

PRELIMINARY PROJECT WORK PLAN AND SCHEDULE

	PHASE 1: COMMUNITY UNDERSTANDING	PHASE 2: COMMUNITY VISIONING & STRATEGIC FRAMEWORK	PHASE 3: FOCUS AREAS & IMPLEMENTATION	PHASE 4: PLAN DOCUMENTATION	PHASE 5: ADOPTION & FINAL PLAN
TASKS	1.1 Project Launch & Work Program 1.2 Community Tour/Audit 1.3 Process Branding & Communications Plan 1.4 Web Presence Launch 1.5 Community-wide & Targeted Outreach 1.6 Stakeholder Interviews/Focus Group Sessions 1.7 Existing Conditions Analysis a. Land Use & Development Character Assessment b. Transportation System Assessment c. Market Assessment 1.8 Emerging Themes & Guiding Principles	2.1 Community Visioning Workshop 2.2 Community Goals 2.3 Strategic Planning Framework a. Land Use - Transportation Strategies b. Economic & Housing Strategies 2.4 Best Practices & Project Benchmarking 2.5 On-going Community Outreach	3.1 Focus Area Identification 3.2 Catalytic Projects & Big Ideas 3.3 Implementation Program 3.4 Community Open House 3.5 On-going Community Outreach	4.1 Draft Comprehensive Plan 4.2 Draft Plan Review 4.3 Plan Refinement 4.4 Public Presentation Event	5.1 Six Month Review Period 5.2 Public Comment Documentation 5.3 Plan Revisions 5.4 Formal Adoption Hearings 5.5 Final Revisions and Plan Production
MEETINGS	Technical Advisory Committee Kick-Off Trip Web conference meetings (as needed) Stakeholder Interviews Focus Groups/Community-Sponsored Meetings	Technical Advisory Committee Web conference meetings (as needed) In-person meetings Community Visioning Workshop	Technical Advisory Committee Web conference meetings (as needed) In-person meetings Community Open House	Technical Advisory Committee Web conference meetings (as needed) Public Presentation Event	Technical Advisory Committee (1 web conference meeting) Planning Commission City Council
DELIVERABLES	Project Work Plan & Schedule Public Outreach & Communications Plan Base Mapping & Existing Conditions Summaries Stakeholder/Focus Group Session Summaries Project Website & Public Engagement Materials	Community Meeting, Website & Targeted Outreach Presentations & Materials Strategic Framework Concepts & Supporting Materials Best Practices & Benchmarking Documentation	Community Meeting, Website & Targeted Outreach Presentations & Materials Catalytic Project/Big Idea Summaries & Graphic Renderings Implementation Matrix & Supporting Information	Draft Comprehensive Plan Executive Summary Presentation	Final Presentations Final Comprehensive Plan
TIMELINE	MAY – JULY 2017	AUGUST – OCTOBER 2017	NOVEMBER 2017 – JANUARY 2018	FEBRUARY – MARCH 2018	APRIL – NOVEMBER 2018