

Central West Focus Area Steering Committee Process

January 29, 2013



Agenda

- Introductions and Opening Remarks (Approximately 5 minutes)
- Public Participation/Comments (Approximately 5 minutes)
- Staff Presentation about Small Area Plans and the Committee's Discussion Points (Approximately 20 minutes)
- Committee Discussion (Approximately 50 minutes)
- Next Steps (Approximately 5 minutes)
- Public Participation/Comments (Approximately 5 minutes)

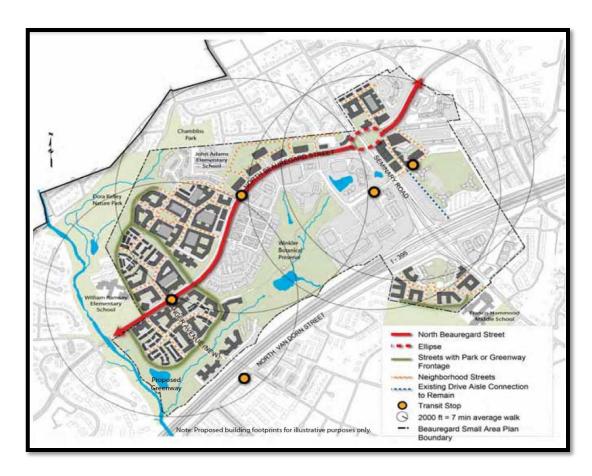
Objective for Meeting

- Gain a better understanding of
 - Small Area Plans
 - Process to develop small area plans
- Discuss unresolved topics
 - Approve the schedule
 - Electing co-chairs
 - Quorum
 - Voting procedures
 - Sub-committees
 - Other topics?
- Discuss next steps

Small Area Plans



What is the end product?



Small Area Plan

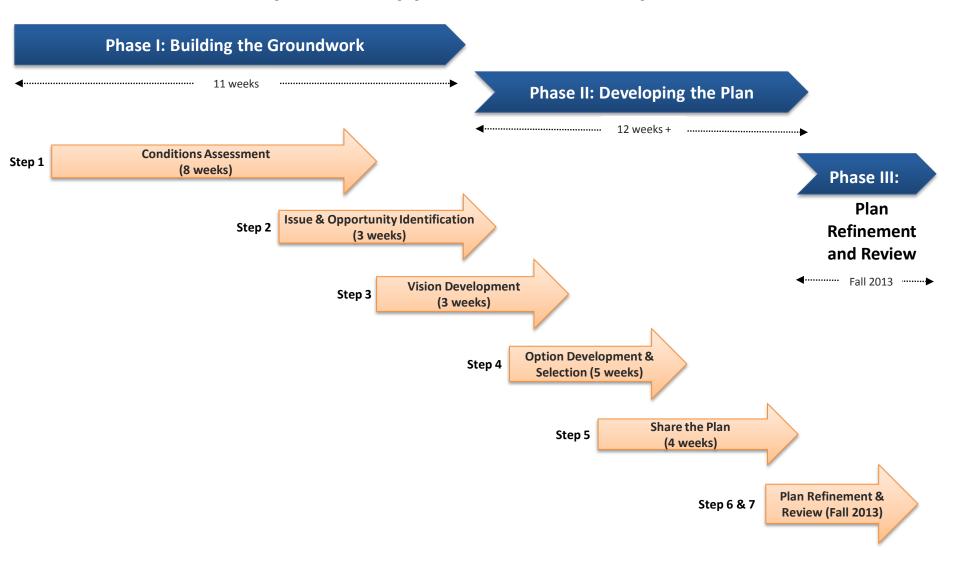
- Developed for a clearly defined area
- Provides detailed recommendations
- Does not replace a comprehensive plan, but augments it
- Builds on the goals, polices, and implementation strategies



Process to Develop a Small Area Plan



Phases I, II, and III Three-phased Approach to Develop the Plan



Phase I: Building the Groundwork (Steps 1 & 2)

Step 1

Conditions Assessment

January to February

Step 2

Issue & Opportunity Identification

March

Community Workshop

March 1-3, 2013

Community discussion and planning for the Central West Focus Area

Step 1

Conditions Assessment

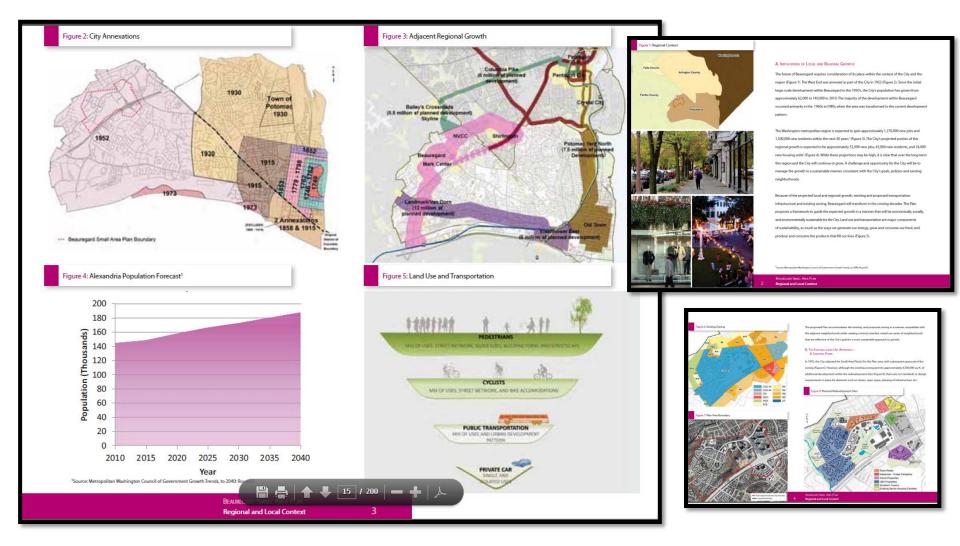
- Timeframe: January to February
 - 2 Steering Committee Meetings
 - 2 Informational Sessions
- Purpose: Provide context for the Central West Focus Area Plan
- Action Steps
 - Review existing plans and information
 - Watch key topic videos
- Gather new information
 - Walk the area
 - Gather community input at the Community Workshop



Image from: Beauregard Small
Area Plan (Alexandria, VA)

Output: Conditions
Assessment
Document

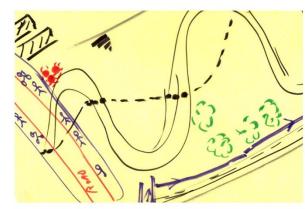
Deliverable: Conditions Assessment

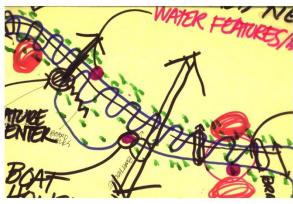


Images from: Beauregard Small Area Plan (Alexandria, VA)
http://alexandriava.gov/uploadedfiles/BeauregardSAPAdopted.pdf

Issue/Opportunity Identification

- Timeframe: March
 - Community Workshop
- Purpose: Identify issues and area of focus for the Plan
- Action Steps
 - Determine where Plan can guide/direct change
 - Prepare for Community Workshop
 - Publicize
 - Engage the community
 - Participate in the Community Workshop

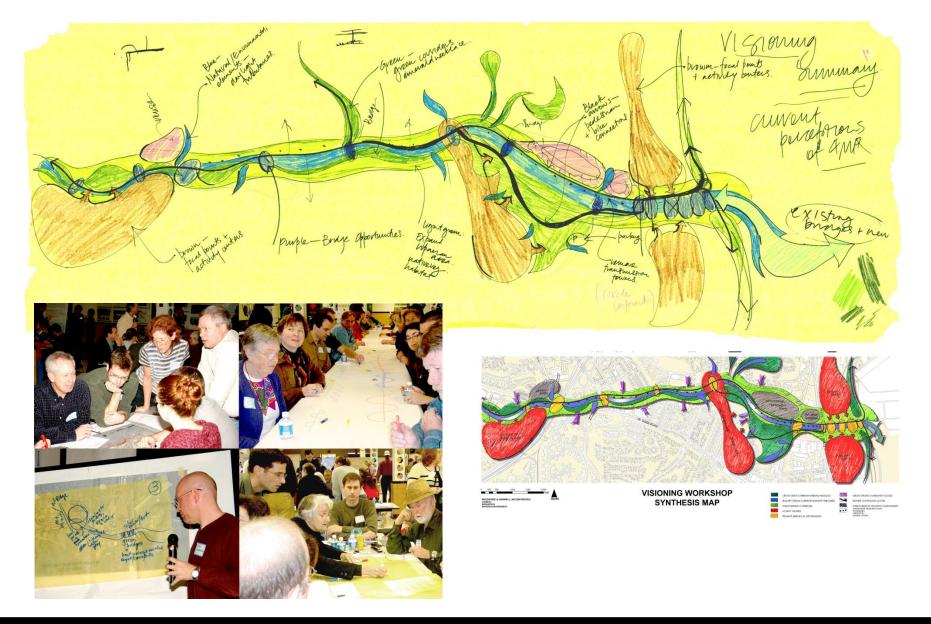




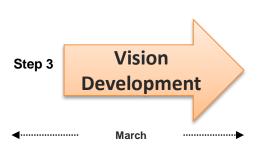
COMMUNITY DRAWINGS

 Output: Images and ideas for the Central West Area

Deliverable: Images and Ideas



Phase II: Developing the Plan (Steps 3 – 5)



- > Brainstorm the vision
- Synthesize the vision
- Share the vision with the community and ask for feedback
- Finalize the vision



- Develop the Central West Focus Area Plan outline
- Develop initial Plan recommendations
- > Host a community information meeting



- > Share the draft plan with the community
- > Review input from the community
- Meet Council deadline for their review of the draft plan by June 24, 2013

Step 3

Vision Development

- Timeframe: March
 - 2 Steering Committee Meetings
- Purpose: Define the focus of the Plan
- Action Steps
 - Develop the vision
 - Share the vision with the community

VISION AND GUIDING ELEMENTS

Image from: Beauregard Small Area Plan (Alexandria, VA)

Output: A vision that encapsulates the future character of the area

Example of a Vision Statement

This area has a series of new urban neighborhoods containing a mix of uses; open spaces; a diversity of housing opportunities; and integrated transit that is compatible with the adjacent neighborhoods. The seven distinct neighborhoods are economically and environmentally sustainable for the Town.

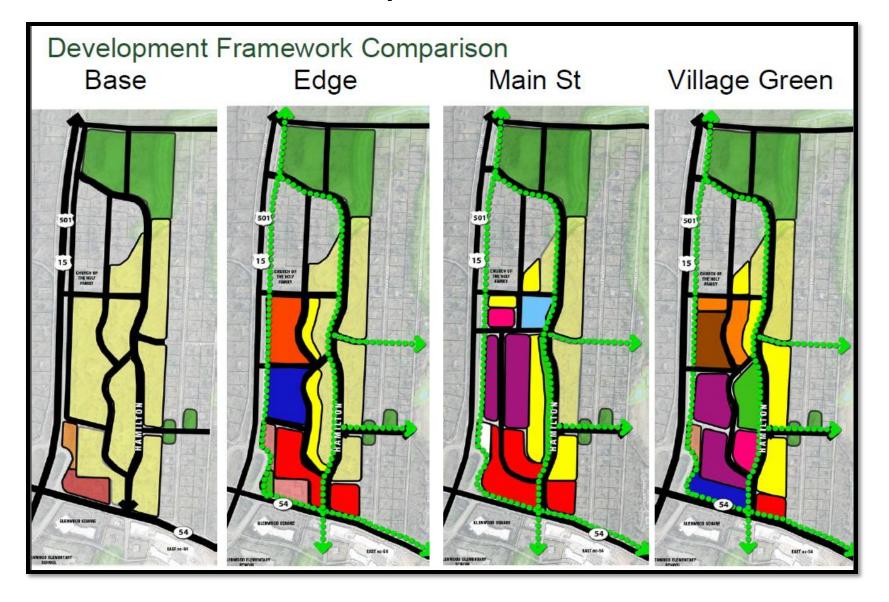




Option Development and Selection

- Timeframe: April and May
 - 2 Steering Committee meetings
 - 1 Community Report Out
- Purpose: To discuss the various options for the area
- Action Steps
 - Discuss and refine options developed during the Community Workshop
 - Select an option
 - Develop the Plan outline
 - Develop initial plan recommendations
- Output: Synthesize the information and start focusing on a direction for the Plan

Deliverable: Information Synthesis and Definition of Direction



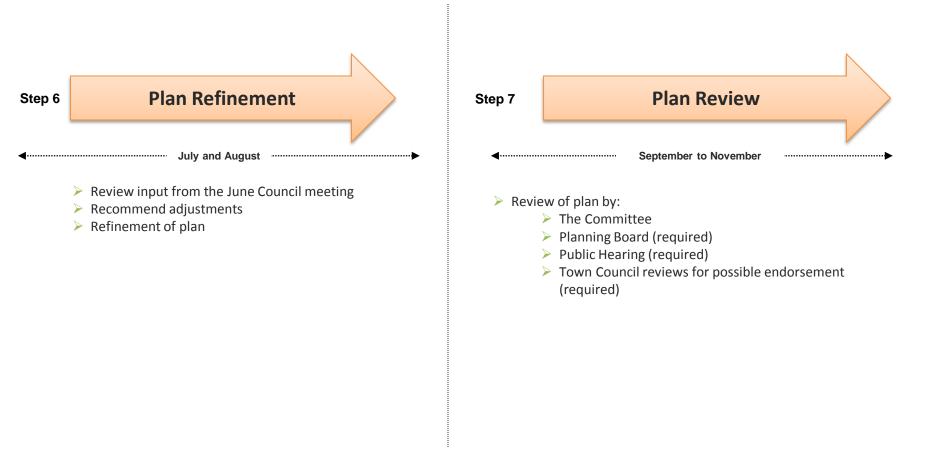
Share the Plan

- Timeframe: May and June
 - 1 Steering Committee meeting
 - 1 Community Report Out
 - 1 Town Council meeting



- Purpose: Receive community and Council feedback about the draft Plan
- Action Steps
 - Share the Plan and receive feedback
 - Community
 - Council
- Output: First draft with public and Council comment

Phase III: Refining and Review of the Plan (Steps 6 & 7)



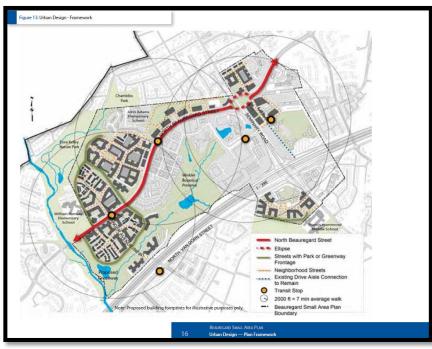
Step 6

Plan Refinement

- Timeframe: July and August
 - 1 Steering Committee meeting
- Purpose: Provide direction to make adjustments to the Plan
- Action Steps
 - Review input from the Council
 - Recommend adjustments
- Output: Revised draft of the Plan

Images from: Beauregard Small Area Plan (Alexandria, VA)





Plan Review

- Timeframe: September to November
 - 3 Steering Committee meetings
 - 1 Planning Board meeting
 - 1 Public Hearing
 - 1 Council meeting



- Purpose: Have the Plan reviewed and considered for possible endorsement
- Action Steps
 - Review of Plan by Steering Committee and Planning Board
 - Receive public comments at Public Hearing
 - Make adjustments re: comments
 - Council review for possible endorsement
- Output: Central West Focus Area Plan

Committee Discussion Points

Committee Discussion Points

- Schedule
- Co-chairs
- Quorum
- Voting Procedures
- Sub-committees
- Other topics
- Question:
 - Prefer to go through each topic with the full Committee?
 - Or to break into small groups to discuss by topic?

Schedule

- Discussion Point: Meeting schedule for the process
- Proposed Schedule
 - January to February: Conditions Assessment
 - March: Issue/Opportunity Identification
 - March: Vision Development
 - April and May: Option Development and Selection
 - May and June: Share the Plan
 - July and August: Plan Refinement
 - September to November: Plan Review
 - November: Possible endorsement by Council

Co-Chairs

- Discussion Point: Should co-chairs be appointed/elected?
- Precedent: Glen Lennox and Planning Board chairs
- Responsibilities
 - Collaborate with and design the meeting agenda with consultant and staff
 - Pre-meeting conference call with consultant and staff
 - Help focus Committee discussion
 - Help maintain the schedule

Quorum

- Discussion Point: Advisory Board quorum
- Committee may only act with a quorum (Town rule)
- Practice of other Advisory Boards
 - Planning Board, Community Design Commission, and Historic District Commission
 - Each have 10 members
 - A quorum is 5 members

Voting Procedures

- Discussion Point: How should the Committee make decisions?
- Precedent
 - Glen Lennox: Only made decisions based on consensus
- Some options
 - By consensus An acceptable resolution that can be supported, even if not the "favorite" of each member
 - Simple majority
 - By 2/3 votes
- No Voting by secret ballot

Sub-Committees

- Discussion Point: Potential sub-committees
- Sub-committee Information
 - Considered a public body
 - Must include Steering Committee members
 - All meetings must be noticed
 - Requires staff attendance
 - Meetings need to have a specific focus/purpose that aligns with the project schedule
- Recommendation: Decide if sub-committees are useful after input is received from the Community Workshop

Committee Discussion

Next Steps

- "Making Transportation Decisions on a Local Level"
 - Steering Committee Information Session
 - Monday, February 4th at 7:00-8:00pm in the Council Chamber
 - Presentation by Bill Martin and Miller Cochran from Martin/Alexiou/Byrson consulting firm
 - Spread the word to your neighbors and colleagues!
- Steering Committee Meeting
 - Tuesday, February 12th at 7:00-8:30pm
 - Location? (Possibilities: the Siena Hotel; or the Council Chamber)
 - Topics
 - Begin conditions assessment
 - Review existing information