

**Conneaut Comprehensive Plan Update  
Project Plan Summary  
February 3, 2017**

**Citizen Engagement**

There are three forms of citizen participation envisioned for this planning process.

- **Advisory Committee** Throughout the planning process CT will work closely with a 20-23 member advisory committee. This ad hoc advisory committee should be comprised of the seven members of the City Planning Commission, a representative from City Council, plus an additional 12 to 15 citizens who are strategically selected to represent a wide range of City perspectives (e.g. water front, downtown, industry, retail, residents, schools, recreation, and open space conservation). At the same time, the selection of the advisory committee members should also strive for geographic representation from all areas of the City. The City would select the advisory committee members in consultation with CT.

CT will facilitate regular meetings with the Committee to provide them the opportunity to review and comment on goals, policies, strategies, and recommendations in order to formulate a draft plan that reflects the goals and aspirations of the community. At the committee meetings, CT will present relevant background material, provide maps to illustrate issues and policies, review alternative development and preservation outcomes, summarize (in a written format) conclusions made by the group, and provide planning expertise and technical advice to guide the discussions. CT will also have the primary responsibility for preparing the final document.

- **Focus Groups** Three (3) focus group sessions are proposed with 10 to 12 participants in each session to dig deeper into specific topics; such as open space conservation/preservation, downtown, and the water front. These sessions are proposed to be undertaken to gather information and opinions from key stakeholders who are most informed and concerned about these select topics, such as the Western Reserve Land Conservancy, the School Board, and the Chamber of Commerce.
- **Community Forums** Two community-wide public forums are planned to provide the general public the opportunity to voice their aspirations, opinions, concerns. A community forum will be conducted at the beginning of the project to help set the direction and near the end to provide feedback on the draft policies and action steps.

**Approach and General Timeline for 2017**

**Step 1: Kick-Off Meeting - Advisory Committee Meeting #1**

**March**

Once the Advisory Committee is established, CT will conduct a kick-off meeting to **orient the members to the Planning Process**. This meeting will provide an overview of the planning schedule with tentative meeting dates, the basics of planning and the committee's responsibilities and the existing Plan's policies; begin to discuss the issues the Plan should address.

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**Step 2: Existing Conditions and Issues**

**April**

Based primarily on information collected and documented in the **previous comprehensive plan and other policy/design plans (such as the CUDC's plans)**, **existing conditions** will be depicted in a visual format with the **strengths & weaknesses** identified. This will include the following general categories:

- Existing land uses, needed businesses & services, as well as any known planned developments, downtown revitalization efforts and strategies for redevelopment
  - Vacant and underutilized structures/sites and their potential for infill and reuse, including land bank properties
  - Brownfield identification and potential reuse
  - Utility/infrastructure availability and capacity
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<ul style="list-style-type: none"> <li>• Transportation routes, circulation patterns, connectivity through the City</li> <li>• Summary of current zoning, subdivision and other land development requirements and review procedures</li> <li>• Existing economic development incentives and programs; potential partners including the Port Authority, the Chamber of Commerce, and the Tourism Group; as well as services provided by (or should be but are currently not provided by) the City, such as code enforcement and marketing</li> </ul>	
<p><b>Step 3: Visioning - Advisory Committee Meeting #2; Community Forum #1</b></p> <p>A <b>visioning exercise</b> will be conducted with the Advisory Committee as well as with the general public at a <b>community forum</b>. At these meetings, CT will present the City’s past planning efforts and current policies, and facilitate a participatory visioning process that will identify <b>where the City should be in 10 years</b>. <b>Relevant planning concepts</b> such as place-making, smart growth, sustainability, aging in place, natural resource protection and healthy communities will be summarized as part of this step. These meetings will also provide the opportunity to confirm, and expand as needed, specific focus areas of the City where more <b>detailed analyses</b> should be conducted, such as <b>Downtown</b>, the <b>water front</b>, and the <b>greenbelt area</b> along the West Branch of Conneaut Creek.</p>	<b>May/June</b>
<p><b>Step 4: Policy and Strategy Development – Advisory Committee Meeting #3, Focus Group Sessions</b></p> <p>Based on information acquired to date and resident input, CT will prepare maps to identify <b>potential locations for future industrial, residential, commercial, waterfront, and recreational development</b>. More detailed analysis and potential strategies will be prepared for the focus areas.</p> <p>As part of this step, CT will conduct <b>three focus groups</b> to obtain more specific feedback on the draft policies and strategies for the focus areas/key topics.</p>	<b>July/August</b>
<p><b>Step 5: Refine Strategies - Advisory Committee Meeting #4</b></p> <p>Based on information obtained in Step 4, CT will refine the <b>draft policies and strategies</b> and review with the Advisory Committee. This step will also address new development regulations that affect the implementation of plan, including identifying revisions to or expansion of the existing regulations, as well as recommendations for new development regulations and the potential for design guidelines.</p>	<b>Sept</b>
<p><b>Step 6: Implementation Steps - Advisory Committee Meeting #5</b></p> <p>CT will identify <b>appropriate implementation steps</b> to carry out the strategies and achieve the City’s long-term goals. CT will recommend specific steps, initiatives, projects, and further discussions that should happen to implement the overall plan. <b>Potential partners</b> will be identified, <b>timelines</b> will be projected, and <b>potential funding sources</b> and/or mechanisms will be included. A detailed outline of suggested regulatory measures will also be prepared.</p>	<b>October</b>
<p><b>Step 7: Presentation of Draft Plan Update - Advisory Committee Meeting #6, Public Forum #2</b></p> <p>After preliminary approval from the Advisory Committee, we will host a public forum. This community-wide meeting will include a presentation of the draft plan and a public comment session to provide stakeholders and the general public the opportunity to provide feedback on the draft plan.</p>	<b>November</b>
<p><b>Step 8: Final Comprehensive Plan Update – Advisory Committee Meeting #7</b></p> <p>CT will summarize comments from Step 7, revise the draft Plan and redistribute to the Advisory Committee. CT will conduct a final meeting with the Advisory Committee recommend any changes or adjustments to the draft Plan Update. These comments will be incorporated into both the narrative &amp; the graphics. The final DRAFT Comprehensive Plan Update will be submitted to the City Planning Commission for their formal review process.</p>	<b>December</b>