

Appendix A

Work Program

1.0 Base Map and Analysis of Conditions

Meet with Township and County staff. Prepare a base map of the township showing parcels, roads, streams, railroad lines, etc. Obtain a digital base map from Dakota County or Eureka Township.

Review, update and expand as appropriate the analysis of conditions from the 2003 comprehensive plan. Drive the Township with staff or others to learn about the community.

2.0 Advisory Committee Meeting #1

Facilitate the opening meeting of the Citizens Advisory Committee (CAC), including members of the Planning Commission and Town Board. Review the project objectives, work program, schedule, consultant background, CAC members' affiliations, and the role of the CAC. Review the 2003 comprehensive plan. Distribute single-use cameras and ask members to photograph elements of the community they wish to discuss with the CAC at the next meeting. Review the updated analysis of conditions.

3.0 Identification of Issues

Describe with text the major issues in the form of questions. Send a draft to the Planning Commission and receive their comments.

4.0 Advisory Committee Meeting #2

Review the CAC photos. Ask each member to select a few of his or her photos and tell the committee what is significant about them.

Review and refine the planning issues. Provide text for the Township Web site.

4.1 Public Opinion Survey

Now that the major planning issues are understood, prepare and administer a mail-out opinion survey to a mailing list prepared by the Township. Review the draft survey with the Planning Commission and the Township Board. Receive the returned surveys from the township, tabulate and analyze them, and prepare a written summary of results. Review the results with the Planning Commission and CAC when the results are ready.

5.0 Conceptual Alternatives

Based on input from the CAC, the public opinion survey, and the consultant's observations, prepare draft conceptual alternatives for review by the CAC. These would be in the form of maps with text matrix that describe each by planning subject. Review with Planning Commission.

6.0 Advisory Committee Meeting #3

Facilitate the second meeting of the CAC to review and refine the draft conceptual alternatives. Refine these alternatives to the point that the CAC is comfortable taking them to the public in the first forum. Provide text and graphics for the Township Web site.

7.0 Township Forum #1

Facilitate Township Forum #1. This would be an “open house” format followed by a presentation by the consultant. Provide opportunities for citizens to record their reactions and ideas; use techniques such as dot-voting and comment cards. The open house could begin at 4:00 PM and the formal presentation at 7:00 PM. The Township would be responsible for meeting arrangements and advertising.

8.0 Advisory Committee Meeting #4

Facilitate the third meeting of the CAC to review the outcome of Township Forum #1 and to begin to prepare the Concept Land Use Plan.

9.0 Concept Land Use Plan

Prepare a conceptual land use plan based on reaction to the alternatives. Review with Planning Commission.

10.0 Draft Objectives and Policies

Prepare draft objectives and policies based on reaction to the alternatives. Review with Planning Commission.

11.0 Advisory Committee Meeting #5

Meet to review the draft land use plan and the draft objectives and policies.

12.0 Planning Commission and Township Board Meeting

Review the draft land use plan and the draft objectives and policies with the Planning Commission and Township Board of Supervisors. Provide text and graphics for the Township Web site.

13.0 Township Forum #2

Conduct a second township forum to review the draft land use plan and the draft objectives and policies.

14.0 Advisory Committee Meeting #6

Review the findings from Township Forum #2. Refine the draft plan as appropriate.

15.0 Draft Plan

Prepare a complete draft plan document for review. Submit 11 copies of an “administrative draft.” Receive consolidated comments from the Planning Commission and Town Board. Revised and submit a second draft. Repeat as necessary. Provide text and graphics for the Township Web site.

16.0 Public Hearing, Plan Adoption and Final Document

Submit 11 bound copies and one digital copy on CD for public review.

Participate in a public hearing on the Strategic Vision.

Following the adoption of the Strategic Vision by the Board of Supervisors, submit 11 bound copies and a CD of the final adopted version of the plan. Provide text and graphics for the Township Web site.

Items to Be Provided by the Township

We would expect the following information or assistance from the Township:

- Appointment of an advisory committee (if this task is not limited to the Planning Commission).
- A contact person to work with us.
- A digital base map
- A digital copy of the map of existing land use from the 2003 plan.
- Discussion of local conditions, issues, needs, opportunities, recent history and personalities.
- Timely review and comment on our draft products.
- Single-use cameras for the CAC
- Photofinishing of the photos taken by the CAC.
- Copying and mailing of the (optional) public opinion survey. Receive the completed surveys.

Appendix B

Tentative Project Schedule

1.0	Base Map and Analysis of Conditions	July–August, 2006
2.0	Advisory Committee Meeting #1	September
3.0	Identification of Issues	August–September
4.0	Advisory Committee Meeting #2	October
4.1	Public Opinion Survey (optional service)	October
5.0	Conceptual Alternatives	October–November
6.0	Advisory Committee Meeting #3	November–December
7.0	Township Forum #1	January
8.0	Advisory Committee Meeting #4	February
9.0	Concept Land Use Plan	February
10.0	Draft Objectives and Policies	February
11.0	Advisory Committee Meeting #5	March
12.0	Planning Commission and Township Board Meeting	April
13.0	Township Forum #2	April
14.0	Advisory Committee Meeting #6	May
15.0	Draft Plan	May
16.0	Public Hearing, Plan Adoption and Final Document	June