

EnVision Kirkwood 2035

Phase	Name	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16
Phase One	PROJECT SETUP																				
Task 1.1	Organize Committee	Yellow	Yellow	Yellow																	
Task 1.2	Website/Public Outreach	Yellow	Yellow	Yellow																	
Task 1.3	Committee Meeting #1			Green																	
Phase Two	DATA COLLECTION																				
Task 2.1	Existing Plans & Reports	Yellow	Yellow																		
Task 2.2	Data Collection/Base Mapping	Yellow	Yellow	Yellow	Yellow																
Task 2.3	Stakeholder Interviews			Yellow	Green																
Task 2.4	Community Survey			Yellow	Yellow	Yellow															
Task 2.5	Data Analysis/Inventory Reports				Yellow	Yellow															
Task 2.6	Committee Meeting #2					Green															
Task 2.7	Community Workshop #1						Green	Star													
Phase Three	VISIONING																				
Task 3.1	Vision Statement/Guiding Principles						Yellow	Yellow													
Task 3.2	Goals & Objectives							Yellow	Yellow												
Task 3.3	Committee Meeting #3								Green												
Task 3.4	Community Workshop #2									Green	Star										
Task 3.5	Planning Tour								Yellow	Green											
Phase Four	PLAN FRAMEWORK																				
Task 4.1	Draft Plan Policies/Elements										Yellow	Yellow	Yellow								
Task 4.2	Committee Meeting #4												Green								
Task 4.3	Community Workshop #3													Green	Star						
Phase Five	ADOPTION																				
Task 5.1	Plan Draft/Implementation Priorities													Yellow	Yellow	Yellow	Yellow				
Task 5.2	Committee Meeting #5																Green				
Task 5.3	Community Workshop #4																	Green	Star		
Task 5.4	City Council Review																		Green	Green	
Task 5.5	Planning and Zoning Adoption																			Green	Green

Task 1.1	Develop list of possible candidates for Committee 15-20 members representing Various City Board, Education, Business, Chamber of Commerce, Citizens).
Task 1.2	Setup webpage on City Website to disseminate Plan products, solicit input and advertise meetings. Coordinate with PIO a public involvement strategy to maximize awareness
Task 1.3	Committee Meeting #1 will present a broad overview of the process; discuss roles and responsibilities and develop a understanding of individual perspectives about Kirkwood
Task 2.1	Acquire all relevant existing plans and documents that may pertain to planning process
Task 2.2	Collect data relevant to the planning process and develop base maps that will be utilized throughout the process.
Task 2.3	Host in-depth interviews (20-30 minutes) with various community stakeholders to establish a well-rounded view of what they think of Kirkwood today and how they would like it to be in the future.
Task 2.4	Host a Community Survey on the website and in the utility bill inserts. The survey would address SWOT issues to help formulate the Goals and Objectives
Task 2.5	Aggregate and summarize data collected into a series of summary reports
Task 2.6	Committee Meeting #2 will focus on the results of the interviews and surveys. Discussion will begin about a vision statement that will establish the principles that will guide the plan
Task 2.7	Community Workshop #1 will focus on SWOT analysis. Workshop subject areas will have been refined following the surveys and interviews. Sticky dot exercises and breakout tables are among a few possible activities
Task 3.1	Based on the public input to date a vision statement will be drafted to define the direction of the plan. The statement will highlight the guiding principles upon which the goals and objectives will be based on.
Task 3.2	Goals and Objectives will be drafted that are based on the public input to date and follow-through on the principles outlined in the Vision Statement.
Task 3.3	Committee Meeting #3 will revise, refine and approve the draft goals and objectives that will be presented at the next Community Workshop. Discussion will also begin on the specific elements of the plan.
Task 3.4	Community Workshop #2 will focus on the draft goals and objectives (via sticky dot exercise). Potential to discuss certain elements of the plan such as streets, urban design, economic development.
Task 3.5	Planning Tour - A bus tour with committee members to various developments and cities in the St. Louis area to see the good, bad and ugly in order to generate discussion concerning upcoming plan elements like Urban Design.

Task 4.1	Staff will draft various elements of the plan based on Committee Meeting #3, Community Meeting #2 and the Planning Tour.
Task 4.2	Committee Meeting #4 will review and discuss the draft plan elements
Task 4.3	Community Workshop #3. The draft plan elements are presented to the public for review and further refinement. Discussion about implementation projects and priorities.
Task 5.1	Staff prepares the draft of the comprehensive plan
Task 5.2	Committee Meeting #5. The draft plan is presented for review and comment.
Task 5.3	Community Workshop #4. Draft plan is available for review and comment.
Task 5.4	Draft plan is submitted to City Council for review
Task 5.5	Draft plan is submitted to Planning and Zoning Commission for review and adoption