

STATE OF GEORGIA

COUNTY OF CLAYTON

RESOLUTION NO. 2007 - 75

A RESOLUTION AUTHORIZING CLAYTON COUNTY TO ENTER INTO AN AMENDMENT TO THE CLAYTON COUNTY REPLACEMENT OF EXISTING ZONING ORDINANCES CONTRACT WITH THE COLLABORATIVE FIRM, LLC PROVIDING FOR THE TERMS AND CONDITIONS UNDER WHICH THE TRANSITION PHASE OF PLANNING AND ZONING SERVICES WILL BE RENDERED TO THE COUNTY; TO AUTHORIZE THE CHAIRMAN TO EXECUTE THE AMENDMENT TOGETHER WITH ANY DOCUMENTS NECESSARY TO ACCOMPLISH THE INTENT OF THIS RESOLUTION; TO AUTHORIZE THE FINANCE DIRECTOR TO AMEND THE BUDGET WHERE NECESSARY TO REFLECT AN APPROPRIATE REVENUE SOURCE AND EXPENSE, ALL AS MAY BE REQUIRED UNDER THE TERMS OF THE AGREEMENT; TO PROVIDE AN EFFECTIVE DATE OF THIS RESOLUTION; AND FOR OTHER PURPOSES.

WHEREAS, Clayton County previously executed an agreement with the Collaborative Firm LLC which provided for planning and zoning re-write services; and

WHEREAS, the County now desires to expand those services to include the transitional phase which will address areas of concern which would potentially hinder the smooth transition of planning and zoning services ; and

WHEREAS, the Collaborative Firm has identified three (3) primary issues of concern which include the lack of Geographic Information System (GIS) Mapping Services for

planning and zoning, the need for transitional services to include a training program, and the need to establish a Panhandle Overlay District; and

WHEREAS, the Board of Commissioners deems it in the best interest of Clayton County, and Clayton County will best be served by entering into an Amendment for the above stated purpose.

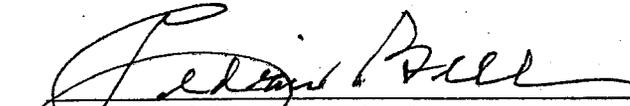
NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS
OF CLAYTON COUNTY, GEORGIA AND IT IS HEREBY RESOLVED

Section 1. The Board of Commissioners hereby authorizes Clayton County to enter into an Amendment to the Clayton County Replacement of Existing Zoning Ordinances Contract with the Collaborative Firm, LLC. providing for the terms and conditions under which the transition phase of planning and zoning services will be rendered to the County. The Board of Commissioners hereby authorizes the Chairman to execute the Amendment, and to perform all other acts necessary to accomplish the intent of this Resolution. Further, the Board of Commissioners hereby authorizes the Director of Finance to amend the budget where necessary to reflect an appropriate revenue source and expense, all as may be required under the terms of the Amendment. The Amendment shall be subject to such minor changes, insertions or deletions as the Chairman of the Board of Commissioners may approve.

Section 2. This Resolution shall be effective on the date of its approval by the Board of Commissioners.

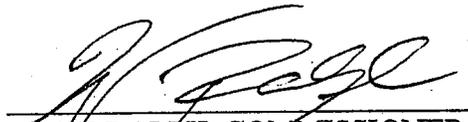
SO RESOLVED, this the 15th day of May, 2007.

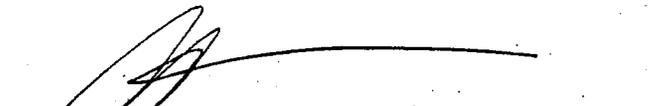
CLAYTON COUNTY BOARD OF COMMISSIONERS


ELDRIN BELL, CHAIRMAN

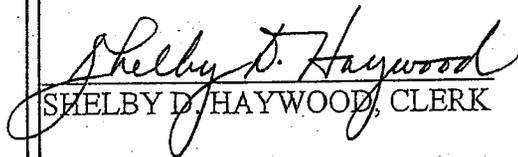

SONNA SINGLETON, VICE CHAIRWOMAN


VIRGINIA BURTON GRAY, COMMISSIONER


WOLE RALPH, COMMISSIONER


MICHAEL EDMONDSON, COMMISSIONER

ATTEST:


SHELBY D. HAYWOOD, CLERK

RECEIVED

MAY 07 2007

1514 East Cleveland Avenue, Suite 82
East Point, Georgia 30344



The Collaborative Firm, LLC

Real Estate Development, Strategic Planning & Governmental Services

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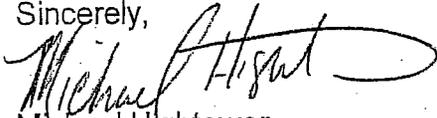
May 4, 2007

Mr. Michael L. Smith
Chief Staff Attorney
Clayton County Administration, Annex 1
112 Smith Street,
Jonesboro, GA 30236

Dear Mr. Smith:

Per our conversation, attached is the amendment for the Clayton County Replacement of Existing Zoning Ordinances Contract between The Collaborative Firm, LLC and Clayton County Government.

Sincerely,



Michael Hightower
Managing Partner

Amendment to the Clayton County Replacement of Existing Zoning Ordinances Contract

SCOPE OF SERVICES

COMPREHENSIVE PLANNING SERVICES

Based on the work plan for the Clayton County Replacement of Existing Zoning Ordinances Contract and discussions with Clayton County Government, The Collaborative Firm is providing the recommended services below to address those items that should be considered as an addendum to the above mentioned contract. The firm will provide the additional services to assist in the transitional phase of planning and zoning. The transitional phase is crucial to the reorganization and streamlining of developmental initiatives within Clayton County. The Collaborative Firm's objective is to ensure a smooth transition that will move the organization forward in meeting the intent and goals of the zoning ordinance.

The Collaborative Firm, LLC will provide an efficient service to Clayton County Government for land use planning and zoning services. Our firm professionals have evaluated the issues, challenges and needs impacting the overall success of the revised zoning ordinance. Based on the discussion with the Clayton County Board of Commissioners, three primary concerns were identified as major issues and needs that could potentially hinder the smooth transition of planning and zoning services. The primary issues include:

- ◆ Lack of Geographic Information System (GIS) Mapping Services for planning and zoning
- ◆ Need for Transitional Services (including a training program)
- ◆ Need to establish Panhandle Overlay District

Listed below is a detailed description of primary issues of concern, along with recommended actions that will enhance Clayton County's administrative and planning services.

1. ISSUE OF CONCERN:

- ◆ Lack of computerized mapping capability to produce a digital zoning map utilizing geographic information systems (GIS)

Amendment to the Clayton County Replacement of Existing Zoning Ordinances Contract

RECOMMENDED ACTION:

Geographic Information Systems Mapping Services

- Creation of a digital zoning map layer using the County's GIS software
- Requires the County to allocate a GIS work station for approximately five business days
- Create a zoning map layer in geo-coded polygons which can be captured and added as a layer on the County's GIS system
- Convert zoning data layer into a parcel based zoning map utilizing the Clayton County GIS department
- Hands on training and assistance for planning staff to learn how to access zoning information using geographic information system (GIS)

FEE: \$19,350.00

2. ISSUE OF CONCERN:

- ❖ Need for transitional planning services to assist with restructuring of departmental organizations and streamlining of personnel responsibilities and need to incorporate a training program to acquaint elected; appointed and departmental staff with the new zoning ordinance, map and procedures

RECOMMENDED ACTION:

Transitional Services

- Regularly advise the Zoning Administrator on land use matters to ensure that Clayton County Government complies with all state planning/land use related requirements;
- Review, evaluate and prepare recommendations for the Board of Commissioners, Zoning Advisory Group and Board of Zoning Appeals;
- Communicate and meet with County Staff, County Attorney, and/or property owners/developers as required by the Zoning Administrator, Commission Chairman, and/ or County Commission;



Amendment to the Clayton County Replacement of Existing Zoning Ordinances Contract

- Coordinate the internal review process for rezoning applications, conditional use permits, preliminary plat approval, final plat approval, and etc.;
- Communicate land use concerns to County Staff and elected and/or appointed officials;
- Communicate and meet with any property owners and/ or developers as required by the County Manager;
- Meet with developers and other Clayton County investors as needed to discuss submissions for rezoning, variances, land use amendments, etc;
- Prepare and process documentation through approval agencies, including the Atlanta Regional Commission, the Georgia Department of Community Affairs, Comprehensive Plan amendments and/or Evaluation & Appraisal Reports;
- Provide intergovernmental coordination with metropolitan municipalities and government agencies as needed for land use planning and development services;
- Coordinate the preparation and/or administration of comprehensive, sub-area, and community growth management plans; public land use policy and legislation; natural resource land and open-space conservation;
- Conduct comprehensive analysis of procedures and forms utilized in the administration of County's zoning, permitting, and approval processes, and recommend appropriate revisions;
- Prepare reports and memoranda, and participate in meetings with, or on behalf of County Officials and Departments; and
- Provide recommendations concerning annexation, including land use.

Training Programs

- Provide a training program which specifies the regulations and procedures of the new zoning ordinance. This phase shall highlight the following:
 - Detailed overview describing how to interpret and use the new ordinance to make it work for your community;
 - Assist staff in the site plan review process and inter-departmental coordination;



Amendment to the Clayton County Replacement of Existing Zoning Ordinances Contract

- Overview of how the County can use the new zoning ordinance to incorporate growth management, economic development and capital improvements into its decision making process; and
- Overview of the zoning procedures outlined in the new zoning ordinance and legal issues that may impact the planning and zoning process.

FEE: \$18,150.00

3. ISSUE OF CONCERN:

- ❖ Need to establish an overlay district for the Panhandle area to ensure quality enhancement and protection of this area

RECOMMENDED ACTION:

Panhandle Overlay District

- Designate panhandle boundaries
 - Identify boundaries of the panhandle area based upon existing features such as roadways, political and natural characteristics; and
 - Prepare boundary map that clearly defines the Redevelopment area.
- Conduct Public Participation Process
 - Public outreach component shall be used to inform the public about the proposed Panhandle Overlay District Ordinance. This component shall include lobby displays, printed information such as flyers and newspaper articles, website, media plan and press releases, mailing lists, email blasts, etc.
 - Community Workshops are essential in obtaining public interaction and input regarding issues impacting the area. This component shall include various workshops and visioning sessions.
 - Public Meetings – A public hearing is necessary to formally adopt the Panhandle Overlay District Ordinance.
 - Stakeholders – Bi-monthly and/or monthly steering committee meetings shall be held to provide feedback, advise the consulting team and shape the overall planning and zoning process.



Amendment to the Clayton County Replacement of Existing Zoning Ordinances Contract

- Prepare and adopt Panhandle Overlay District ordinance
 - The consulting team shall prepare a draft overlay ordinance which shall be consistent with the County's Comprehensive Plan;
 - The Overlay District Ordinance shall be submitted to the Board of Commissioners at a work session and final public hearing; and
 - Board of Commissioners may formally adopt the plan.

FEE: \$11,250.00

TOTAL CONTRACT BUDGET

TASK 1 - Mapping Services	\$19,350.00
TASK 2 - Transitional Planning Services	\$18,150.00
TASK 3 - Panhandle Overlay District Ordinance	<u>\$11,250.00</u>
	\$48,750.00

* Please note that \$19,350.00 of the budget for this project is dedicated for mapping services.