

## OVERVIEW



## DETAIL

### PRE-STEP: GET ORGANIZED

*July*

#### Description:

Task Force members prepare for the planning process.

- Review protocols and policies.
- Choose chair and other roles.



# EXAMPLE PLANNING PROCESS

- Discuss process and develop schedule.

## Meetings:

- Task Force Meeting: discuss protocols, choose roles, set schedule.

## Deliverables:

- Agreed-upon roles and responsibilities (e.g. Team Charter)
- Schedule

## STEP 1: GATHER INFORMATION

*July*

### Description:

Task Force gains an understanding of current conditions by reviewing relevant planning documents and existing data.

- Task Force members read available information.
- Task Force meets to discuss information and how it might inform the direction of the plan
- Task Force members prepare information summary materials to share with public. This could be a PowerPoint presentation, series of display boards, handouts, or something else.

### Meetings:

- Task Force Meeting: discuss what was learned

### Deliverables:

- Summary materials to help public easily understand information



# EXAMPLE PLANNING PROCESS

## STEP 2: HOLD PUBLIC VISIONING

*Aug/Sept*

### **Description:**

Task Force holds public meeting to generate and share ideas about the site. Create a general vision statement or set of design principles.

- Task Force develops Public Engagement Plan.
- Task Force determines date, time, and place of Public Visioning Session.
- Task Force provides Community Engagement Specialist with information about the meeting to provide notice.
- Task Force prepares agenda, "choreography" (choose roles – who is speaking, taking notes, hosting check-in table, etc.), and materials for Public Visioning Session.
- Task Force holds Public Visioning Session.
- Task Force compiles feedback from meeting and discusses.

### **Meetings:**

- Task Force Meeting: Develop Public Engagement Plan
- Task Force Meeting: Prepare for Public Visioning Session
- Public Meeting: Visioning
- Task Force Meeting: Discuss feedback

### **Deliverables:**

- Public Engagement Plan
- Materials for Public Meeting
- Analysis and report on public feedback



# EXAMPLE PLANNING PROCESS

## STEP 3: DEVELOP ALTERNATIVES

*Oct/Nov*

### **Description:**

Task Force develops alternatives based on current conditions analysis, visioning, and potential funding mechanisms.

- Task Force reviews all information to date.
- Task Force discusses and develops a set of alternatives for consideration that balances site conditions, public wishes, broad community values (e.g. equity and sustainability), and potential funding opportunities for capital and maintenance costs.

### **Meetings:**

- Task Force Meeting: Discuss and develop a set of alternatives (this might take more than one meeting)

### **Deliverables:**

- Set of alternatives with back-up documentation justifying alternatives (the what and the why)

## STEP 4: MODIFY & PRIORITIZE ALTERNATIVES

*Nov/Dec*

### **Description:**

Task Force holds second public meeting to present proposed alternatives and receive feedback from public.

- Task Force determines date, time, and place of Public Visioning Session
- Task Force provides Community Engagement Specialist with information about the meeting to provide notice.
- Task Force prepares agenda, "choreography" (choose roles – who is speaking, taking notes, hosting check-in table, etc.), and materials for Public Visioning Session.



# EXAMPLE PLANNING PROCESS

- Task Force holds Public Meeting.
- Task Force compiles feedback from meeting and discusses.

## Meetings:

- Task Force Meeting: Prepare for Public Meeting
- Public Meeting: Modify and prioritize alternatives
- Task Force Meeting: Discuss feedback

## Deliverables:

- Materials for public meeting
- Analysis and report on public feedback

## STEP 5: DRAFT REPORT

*Jan*

## Description:

Task Force develops draft report that includes background information, a description of the planning process, draft recommendations, and implementation strategy.

- Task Force reviews all information to date.
- Task Force develops report recommendations based on the modification and prioritization of alternatives.
- Task Force determines implementation strategy to support recommendations. The implementation strategy should include responsible parties and potential funding mechanisms for capital and maintenance costs.
- Task Force compiles report components into a draft document.

## Meetings:

- Task Force Meeting: Determine report recommendations (this may take more than one meeting)
- Task Force Meeting: Review draft report



# EXAMPLE PLANNING PROCESS

## Deliverables:

- Draft report

## STEP 6: REVIEW REPORT WITH PUBLIC

*Jan/Feb*

### Description:

Task Force holds third public meeting to present and receive feedback on report's recommendations and implementation strategy prior to finalization of the document.

- Task Force determines date, time, and place of Public Meeting.
- Task Force provides Community Engagement Specialist with information about the meeting to provide notice.
- Task Force prepares agenda, "choreography" (choose roles – who is speaking, taking notes, hosting check-in table, etc.), and materials for Public Meeting.
- Task Force holds Public Meeting.
- Task Force compiles feedback from meeting and discusses.
- Task Force revises report, as appropriate.

### Meetings:

- Task Force Meeting: Prepare for Public Meeting
- Public Meeting: Review report
- Task Force Meeting: Discuss feedback and determine what report revisions are necessary

### Deliverables:

- Materials for public meeting
- Analysis and report on public feedback
- Final Center of the City report



# EXAMPLE PLANNING PROCESS

## POSSIBLE MEETING SCHEDULE

STEPS/MEETINGS	WEEK OF
<b>PRE-STEP: GET ORGANIZED</b>	
Task Force Meeting 1: Get organized	7/15/2019
<b>STEP 1: GATHER INFORMATION</b>	
Task Force Meeting 2: Discuss existing information	7/29/2019
<b>STEP 2: HOLD PUBLIC VISIONING</b>	
Task Force Meeting 3: Develop Public Engagement Plan	8/12/2019
Task Force Meeting 4: Prepare for Public Visioning session	8/26/2019
<b>Public Meeting: Visioning</b>	9/9/2019
Task Force Meeting 5: Review and discuss public feedback	9/23/2019
<b>STEP 3: DEVELOP ALTERNATIVES</b>	
Task Force Meeting 6: Discuss and develop a set of alternatives	10/21/2019
Task Force Meeting 7: Continue developing alternatives	11/4/2019



# EXAMPLE PLANNING PROCESS

STEPS/MEETINGS	WEEK OF
<b>STEP 4: MODIFY &amp; PRIORITIZE ALTERNATIVES</b>	
Task Force Meeting 8: Prepare for Public Meeting	11/18/2019
<b>Public Meeting: Modify &amp; Prioritize</b>	12/2/2019
Task Force Meeting 9: Review and discuss public feedback	12/16/2019
<b>STEP 5: DRAFT REPORT</b>	
Task Force Meeting 10: Determine report recommendations	1/13/2020
Task Force Meeting 11: Continue discussing recommendations and draft Implementation Strategy	1/20/2020
<b>STEP 6: REVIEW REPORT WITH PUBLIC</b>	
Task Force Meeting 12: Prepare for public meeting	1/27/2020
<b>Public Meeting: Review Report</b>	2/10/2020
Task Force Meeting 13: Review and discuss public feedback	2/17/2020
Task Force Meeting 14: Finalize report	2/24/2020