

Neighborhood Area Planning Work Program

Phase	Major Tasks	Products
Initiation <i>Start-up activities</i>	Gather neighborhood area data Confirm plan outline and structure Conduct internal project organizational activities Develop neighborhood engagement plan Develop schedule of meetings and events Train and schedule volunteer facilitators Ongoing planning for all events and activities Prepare collateral materials Prepare draft plan sections (Ch. I, II) Develop and launch interactive website Conduct early outreach and publicity	Detailed project schedule Public engagement plan Project identity/templates Draft plan sections Project website Project collateral Early outreach
1. Discovery <i>Share information, identify priorities</i>	Implement public engagement plan, including neighborhood-wide engagement activities and community workshops Ongoing online outreach and updates Staff support to help define priorities for further review Prepare draft plan sections (Ch. III, IV)	Inventory of neighborhood issues, concerns, Summary of outreach activities Draft plan sections Identification of top 3 – 5 priorities for additional work
2. Develop and refine strategies <i>Strategic solutions and initiatives</i>	Implement public engagement plan, including neighborhood-wide engagement activities and community workshops Focused engagement to develop strategies Staff support to help inform discussion and decisions Online engagement to share strategies and invite discussion If applicable, tactical urbanism project Planning Commission briefings Ongoing online outreach and updates Prepare draft plan section (Ch V) and revised full plan for community review	Draft plan section describing strategies and actions Draft revised neighborhood area plan
3. Review and validate <i>Share feedback on draft strategies and actions, resolve outstanding issues</i>	Implement public engagement plan, including neighborhood-wide engagement activities and community workshops Follow-up as needed to resolve outstanding issues Online engagement to invite feedback on initiatives Prepare plan revisions based on feedback	Summary of outreach activities Revised draft recommended plan
4. City Action <i>Legislative process and action</i>	Transmittal to Planning Commission for review Planning Commission public hearing and recommendation to City Council City Council review and action Evaluate and assess planning process	Final neighborhood area plan element adopted Changes to neighborhood area planning program as needed