

## Performance Standards Checklist

**Minimum Standards** are activities local governments must undertake for consistency with the regional plan. The intent is to ensure a consistent and predictable basic level of local requirements across the region. All local governments in the region will be expected to attain the Minimum Standard within three years of adoption of the regional plan, or risk losing Qualified Local Government status.

Jurisdictions are separated into two tiers with a corresponding set of Minimum Standards. Tier 1 jurisdictions are city governments with fewer than 1,000 residents, and county governments with fewer than 10,000 residents. Tier 2 jurisdictions include city governments with 1,000 resident or greater, and county governments with 10,000 residents or greater.

Minimum Standard for Tier 1 Governments			
STANDARD	YES	NO	DOCUMENTATION
1 Our clerk is certified or in the process of being certified			Certification/ Documentation of training
2 Our newly elected officials have attended or scheduled for the required training			Certification/ Documentation of training
3 We do not permit development in areas not identified in the comprehensive plan's future development map			Ordinances and Future Development Map
4 We update our service delivery strategy (SDS) as required by state law, and have written agreements for these services that are on file and available for public review			Copy of SDS
5 We have and enforce a public nuisance ordinance to control nuisances such as loud noises, stagnant water, abandoned vehicles, the accumulation of junk, excessively tall weeds and grass, etc.			Copy of ordinance
6 We have an approved solid waste management plan			Copy of plan
7 We have an approved hazard mitigation plan			Copy of plan
8 We may be reached via email, and we have the ability to send and receive attachments			Email address
9 We have a unified code of ordinances, so that all ordinances and resolutions that have the effect of law are contained in one document			Copy of ordinance
Minimum Standard for Tier 2 Governments All of the Performance Standards for Tier 1 Governments, plus the following:			
STANDARD	YES	NO	DOCUMENTATION
1 We adopted the appropriate DNR Part V. Environmental Planning Criteria (Part Two of DCA's Alternative to Zoning Model Ordinance). Includes Protection of Groundwater Recharge Areas, Wetlands Protection, and River Corridor Protection			Adoption Resolution, Copy of ordinance
2 We adopted administrative procedures to enforce the state minimum standard building codes (Building, Residential, Fire, Plumbing, Mechanical, Fuel Gas, Electric and Energy Conservation)			Copy of administrative procedures
3 We have subdivision regulations			Copy of subdivision regulations

## Excellence Standard

To achieve the Excellence Standard, local governments must already have in place at least two standards from each of the seven areas (Community Facilities, Intergovernmental Coordination, Natural and Cultural Resources, Economic Development, Housing, Land Use and Transportation). To maintain this status, one standard from any of the seven (7) areas must be implemented each year.

Excellence Standard				
Community Facilities				
STANDARD	YES	NO	DOCUMENTATION	
1			Georgia Department of Community Affairs approval	
2			Copy of ordinance	
3			Copy of budget	
4			Copy of certification	
5			Copy of certification	
6			Copy of certification	
7			Copy of plan	
8			Copy of plan	
9			Copy of plan	
10			Copy of inventory	
11			Copy of CIP	
12			Copy of regulation or ordinance	
13			Confirmation from tax office	
14			Copy of budget	

Intergovernmental Coordination				
STANDARD	YES	NO	DOCUMENTATION	
15			GA DCA designation	
16			Agendas, meeting minutes	
17			Review of comprehensive plan	
18			Copy of ordinance	
19			Copy of contract or agreement	
20			Copy of contract or agreement	
21			Web address	
22			Agendas, meeting minutes	
23			Copy of contract or agreement	

<b>Natural and Cultural Resources</b>				
<b>STANDARD</b>	<b>YES</b>	<b>NO</b>	<b>DOCUMENTATION</b>	
24			We organize or participate in a stream clean-up program such as Adopt-A-Stream or Rivers Alive Agendas, meeting minutes	
25			We have a litter prevention ordinance Copy of ordinance	
26			We have a locally designated historic district and an active historic preservation commission Adoption resolution, map of district, Member list	
27			We are a certified local government under the Georgia Historic Preservation Division Verification of certifying agency	
28			We have National Register listed properties or districts Copy of Register listing	
29			We have and enforce a tree ordinance Copy of ordinance	
30			We have a "pay per throw" (unit-based or variable rate structure) structure for solid waste disposal so households are charged according to the amount they dispose of Copy of waste plan or ordinance	
31			We have adopted and enforce design guidelines for new construction Copy of guidelines	
32			We provide incentives for green subdivision design, such as conservation or cluster subdivisions Copy of sub-regs or design standards	
33			We require agricultural buffers where non-agricultural land abuts agricultural land Copy of land use regs	
34			We have an area-specific plan (such as a downtown development plan) to address a specific part of our jurisdiction Copy of plan	
35			We have an environmental resource inventory that maps the community's environmentally sensitive areas (such as floodplains, wetlands, significant stands of old growth trees, etc. in order to make rational decisions about areas best suited to set aside as open space, or for areas of development Copy of inventory	
36			We are a Keep Georgia Beautiful affiliate None	
37			We offer or contract to provide curbside collection of solid waste Copy of contract or waste plan	
38			We provide a staffed collection center for solid waste and recyclables Address of facility	
39			We adopted one or more permissive codes (International Property Maintenance Code, or International Existing Building Code) Adoption resolution	
40			We have growth boundaries to attempt to control sprawl Copy of comp plan, land use regs	
<b>Economic Development</b>				
<b>STANDARD</b>	<b>YES</b>	<b>NO</b>	<b>DOCUMENTATION</b>	
41			We are a Work Ready Community ( <a href="http://workreadycommunities.org">http://workreadycommunities.org</a> ) Verification of certifying agency	
42			We are an Entrepreneur Friendly Community (Georgia Department of Economic Development Program) Verification of certification by Ga Dept. of Economic Development	
43			We have a website with start-up business information Web address	
44			Our ordinances are available on-line, such as with Muni-code None	
45			We are actively involved with a chamber of commerce Meeting minutes	
46			We have conducted a Business Retention and Expansion Process (BREP) Survey, or an Existing Industry Program (EIP) Survey in the last five years Copy of BREP	
47			We have an Urban Redevelopment Plan Copy of plan	
48			We attend annual Economic Development Authority (EDA) or Georgia Academy training Certificate of completion	
49			We have a written inventory of existing businesses Copy of inventory	
50			We have a written inventory of sites available for commercial and manufacturing Copy of inventory	
51			We are a Main Street Community or a Better Hometown Community Certification from designating authority	
52			We have an Enterprise Zone or similar program that offers incentives such as tax or fee exemptions to attract new business Adoption Resolution, map	

53	We have an Opportunity Zone (Georgia tax credit program) in our jurisdiction			Adoption Resolution, map
54	We regularly conduct a Labor Market Information (LMI) Analysis to identify industry sectors best suited to a local community's available workforce, and what training might be required to attract potential employers			Copy of LMI
55	We participate in multi-county economic development efforts			Meeting minutes
56	We have a Neighborhood Watch program in our community to help prevent crime and vandalism			Police department verification, signage
57	We meet at least quarterly with an active joint county development authority (JDA)			Agenda, minutes, notifications
58	We have a unified development code (all our ordinances relating to development are in one place), to help streamline the development process			Copy of or link to code

**Housing**

<b>STANDARD</b>		<b>YES</b>	<b>NO</b>	<b>DOCUMENTATION</b>
59	We have a written housing plan or strategy			Copy of the plan
60	We have completed a housing inventory and/or housing assessment			Copy of the plan
61	We have a written plan for the demolition of unsafe or abandoned properties			Copy of the plan
62	We streamline the review process, or otherwise provide an incentives to developers when developments include affordable housing			Review of the approval and review process
63	We have a housing trust fund to provide a stable source of revenue reserved solely for affordable homes			Copy of budget
64	We have tax exempt programs for mixed-income developments and low income home owners			IRS Tax Exempt Status
65	We are a Georgia Initiative for Community Housing (GICH) alumni or program participant			DCA verification
66	Our zoning ordinance allows very small lot sizes (1/4 acre or smaller) for single-family houses			Copy of ordinance or resolution
67	We encourage mixed-income housing to attempt to ensure that developments contain some affordable housing			Copy of ordinance or resolution
68	Our zoning ordinance has an inclusionary provision that requires developers to make a percentage of housing units in new residential developments available to low and moderate-income households			Copy of ordinance or resolution

**Land Use**

<b>STANDARD</b>		<b>YES</b>	<b>NO</b>	<b>DOCUMENTATION</b>
69	We have a zoning ordinance			Copy of ordinance, adoption resolution
70	Our zoning ordinance allows one of the following: <ul style="list-style-type: none"> <li>▪ accessory housing units by right (mother-in-law suites, carriage houses, garage apartments, etc.</li> <li>▪ mixed uses (such as allowing residential and commercial together in the same district)</li> <li>▪ planned unit developments (PUDS)</li> </ul>			Copy of ordinance(s)
71	Our zoning ordinance accommodates the reuse of closed, decommissioned or obsolete (greyfields) uses			Copy of ordinance
72	Our zoning ordinance includes manufactured home compatibility standards that ensures architectural compatibility of manufactured homes with adjacent single-family residences			Copy of ordinance
73	Our zoning ordinance has a floating or more permissive overlay zone to provide greater flexibility			Copy of ordinance

74	Our zoning ordinance requires that new infill development is compatible with its neighborhood and maintains the harmony and character of existing areas			Copy of ordinance
75	We have green space requirements in our subdivision regulations			Copy of ordinance
76	We have a landscape and buffer requirement in our land use regulations			Copy of ordinance
77	We require sidewalks in new housing developments (subdivisions) over a certain size			Copy of ordinance
78	We have a process or procedure to allow construction on existing substandard lots			Copy of ordinance
79	We allow clustered subdivisions by right			Copy of ordinance
80	We have a designated code enforcement officer			Name of officer
81	We require new construction to be at least three feet above FEMA (Federal Emergency Management Agency) designated floodplains			Copy of ordinance
82	We participate in annual code enforcement training			Certificates
83	We have a legal sign ordinance			Copy of ordinance
84	We require our planning commissioners to attend training at least annually			Certificates
85	We have an annual meeting of the planning commission and elected officials			Meeting minutes
86	We have an impact fee ordinance			Copy of ordinance
87	We encourage road connectivity between adjacent subdivisions for better traffic flow			Copy of ordinance
88	We have a geographic information system (GIS) that is available to the public and share with other local government entities such as fire, police department and public works			Demonstration
89	We participate in Federal Emergency Management Agency's Community Rating System (CRS) program to reduce flood losses, to facilitate accurate insurance ratings and to promote the awareness of flood insurance			FEMA letter, verification of program fees
90	We analyze the financial impacts of growth before allowing residential development (subdivisions) over a certain size			Copy of ordinance
<b>Transportation</b>				
<b>STANDARD</b>		<b>YES</b>	<b>NO</b>	<b>DOCUMENTATION</b>
91	We encourage traffic calming measures such as raised crosswalks, narrower traffic lanes, fewer lanes, on-street parking, bump-outs, pedestrian refuges, and landscaped medians, etc.			Copy of ordinance, design guidelines.
92	We have adopted a complete street policy that encourages the safe operation and design of streets for all users, regardless of age, ability or mode of transportation			Copy of ordinance, design guidelines
93	We require connectivity between parking lots where appropriate			Copy of ordinance, design guidelines
94	We allow shared parking in commercial areas			Copy of ordinance, design guidelines
95	We participate in a public transit program			Certification letter from DOT