



## **DRAFT EEPY Planning Process Meetings At-A-Glance**

### **2013**

#### **Public Open House I – September 18, 2014**

Focus: Introduce Planning Process; Alder Welcome; Background Information and Data Sharing

-Activities/Outcome:

- Introduce planning process
- Share background information and data by plan topic area and solicit issues and assets
- Recruit Steering Committee members

### **2014**

#### **Steering Committee (SC) Meeting 1 - January 23, 2014**

Focus: Wisconsin Open Meetings Law; Planning Process; Steering Committee Member Roles; Assets, Issues and Opportunities

-Activities/Outcome:

- Review planning process scope, timeline, public participation, and roles
- Wisconsin open meetings requirements presentation and discussion
- Co-Chair election, open position and alternate discussion
- SC assets, issues and opportunities

-Assignments:

- Prepare demographic and background information overview (Staff)
- Prepare compilation of assets, issues and opportunities (Staff)
- Complete public infrastructure inventory (SC)
- Continue recruitment for open SC positions (SC, Alders, Staff)

#### **SC Meeting 2 - February 26, 2014**

Focus: Background Info Snapshot; Assets, Issues and Opportunities; Vision Statement

-Activities/Outcome:

- Background info snapshot
- Overview of Comprehensive Plan and neighborhood plan framework
- Continue discussion of assets, issues and opportunities; develop initial issues set
- Draft vision statement
- Submit completed public infrastructure inventories
- Sign up for stakeholder interviews and focus groups

-Assignments:

- Prepare and distribute to SC summary of adopted plans and major public and private activities and projects ongoing and planned for the area (Staff)
- Interview stakeholders and conduct focus groups (SC and Staff)
- Meet with City agencies to discuss initial set of issues and identify opportunities (Staff)
- Collect additional background info (Staff)
- Draft existing conditions (Staff)

#### **SC Meeting 3: March 26, 2014**

-Focus: Stakeholder and Focus Group Input; Issue Focus Areas and Opportunities; Refine Vision Statement

-Activities/Outcome:

- Review and discuss additional background info per issues and opportunities discussion
- Overview of stakeholder and focus group input
- Refine issue focus areas and opportunities
- Refine vision statement

-Assignments:

- Finish focus groups and stakeholder interviews (SC and Staff)
- Preparation and distribution of draft existing conditions (Staff)
- Collaborate with other City agencies for feedback and guidance on initial issues set and opportunities (Staff)

**SC Meeting 4: April 23, 2014**

-Focus: Issue Focus Areas and Opportunities; Draft Goals and Objectives

-Activities/Outcome:

- Formalize issue focus areas and opportunities
- Draft goals and objectives

-Assignments:

- Collaborate with other City agencies on draft goals and objectives (Staff)
- Post issue focus areas, opportunities and vision statement on project webpage and share with neighborhoods and other stakeholders (Staff, SC)

**SC Meeting 5: May 7, 2014 (additional meeting?)**

-Focus: Draft Goals and Objectives

-Activities/Outcome:

- Draft goals and objectives

-Assignments:

- Collaborate with other City agencies on draft goals and objectives (Staff)
- Post draft goals and objectives on project webpage and share with neighborhoods and other stakeholders; invite public input (Staff, SC)

**SC Meeting 6: May 28, 2014**

-Focus: Draft Policies and Recommendations

-Activities/Outcome:

- Draft policies and recommendations

-Assignments:

- Collaborate with other City agencies on draft policies and recommendations (Staff)

**SC Meeting 7: June 7, 2014 (additional meeting)**

-Focus: Draft Policies and Recommendations; Plan Open House II

-Activities/Outcome:

- Draft policies and recommendations
- Plan Open House II

-Assignments:

- Formalize draft policies and recommendations (Staff)
- Formalize plans for Open House II (Staff and SC)
- Advertise widely for Open House II (Staff and SC)
- Post draft policies and recommendations on project webpage and share with neighborhoods and other stakeholders; invite public input (Staff, SC)

**Public Open House II – June or July 2014**

-Focus: Draft Policies and Recommendations

-Outcome:

- Invite public review and comment on draft policies and recommendations
- Invite public participation in plan implementation

-Assignments:

- Compile public input and post on project webpage and share with neighborhoods and other stakeholders (Staff and SC)
- Collaborate with City agencies regarding public input and revise draft policies and recommendations (Staff)
- Write implementation plan (Staff)
- Write draft neighborhood plan (Staff)

**SC Meeting 8: August 27, 2014**

-Focus: Draft Plan, Public Open House III

-Activities/Outcome:

- Review and comment on draft policies, recommendations and implementation plan.
- Discuss CDBG projects
- Plan Public Open House III

-Assignments:

- Complete Draft Plan (Staff)
- Circulate Draft Plan for review and comment to neighborhoods and other stakeholders (Staff, SC)
- Advertise Public Open House III on project webpage and share announcements for publication and circulation by neighborhoods and other stakeholders (Staff, SC)

**NOTE: CDBG Staff and other interested parties will attend meeting to discuss possible implementation strategies with steering committee members.**

**SC Meeting 9: September 24, 2014**

-Focus: Draft Plan, Public Open House III

-Activities/Outcome:

- Review and comment on draft policies, recommendations and implementation plan.
- Prioritize Recommendations and CDBG Projects
- Plan Public Open House III

-Assignments:

- Complete Draft Plan (Staff)
- Circulate Draft Plan for review and comment to neighborhoods and other stakeholders (Staff, SC)
- Advertise Public Open House III on project webpage and share announcements for publication and circulation by neighborhoods and other stakeholders (Staff, SC)

**Public Open House III – October 22, 2014**

-Focus: Draft Plan

-Outcome:

- Invite public review and comment on Draft Plan and CDBG projects
- Invite public prioritization of draft plan recommendations and CDBG projects

-Assignments:

- Compile public input and post on project webpage and share with neighborhood outlets (Staff and SC)
- Collaborate with City agencies regarding public input and revise draft policies and recommendations (Staff)

**SC Meeting 10: November 26, 2014**

-Focus: Public Input Review, Recommendation and CDBG Project Priorities

-Activities/Outcome:

- Consider revisions to Draft Plan and formalize priorities

- Plan City review and adoption

-Assignments:

- Complete Final Draft Plan (Staff)
- Schedule City review and adoption meetings and share with public, plan presentations (Staff, SC)

#### **SC Meeting 11: December, 2014**

-Focus: Final Draft Plan Approval, City Review Schedule

-Activities/Outcome:

- Approve Final Draft Plan and CDBG funded projects
- Review and formalize City review and adoption presentations

-Assignments:

- Submit Final Draft Plan for City review and adoption
- Circulate Final Draft Plan for review and comment to neighborhoods and other stakeholders; invite public input (Staff, SC)
- Plan celebration (Staff, SC)

#### **SC Meeting 12: December 10, 2014 (?)**

-Focus: Celebrate

#### **2015**

#### **City Review and Approval Meetings: January-February 2015**

- Focus: Plan Adoption

#### **Plan Publication**

#### **Plan Implementation: 2015-2030**