



## OCTOBER 2019 STATUS UPDATE

### **Task 1: Project Initiation & Management**

- Engaged in project initiation efforts such as finalization of the scope and budget, and preparation for Kick-Off Meeting with City.
- Facilitated regular communication with City.
- Coordinated with Project Team on tasks and responsibilities.

### **Task 2: Needs Assessment**

- Reviewed the 2017 Growth Policy.
- Began collecting base information.

### **Task 3: Growth Policy Update**

- No tasks this period.

### **Task 4: Growth Policy Review & Adoption**

- No tasks this period.

### **Task 5: Public Involvement & Meetings**

- Began preparation for Kick-Off meeting with the City.
- Began preparation for stakeholder interviews.
- Began preparation for presentation to Commission.
- Initiated branding process such as developing a color scheme and documentation templates.



## NOVEMBER 2019 STATUS UPDATE

### **Task 1: Project Initiation & Management**

- Prepared for, facilitated, and followed-up on the Kick Off meeting between the Project Team and City.
- Participated in the tour of Livingston and the extraterritorial area.
- Facilitated regular communication with City.
- Coordinated with Project Team on tasks and responsibilities.

### **Task 2: Needs Assessment**

- Continued collecting base information.

### **Task 3: Growth Policy Update**

- No tasks this period.

### **Task 4: Growth Policy Review & Adoption**

- No tasks this period.

### **Task 5: Public Involvement & Meetings**

- Prepared for, facilitated, and followed-up on the stakeholder interviews (“Listening Sessions”).
- Prepared for and delivered project initiation presentation to Commission.
- Developed a color scheme and documentation templates for the project.
- Established process and file structure for recording and responding to public comments.
- Built the project website.
- Began drafting the survey.
- Scheduled the first community meeting for January 28, 2020.



## DECEMBER 2019 STATUS UPDATE

### **Task 1: Project Initiation & Management**

- Facilitated regular communication with City.
- Coordinated with Project Team on tasks and responsibilities.

### **Task 2: Needs Assessment**

- Continued collecting base information.

### **Task 3: Growth Policy Update**

- Began drafting the outline of the Growth Policy document.

### **Task 4: Growth Policy Review & Adoption**

- No tasks this period.

### **Task 5: Public Involvement & Meetings**

- Published the survey for public opinion on priorities for the Growth Policy. Coordinated with the City to promote the survey via multi-media.
- Scheduled a Lunch & Learn meeting with City Boards and Commissions for January 29, 2020.
- Managed public comments received via project website.
- Completed regular updating of project website.



## JANUARY 2020 STATUS UPDATE

### **Task 1: Project Initiation & Management**

- Facilitated regular communication with City.
- Coordinated with Project Team on tasks and responsibilities.

### **Task 2: Needs Assessment**

- Continued collecting base information.
- Began analyzing base information.

### **Task 3: Growth Policy Update**

- Finalized draft outline of the Growth Policy document.

### **Task 4: Growth Policy Review & Adoption**

- No tasks this period.

### **Task 5: Public Involvement & Meetings**

- Prepared for and facilitated the January 28<sup>th</sup> Community Meeting.
- Prepared for and facilitated the January 29<sup>th</sup> Lunch & Learn for City Boards and Committees.
- Ran an initial analysis of electronically-submitted survey results.
- Managed public comments received via project website.
- Completed regular updating of project website.



## FEBRUARY 2020 STATUS UPDATE

### **Task 1: Project Initiation & Management**

- Participated in Quarterly Call with City staff.
- Facilitated regular communication with City.
- Coordinated with Project Team on tasks and responsibilities.

### **Task 2: Needs Assessment**

- Continued data collection.
- Continued analyzing base information.
- Began drafting the Existing Conditions component of the Growth Policy document.

### **Task 3: Growth Policy Update**

- Finalized draft outline of the Growth Policy document.

### **Task 4: Growth Policy Review & Adoption**

- No tasks this period.

### **Task 5: Public Involvement & Meetings**

- Conducted follow-up tasks related to the January 28<sup>th</sup> Community Meeting.
- Conducted follow-up tasks related to the January 29<sup>th</sup> Lunch & Learn for City Boards and Committees.
- Assisted the City with preparations for a booth at two community events in order to collect survey responses.
- Closed the public opinion survey, tabulated paper survey responses, and began to analyze the results.
- Began to plan for the next Community Meeting anticipated for summer 2020.
- Managed public comments received via project website.
- Completed regular updating of project website.



## MARCH 2020 STATUS UPDATE

### **Task 1: Project Initiation & Management**

- Facilitated regular communication with City.
- Coordinated with Project Team on tasks and responsibilities.

### **Task 2: Needs Assessment**

- Continued data collection.
- Continued analyzing base information.
- Continued drafting the Existing Conditions component of the Growth Policy document.
- Began developing goals and objectives.

### **Task 3: Growth Policy Update**

- Began developing the Growth Policy template.

### **Task 4: Growth Policy Review & Adoption**

- No tasks this period.

### **Task 5: Public Involvement & Meetings**

- Completed entry of paper survey results.
- Analyzed the survey results and prepared a summary report for public consumption.
- Analyzed the visual preference survey results.
- Continued to plan for the next Community Meeting anticipated for summer 2020.
- Managed public comments received via project website.



## APRIL 2020 STATUS UPDATE

### **Task 1: Project Initiation & Management**

- Facilitated regular communication with City.
- Coordinated with Project Team on tasks and responsibilities.

### **Task 2: Needs Assessment**

- Continued data collection.
- Continued analyzing base information.
- Continued drafting the Existing Conditions component of the Growth Policy document.
- Continued developing goals and objectives.

### **Task 3: Growth Policy Update**

- Completed developing the Growth Policy document template.

### **Task 4: Growth Policy Review & Adoption**

- No tasks this period.

### **Task 5: Public Involvement & Meetings**

- Managed public comments received via project website.
- Updated project website to include monthly progress reports.



## MAY 2020 STATUS UPDATE

### **Task 1: Project Initiation & Management**

- Facilitated regular communication with City.
- Coordinated with Project Team on tasks and responsibilities.

### **Task 2: Needs Assessment**

- Continued data collection.
- Continued analyzing base information.
- Completed the draft “Community Profile” existing conditions component of the Growth Policy document, and submitted to the City for review.
- Continued developing goals and objectives.

### **Task 3: Growth Policy Update**

- Continued development of the Growth Policy outline.

### **Task 4: Growth Policy Review & Adoption**

- No tasks this period.

### **Task 5: Public Involvement & Meetings**

- Created and disseminated the online “community character” Mini-Survey.
- Began coordinating the next set of Community Meetings set for June 16, 2020. Managed public comments received via project website and direct communication with City.
- Updated project website.





## JUNE 2020 STATUS UPDATE

### **Task 1: Project Initiation & Management**

- Facilitated regular communication with City.
- Coordinated with Project Team on tasks and responsibilities.

### **Task 2: Needs Assessment**

- Continued data collection.
- Continued analyzing base information.
- Updated the “Community Profile” existing conditions component of the Growth Policy document per the City’s comments.
- Initiated assessment of the Extra-Territorial Jurisdiction.

### **Task 3: Growth Policy Update**

- Continued developing goals and objectives.

### **Task 4: Growth Policy Review & Adoption**

- No tasks this period.

### **Task 5: Public Involvement & Meetings**

- Summarized the “community character” Mini-Survey.
- Prepared, facilitated, and documented the June 16<sup>th</sup> Community Meetings.
- Prepared the July 1<sup>st</sup> Virtual Community Meeting.
- Managed public comments received via project website and direct communication with City.
- Updated project website.



## JULY 2020 STATUS UPDATE

### **Task 1: Project Initiation & Management**

- Facilitated regular communication with City.
- Coordinated with Project Team on tasks and responsibilities.

### **Task 2: Needs Assessment**

- Continued data collection.
- Continued analyzing base information.
- Continued assessment of the Extra-Territorial Jurisdiction.

### **Task 3: Growth Policy Update**

- Continued developing goals and objectives; began developing strategies.
- Began preparing the future land use map.
- Began reviewing and making recommendations regarding the zoning code and development regulations.

### **Task 4: Growth Policy Review & Adoption**

- No tasks this period.

### **Task 5: Public Involvement & Meetings**

- Updated project website.



## AUGUST 2020 STATUS UPDATE

### **Task 1: Project Initiation & Management**

- Facilitated regular communication with City.
- Coordinated with Project Team on tasks and responsibilities.

### **Task 2: Needs Assessment**

- Continued data collection.
- Continued analyzing base information.
- Continued assessment of the Extra-Territorial Jurisdiction.

### **Task 3: Growth Policy Update**

- Completed draft of goals, objectives, and strategies.
- Completed draft of the future land use map; began updating based on City review.
- Made draft recommendations regarding the zoning code, subdivision regulations, and development regulations; began updating based on City review.
- Drafted the process to review, amend, and/or update the Growth Policy.
- Began to draft intergovernmental coordination recommendations.
- Began to draft Extra-Territorial Jurisdiction Plan.

### **Task 4: Growth Policy Review & Adoption**

- No tasks this period.

### **Task 5: Public Involvement & Meetings**

- Updated project website.
- Collected and organized public general comments/questions and comments on the Community Profile.



## SEPTEMBER 2020 STATUS UPDATE

### **Task 1: Project Initiation & Management**

- Facilitated regular communication with City.
- Coordinated with Project Team on tasks and responsibilities.

### **Task 2: Needs Assessment**

- Completed the needs assessment.

### **Task 3: Growth Policy Update**

- Completed the draft of the Growth Policy document.

### **Task 4: Growth Policy Review & Adoption**

- No tasks this period.

### **Task 5: Public Involvement & Meetings**

- Updated project website.
- Collected and organized public general comments/questions and comments on the Community Profile.



## OCTOBER 2020 – FEBRUARY 2021 STATUS UPDATE

### **Task 1: Project Initiation & Management**

- Facilitated regular communication with City.
- Coordinated with Project Team on tasks and responsibilities.

### **Task 2: Needs Assessment**

- Complete

### **Task 3: Growth Policy Update**

- Complete.

### **Task 4: Growth Policy Review & Adoption**

- Updated sections of the Draft Growth Policy document per public comment and staff review (November 2020 – February 2021).

### **Task 5: Public Involvement & Meetings**

- Updated project website (October 2020 – February 2021).
- Presented to Planning Board (November 2020).
- Collected and organized public comments on the Draft Growth Policy document (November 2020 – February 2021).