

**August 9, 2010 DRAFT**

**Sample Village Center Community Planning Process (a guide, not a template)**

**Listening and Learning – setting the stage for planning**

*This early work sets the stage for developing the plan.*

1. Define Civic Engagement Process **Jennifer Denhard**
  - Stakeholder Interviews – one on one interviews with merchants/tenants, VC property owners, others
  - Village Center Walkabout, Public Workshops and Meetings – see more on this below
2. Define Communications Strategy **Jennifer Denhard**
  - Village Website
  - Village Newsletter
  - Advertizing
  - Other
3. Mapping **Jane Dembner**
  - Define Village Center Boundaries (for Community Planning Purposes)
  - Base map – map showing boundaries and major uses and features
  - Existing Land Use Map
  - Existing Zoning Map
  - Ownership Map showing property lines (with associated data in spreadsheet – owner, acreage, etc.)
4. Hold Listening Session **Walkabout – Sept. 25**

*This even can be a walkabout/ tour of the village center or an open house event to create interest and involvement in village center planning. Explain the process and anticipated outcomes.*
5. Demographics and Socio-economic Profile **Cynthia Coyle**
  - Describe Village Demographics – Village Population, Household, and Housing Characteristics
  - Provide overview of County socio-economic characteristics (data not available at the Village geography)
6. Design and Community Character **Debbie Nix and Wendy Tzucker**
  - Describe existing design elements -- signage, landscaping, place making/public realm improvements, amenity areas, gathering places, historic or signature features;
  - Provide overview of Village Association covenants
7. Public Facilities and Community Services

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- Describe existing facilities in or near the village center such as schools/educational facilities, parks, athletic facilities, library, and other community services and facilities (this have an impact on the village center)
8. Open Space and Environmental Features **Chiara D'Amore / Jane Dembner**
  9. Prepare Community Profile (This is a summary of the information gathered so far. Note: it is good to get this done early in the process so when it comes time to complete the plan, this part of the plan is already completed.)

**Vision and Values**

*This phase includes the development of draft goals for the Village Center Community Plan*

1. Define Draft Goals or Guiding Themes for the Village Center Community Plan
2. Hold Community Workshop **Questions below to be used in Walkabout Statement of Purpose (Wendy Tzucker)**

*This public work session would be to get residents involved in the planning process and to begin to gain an awareness of what residents want and what they are concerned about. At the workshop, the Village Association could share some of the background information collected so far and also ask for resident's input on the future of the village center. Some questions that could be posed include:*

- *What do you want to see more of? Less of?*
- *What are the places and amenity areas you value?*
- *What design features do you want to enhance?*
- *What are the issues you want to address?*
- *Retail and services – What is possible and desirable?*

**Drafting the Village Center Community Plan **PENDING****

1. Develop outline for the plan
2. Document Draft Community Plan  
*(Potential Outline – this will be honed based on each Village's areas of focus.*
  - *State the purpose(s) of the Plan*
  - *Describe the Civic Engagement Process*
  - *How we are - Community Profile*
  - *What we'd like to achieve - Goals and Values*
  - *What we'd like to happen –Land Use, Environmental and Open Space, and Design Concepts*
  - *How we'd like to get connected- Transportation Concepts*

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- *Implementation – Priority Setting*

3. Review draft with Village Board

4. Hold Community Workshop

*The purpose of this workshop is to share the draft plan with residents and explain what it includes and addresses and to gain input and guidance. There may be a need for more than one workshop as the plan is finalized.*

5. Revise the Plan

*Revise the draft based on comments received from the public and board guidance.*

6. Village Board Review and Approval

7. Finalize Plan and submit to County