

COMPREHENSIVE PLAN REVISION/UPDATE – Draft Procedural Outline 3.22.21SKS	ROLES & RESPONSIBILITY	TIMELINE 2021	NOTES
<p><i>Task #1: Project Kick-Off</i></p> <p>Establish project scope, schedule, and deliverables.</p> <p>Identify a list of relevant reports, studies, resolutions and other documents to be reviewed.</p> <p>Review '04 Plan, note elements accomplished</p> <p>FINALIZE</p> <p>Project Team</p> <p>Community Engagement Strategy</p> <p>Engagement Strategy</p>	<p>MBM - Ask TB to review web page and ID any additional material that would be helpful.</p> <p>TB review draft (1) Engagement Strategy and 2) draft Procedural Outline</p> <p>TB</p> <p>TB</p> <p>TB</p>	<p>March 2</p> <p>March 2 workshop meeting</p> <p>March 9 business meeting</p> <p>April 6</p> <p>April 6</p> <p>April 6</p>	<p>Add to of Outreach list?</p> <p>Discussion of direct mailing</p> <p>Liaison's to PB, ECC, OSC, etc - meet to create understanding, context, and opportunity</p> <p>Town Depts</p>

<p>Task #2: Community Engagement</p> <p>Implement Phase One of Engagement Strategy</p>	<p>MBM sent press release and letters to boards, etc.</p>	<p>March 10 – July 1</p>	
<p>Task #3: Community Profile – This task will focus on information related to land use, economic development, housing, transportation, and natural, cultural, and historic resources. The Community Profile is intended to be an overview of relevant topics rather than an exhaustive, detailed study of existing conditions.</p>	<p>D. Church Update 2004 Plan data and information – pages 1-19 – expand as appropriate – insert place holders as needed - ID issues and opportunities to address. (Profile to be supplemented with Engagement findings when process complete.)</p>	<p>March – April 1st Draft to TB by April 30</p>	<p>DC is beginning the update of the Community Profile with available census and other data And ID emerging trends/issues DC will provide monthly updates to TB</p>
<p>Phase 1 of Engagement Strategy - complete</p>	<p>Phase 1 of ES ends</p>	<p>June 30</p>	
<p>Task #4: Updated Vision & Goal Framework – Draft an updated vision and goal framework based upon the information collected in previous tasks. Summarize data and community profile.</p>	<p>TB review and discuss Engagement outcomes TB draft revisions to the preliminary vision, goals, and action items based upon data development.</p>	<p>July 6 July 13</p>	

	Preliminary decisions to D. Church	July 15	
	D. Church - draft preliminary plan due to TB	July 29	
<u>Task #5: Preliminary Plan</u> – Prepare a preliminary Comprehensive Plan document. The content of the preliminary plan is contingent on the work completed in the previous tasks.	TB discusses Preliminary Plan Comments to D.Church Revised preliminary plan due to TB	August 3 August 4 August 31	
Commence Phase 2 of Engagement Strategy		September 1 through December 14	
<u>Task #6: Community Open House & Public Hearing</u> – A thorough public review of the draft Plan document to be undertaken Public Hearing scheduled and kept open for each TB meeting until adopted	Preliminary Plan released for review and comment TB schedules public hearing to run through 12/14/21	September 1 October 12	B
<u>Task #7: SEQRA Compliance</u> –	Initiate SEQRA	October - November	

		<p>D.Church to prepare Schedule SEQRA hearing – can run concurrent w CP hearing.</p>	<p>Ensure compliance with the State Environmental Quality Review Act (SEQRA) and the required referral to Ulster County Planning.</p>
	<p>December 14</p>		<p><i>Task #8: Final Plan & Adoption –</i> Insure all changes and updates have been included. Send to UC PB for review Assemble the final plan document.</p>