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# REDEVELOPING PLANS REVIEW

*AN OVERVIEW AND PANEL DISCUSSION  
OF THE  
ATHENS-CLARKE COUNTY  
PLANS REVIEW PROCESS*





# SESSION SPEAKERS

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**GAVIN HASSEMER, AICP, LEED AP**  
*SENIOR PLANNER*

**DOUG HANSFORD**  
*BUILDING INSPECTIONS DIRECTOR &  
CHIEF BUILDING OFFICIAL*

**ELIZABETH HARGROVE**  
*SENIOR ASSOCIATE, KOONS ENVIRONMENTAL DESIGN*

**BRETT NAVE, R.A.**  
*FOUNDER & PRINCIPAL, STUDIO BNA*



# SESSION OUTLINE

## ATHENS-CLARKE COUNTY CONSTRUCTION PLANS REVIEW APPLICATION PACKET

### PLANS REVIEW SUBMITTAL REQUIREMENTS

The following items are required to submit a project for Plans Review.  
Review the Plans Review Handbook for details about plan content requirements at [accgov.com/plansreview](http://accgov.com/plansreview).

FOR ALL SUBMITTALS	
<input type="checkbox"/> Application Packet <i>Complete all relevant pages &amp; sign</i>	<b>1. Paper Copies of Plan Sets</b> - Building Plans Only..... 3 copies - Site Plans Only..... 5 copies - Building & Site Plans..... 5 copies - Preliminary Plats..... 5 copies - Hydrology Study..... 1 copy - Statement of Special Inspections..... 1 copy - Other reports/information..... 1 copy - Include an accurate sheet index of pages in plan set - Collate & staple each set, in order listed in sheet index  <b>2. Electronic Document Requirements</b> • One copy of complete plan set on CD - All sheets compiled into one file - Do not submit separate files for each sheet - All sheets in order listed in sheet index - All sheets rotated for on-screen viewing - Saved in .PDF or .DWF format - PDF maximum file size: 30 MB - DWF maximum file size: 80 MB - Contact Planning Department for larger files • All other documents included on CD - Hydrology Study, Statement of Special Inspections, etc. may be submitted as separate files
<input type="checkbox"/> Plan Sets <i>See "Paper Copies of Plan Sets" at right <sup>1</sup></i>	
<input type="checkbox"/> CD <i>See "Electronic Document Requirements" at right <sup>2</sup></i>	
<input type="checkbox"/> Fee Calculator – 1 Paper Copy <i>Complete &amp; print at <a href="http://accgov.com/reviewfees">accgov.com/reviewfees</a></i>	
<input type="checkbox"/> Fee – per Fee Calculator <i>Visa, MasterCard, cash or check payable to Athens-Clarke County</i>	
FOR SITE SUBMITTALS	
<input type="checkbox"/> Tree Management Plan <i>Required for all Site Reviews</i>	
<input type="checkbox"/> Stormwater Conference Date: _____ <i>If required, must occur prior to Plans Review submittal</i>	
<input type="checkbox"/> Hydrology Study/Stormwater Management Report <i>If required, must be included with initial Plans Review submittal</i>	

Please call the Planning Department if you have questions prior to submitting as incomplete submittals may delay acceptance of a project for review. Additional items may be required during the course of review, depending on the project scope. All application materials & submittal instructions are available online at [accgov.com/plansreview](http://accgov.com/plansreview).

Applications are updated periodically – please use the most current version online or at the Planning Department.

Athens-Clarke County Planning Department • [accgov.com/planning](http://accgov.com/planning)  
120 West Dougherty Street • Athens, Georgia 30601 • 706-613-3515

## Review of ACCGOV Plans Review Process

- Abstract
- Recent History
- Recent Data
- Previous Process
- Present Process
- Redevelopment Factors
- Benefits
- Challenges
- Panelist Questions
- Considerations
- Questions/Discussion



# SESSION ABSTRACT

## Purpose

- Self-assessment of procedural effectiveness and efficiency
- Can apply to both urban & rural departments, regardless of technological capability

## Disclaimer

- Example from ACCGOV
  - May or may not work for everyone
- About process/procedures, not regulations

## New Development vs. Redevelopment

- A complete redo is not typically necessary as...
  - Larger learning curve
  - More marketing and outreach
  - May not produce a better result
- Important to recognize existing processes and predictability through incremental amendments
- Keep aspects that work, “if ain’t broke, don’t fix it”

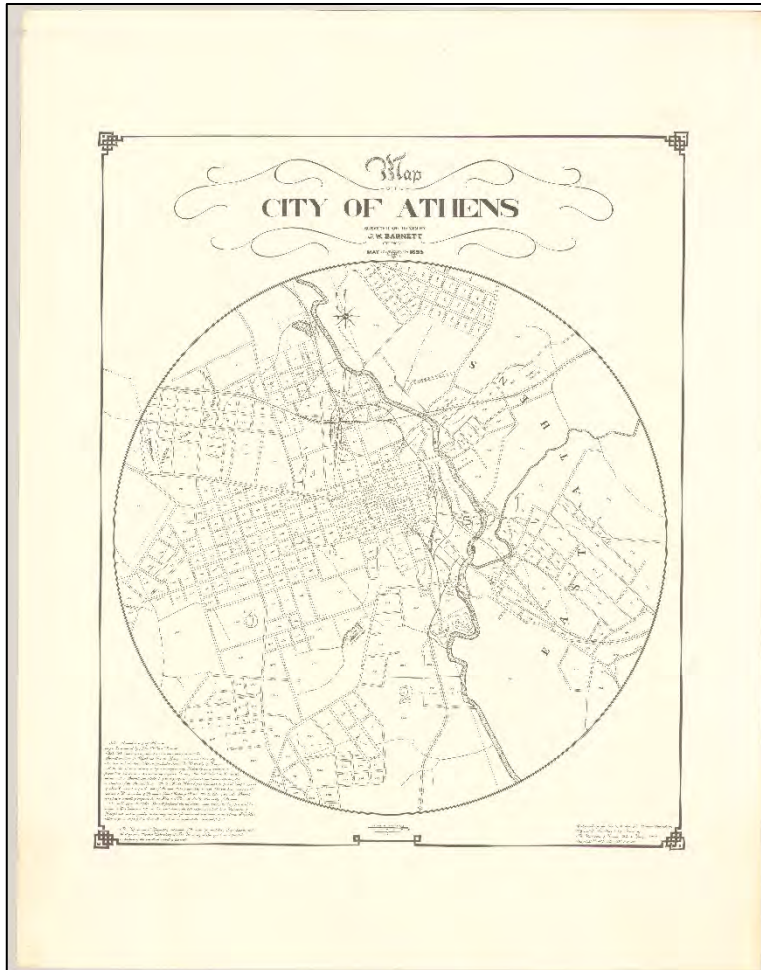




# RECENT HISTORY

## Brief Background

- **Overall Plans Review structure dates back to 1980's.**
  - Administrative shift during the 1990's
    - New software in 2000
  - After ~15 yrs., needed an update
    - Schedule
    - Technology
    - Clarification of permit pathway
- **Involves 15 divisions among 9 departments**
- **Old Process**
  - One week initial review, varied time for revisions
    - Site and Building followed same schedule
- **Old Procedures**
  - Payments to multiple departments
  - Questionable plan submittals
  - Multiple applications not centrally located or available online





# RECENT DATA

## 2018/2019 Review and Permit Statistics

- **222 plans submitted from 1/1/19 – 9/30/19**
  - Not inclusive of SFR or maintenance permits
- **FY 18 at a glance**
  - 232 new plans review applications
    - 609 submittals assoc. w/ new applications
  - 80 ssubmittals associated w/ 80 active cases prior to FY18.
- **Monthly project values (Multi-family; Commercial)**
  - 2018 Calendar Yr. = \$7,446,984.70 (Dec. highest)
  - 2019 (Jan.-June) = \$11,410,614.00 (Jan. highest)
- **Annual project values (Multi-family; Commercial)**
  - 2018 Calendar Yr. = \$89,363,817.00 (216 permits)
  - 2019 (Jan.-June) = \$68,463,684.00 (101 permits)

**Athens-Clarke County Construction Plans Review**  
**Plans Review Submittal Fee Calculator**

Person Completing this form: \_\_\_\_\_ Date: \_\_\_\_\_  
 Project Name: \_\_\_\_\_  
 Project Address: \_\_\_\_\_

**TOTAL PLANS REVIEW FEE DUE AT PLAN SUBMISSION**
**\$250.00**

(25% or less of the building review fee will remain due until permit issuance)

**INSTRUCTIONS**

The Total Fee due (shown above) will be calculated automatically as data is entered into the applicable fields below that are identified with this symbol ➡

Please place a value in each field identified with this symbol ➡

The \$250 base submittal fee applies to every Plans Review project and has already been entered. Enter 0 (zero) for those fields that do not apply to your project.

Once complete, please print all pages of this spreadsheet and submit with your Plans Review application.

**Plan Review Fee Calculations by Reviewing Department**

When you see this symbol ➡, project data or fee information is needed.

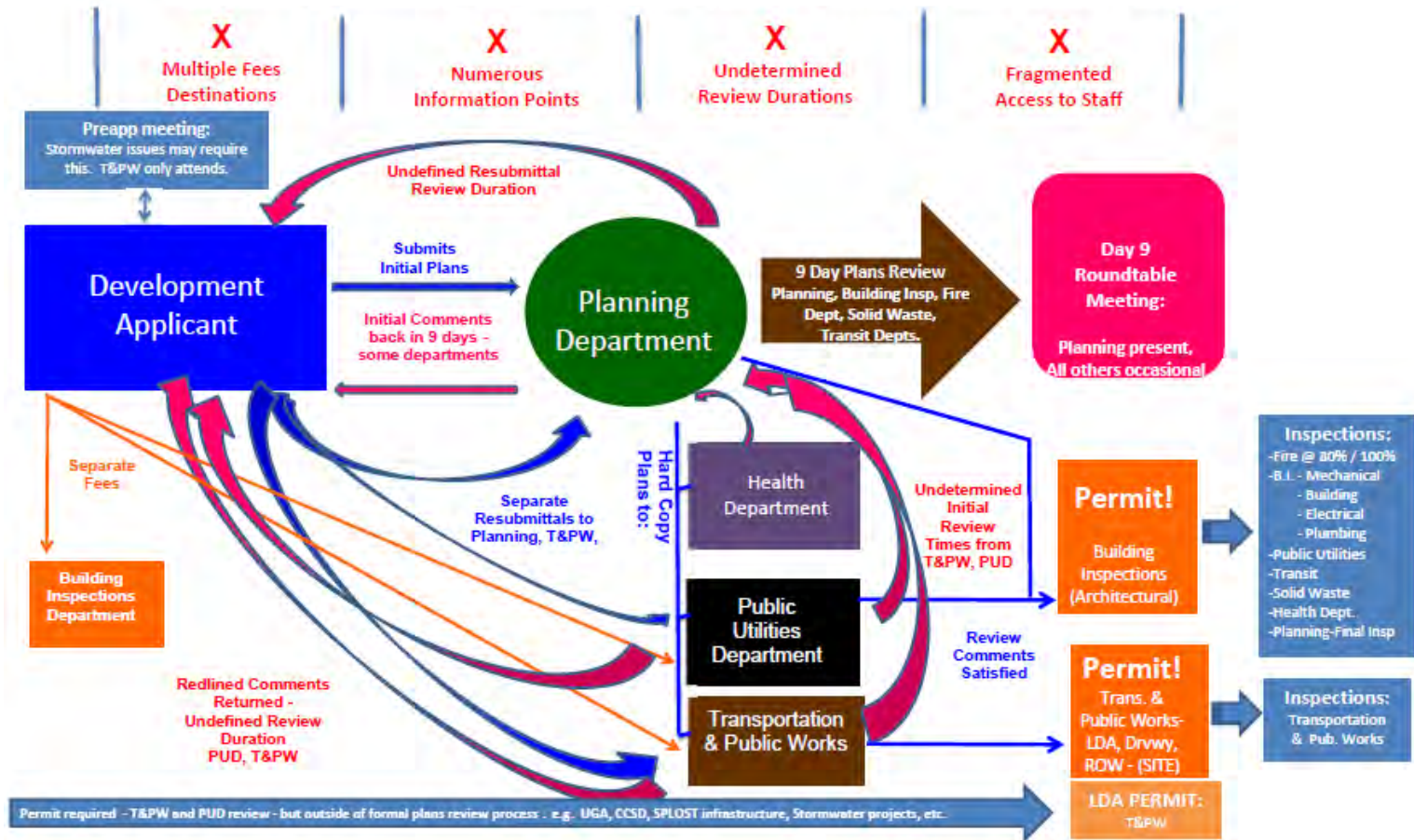
**Transportation & Public Works Department**  
\*No fee for building plan only submittals\*

<b>Construction Plan Review Fee</b>	<b>\$390</b>
<small>Construction plans include sheets depicting work in the right-of-way or other transportation related improvements and related details.</small>	
If applicable, enter Construction Plan Review Fee here ➡	
<b>Stormwater Management Plan Review Fee</b>	<b>\$300</b>
<small>Stormwater Management plans include all stormwater conveyance, detention, and retention facilities, and related details.</small>	
If applicable, enter Stormwater Management Plan Review Fee here ➡	
<b>Land Disturbance Activity (LDA) Review Fee</b>	<b>\$40 per acre disturbed</b>
<small>Land Disturbance plans include all grading and soil erosion plans for all phases of development, and related details.</small>	
<small>Determine the total acreage disturbed by the project proposed.</small>	
Enter the number of disturbed acres, including partial acreage, here ➡	
<b>Transportation &amp; Public Works Sub-Total</b>	<b>\$0</b>





# PREVIOUS PROCESS





# PREVIOUS PROCESS

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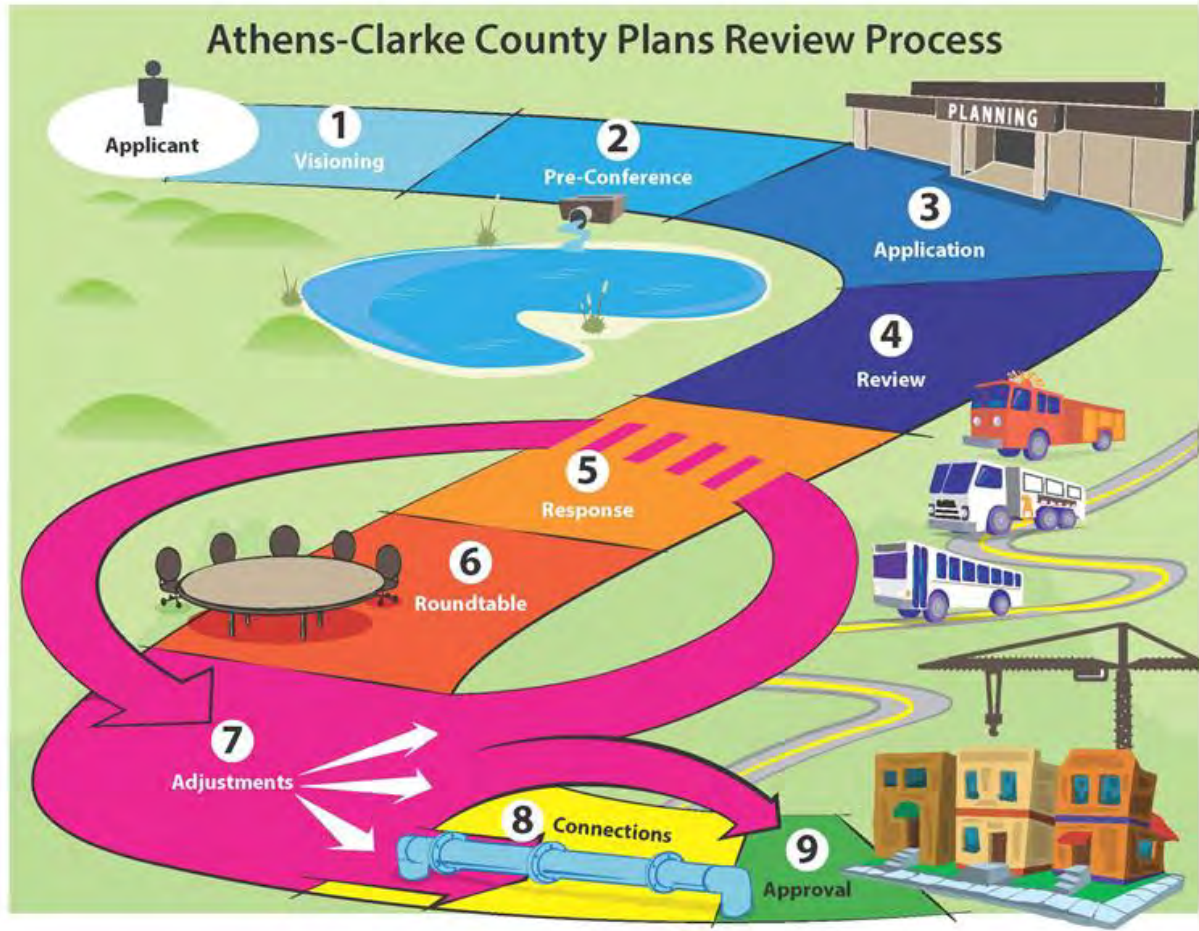
## Issues That Forced Change

- **Certain plans went certain places, depending on original submittal or revision**
  - Outdated software and licensing lapse
- **As evidenced by previous slide, processes/procedures weakened or dissolved overtime**
- **Departments requesting their own plans/revisions outside of required submittals**
  - Plans and various documents misplaced or lost
- **Record –keeping was not updated**
  - Submittals direct to reviewers without formal acceptance
  - Led to approval of various/competing plan versions.
- **One reviewer/inspector per department**
  - Lack of cross-training, succession planning





# PRESENT PROCESS





# REDEVELOPMENT FACTORS

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## Our Approach



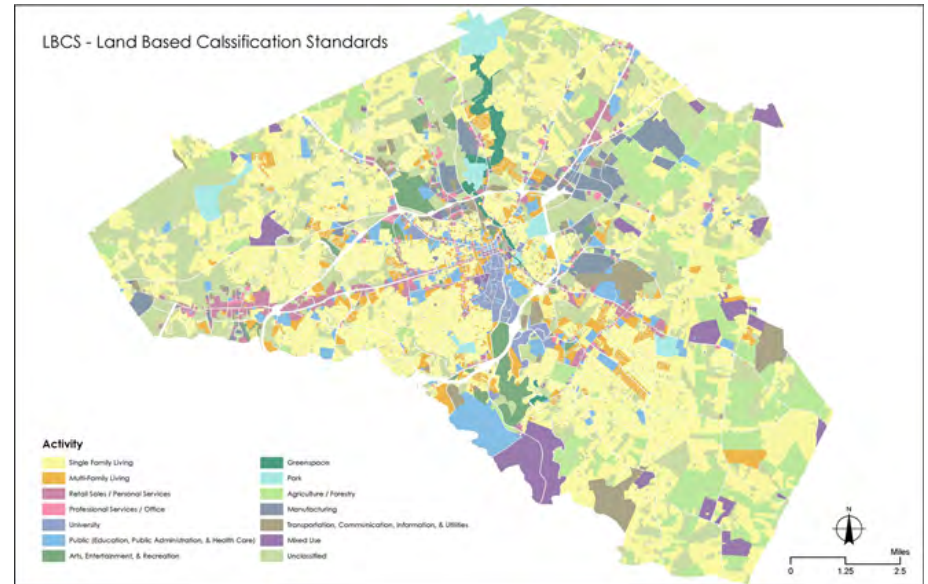
- **Interdepartmental trouble-shooting**
  - Met with depts. to discuss issues & solutions
- **Designer & developer sit-down**
  - Invited firms, contractors, & developers
  - Interactive discussion
- **County Management**
  - How could we align with M&C goals, expectations, and strategic initiatives?
- **Implementation schedule**
  - Highlighted new processes, procedures, fees, timelines



# REDEVELOPMENT FACTORS

## Initiatives Enacted

- **“Top 10 Keys to Success” Handout**
- **ACC Development Coordinator position**
  - Economic Development Dept.
- **Visioning Meeting**
  - Optional, free round-table with selected staff prior to formal submittal
  - One-page application, no plans necessary
- **Stormwater Pre-Conference**
  - Mandatory, no fee, preliminary engineering review
- **Required submittal documents**
  - No more “napkin” plans
  - Account for upgrades in technology
    - Energov
- **Current fee schedule**
  - **Centralized payments (sort-of)**
    - Some depts. do not process c.c.’s
    - Internal or govt. project payments





# BENEFITS

## Noticeable Improvements

- Consolidated application forms
- Centralized location for submittals (Planning Dept.)
- Consistency in comments & plan sheets/notes
  - Drop-down list of common corrections
  - Comments emailed 24 hours before mtg.
- Mandatory presence of reviewers at meetings
  - Attendance sheets
- Reduced # of separate submittals or meetings
- Mandatory revision narrative from designers
- Only final, approved copies of plans delivered to various depts.
- Outstanding fees are centrally reported and “tab” must be paid prior to permit issuance



## 2019 Plans Review Schedule

SUBMITTAL DEADLINES TUESDAYS BEFORE NOON <small>Highlighted fields indicate deadlines &amp; meetings for projects with a site plan and for preliminary plats. Every Tuesday is a building plan deadline.</small>	MEETING DATES WEEKLY THURSDAYS for BUILDING PLANS ONLY	MEETING DATES BI-WEEKLY THURSDAYS for SITE PLANS ONLY SITE & BUILDING COMBINED PRELIMINARY PLATS
12-11-18	12-20-18	12-27-18
12-18-18	12-27-18	--
<b>12-26-18</b>	<b>1-10-19</b>	<b>1-10-19</b>
<b>1-2-19</b>	<b>1-10-19</b>	--
1-8-19	1-17-19	1-24-19
1-15-19	--	--
1-22-19	1-31-19	2-7-19
1-29-19	2-7-19	--
2-5-19	2-14-19	2-21-19
2-12-19	2-21-19	--
2-19-19	2-28-19	3-7-19
2-26-19	3-7-19	--
3-5-19	3-14-19	3-21-19
3-12-19	3-21-19	--
3-19-19	3-28-19	4-4-19
3-26-19	4-4-19	--
4-2-19	4-11-19	4-18-19
4-9-19	4-18-19	--
4-16-19	4-25-19	5-2-19
4-23-19	5-2-19	--
4-30-19	5-9-19	5-16-19
5-7-19	5-16-19	--
5-14-19	5-23-19	5-30-19
5-21-19	5-30-19	--
5-28-19	6-6-19	6-13-19
6-4-19	6-13-19	--
6-11-19	6-20-19	6-27-19
6-18-19	6-27-19	--

*\*Dates in bold are changed due to holidays. Please visit [athensclarkecounty.com/plansreview](http://athensclarkecounty.com/plansreview) for updates.*





# BENEFITS

Initial Building Submittal: 146

Department	Cases Within Review Deadline	Cases After Deadline, Before Roundtable	Cases After Deadline, After Roundtable
<i>Review Deadline</i>	<i>5 days</i>	<i>6-7 days</i>	<i>&gt;7 days</i>
<b>Building Insp**</b>	572* (97.04%)	7 (2.96%)	
<b>Fire</b>	130 (89.66%)	14 (9.66%)	1 (0.69%)
<b>Health</b>	49 (33.79%)	91 (62.79%)	5 (3.45%)
<b>Planning</b>	113 (77.93%)	30 (20.69%)	2 (1.38%)
<b>PU – CC</b>	133 (91.72%)	12 (8.28%)	0
<b>PUD</b>	142 (97.93%)	3 (2.07%)	0
<b>PW – Engineering</b>	134 (92.41%)	10 (6.90%)	1 (0.69%)
<b>PW – Traffic</b>	99 (68.28%)	44 (30.34%)	2 (1.38%)
<b>Solid Waste</b>	117 (80.69%)	26 (17.93%)	2 (1.38%)
<b>Transit</b>	95 (65.52%)	48 (33.1%)	2 (1.38%)

\*\* - Building Inspection has four divisions (Structural, Electrical, Gas/HVAC, Plumbing).

## Big Picture

- **Promotable and predictable process**
  - Econ. Dev.; Chamber of Commerce; County Manager; M&C
- **Same process for everyone**
  - No need for expediting
- **Annual reports with quantitative & qualitative data to track progress/deficiencies**







# CHALLENGES

## Conflicts / Complaints

- **Corrective Action Format**
  - Pages upon pages
- **Review times**
  - Some depts. struggle to keep pace
- **Complete submittals**
  - Types of plans; fee calculator; digital file size; etc.
- **Submittal deadlines**
  - “Hard-line” cut-off

## Issues to be Addressed

- **Accurate & consistent schedules**
  - Original submittals (Site 14 days; Bldg. 7 days)
  - Revisions (Site & Bldg. 7 days)
- **Process determinations**
  - New Submittal vs. Changes to Approved
- **Missed corrections**
  - New comments not part of original set

ATHENS-CLARKE COUNTY PLANNING DEPARTMENT  
**REVISION SUBMITTAL FORM**

FIRST REVISION: No Fee    SUBSEQUENT REVISIONS: \$20    CHARGES TO APPROVED PERMIT PLANS: \$50

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PROJECT ADDRESS: \_\_\_\_\_ PLAN #: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_ DATE RECEIVED AT PLANNING: \_\_\_\_\_

PERSON SUBMITTING REVISIONS: \_\_\_\_\_ TYPE OF SUBMITTAL:

YOUR NAME: \_\_\_\_\_  PLANS REVIEW REVISIONS     CHANGES TO APPROVED PLANS

BUSINESS PHONE: \_\_\_\_\_  ZONING PERMIT     FINAL PLAN

BUSINESS EMAIL: \_\_\_\_\_  PRELIMINARY PLAN     OTHER \_\_\_\_\_

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**PLANS REVIEW REVISIONS, CHANGES TO APPROVED PLANS, PRELIMINARY PLAN REVISIONS**

**Paper Copies:**  Submit paper copies of revised sheets only     Building Plans – 2 copies of each revised sheet  
 Collate and staple each set of revised sheets     Site Plans – 4 copies of each revised sheet  
 Cloud/Note changes on each sheet & include revision date (Do not cloud preliminary plan revisions)

**CD:**  Save ENTIRE PLAN SET & other documents on CD     Saved in .PDF or .DWG format  
 Revised sheets incorporated into overall plan set     PDF maximum: 30 MB / DWG maximum: 80 MB  
 Plans saved in one file (multiple drawings cannot work)     Sheet index updated, if needed  
 All sheets rotated to view on-screen     All sheets saved in order listed in sheet index

**Narrative:** A description of how and on what sheet each comment was addressed. The narrative may consist of an annotated copy of the printed Plans Review comments, a letter outlining the changes, or a list on the back of this Revision Form. Narrative for Changes to Approved Plans should outline changes in detail.

**Supporting Documents / Reports:** 1 paper copy and a PDF on CD

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**Departmental Reviewers** – Check each reviewer needing to review these revisions:

<input type="checkbox"/> Building Division	<input type="checkbox"/> HVAC / Gas Division	<input type="checkbox"/> Public Works - Floodplain	<input type="checkbox"/> Public Works - Engineering
<input type="checkbox"/> Community Forester	<input type="checkbox"/> Planning Department	<input type="checkbox"/> Public Works - LDA	<input type="checkbox"/> Public Works - Traffic
<input type="checkbox"/> Cross Connection	<input type="checkbox"/> Planning Department - TMP	<input type="checkbox"/> Public Works - ROW	<input type="checkbox"/> Solid Waste
<input type="checkbox"/> Electrical Division	<input type="checkbox"/> Plumbing Division	<input type="checkbox"/> Public Works - Simole LDA	<input type="checkbox"/> Transit
<input type="checkbox"/> Fire Marshal	<input type="checkbox"/> Public Utilities Department	<input type="checkbox"/> Public Works - Detention	
<input type="checkbox"/> Health Department	<input type="checkbox"/> Public Works - Driveway	<input type="checkbox"/> Public Works - Quality	

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FINAL PLAN REVISIONS	ZONING PERMIT REVISIONS
<input type="checkbox"/> Paper Copies: 3 sets, 4 if Health Department reviewing	<input type="checkbox"/> Paper Copies: 1 set, 3 upon approval
<input type="checkbox"/> CD: Required - see file size requirements listed above	<input type="checkbox"/> CD: Recommended, not required. See file sizes above
<input type="checkbox"/> Narrative: description of how each comment was addressed	<input type="checkbox"/> Narrative: description of how each comment was addressed
<input type="checkbox"/> Signature Copies: 2 originals for recording, after approval	

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FOR STAFF USE:

Received by: \_\_\_\_\_ Fees:  Yes     N/A    Narrative:  Yes

Number of Paper Copies (see above): \_\_\_\_\_ CD:  Yes     N/A - CP only    Logged In:  Yes

ACC Planning Department | 1220 W. Douglas Street, Athens, GA 30601 | 706-532-3513 | accpwa.com/planning | April 2018



# PANELIST: DOUG HANSFORD

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## Resume

- **Position**
  - 29 years with ACC Building Inspection Department; 13 years as Chief Building Official
  - Building Inspection Department Director; Manage the day to day operation of permit issuance, inspections, plans review (building and trades), and code enforcement
- **Education**
  - Bachelor of Science Agricultural Economics – UGA 1990
  - Master Code Professional (MCP)

## Describe your role and experience with the ACCGOV Plans Review Process

- **Role**
    - Review construction plans as needed; Building Code, Electrical Code primarily. Attend weekly plan review meetings with applicants and design professionals
  - **Experience**
    - Experience in the electrical industry 6 years; on-site inspections 16 years; plans review 14 years; department director 13 years
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# PANELIST: DOUG HANSFORD

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**Given your extensive background with the ACCGOV Plans Review Process, what are some specific changes (from a Building Inspection standpoint) that were addressed with the most recent redevelopment?**

- **Having digital plans to review allows reviewers to access plans on their desktop PCs**
  - Limited numbers of hard copies need to be submitted
  - Access to electronic versions of codes at PCs; digital copies can be archived in accordance with the Georgia Records Retention Act



# PANELIST: DOUG HANSFORD

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**Are there any present aspects of the ACCGOV Plans Review Process that were kept as part of the redevelopment?**

- **Our primary review process for individual reviewers has not changed**
  - Future technological advancements may allow for automated review of some aspects of plans based on nationally recognized codes; local amendments could make this inefficient
  - A representative from the Building Inspection Department continues to attend the weekly meeting with applicants to discuss and explain review comments



# PANELIST: DOUG HANSFORD

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**Elaborate on the application of IBC standards within the ACCGOV Plans Review Process given the type(s) of plans required for submittal, timeframes, and the ability to converse with applicants and designers?**

- **The IBC covers a myriad of building related systems including: height, area, type of construction, rated shafts, rated walls, etc. The newly implemented review process has tight time constraints that make it difficult depending on overall workload to meet deadlines. Accuracy is important in reviewing plans.**
  - **Reviewers prioritize plans review and meetings with applicants and designers to head-off code issues on the front end as opposed to addressing design issues during construction**
- **Standardized construction codes throughout the State of Georgia (Uniform Codes Act) benefit code officials as well as designers**
  - **Design professionals can expect consistent codes across municipalities during the design phase**





# PANELIST: DOUG HANSFORD

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Describe the use of technology in the ACCGOV Plans Review Process and potential changes.

- **Energov is our primary software solution for plans review and permit issuance**
  - Limited ability of our mobile solution
- **We plan to review other software solutions that will give us a more robust digital plan review system as well as a more integrated mobile solution**
  - Energov has been our provider for approximately 10 years and as of the past few years has kept up with other vendors in research and development of new technology and how to integrate that technology into their software solutions



# PANELIST: DOUG HANSFORD

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## Discuss the benefits and challenges of plan reviewers also being inspectors?

- **Knowledge of specific projects**
  - Having a reviewer of a project also conduct the on-site inspections during construction is beneficial in that they are aware of specific or unique aspects of a building prior to visiting the construction site
- **Time management**
  - During times of peak construction activity it is difficult for our reviewing staff to also perform field inspections; we do prioritize staff to thoroughly review plans as that can lead to a more seamless construction process for projects

# PANELIST: ELIZABETH HARGROVE

## Resume

- **Senior Associate**
  - 17 years (11 years in Athens, GA)
  - Project Management
- **Education**
  - Bachelor of Landscape Architecture
  - Bachelor of Sciences - Psychology



## Describe your role and experience with the ACCGOV Plans Review Process

- **Role**
  - As project manager I have been involved in all stages of the plans review process, as well as Planned Development Permitting, Special Use Permitting, and Historic Preservation Permitting
- **Experience**
  - Over 10 years of experience with the ACC plans review process

# PANELIST: ELIZABETH HARGROVE

**Do you prefer an “all-inclusive” process, like that of ACCGOV, or, one that is “self-guided” by the applicant?**

- **The ACCGOV “all-inclusive” Plans Review Process is very clear to understand and more efficient than “self-guided” permitting. However, it is not without its glitches:**
  - **Breaks in communication with inter-agency reviewers and outside agency reviewers**
  - **Pre-application conferences are more beneficial for new permittees or property owners than for professionals**



# PANELIST: ELIZABETH HARGROVE

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**Describe your experience with private, third-party review processes in comparison to public, “in-house” review processes.**

- **Benefits**

- Have had some experience with third-party permit facilitators in Washington, DC and Atlanta, GA
- It is convenient having one contact person who knows how to navigate the permitting process
- Permit facilitators often have relationships with city/county officials and can occasionally usher projects through permitting more quickly

- **Challenges**

- Permit facilitators can sometimes have limited knowledge about a project’s basis for design and are therefore not motivated to promote creative ways of meeting municipal design regulations while preserving design intent
- On occasion it is still necessary for the designers to meet with city/county officials to understand local guidelines and discuss innovative ways of meeting the guidelines



# PANELIST: ELIZABETH HARGROVE

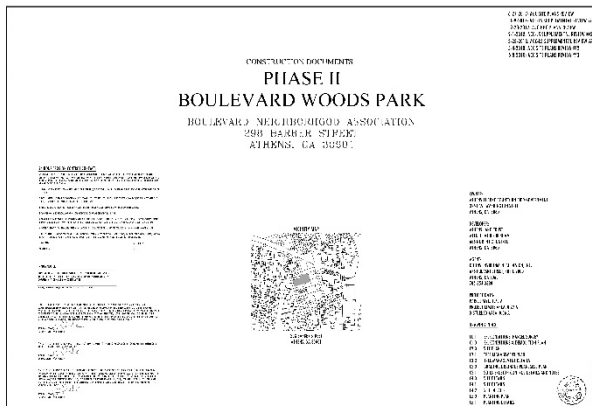
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ACCGOV has implemented several, separate review meetings (visioning, stormwater pre-app, LDA pre-con.) prior to or post Plans Review Process. Do you feel it necessary to better incorporate these meetings into the general preparation for the primary ACCGOV Plans Review Process given its goal to be “all-inclusive”?

- Discussions pertaining to such topics as stormwater and land disturbance are critical for project design and permitting. However, the additional meetings do put a burden on the “all-inclusive” Plans Review Process and the procedure could be more streamlined.

# PANELIST: ELIZABETH HARGROVE

- **Specifically:**
  - The Visioning Meeting is more beneficial for new permittees and property owners, not necessarily design professionals that routinely usher projects through permitting.
    - Visioning Meeting could be an optional step, with professionals familiar with the process not penalized for omitting the step
  - Projects requiring Health Department and Leisure Services review requires separate coordination which can result in delays
  - The Plans Review Process does not include Historic Preservation review and permitting. Obtaining a Historic Preservation Certificate of Appropriateness requires subsequent Certificate of Appropriateness applications that reflect any design and material changes required through Plans Review.



- 6-27-2017: ACC SITE PLANS REVIEW
- 11-9-2017: ACC-LS SUPPLEMENTAL REVIEW #1
- 12-20-2017: ACC HPC PLANS REVIEW
- 2-1-2018: ACC-LS SUPPLEMENTAL REVIEW #2
- 3-28-2018: ACC-LS SUPPLEMENTAL REVIEW #3
- 5-4-2018: ACC SITE PLANS REVIEW #2
- 6-8-2018: ACC SITE PLANS REVIEW #3

# PANELIST: ELIZABETH HARGROVE

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**Does the ACCGOV Plans Review Process in any way promote or prohibit your firm's goals or beliefs (sustainability), or a certain style of architecture and design (arch. elevations prior to site release)?**

- **The ACCGOV Plans Review Process has on occasion prohibited KED's design goals and beliefs.**
- **This has occurred at the tail end of larger permitting processes, specifically a Special Use Permit or Planned Development Permit.**
  - ACCGOV Plans Review has required changes to binding site plans so boxes can be checked
  - ACCGOV Plans Review has denied refinements to binding site plans despite the claim that slight adjustments can be made as a project develops providing that the spirit of the binding site plan is upheld
- **What about achieving your client's project within budget or on-time?**
  - A few projects have come close to being delayed despite KED's practice of budgeting extra permitting time. Those few times were due to gaps in communication or delayed reviews.
  - To date, KED project budgets have not been significantly effected by the ACCGOV Plans Review Process as the firm establishes estimated pricing with clients prior to submitting for Plans Review

# PANELIST: BRETT NAVE

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## Resume

- **Position**
  - 19 years (Studio.BNA founded in 2000)
  - Principal Architect
- **Education**
  - Bachelor of Architecture, Auburn University School of Architecture 1994
  - Registered Architect: GA, SC, FL, NC, AL, MT, NY

## Describe your role and experience with the ACCGOV Plans Review Process

- **Role**
  - Principal Architect from schematic design thru construction
- **Experience**
  - Various projects since 2013 including mixed use, commercial, multi-family residential

# PANELIST: BRETT NAVE

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If you were to describe the ACCGOV Plans Review Process to another architect, how would you do so?

- **It's a team effort and we are all on the same team**
  - The Planning Department, Building Department, and Public Works staff are there to help
  - Everyone is very knowledgeable and will go the extra mile
  - They fully understand the development and construction process
  - The departments communicate well internally
- **Advice on approach to projects:**
  - Everyone has an expertise (each department, the architects, and engineers)
  - As with any design endeavor, an open dialogue generally brings the best solution
  - The availability of the planning and building department staff is an asset
  - Utilize the visioning meeting process

# PANELIST: BRETT NAVE

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## How does the ACCGOV Plans Review Process compare with similar size jurisdictions?

- **What about larger jurisdictions?**
  - The ACC Plan review Process is many levels better than all larger jurisdictions we have worked with
  - Every jurisdiction is different. In general, larger jurisdictions tend to be difficult to work with
    - A primary obstacle in large jurisdictions is accessibility to discuss a project with staff
    - A primary obstacle in large jurisdictions is lack of communication between departments
    - A weak point in larger jurisdictions is lack of clear and definitive feedback
    - A weak point in larger jurisdictions is inconsistency from one staff recommendation to another
- **What about smaller jurisdictions?**
  - Smaller jurisdictions vary from similar-in-scale to ACC to only one or two people
  - Typically we see a similar accessibility of staff to ACC, and a similar willingness to assist
  - A key benefit of smaller jurisdictions up to similar-in-scale to ACC is better communication



# PANELIST: BRETT NAVE

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Do you feel it is more comfortable and/or effective to have a roundtable discussion that can include your clients, along with ACCGOV staff vs. a private, one-on-one discussion with every applicable department representative at individual times?

- **Both are effective options**
  - Visioning Meetings and Plan Review with department staff are quite effective
  - Private one-on-one meetings are always available and effective addressing specific items
  - Clients are always welcome at meetings and staff input is often very insightful for clients

# PANELIST: BRETT NAVE

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Does the ACCGOV Plans Review Process in any way promote or prohibit your firm's goals or beliefs (sustainability), or a certain style of architecture and design (arch. elevations prior to site release)?

- **Sustainability:**
  - Public Works encourages alternative solutions for storm water and water quality
  - Public Works is interested in green roof solutions for rooftop water quality
  - Solid Waste Department team is very supportive of recycling and compacting solutions
- **Architecture style / design:**
  - Planning and Building departments are open to various architectural styles and approaches
  - **HPC Area of Improvement** - non-contributing and adjacent projects are subject to historic design guidelines that may restrict alternate or complimentary architectural solutions
- **Challenges of binding PD Elevations relative to Design Development:**
  - **Area for Improvement** - The “binding” nature of the PD process occurs prior to Design Development, thus restricting the evolution of elevations and site as the project is refined. Staff has some leeway in reviewing very minor changes but greater leeway granted by the Mayor Commission to the Planning Department could be helpful in certain instances.

# PANELIST: BRETT NAVE

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Do you have any opinion on the way the process works for site plan reviews vs. that of building plan reviews?

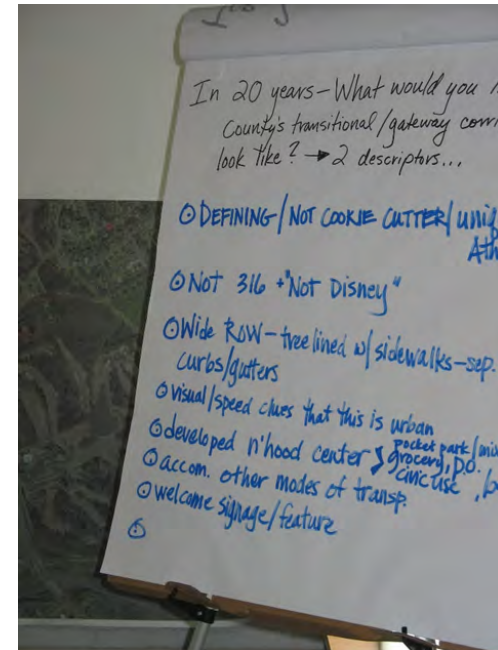
- **Building Plan and Site Plan Review**
  - From the Architect perspective, the Building Plan Review process is very clear. Each department reviews within 10 days of submittal both in writing and sits down with the architect/engineer team in a group meeting
  - During the review meeting top representatives of each department are present to discuss, clarify, and offer solutions and guidance to forward the project
  - All department staff are available to work with the architect/engineer team to find reasonable solutions
  - **Area for Improvement** – Projects in review are assigned to a single Planning Department staff for comments.



# CONSIDERATIONS

## Lessons Learned

- **Documented, defensible, publicly acceptable process and procedures**
- **Give and take, what are we implementing and how is it helping applicants or staff**
  - Ex. Increase fees, but faster timeline
- **Predictability: If you as staff don't know the process, how will an applicant?**
  - **Marketing awareness**
    - Hold meetings with firms
    - Outreach
- **Technology and Law**
  - Technology can advance the process, when it works
  - Recent legislation (HB 493; Small-Cell) can impact review processes, procedures, & schedules
- **Implementation is active and ongoing**
  - Effective June 1, 2015
  - Changes as we go, not waiting another decade





# CONCLUSION

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## Questions & Discussion



# CONCLUSION

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**Thank You!**

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