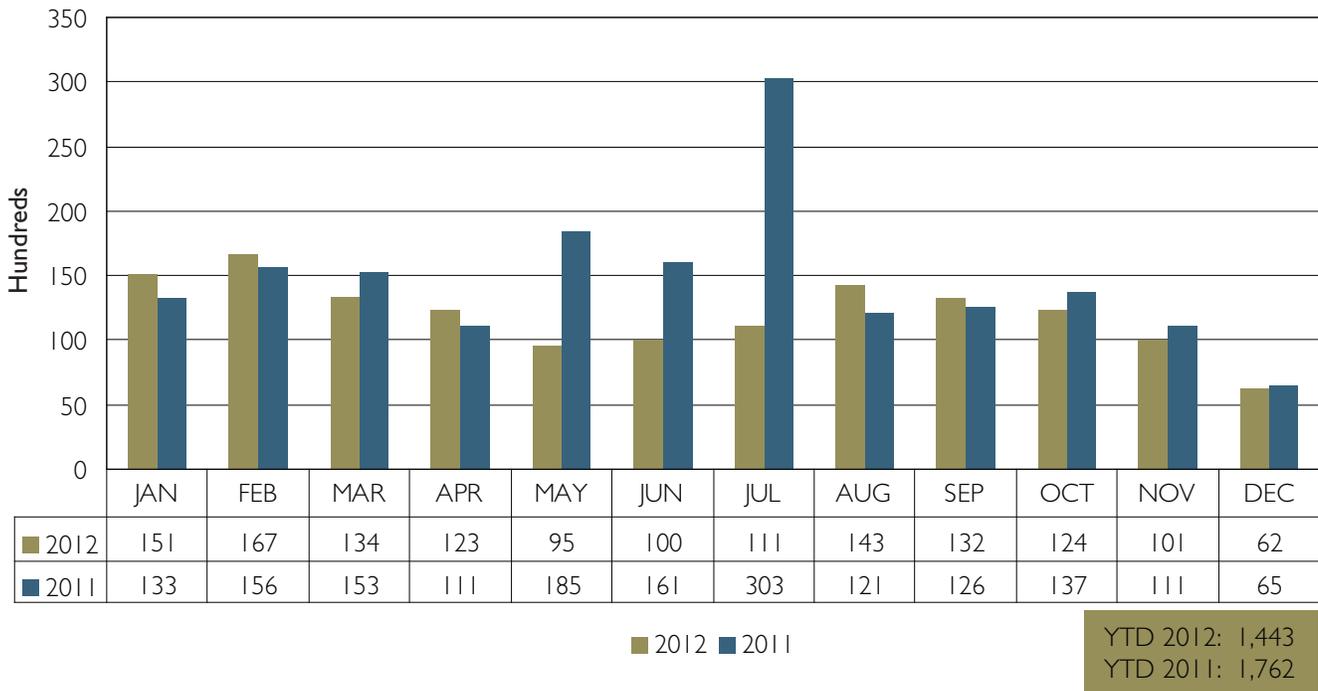


License and Revenue

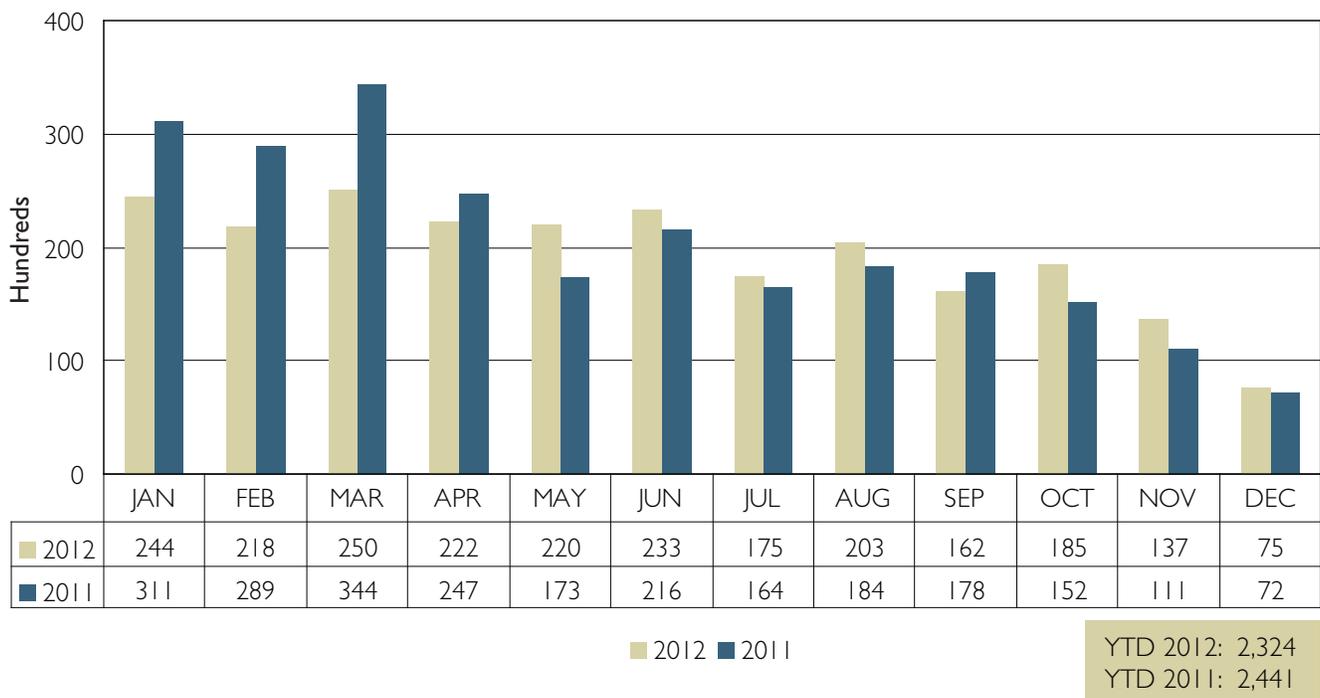
2012 Actual Revenue vs. 2011 Actual:

	2012 Actual	2011 Actual
Alcoholic Beverage Excise Taxes		
40107002; 40107003; 40107004; 40107005	\$ 5,167,414	\$ 5,137,881
Alcoholic Beverage License Fees		
40401003; 40401004; 40401005; 40401006; 40401008	\$ 2,824,374	\$ 2,676,042
Cable Television Franchise Fees		
40101100	\$ 3,931,943	\$ 2,516,652
Financial Institutions Business License Tax		
40110002	\$ 1,128,552	\$ 1,319,153
Hotel/Motel Occupancy Taxes		
40107001	\$ 6,598,352	\$ 6,545,656
Occupancy Taxes		
40101200; 40401009	\$ 15,714,640	\$ 15,945,162
Rental Motor Vehicle Excise Tax		
40107016	\$ 939,049	\$ 846,395
Solid Waste Fees, Regulatory and Tipping		
40101110; 41301002	\$ 41,660	\$ 126,497
License and Revenue Total	\$ 36,345,984	\$ 35,113,438

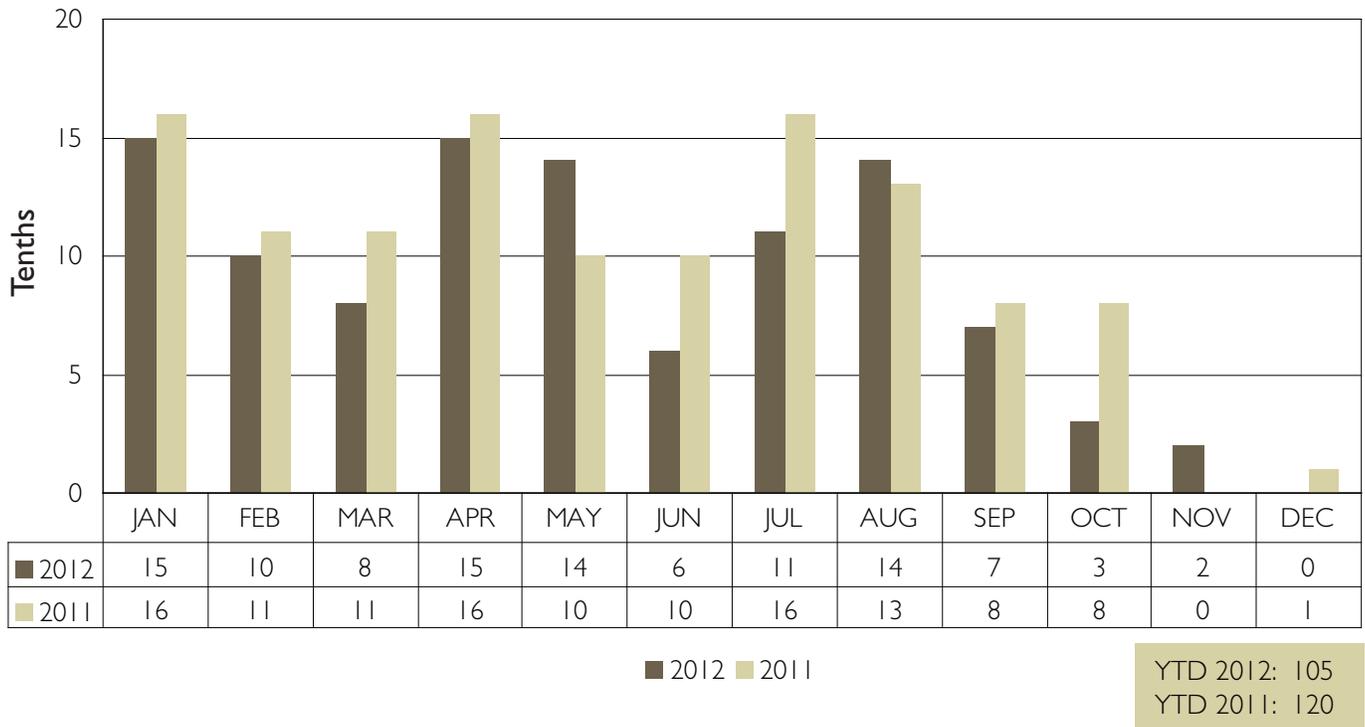
2012 vs. 2011 Commercial Licenses Issued



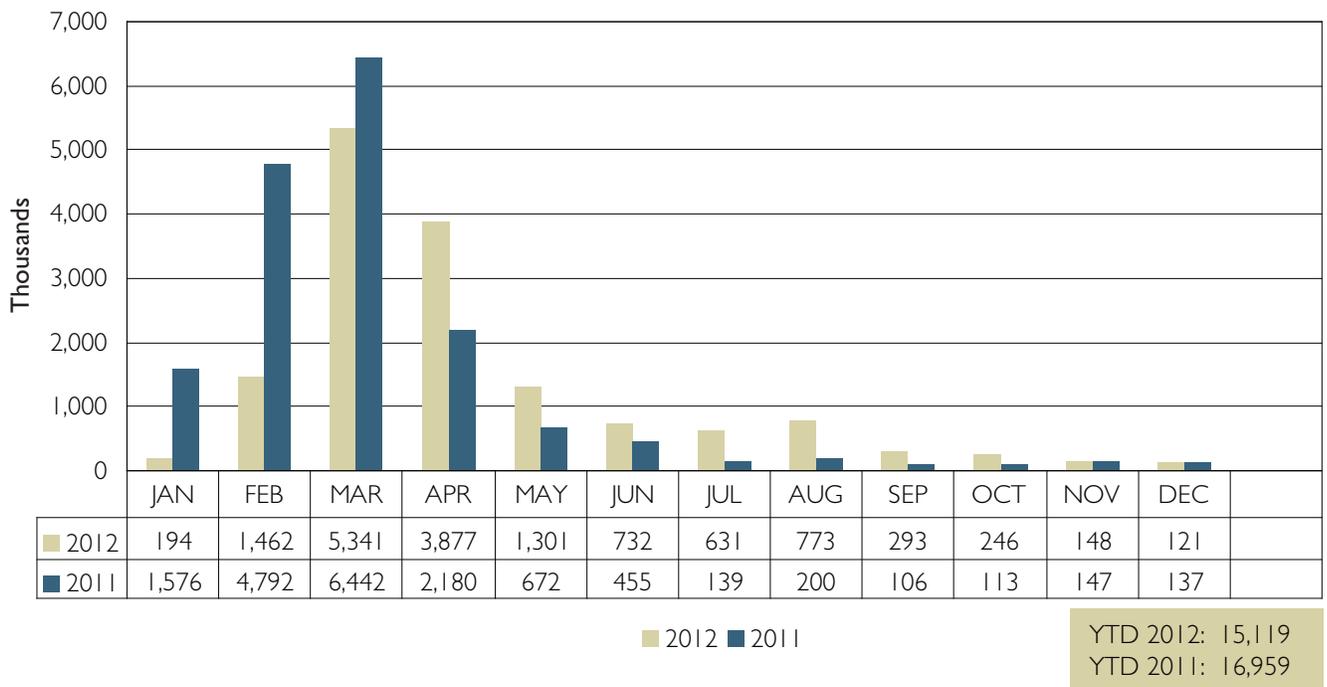
2012 vs. 2011 Home-Based Licenses Issued



2012 vs. 2011 Alcoholic Beverage Licenses Issued



2012 vs. 2011 Occupation Tax Certificates Issued





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