

WORK PROGRAM



Task 1: PROJECT INITIATION

Key Tasks:

- Document review
- Kick-off meeting
- Finalize engagement strategy
- Communication protocol
- Collect resources
- Project branding
- Intro. presentation
- Reconnaissance
- Web page launch

Timing:

1 month to complete from the date of contract execution (July 2019)

Trips:

1 to 2 trips by the consulting team



Task 2: AUDIT

Key Tasks:

- Meeting with staff / department heads
- Staff draft version
- Staff review and comment
- Revision
- Report publication
- First public forum
- Focus group composition

Timing:

3 months following completion of Task 1 (November, 2019)

Trips:

2 one-day trips



Task 3: ANNOTATED OUTLINE

Key Tasks:

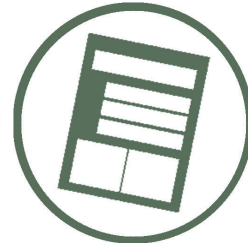
- Conduct meetings with focus groups (see approach below)
- Staff draft of annotated outline
- Legal review
- Staff review and comment
- Report publication
- Second public forum
- Presentation to elected officials

Timing:

Up to 12 months to complete following completion of Task 2 (November, 2020)

Trips:

Numerous trips and phone calls



Task 4: INITIAL DRAFT OF UDO

Key Tasks:

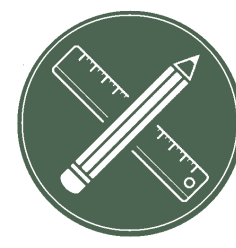
- Preparation of draft UDO in two modules
- Legal review of each module
- Staff review and comment
- Module publication
- Advisory Committee presentation (1 each module)

Timing:

9 months to complete following completion of Task 3 (August, 2021)

Trips:

Up to 4 one-day trips



Task 5: TESTING

Key Tasks:

- Overview of document with Planning Board
- Selection of five testing scenarios
- Preparation of case study site plans (with staff / development community)
- Work session with Planning Board
- Prepare results memorandum

Timing:

4 months after completion of Task 4 (December, 2021)

Trips:

1 one-day and 1 one-half-day trip by the consulting team



Task 6: ADOPTION

Key Tasks:

- Preparation of adoption draft
- Illustrations
- Document functionality features
- Three public hearings - Revision (as necessary)
- Delivery of final document (digital and copies)

Timing:

4 months after completion of Task 5 (April, 2022)

Trips:

3 half-day trips for hearings



Task 7: PROCEDURES MANUAL

Key Tasks:

- Initial meetings with County departments
- Preparation of initial draft
- Preparation of final version

Timing:

Delivery of final version within 4 months of adoption of the UDO (August, 2022)

Trips:

3 one-day trips



Task 8: TRAINING

Key Tasks:

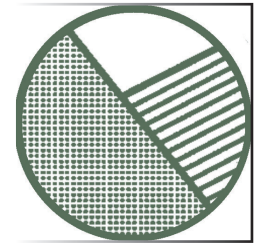
- Preparation of four powerpoints (staff, public, developers, County boards)
- Powerpoints to staff
- Document maintenance training

Timing:

Completion within 4 months of Procedures Manual (December, 2022)

Trips:

2 one-day trips for training sessions



Task 9: ZONING MAP UPDATE

Key Tasks:

- Notice mailing (by County),
- Four public workshops
- Draft map preparation
- Presentation at two public hearings
- Final revisions
- Delivery (ARCGIS)

Timing:

Completion 6 months after training (timing open to modification) (June, 2023)

Trips:

7 half-day trips for public meetings and hearings

MEETING APPROACH

In Task 3, Annotated Outline, we suggest the use of seven focus groups, each specialized in a particular area of the UDO, to assist in preparation of conceptual UDO language and approach. Each focus group should be no larger than seven interested people who commit to attending each of the group meetings. Each focus group follows a similar meeting sequence. Each meeting is results-driven and involves review and discussion of draft material. The objective of each focus group is to reach consensus on the proposed approach and conceptual code language to be included in the Annotated Outline. The work program uses a meeting budget approach (instead of a set number of meetings) to allow necessary flexibility (some groups may be able to come to consensus in five meetings, while others may require more). The work program proposes a topic sequence that allows more time for the "more complicated" issues to discuss. One member of each focus group will self-select to participate in the review of the Initial draft of the UDO in Task 2. This approach seeks to leverage local community knowledge while ensuring participation by people with differing views on a particular subject. Meetings are not generalized discussions, they are focused and results-driven.

Focus Group Composition:

1. Agriculture
2. Environmental Protection
3. Infrastructure
4. Design Standards
5. Uses & Districts
6. Development Standards
7. Administration

Focus Group Sequence:

- Step 1: Intro Meeting
- Step 2: Scoping Meeting – Research Needed?
- Step 3: Research Results
- Step 4: Preferred Alternatives
- Step 5: Consulting team drafts AO language
- Step 6: Review of Draft Language
- Step 7: Consensus

Meeting Budget:

\$90,000
Funds used as needed

Task Duration:

8 months (12 for Task 3)

No more than 2 groups in meeting sequence at any one time

