

**Gwinnett County, Georgia, Development Advisory Committee  
Establishment Ordinance**

Established February 2, 1988

Revised September 7, 1993

(Excerpt from the Code of Ordinances)

(a) **Creation.**

There is hereby created a Development Advisory Committee of Gwinnett County, Georgia, to serve at the pleasure of the Board of Commissioners and for such duration as said Board may desire.

(b) **Purpose.**

The purpose of the Development Advisory Committee shall be:

- (1) To advise the Board of Commissioners and the Department of Planning and Development (hereinafter referred to as the "Department") on issues and matters of concern with regard to land development activities and regulations.
- (2) To assist the Department in the interpretation and implementation of land development regulations.
- (3) To review proposed new land development regulations and amendments and advise the Department and the Board of Commissioners on their impact and effectiveness.
- (4) To carry out such studies or investigations regarding the land development regulatory process or requirements as the Board of Commissioners may request from time to time.

(c) **Appointment.**

(1) **Membership.**

The Development Advisory Committee shall consist of twenty (20) members, with at least one (1) member each representing or having the following qualifications:

- a. One citizen representative per Commissioner (5 members total).
- b. Planning Commission Member.
- c. Zoning Board of Appeals Member.
- d. Residential Subdivider.
- e. Office Developer, Industrial Developer, and Commercial Developer.
- f. Multifamily Developer.
- g. Homebuilder.
- h. Registered Professional Engineer.
- i. Registered Land Surveyor.
- j. Registered Landscape Architect.
- k. Utilities Coordinating Committee Member
- l. Municipal Member of the Gwinnett Comprehensive Plan Coordinating Committee.

(2) **Term of Office.**

Members shall be appointed to serve two calendar year terms. Appointments shall be effective January 1 of first year of term, and members shall serve until

replaced.

Initial Appointment Terms.

In order to establish permanent staggered terms, initial appointment terms will be as follows:

Two Years (Group One Membership):

- a. 3 Citizen Representatives (Districts 2 and 4, and At Large).
- b. Planning Commission Member.
- c. Registered Professional Engineer.
- d. Registered Architect.
- e. Homebuilder.
- f. Multifamily Developer.
- g. Office Developer.
- h. Utilities Coordinating Committee Member.

One Year (Group Two Membership):

- a. 2 Citizen Representatives (Districts 1 and 3).
- b. Zoning Board of Appeals Member.
- c. Registered Land Surveyor.
- d. Registered Landscape Architect.
- e. General Contractor.
- f. Single-family Developer.
- g. Commercial Developer.
- h. Industrial Developer.
- i. Municipal Member of the Gwinnett Comprehensive Plan Coordinating Committee.

Following the Development Advisory Committee's first year, all terms will be for two (2) years.

(3) Nominations.

For appointments to the Development Advisory Committee, the Board of Commissioners shall seek and consider nominations from the following organizations at a minimum (if in existence):

- a. Gwinnett County Developer's Association.
- b. Council for Quality Growth.
- c. Apartment Owners and Managers Association.
- d. Gwinnett Chapter, Home Builders Association of Metropolitan Atlanta.
- e. Planning Commission.
- f. Zoning Board of Appeals.
- g. Gwinnett Utilities Coordinating Committee.
- h. Gwinnett Comprehensive Plan Coordinating Committee.

(4) Replacements.

A member appointed to fill a vacancy that occurs during a year shall be appointed to fill the unexpired term of the vacant position for the remainder of the calendar year.

(5) Compensation.

The members of the Development Advisory Committee shall serve without compensation or reimbursement of any kind. Normal costs of operations, such as meeting space, minutes, etc., shall be borne by the County through the Department.

(6) Limitation.

No employee of Gwinnett County government may be a member of the Development Advisory Committee.

(d) Officers.

The members of the Development Advisory Committee shall elect from among their number a Chairman, Vice-Chairman, and such other officers as the Committee may desire, for terms determined by the Committee.

(e) Meetings.

(1) The Development Advisory Committee shall meet at the call of its Chairman, at such times as the Committee may deem appropriate, or upon the call of the Board of Commissioners or the Director of the Department. Under no circumstances shall the committee meetings be called less often than once every two calendar months.

(2) The Development Advisory Committee may choose to adopt such by-laws for the conduct of its meetings as it deems necessary or appropriate.

(3) Basic administrative support for the Committee shall be coordinated or provided by the staff of the Department.

(4) The Director of the Department shall provide for the keeping of a record of the Development Advisory Committee's actions and recommendations. The Director shall be responsible for the transmittal of the record and of all communications and recommendations directed from the Committee to the Board of Commissioners, in their normal course of business.

(5) Meetings of the Development Advisory Committee shall be open to all parties. While the Committee may invite any person to participate or involve any person in its discussions and deliberations, all matters requiring formal decisions shall be decided only by a vote of the appointed members.

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