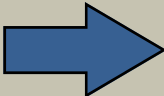
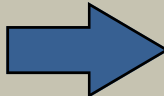


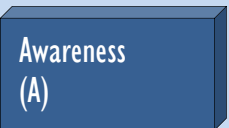
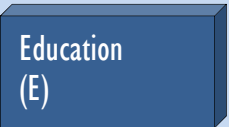

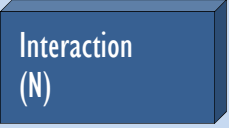
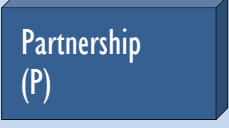



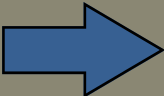


# Sample Planning Process

Stages	Pre-Planning			
Planning Steps	 Community Diagnosis	 Process Design	 Data Collection & Analysis	 Issue Identification
Planning Tasks	<ul style="list-style-type: none"> <li>▪ Determine your purpose, capacity and readiness for planning</li> <li>▪ Inventory existing plans, studies and tools</li> <li>▪ Explore preliminary issues and concerns</li> <li>▪ Identify potential planning participants and stakeholders</li> <li>▪ Build capacity for planning by providing education to local officials and residents</li> </ul>	<ul style="list-style-type: none"> <li>▪ Establish budget</li> <li>▪ Determine who will prepare the plan</li> <li>▪ Issue a request for proposals if working with a consultant</li> <li>▪ Establish roles, responsibilities and membership of groups involved in planning</li> <li>▪ Identify preferred steps in the process and desired products</li> <li>▪ Incorporate public participation and education</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify data and information needs</li> <li>▪ Gather technical and spatial data</li> <li>▪ Gather public opinion data</li> <li>▪ Analyze and interpret data, making future projections where necessary</li> <li>▪ Present patterns and trends to local decision-makers and the public</li> </ul>	<ul style="list-style-type: none"> <li>▪ Involve local decision-makers and public in identifying key community issues, challenges, opportunities and desires</li> <li>▪ Use local data and analyses to support or identify additional issues</li> <li>▪ Prioritize issues to be addressed in plan</li> <li>▪ Identify a vision for the future development of the community</li> </ul>
Public Participation Techniques	<ul style="list-style-type: none"> <li>▪ <b>Plan commission workshops (E)</b> provide education on community planning</li> <li>▪ <b>Plan commission &amp; local government (P)</b> review previous planning efforts and develop budget for current effort</li> <li>▪ <b>Plan commission &amp; local government (P)</b> approve the plan process, develop public participation plan, and negotiate consultant contract</li> <li>▪ <b>Newspaper article (A)</b> provide background story on planning effort</li> <li>▪ <b>Youth contest (A)</b> create plan slogan or logo to promote general awareness of planning process</li> <li>▪ <b>Website (A)</b> post data, maps, analyses and planning documents</li> <li>▪ <b>Kickoff meeting (E)</b> provide general education on the planning process and preliminary data</li> <li>▪ <b>Citizen experts (I)</b> field check data</li> <li>▪ <b>Informational display (A, E)</b> reach general audience by locating at county fair and other public venues</li> <li>▪ <b>Mail survey (I)</b> identify citizen-based issues, opportunities and desires</li> <li>▪ <b>Focus groups (I)</b> identify expert-based issues, opportunities and desires</li> <li>▪ <b>Open house (E, I)</b> provide planning education, review data and trends, identify issues, opportunities and desires</li> <li>▪ <b>Newspaper article (A)</b> provide summary of work completed to date</li> </ul>			
				
				
				
				
				

Planning			Post-Planning	
 <b>Step 3</b> Goal & Objective Formulation	 <b>Step 4</b> Strategy Formulation	 <b>Step 5</b> Plan Review & Approval	 Implementation	 Monitoring & Assessment
<ul style="list-style-type: none"> <li>Develop goals and measurable objectives to help attain your community's vision</li> <li>Develop indicators to monitor progress towards reaching stated goals and objectives</li> </ul>	<ul style="list-style-type: none"> <li>Identify potential plan implementation strategies to satisfy goals and objectives</li> <li>Evaluate impacts of alternative strategies and select preferred options</li> <li>Recommend specific plan implementation policies, programs, actions and tools</li> <li>Describe timeline and parties responsible for plan implementation</li> </ul>	<ul style="list-style-type: none"> <li>Present plan for community residents and officials to review</li> <li>Make changes to resolve plan inconsistencies and reflect public concerns</li> <li>Take formal action to adopt the plan</li> </ul>	<ul style="list-style-type: none"> <li>Adopt a specific course of action to implement the plan</li> <li>Develop or amend local policies, programs and tools as recommended in the plan</li> </ul>	<ul style="list-style-type: none"> <li>Monitor progress towards achieving stated plan goals, objectives and indicators</li> <li>Review and revise plan according to schedule stated in the plan or in response to changing community needs</li> </ul>
<ul style="list-style-type: none"> <li><b>Radio interview (A)</b> discuss planning progress and advertise workshops</li> <li><b>Workshops (E, I, N)</b> provide planning education, review data and trends, develop goals and objectives</li> <li><b>Comment cards (I)</b> solicit additional feedback at end of workshops</li> <li><b>Plan commission (P)</b> refine goals and objectives and begin to discuss broad policy options</li> </ul>	<ul style="list-style-type: none"> <li><b>Educational sessions (E)</b> provide overview of goals and objectives and introduce land use strategies</li> <li><b>Interactive GIS (N)</b> modify planning strategies based on citizen input</li> <li><b>Plan commission (P)</b> select preferred land use strategy and policies</li> </ul>	<ul style="list-style-type: none"> <li><b>Radio interview (A)</b> discuss planning progress and advertise open house</li> <li><b>Open house (E, I)</b> provide overview of plan and gather public input</li> <li><b>Plan commission (P)</b> recommend final draft of plan for adoption</li> <li><b>Public hearing (I)</b> solicit final input before plan is adopted by governing body</li> </ul>	<ul style="list-style-type: none"> <li><b>Advisory committee (P)</b> refine and recommend plan implementation tools for adoption</li> </ul>	<ul style="list-style-type: none"> <li><b>Plan commission (P)</b> continually monitor citizen comments and help bring issues to the table for discussion and potential action</li> <li><b>Citizen watchdog group (I)</b> provide comments to the plan commission and staff regarding land use issues and opportunities</li> </ul>