

TOWN OF CONCORD 2022 COMPREHENSIVE PLAN UPDATE

Steering Committee Kickoff Meeting

March 8, 2022

4:00

Town Hall

AGENDA

- 1) Introductions
- 2) Review Scope and Schedule (see below)
- 3) Public Meeting and Community Survey Logistics
- 4) Issues Discussion

SCOPE OF SERVICES

Overview

The Town of Concord's existing Comprehensive Plan was adopted in 2009. This plan needs to be updated to comply with State Statute requirements that Comprehensive Plans be updated at least once every 10 years. As MSA understands, few major changes have occurred in the Town since the original plan was adopted, but there have been changes to County ordinances and continuing pressure for development. The areas of focus that need more extensive assistance include mapping and land use policy. MSA will review the existing Comprehensive Plan and update outdated information, including but not limited to: Census data, State and regional plan summaries, zoning and existing businesses in the community. MSA will update the maps, including the Existing Land Use and the Future Land Use maps.

A brief review of the Town's goals, policies and action plans is also warranted to check for anything that may no longer be relevant and to address any new needs or concerns that the Town may have. MSA will prepare policy revision recommendations based on our own knowledge of best practices and based on feedback from the Town. We will highlight substantive policy changes so that the Town can see the proposed revisions. The original community survey will not be updated as part of this process, but a new survey is planned to address critical policy questions.

Planning Process

PHASE 1: PUBLIC PARTICIPATION PLAN

Steering Committee Meetings

The Town will be using an ad-hoc steering committee to guide and assist with the update process. We anticipate approximately seven (7) monthly meetings of the steering committee, of which MSA will attend four (4). These meetings can be either in person or virtual, or a mix of each.

- Committee Meeting 1 - Kickoff - Review scope and schedule, discuss issues of concern (focus on land use) and plan public meeting and community survey timing and logistics
- Committee Meeting 2 - Review and discussion of the vision statement and updated chapters 1, 2, 5, 6, 8, 9, 10 (tent.)
- Committee Meeting 3 - Review of updated chapters 3, 4, 7, 11 (tent.)
- Committee Meeting 4 - Final review of all elements and appendices, recommendation to Plan Commission

Community Meetings

We suggest that it may be adequate to host just one public meeting during this process (other than the public hearing prior to adoption). We would hold this meeting early in the process to seek feedback on key issues and overall vision sentiment, with a particular focus on land use. The meeting can be in-person, virtual, or possibly hybrid. In any format we would offer a presentation of critical topics and then facilitate a series of breakout discussion groups to foster conversation on those topics. We would bring two MSA planners to the meeting and ask the Steering Committee members to distribute among the small group discussions, both to assist those conversations and to hear feedback.

Community Survey

We recommend an online community survey. While we often conduct these early in the process concurrent with the public meeting, in your case we recommend delaying the survey until after the second committee meeting. This will give you an opportunity to reflect on things you hear at the public meeting and then to decide on the particular focus of the survey questions based on what you hear at that meeting.

Plan Commission and Town Board Meetings

Coordination with the Plan Commission and Town Board during the update process is important, to keep them informed about the process and aware of the general direction of new policies. If you have representation of Plan Commission and Board members on the ad hoc steering committee, it will likely be adequate for those members to offer periodic updates to the Plan Commission and Town Board during the process. With that in mind, the following meetings should be included as part of the update process:

- Town Board approval of Public Participation Plan (by resolution)
- Plan Commission public hearing and review of the complete draft plan, and recommendation to Town Board regarding adoption (by resolution)
- Town Board review of the recommended plan, and adoption decision (by ordinance (The public hearing can be conducted at either Plan Commission or Town Board, at your discretion))

We welcome further discussion about these activities as part of final scoping and contracting. We will prepare a Public Participation Plan for Town Board adoption reflecting the agreed-upon process.

PHASE 2: DATA AND DOCUMENT UPDATES

We will update existing conditions in each of the plan elements as necessary. In a few cases we may recommend deletion of data rather than update, if the data has limited value to inform Town decisions or actions.

We will update most of the maps, using data available from Jefferson County. In a few cases we may recommend deletion of a map if it does not inform decisions or actions.

We will update all policy content as appropriate, based on direction from the steering committee and other stakeholder input. Initial drafts will use change tracking so that the steering committee can readily see the changes.

PHASE 3: PLAN ASSEMBLY AND ADOPTION

We will compile the plan into a single, final document for review by all stakeholders. We will also prepare a draft review memo to accompany the final draft plan that highlights and summarizes key changes, so that everyone can readily understand what's changing and what's not changing as compared to the current plan.

We can provide draft resolutions and ordinance language as needed for the adoption process, and advise on distribution of the final plan to the appropriate entities (digital only, these days).

PHASE 4: PROJECT COORDINATION AND COMMUNICATION

Some of what we do in a process such as this is quiet but critical. Correspondence with the Town's project coordinator, with Jefferson County staff, and among our own team is important to the success of the planning effort. We will maintain routine check-ins with the Town to keep the project on schedule and to identify and address any challenges along the way.

PROJECT SCHEDULE

We propose the following schedule:

FEBRUARY

Town Board approval of contract and Public Participation Plan

MARCH

Steering Committee 1 - Kickoff

APRIL

Steering Committee meeting without MSA to work on content updates MSA working on element updates

MAY

Community Meeting

Steering Committee meeting without MSA to work on content updates MSA working on element updates

JUNE

Steering Committee Meeting 2 - Review of elements (tentative):

- 1 – Issues and Opportunities
- 2 – Housing
- 5 – Agriculture
- 6 – Environmental and Natural Resources
- 8 – Economic Development
- 9 – Intergovernmental
- 10 – Land Use

Community Survey

JULY

Community Survey (cont.)

Steering Committee meeting without MSA to work on content updates (if needed)

MSA working on element updates

AUGUST

Steering Committee Meeting 3 - Review of elements (tentative):

- 3 – Transportation
- 4 – Utilities
- 7 – Cultural
- 11 – Implementation

SEPTEMBER

Steering Committee Meeting 4 - final review and recommendation

OCTOBER

Plan Commission Public Hearing and Recommendation

Town Board Adoption