

COMPplan2040

WORK PROGRAM- PHASE /TASK LISTING AND DESCRIPTION

PHASE ONE - DISCOVERING

Task 1.1 Project Initiation. Initial meeting with City Project Team to finalize work plan, discuss logistics, and assign responsibilities. Council confirms Advisory Committee. Comprehensive Plan set up (physical and virtual with website). Initial meetings Planning Commission, Council and Comprehensive Plan Advisory Committee (CPAC) to discuss project, process, and roles. Conduct and complete consultant background studies. Community open house to kick off the project. Possible District Road shows.

Meetings	Products/Outcome	DP&CD Responsibilities
Met with City of El Paso Kickoff Briefing with ELT Meetings with SA2020 staff Joint PC/CPAC Kickoff Meeting (#1) Community Open House Event (#1) Kickoff City Staff Working Group Lunches (monthly) Council District "Road Show" Presentations (10)	Outreach Strategy Confirmation Final Work Program Comp Plan Website Comp Plan Branding Meeting materials and summaries Develop Comp Plan "Road Show" Council selects Advisory Panel (Comp Plan Advisory Committee)	Arrange all meetings Develop Outreach Strategy Manage consultants COMPplan2040 Branding Website Setup Provide background data and files Road Show (may require consultant assistance)

Task 1.2 Background Conditions. Collect and review background data, including the consultant studies. Conduct preliminary analysis and prepare **Technical Background Report (TBR)** for:

- Growth, Population and Demographics (includes annexation) (*where are we going to put the next 1 million people?*)
- Economic Development
- Transportation
- Green and Healthy Community
- Natural Resource & Sustainability (both built and natural environment)
- Military
- Community facilities

Meet with City Staff Working Group and Comp Plan Advisory Committee (CPAC) to discuss context, issues, and opportunities.

Inventory and evaluate all existing adopted city plans; categorize in plan hierarchy

Meet with City Attorneys Office to vet the relevancy of 1997 Master Plan Policies

Meetings	Products/Outcome	DP&CD Responsibility
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City Staff Working Group CPAC Meeting (#1)(#2) ELT Updates Council Committee	Three Consultant Studies <ul style="list-style-type: none"> • <i>Future Jobs and Economic Analysis</i> • <i>Infill Development Capacity Analysis</i> • <i>Fiscal Impact of Alternative Scenarios</i> Technical Background Report(s)(TBR) Meeting materials and summaries Revised 1997 Master Plan Policies Evaluation of relevant City Policies (various sources) with paragraph explanations. Develop On-Line Survey Instrument	Review Products/Outcome, arrange meetings, and provide context and direction as needed
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PHASE TWO - LISTENING

Task 2.1 Vision. Based on input from the Community Open House event, Road Show inputs and meetings with SA 2020 industry experts in Phase 1, show how SA2020 vision statements are taken to the Comp Plan level (more definitive goals, objectives and policies). Present that at a Joint Study Session and Council B Session.

Meetings	Products/Outcome	DP&CD Responsibility
City Staff Working Group Stakeholder Interviews ELT Updates Joint PC/CPAC Study Session (#2) Council "B" Session	SA2020 Vision/Comp Plan Level Goals and Objectives Staff/Expert "Working Papers" (Trans., Urban Form, Healthy Comm., Growth, Econ. Dev.,) Meeting materials and summary Online Survey Results	Review Products/Outcome and attend meetings Update and maintain web site

Task 2.2 Key Issues. Conduct a variety of outreach meetings and surveys to identify and discuss key issues for the Comp Plan update.

Meetings	Products/Outcome	DP&CD Responsibility
Stakeholder Interviews City Staff Working Group Meeting (2) Community Workshop (#2) CPAC Meetings (#3 & 4) ELT Updates	Meeting materials and summaries Compilation of surveys and input from various outreach sources	Review Products/Outcome, attend meetings, and provide input/direction as needed

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PHASE THREE - VETTING

Task 3.1 Preliminary Analysis Review. Review all market analysis, existing neighborhood and community plans, and provide land use projections for planning period to serve as target for land use alternatives. Meet with City staff working group, CPAC and decision-makers to discuss prior to land use alternatives.

Meetings	Products/Outcome	DP&CD Responsibility
City Staff Working Group CPAC Meeting (#5) Joint Study Session (#3) ELT Updates (ongoing as needed) Council Committee	Analysis of the outcomes of the 2013 studies to articulate and illustrate the physical form of the identified growth centers. Expert "White Papers" Housing/Building typologies Plan Meeting materials and summaries Identify amendments to Sector and Neighborhood Plans based on selected Land Use scenario	Review Products/Outcome, attend meetings, and provide input/direction as needed

Task 3.2 Land Use Alternatives. Identify opportunity sites and develop, evaluate, and compare three (3) land use alternatives. Includes land use and transportation maps, supporting graphics and images, quantitative description, circulation analysis, urban form, housing sites analysis and fiscal analysis. Host week-long open house/land use charrettes to gather input, refine land use alternatives, and conduct Joint Study Session to select a preferred land use alternative.

Meetings	Products/Outcome	DP&CD Responsibility
Community Open House/Land Use Charrettes (#3) Joint Study Session (#4) ELT Update (s) Council Committee "B" Session	Land Use Alternatives and corresponding analysis Fiscal Impact Analysis of Alternatives Preferred Land Use Alternative Infill Sites Identification/Urban Form Meeting materials and summaries	Review Products/Outcome, provide input and direction as needed, attend meetings

Task 3.3 Key Policies, Programs, and Measures. Identify key Comp Plan policies (including policies that direct annexation and decisions where growth will and will not occur). Identification of infill and key transportation aspects of the Comp Plan that would facilitate subsequent sustainability issues. The goal is to identify, discuss, and resolve the most significant (and in some cases controversial) policies, programs, and measures that will affect later phases of the project.

Meetings	Products/Outcome	DP&CD Responsibility
City Staff Working Group CPAC Meetings (#6 & 7) Joint Study Session (#6) ELT Update (s) Council Committee	Key Growth Policies and Programs Key Transportation Policies Other Key Comp Plan Policies Meeting materials and summaries	Review Products/Outcome, provide input and direction as needed, attend meetings

PHASE FOUR DOCUMENTING

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Task 4.1 Administrative Draft Document. Incorporate relevant data, input and direction from previous phases to prepare the Administrative Draft Comp Plan. Present draft document to City staff working group with clear direction and timeline for staff review, then meet again with the working group to discuss consolidated comments on administrative draft documents.

Meetings	Products/Outcome	DP&CD Responsibility
City Staff Working Group Meetings ELT Update (s) Council Committee /"B" Session	Administrative Draft Comp Plan Meeting materials and summaries Include accompanying amendments to Sector and Neighborhood Plans	Review Products/Outcome, provide single set of consolidated comments for each, and attend meetings

Task 4.2 Public Draft Documents. Incorporate revisions as directed by staff and prepare Public Draft Comp Plan. Submit Draft HE to HCD for 60-day review.

Meetings	Products/Outcome	DP&CD Responsibility
City Staff Working Group ELT Update(s) Council Committee/"B" Session	Public Draft Comp Plan	Review draft Comp Plan and received direction to proceed

PHASE FIVE EVALUATING AND REVIEWING

Task 5.1 Public Review of Draft Documents. Hold a series of open house events to present and solicit input and feedback from the community, advisory group, and decision-makers on the public draft Comp Plan. Summarize input and prepare potential revisions as appropriate. Present potential revisions to CPAC and decision-makers for recommendation and direction prior to public hearing.

Meetings	Products/Outcome	DP&CD Responsibility
Open House Events (#4 & #5) CPAC Meeting (#8 & #9) Joint Study Session (#7)	Meeting materials and summaries Comp Plan PowerPoint Presentation Draft revisions to public draft (addendum)	Review materials and provide input or direction as appropriate and attend meetings

PHASE SIX PRESENTING AND ADOPTING

Task 6.1 Public Hearing Drafts. Incorporate revisions as directed by decision-makers and prepare revised public hearing draft Comp Plan.

Meetings	Products/Outcome	DP&CD Responsibility
"B" Session	Final Draft Comp Plan	Review Draft materials and provide direction to proceed with printing

Task 6.2 Public Hearings. Hold public hearings with the Planning Commission and City Council for recommendation and ultimate decision on the Comp Plan.

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Meetings	Products/Outcome	DP&CD Responsibility
Planning Commission Hearings (#1 & 2) City Council Hearings (#1 & 2)	Supporting materials for staff report Notification of Land Use changes per Unified Development Code Presentation	Prepare staff reports with supporting materials from consultant team and attend meetings
Task 6.3 Final Drafts. In response to City Council direction on adoption, prepare final documents.		
Meetings	Products/Outcome	DP&CD Responsibility
	Final Comp Plan	Review Draft files and provide direction to proceed with printing