

Development Advisory Committee
Wednesday, February 15, 2023 - Noon

Gwinnett Justice and Administrative Center
75 Langley Drive Lawrenceville, GA 30046

Present: Corbitt Woods, Jeffery Cleveland, Michael Johnson, Allen Mendenhall, Derrick "DA" Williams, Alyssa Davis, Amy Bray, Stephanie Brady (Virtual), Joseph Santoro

Absent: Louis Tseng, Mike Lant, Nicola McIntyre, Matt Peevy, William Edwards, John McHenry

Staff Members: Matt Dickison, Tarika Peeks, Calvin Abram, Mary Darby, Stephanie Miles, Theresa Cox, Jocelyn Leitch, Sushmita Arjyal, Daniel Robinson, Nina Shabazz, Brian Ford

1. Call to Order

Meeting called to order by Corbitt Woods at 12:05 p.m.

2. Determination of a Quorum

Quorum was present (7+ members were present)

3. Announcements

Corbitt Woods, Chairman, welcomed everyone.

4. Adoption of the Agenda

Corbitt Woods motioned to approve the agenda. Allen Mendenhall seconded the motion. Approved (9-0).

5. Approval of the Minutes (November 2021)

Motion made to approve the minutes. Motion was seconded
Approved (9-0).

6. New Business

Elections (Chair and Vice-Chair)

A motion was made by Allen Mendenhall to retain the current chairperson and vice-chairperson for another year. The motion was seconded by DA Williams. The motion passed unanimously.

Corbitt Woods was re-elected as Chairperson and Jeffrey Cleveland re-elected as Vice-Chairperson to the DAC Board for the 2023 term.

Tree Advisory Committee Appointment

Mr. Dickison, Assistant Director explained the following about the DAC (Development Advisory Committee) and the TAC (Tree Advisory Committee) Committees:

- TAC is very similar to DAC, however TAC is focused on making recommendations to the Tree Ordinance and DAC is focused on making recommendations to the Unified Development Ordinance (UDO) for Titles 1, 2, and 3
- A Request for Proposal (RFP) will be created to retain a consultant to look at the entire tree legislation. Staff will work with TAC on any recommended amendments
- TAC is assigned with nominating someone from the TAC board to sit on the DAC board and vice versa. TAC meetings are scheduled on a quarterly basis and meetings are held on the first Monday of each month from 6 p.m. to 7:00 p.m. The next TAC meeting will be in April 2023. There are nine members on the TAC Board

During the meeting, Mr. Dickison noted that Stephanie Brady was attending the DAC meeting virtually. Mr. Dickison asked Ms. Brady if she had any input about selecting a member to the TAC Board.

Derrick “DA” Williams was elected to serve on the Tree Advisory Committee Board as a DAC representative for the 2023 term. Mr. Williams was concerned about whether he could add value. Mr. Dickison reassured him that he would add great value as the DAC liaison to the TAC Board because of the cross over work between the two committees.

Review of Open Meetings Act and Open Records Act

Theresa Cox, Gwinnett County Supervising Attorney conducted a presentation on the Open Meetings Act and the Open Records Act.

In Ms. Cox’s presentation she shared that meetings are defined as “any gathering of a quorum of the members of the governing body of an agency at which official business, policy, or public matter of the agency is formulated, presented, discussed, or voted upon.” Her presentation also covered exceptions to the Open Meetings Act, such as emails which are not generally constituted as an open meeting.

Regarding the Open Records Act, Ms. Cox stated that “all public records shall be open for public inspection and copying unless 1) there is a court order prohibiting disclosure; or there is a specific law exempting the records from disclosure.” Attached is a copy of Theresa Cox’s presentation which was shared during the DAC meeting. Refer to Exhibit

Due to the Open Records Act, Ms. Cox stated that it would be a good idea to have the board members set up with an official county email address. Mr. Dickison stated that he would ensure that all board members obtain a county email.

2045 Unified Plan Update

Mr. Dickison shared that the department sent out a Request for Proposal (RFP) for the update of the 2040 Unified Plan, which would become the 2045 Unified Plan. He

revealed that the request was approved by the Board of Commissioners and that TSW, a consultant firm, was awarded the contract with sub-contracts as Atlas, Blue Cypress, an economic development firm and an editor. He also shared that TSW plan update project manager is Allison Stewart-Harris. Mr. Dickison stated that staff will be making a request for a DAC member to join the 2045 Unified Plan Update Steering Committee. After further discussion, Allen Mendenhall was nominated to represent DAC on the 2045 Unified Plan Update Steering Committee. Mr. Dickison stated that the Board will get updates on the 2045 Unified Plan Update process. Further, he mentioned that the 5-year plan update is due in February 2024.

Title 3 Draft Amendments

Mr. Dickison presented the proposed amendments to the draft Title 3 Unified Development Ordinance (UDO). Redlined copies of the document were handed out for review. He noted that a double underline on the redline copy means that the text was moved from another portion of the UDO and relocated somewhere else in the Unified Development Code (UDO). He explained the UDO had duplication in some areas and it was in some cases necessary to relocate text in appropriate sections. Mr. Dickison asked the team to make recommendations to the document and then scan and email the recommended document revisions to the department.

Based on the comments received from the Board, Mr. Dickison recommended forming a UDO sub-committee to review and provide more input on the proposed amendments to the UDO. The DAC UDO sub-committee formed includes: 1) Allen Mendenhall, 2) Joseph Santoro, and 3) Corbitt Woods. Mr. Dickison stated that he would schedule a sub-committee meeting within the next two weeks to review the proposed UDO amendments.

Committee Reports

Alyssa Davis reported that some of the members from the Redevelopment Committee met in Downtown Tucker and took a tour of the area. She shared that the team spoke with some of the city staff about their redevelopment efforts that are underway. She also shared that one of the committee members drafted some redevelopment ideas, but that the team has not met as a group to discuss. Therefore, she wanted to defer her committee report until the next scheduled meeting.

7. Other Business

Following the 2045 Unified Plan Update discussion, Mr. Dickison introduced staff in attendance at the DAC meeting.

8. Adjournment (1:15 pm)

It was noted that the next DAC meetings are scheduled at the GJAC Auditorium in May 17, 2023, August 16, 2023, and November 15, 2023, at 12 noon.