



COMPREHENSIVE LAND DEVELOPMENT PLAN PTRC Scope of Services

Phase	Key Elements / Tasks / Products	Timeframe
I – Initial Meetings	<ul style="list-style-type: none"> • <u>Meetings with Staff</u> – Refine project scope & schedule, begin project prep. and data acquisition process. 	NOV 2015
II – Demographic & Existing Conditions Analysis <i>“Framework of Facts”</i>	<ul style="list-style-type: none"> • <u>Analyze existing plans & regulations</u> • <u>Interview key staff, NC Wildlife & elected officials</u> • <u>Gather, clean & rectify data</u> • <u>Map & Analyze Existing Conditions:</u> <ol style="list-style-type: none"> 1. Demographics 2. Existing Land Use and Zoning 3. Natural & Cultural Resources 4. Infrastructure / CIP Factors 5. Transportation 6. Health and Wellness 7. Economic Development • <u>Produce Report & Post on Website</u> 	NOV-DEC 2015
III – Public Involvement, Focus Groups & Surveys <i>“Framework of Values”</i>	<ul style="list-style-type: none"> • <u>Form an Advisory Committee</u> • <u>Establish interactive project website</u> • <u>Interviews / Focus Groups with key staff, community & business leaders / orgs.</u> • <u>Facilitate City Council/PB Workshop</u> to ID key issues, values, goals, & vision • <u>Design Launch & Analyze input from Community Survey</u> • <u>Hold Community Meeting #1</u> to share information & gather input to help ID long-range planning/land use issues • <u>Produce Report & Post on Website</u> 	DEC 2015- MAR 2016
IV – Develop the Plan & Community Open House	<ul style="list-style-type: none"> • <u>Hold a Series of Workshops:</u> to review analyze & synthesize facts & values, draw conclusions & make recommendations • <u>Develop Draft Plan, including:</u> <ul style="list-style-type: none"> - Maps, Graphs & Tables - Vision, Goals & Objectives - Policy Recommendations - Future Land Use Plan - Community Health Strategies - Open Space & Natural Resources Protection - Economic Development Strategies - Growth Management Strategies • <u>Hold Community Meeting #2</u> 	MAR-JUL 2016
V – Produce Final Plan	<ul style="list-style-type: none"> • <u>Present to Planning Board</u> • <u>Present to City Council</u> (for review/revision/approval) • <u>Submit 15 Bound Color Reports</u> • <u>Submit unbound reproducible original color copy</u> • <u>Submit digital files</u> • <u>Post the Final Plan on Website</u> 	JUL-AUG 2016
TOTAL		NOV-AUG 2016