Suggested Schedules

These schedules aim to assist the community in creating its own schedule that will show when, and in what order, the local government will involve stakeholders and the general public in the comprehensive planning process. The community may choose one of the following schedules as a starting point and adjust it as needed, by dropping or adding events or by expanding or contracting time periods, in order to reflect local preferences. There are a variety of participation techniques that can be plugged into these schedules where "event/activity" is referenced. For more information on community participation, refer to State Planning Recommendations Community Participation Techniques and DCA's guidebook: Planning for Community Involvement.

The Local Planning Requirements call for public and stakeholder participation only during the preparation of the Community Agenda portion of the comprehensive plan. Schedule #1 shows such participation in the Community Agenda. Schedule #2 is similar to schedule #1, but it places an additional emphasis on the early development of a community vision.

COMMUNITY AGENDA: SCHEDULE #1

Event / Activity	Month												
	1	2	3	4	5	6	7	8	9	10	11	12	13
Completion of Community Assessment	X												
30 day review period for Community Assessment		X											
Kickoff event to explain the planning process to the community			X										
Formation/appointment of stakeholders and committee(s) to guide development of the plan (e.g. Steering committee, etc.)			X										
Community-wide event(s) to discuss and prioritize the Preliminary Issues and Opportunities list			X	X									
Processing of community input by guidance committee(s) (e.g., Steering Committee, etc.)					X								
Community-wide event(s) to produce or refine the Future Development Map					X	X							
Processing of community input by guidance committee(s)						X							
Development of draft Implementation Program by plan preparers (staff, planners, consultant, etc.)						X	X						
Community event(s) to react to draft Implementation Program							X	X					
Processing of community input by guidance committee(s)									X				
Assembly of draft Community Agenda by plan preparer (staff, planners, consultant, etc.)										X	X		
Community event(s) to react to draft Community Agenda (this could be 2nd public hearing required in Planning Standards)											X	X	
Processing of community input by guidance committee(s)												X	
Adoption of transmittal resolution by local government and submittal of Community Agenda to RDC for review													X

COMMUNITY AGENDA: SCHEDULE #2

Event / Activity	Month														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Completion of Community Assessment	X														
30 day review period for Community Assessment		X													
Kickoff event to explain the planning process to the community			X												
Participatory events for developing community vision			X	X	X										
Formation/appointment of stakeholders and committee(s) to guide development of the plan (e.g. Steering committee, etc.)					X										
Community-wide event(s) to discuss and prioritize the Preliminary Issues and Opportunities list					X	X									
Processing of community input by guidance committee(s) (e.g., Steering Committee, etc.)							X								
Community-wide event(s) to produce or refine the Future Development Map							X	X							
Processing of community input by guidance committee(s)								X							
Development of draft Implementation Program by plan preparers (staff, planners, consultant, etc.)								X	X						
Community event(s) to react to draft Implementation Program									X	X					
Processing of community input by guidance committee(s)											X				
Assembly of draft Community Agenda by plan preparer (staff, planners, consultant, etc.)												X	X		
Community event(s) to react to draft Community Agenda (this could be 2nd public hearing required in Planning Standards)													X	X	
Processing of community input by guidance committee(s)														X	
Adoption of transmittal resolution by local government and submittal of Community Agenda to RDC for review															X