

Small Area Plan Process

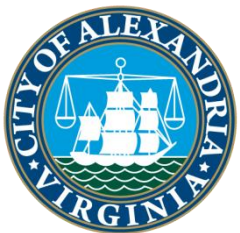
Planning Commission Discussion



Eisenhower West

Oakville Triangle

Lessons Learned



Reflecting on Recent Plans - Process

- Summary and Assessment of Recent Planning Processes
- Planning Commission Role
- What worked what can be approved - Lessons Learned
 - Planning Groups - structure
 - Engagement
 - Plan document
 - Technology and Outreach

Eisenhower West - Civic Engagement/Process

- 6 Community Meetings
 - Issue Identification
 - Visioning & Priorities
 - Connections & Centers
 - Draft Options
 - Refined Option
 - Draft Plan
- 17 Steering Committee Mtgs
- Work Sessions with PC, CC and others
- 5 online engagements
- 22 months



Oakville Triangle Rte 1 – Civic Engagement/Process

- 19 Advisory Group-Community Meetings (not separate)
- Work Sessions with PC, CC, others
- 3 walking tours
- 1 online engagement
- Informal meetings to respond to questions/concerns
- 18 months



Important Role of Planning Commission

- Member serves as chair of group
- Concurrence on direction at key milestones through guidance in work sessions, briefings, and public hearing
- Participation in public meetings
- Update and discuss with other Boards and Commissions



Lessons Learned – Planning Group and Process

1. Timing for start of the group + momentum is critical.
2. Size of group is important for feedback and timing.
3. Establish clear mission/objectives. Substantive work, not just process. Sequence of topics and issues.
4. Provide early individual orientations and periodic check-ins.
5. Importance of report back and feedback from constituents.
6. Use expertise and community connections of members. Group diversity is important.

Lessons Learned – Planning Group and Process

7. Critical for group to see how recommendations are made and to be a part of the process - ownership.
8. Importance of recording how changes to the concepts and Plan are made and why.
9. Value role of the group *and* role of community.
10. Reflect feedback, themes, areas of agreement, and parking lot ideas at each successive meeting.

Lessons Learned – Planning Group and Process

11. Recommendations of the Group do not always mean consensus, but there was an opportunity for discussion and all voices were heard.
12. Balancing the time used by the group to reach a decision. Not too long and not too short.
13. Sufficient time to review the draft materials and Working Draft of the Small Area Plan.
14. Value of members testifying at Planning Commission to support or express remaining concerns of the Plan.

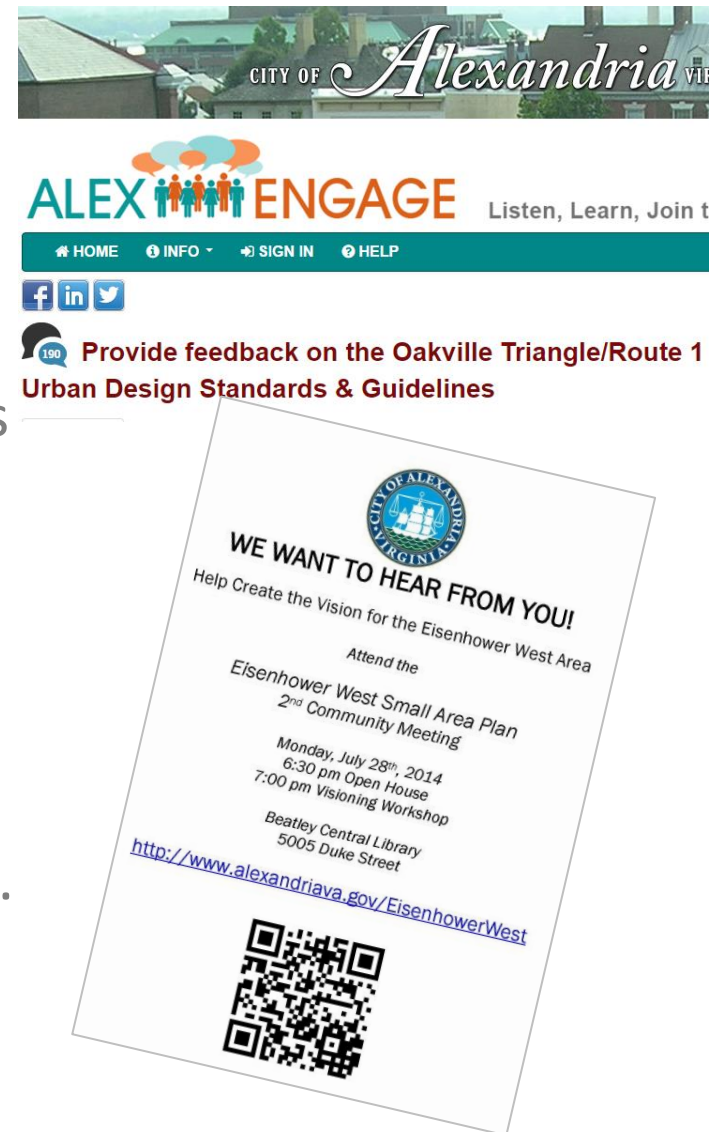
Draft Small Area Plans

1. Importance of a Working Draft Plan as part of the process.
2. Plan document must be as succinct, legible and clear as possible.
3. Importance of simple graphics to explain and portray complex concepts.
4. Generally consistent organization of Small Area Plans within the City.



Technology and Outreach

1. Both low tech and high tech are valuable, from flyers to social media.
2. Important to document process - all materials, discussion, milestones on project website.
3. Graphics and visuals are often best for depicting ideas and options.
4. Make outreach and involvement accessible where people are already going -- parks, coffee shops.
5. Use Social Media and AlexEngage to involve those who don't "do" meetings.



Next Steps – Future Plans

1. Continued involvement of Planning Commission member as part of the process + work sessions for concurrence with direction at key milestones.
2. Use interactive activities to discuss and resolve issues. (charrette, small groups, subcommittees etc.)
3. Use technology to complement in-person meetings, but continue to use low-tech outreach and engagement as well.



Next Steps – Future Plans

5. Engagement activities & mtgs should focus on 1-2 well-defined topics.
6. Utilize informal opportunities to engage community – walking tours, coffee hours, office hours.
7. Efficient use of group members' time.
8. Succinct and graphic-rich plans.
9. Integrate lessons learned outlined above.



Discussion – Comments