

Tasks	2011						2012					
	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
Task 1: Project Initiation and Community Assessment												
1.1: Kickoff Meeting and Tour												
1.2: Establish Steering Committee and Technical Advisory Committee												
1.2.1: BOC and staff establish membership of Steering Committee			BOC	BOC								
1.2.2: Prepare Description of Steering Committee Tasks, Expectations, Time Commitments												
1.2.3: Hold Steering Committee orientation meeting (Staff only)				SC								
1.2.4: Hold kickoff meeting with Steering Committee and consultant					SC							
1.3: Summary of Past Planning Initiatives and Studies												
1.3.1: Prepare Report												
1.3.1.1: Present to Steering Committee at October Meeting										SC		
1.4: Public Engagement Strategy / Website												
1.4.1: Staff and Consultant Prepare Public Engagement Strategy for SC Review												
1.4.2: Present Public Engagement Strategy (1st Workshop and Ongoing) at October Meeting										SC		
1.4.2.1: Determine Plan for Website and Execute												
Task 2: Issue Identification and Needs Assessment												
2.1: Stakeholder Interviews												
2.1.1: Staff and Consultant Identify Stakeholders / Staff Assists with Meeting Coordination												
2.1.2: Consultant Conducts Interviews												
2.2: Existing Conditions Analyses												
2.2.1: Transportation, Economic Development, Land Use, Environmental Resources, Stormwater, Water/Wastewater, Historical/Culture, Recreation, Public Services, Population												
2.3: Fiscal Impact and Land Use Demand Analyses												
2.3.1: Prepare Existing Land Use Map and Calculate Existing Uses and Potential Development Areas												
2.3.2: Conduct Fiscal Impact Analysis (TBD - based on available data)												
2.4: Community Planning Influences Report												
2.4.1: Compile Components of Planning Influences Report (input from stakeholders, existing conditions, past planning initiatives)												
2.4.2: Distribute Report to Staff for Review												
2.4.3: Incorporate Staff Changes												
2.4.4: Distribute Report to Steering Committee for Review Prior to Meeting												
2.4.5: Present Report at October Meeting										SC		
2.5: Envisioning Our Camden County Workshop 1												
2.5.1: Determine Logistics (location, date, time)												
2.5.2: Prepare Advertising Materials (Consultant Prepare - Staff Distribute)												
2.5.3: Prepare Materials for County Workshop												
2.5.4: Conduct Workshop										PW		
2.5.5: Workshop Summary Report / Website Update												
2.6: Interim Report to SC and BOCC											BOC/SC	
Task 3: Development of Alternative Plans												
3.1: Scenario Development Training of County Staff												
3.1.1: Conduct Scenario Development Training in Consultant Office												
3.1.2: Staff to Conduct Scenario Development												
3.2: Analyze Land Use, Fiscal Health, and Costs to Provide Services (3 Scenarios)												
3.2: Scenario Findings Report / Website Updates												
3.2.1: Prepare Scenario Findings Report												
3.2.2: Distribute Draft to Staff												
3.2.3: Incorporate Staff Changes												
3.2.4: Distribute Report to Steering Committee for Review Prior to Meeting												
3.2.5: Present Report at Steering Committee Meeting (Determine date)											SC	
Task 4: Selection and Refinement of Plan												
4.1: Envisioning Our Camden Workshop 2 Prep												
4.1.1: Determine Logistics (location, date, time)												
4.1.2: Prepare Advertising Materials (Consultant Prepare - Staff Distribute)												
4.1.3: Prepare Materials for County Workshop												
4.1.4: Conduct Workshop											PW	
4.2: Draft Community Vision and Workshop 2 Summary Report / Website Updates												
4.3: Interim Report to SC and BOCC											BOC/SC	
Task 5: Development of Recommended Plan												
5.1: Preparing and Finalizing Draft Policy Framework												
5.1.1: Draft Policy Framework and Implementation Strategy												
5.1.2: Distribute Report to Staff for Review												
5.1.3: Incorporate Staff Changes												
5.2: Prepare and Finalize Draft Comprehensive Plan												
5.2.1: Prepare Draft Comprehensive Plan												
5.2.2: Distribute Report to Staff for Review												
5.2.3: Incorporate Staff Changes												
5.2.4: Distribute Report to Steering Committee for Review Prior to Meeting												
5.2.5: Present Report at Steering Committee Meeting (Determine date)												SC
5.2.6: Finalize Plan and Submit to Staff												
5.2.7: Present Plan to BOC												BOC
5.3: Plan Summary Brochure / Website Updates												
5.3.1: Prepare Plan Summary Brochure												
5.3.2: Distribute Report to Staff for Review												
5.3.3: Incorporate Staff Changes												
5.3.6: Update website												
Task 6: Project Reporting												
6.1: Monthly Project Reporting												
6.2: Travel and Attendance at Steering Committee Meetings												
Task 7: Camden County Environmental Culture Document												
7.1: Preparing and Finalizing Environmental Culture Document												

BOC Meeting with Board of County Commissioners
 PW Public Workshop
 SC Steering/Technical Committee Meeting