



Public Participation Plan

Mission

The Public Participation Plan is designed to offer and encourage opportunities for the people of Council Grove to become actively involved in the comprehensive planning process. This plan is to outline the methods, goals and timeline of public participation opportunities.

To ensure that input is sought from a broad range of public participants, the public processes were designed to initiate meaningful public participation as early as possible, which will allow decision makers and staff to review, consider, respond and if appropriate to incorporate comment into updates.

There are two main components to this plan that outline the communications strategy and outreach strategy for developing the Council Grove Comprehensive Plan.

COMMUNICATIONS STRATEGY

This component outlines the various forms of communication and their timeline that will be implemented throughout the project. Each form of communication is tailored to a specific activity or part of the plan that will best involve community members.

OUTREACH STRATEGY

Outline the issues that will be considered, identifies potential project participants, describes the approach and process for each issue, provides a flexible timeline for the completion of required tasks.

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Comprehensive Plan Timeline

Phase	Time Frame	Description/Key Elements
Base Maps	April 1 - 15, 2015	Development of background maps
Existing Conditions & Trends Report	April 1 - June 15, 2015	Inventory of physical, social and economic resources both past and present
Public Participation Plan	May 1 - May 15, 2015	Finalize Participation Plan, formation of steering committee
Community Open House	June 24th	Hold community-wide planning open house on area trends
Issue Identification	June 1 - July 15, 2015	Identify issues from Community Wide Planning Workshop and stakeholder interviews
Community Vision Workshop	Week of July 15th	Hold Visioning meeting, identifying issues, goals and objectives
Vision, Goals, Objectives & Principles	July 1 - August 1, 2015	Compile common visions and goals from community wide planning workshop and stakeholder interviews
Community Planning Workshop	Week of August 15th	Hold Issue Area focus groups and prioritize strategies and scenarios
Plan Alternatives	August 1 - September 1, 2015	Strategize best ways to address issues and visions previously identified
Draft Plan	September 1 - October 1, 2015	Develop draft comprehensive plan document
Public Hearing Draft Plan	September 15 - October 1, 2015	Publish notification of public meeting. Meet and present plan to governing body. Make any necessary revisions.
Plan Adoption	October 15 - December 1, 2015	Adoption of plan by ordinance

COMMUNICATIONS STRATEGY

TIMELINE

Communications Method & Details	Timing/Schedule
<p>Website www.councilgrove2025.org</p> <ul style="list-style-type: none"> Created to keep individuals updated with the plan process, meeting notifications and contact information Will be updated regularly with new summaries and public input opportunities 	<p>Launching June 21st with updates throughout the plan creation and adoption</p>
<p>Social Media</p> <p>Facebook: www.facebook.com/FlintHillsRegionalCouncil</p> <p>Twitter: @ ???? </p> <ul style="list-style-type: none"> Update regularly to keep public engaged in a more informal setting Can be used as meeting reminders 	<p>Begin posting links to website once it is launched</p> <p>Reminders for meetings, surveys, questions to keep the public engaged</p>
<p>E-Updates</p> <ul style="list-style-type: none"> Get preliminary emails from sign up on website Provide regular, project updates and announcements 	<p>First e-newsletter June 21st prior to first public meeting</p>
<p>Direct Mailings and Printed Documents</p> <ul style="list-style-type: none"> Have planning committee post flyers in community centers for meeting dates, send out mailings from address list provided by city 	<p>Send prior to meetings</p>
<p>Press Releases</p> <ul style="list-style-type: none"> FHRC responsible for contacting The Republican and other news agencies with updates 	<p>To be released 1 to 2 weeks prior to meetings or as important information is to be communicated with public</p>

OUTREACH STRATEGY

Phase	Objectives	Time
1. Initiation	<ul style="list-style-type: none"> ● Identification of Project Participants ● Formation of Steering Committee 	End of April into May
2. Vision, Trends & Opportunities	<ul style="list-style-type: none"> ● Stakeholder Interviews & Focus Groups ● Public Information Meeting ● Community Wide Planning Workshop 	May - August
3. Draft Plan & Strategies	<ul style="list-style-type: none"> ● Organize and collect thoughts from previous phases ● Identify planning strategies for future planning actions and considerations 	August - November
4. Plan Review & Adoption	<ul style="list-style-type: none"> ● Draft review by planning commission ● Presentation to City Council ● Revisions and adoption 	November - December

Engagement Events

Meeting	Questions	Format
Community Open House	<ul style="list-style-type: none"> ● What trends have impacted Council Grove? ● What trends will most likely impact the future of Council Grove? 	Display Kiosks
Community Survey	<ul style="list-style-type: none"> ● What do you think about...? ● What are our greatest assets? Our most under-appreciated assets? ● What are our most formidable issues? 	June - August
Community Vision Workshop	<ul style="list-style-type: none"> ● What do we want to be in 2025? ● What is keeping us from achieving this? ● What will it take to get there? 	August - November
Community Planning Workshop	<ul style="list-style-type: none"> ● What would happen if...? ● What do we offer our...? ● What do I offer? 	November - December

Phase 1. Initiation

Identification of Project Participants

This plan is designed to enable all audiences to effectively participate in the planning process. This chapter identifies key project participants, the role they play in the planning process and identifies ways to involve them.

Participant	Role	Involvement Levels
The Public	To provide insight to the plan, by goal and vision formation and identifying issues and solutions.	All members should be notified of participation opportunities.
Interested Property Owners and Developers	To provide insight into current property practices and how they can be improved.	Should be contacted for issues of economic development and land use. Additional information could be received through survey.
Community Organizations	Add strength to the community.	Are often easier to contact and use to gather people and announce important events.
Other groups and individuals	Individuals who do not participate regularly.	Take advantage of all communication channels and be mindful of scheduling to include the largest group of people.
Governmental/Quasi Governmental Groups	Serve as leadership roles and provide valuable information to city functions, strengths and weaknesses.	Develop strong communication with governmental groups to keep planning process on track.
Planning Commission	Help guide and direct the plans and work alongside the Flint Hills Regional Council.	Should assist with information gathering and sharing, and be regularly updated and aware of the planning process.
City and other Counties	Provide regional perspective and other information that could be critical to Council Grove's development.	Form relationships with local leaders and address them on any strategies that concern them.

Formation of Steering Committee

Responsibilities of Steering Committee

- Participate in the planning and oversight of the project
- Define project objectives and provide valuable insight
- Monitor assessment/review of project progress
- Communicate regularly with stakeholders on project process
- Serve as liaisons between Council Grove residents and the planning team

Committee Positions

Chair: Should assist with leadership of committee meetings, send out necessary materials (agendas, minutes, documents to be reviewed), serve as point of contact between Flint Hills Regional Council and other committee members.

Secretary: Should be available at all meetings to take notes and comments, type and send to the committee chair in a timely manner.

Monthly Meetings with Steering Committee

Month	<i>Main Objective</i>
May	<i>Revision and approval of Public Participation Plan</i>
June	<i>Trends Report</i>
July	<i>Issues</i>
August	<i>Vision</i>
September	<i>Opportunities</i>
October	<i>Draft Review</i>

Phase 2. Vision, Trends & Opportunities

Stakeholder Interviews & Focus Groups

Stakeholders are individuals, groups or institutions that are invested in the future of Council Grove and Morris County. They have an indispensable role in the planning process since they represent a fundamental aspects of the local community and economy and will be affected by the recommendations made in the Comprehensive Plan.

Broad range of interests that may be important to the community such as: health, safety, pollution, property values, jobs, congestion, crime and local economy. Identify and match specific groups and individuals to the identified interests to ensure the process completely engages the full range of perspectives needed to conduct meaningful public participation.

Some potential stakeholders include: City officials and leaders, planning commission, local organizations & boards, regional organizations and institutions, utilities, local builders and developers, community groups & organizations.

Public Information Meeting

The focus of this meeting will include an overview of the purpose and process of comprehensive planning, a general presentation of the Community Assessment portion of the plan which consists of an inventory and analysis of existing conditions, and an outline of public participation opportunities within the planning process.

Community Wide Planning Workshop/Neighborhood Focus Group

A large, community wide planning event will be held to evaluate issues and potential changes regarding: livability and quality of life, transportation and mobility, recreation & health, housing & neighborhoods, community services, economic development and activities in adjacent areas.

Creating an environment for dialogue, particularly by breaking into smaller groups, is an effective way to both get public input and help the public learn about each other's viewpoints.

Tools to generate public input are techniques that you can use to obtain public input to the decision process. Through use of these tools you provide opportunities to members of the public to share information and express their opinions and perspectives for consideration in decision making.

Potential exercises for this activity include forming randomized and neighborhood focused groups and executing engaging activities that identify likes and dislikes, concerns and potential visions for the future.

Phase 3. Draft Plan & Strategies

This phase will consist of organizing collective thoughts from previous phases and identifying planning strategies and considerations for future planning actions. In addition to address future planning actions, it considers the past and present conditions of each variable to indicate the foundations the future will be built from. Past and current conditions of these variables have the potential to shape the future and the city’s development. As this phase results in the completion of the final draft of the plan, it should address all the elements of the comprehensive plan including:

Plan Area of Study	Past	Current	Future
History	What are the roots behind the city and how has it impacted the culture?*	What community values and community culture are important? Do they face any threats?	How can these values and the culture be preserved?
Regional Connections	How have regional connections influenced the current city?	What regional connections exist now? How are they sustained?	How can the city foster these connections to strengthen the sense and functionalities of regionalism?
Partnerships	What partnerships have helped the city and community?	What are existing partnerships? What are their benefits? How can new ones be developed and maintain existing ones?	What partnerships could be beneficial in the future?
Current* and Future Land Use <ul style="list-style-type: none"> • Housing • Commercial areas • Industrial areas 	How have the patterns of land use in the city changed?	What are current land uses? Are they being used to their full potential?	Where is land use limited? Do current land uses align with goals for future development?

<ul style="list-style-type: none"> Community facilities 		<ul style="list-style-type: none"> Historic preservation Downtown preservation and improvements 	
Demographics*	Past demographic data.	Current demographic data, population trends*	What is likely to change about the demographics in the future?
Economics (Major employers)	What has changed in the economic structure of the city?	Who are the major employers, major industries and economic resources? Jobs and workforce summary.*	What employers and industries are likely to grow? What strategies can be used to play on existing strengths? Are there new markets that can be tapped in to?
Housing	How have housing patterns changed over time? Has older housing been maintained?	What is the current affordability, the conditions and stability of the housing market? What is the existing housing stock?*	Will the supply of housing meet the demands of the future population?
Infrastructure	How has the infrastructure developed?	What are the conditions of the existing infrastructure? What can be improved?	How will the infrastructure need to be developed to fit into the city's future needs?
Utilities	How have utilities developed and what has proven to be problematic for their development?	What utilities are available currently?	What will fit the future needs?
Transportation (Scenic By-way) <ul style="list-style-type: none"> Streets Bikeways 	How has transportation shaped the	Is the current transportation infrastructure	Considering previous variables, what transportation needs will there be?

<ul style="list-style-type: none"> Trails and pedestrian access 	current land use and development patterns?	sufficient? Maximum efficiency in and around town?	
Public Facilities	How have public facilities played a role in the community? How have they been financed?	Inventory of public facilities.* Which ones are important to the community?	How can public facilities be improved? What would impact the community in the future?
Parks	Have parks played a role in the community?	What are the current conditions of parks?	Will there be a larger need for parks in the future?
Schools	What role have schools played in the area?	What are the current educational opportunities? Do they support the current needs of the population?	How can educational opportunities in the area be improved?
Civic Resources	How have civic resources declined or increased?	What civic resources currently exist?	How can they be developed in the future to serve a wider range of people?
Issues and Opportunities	How have past issues been addressed? What opportunities have grown?	What are current issues and opportunities?	What will likely be issues in the future? What long term opportunities can be anticipated for now?

*required by KS Statute 12-747

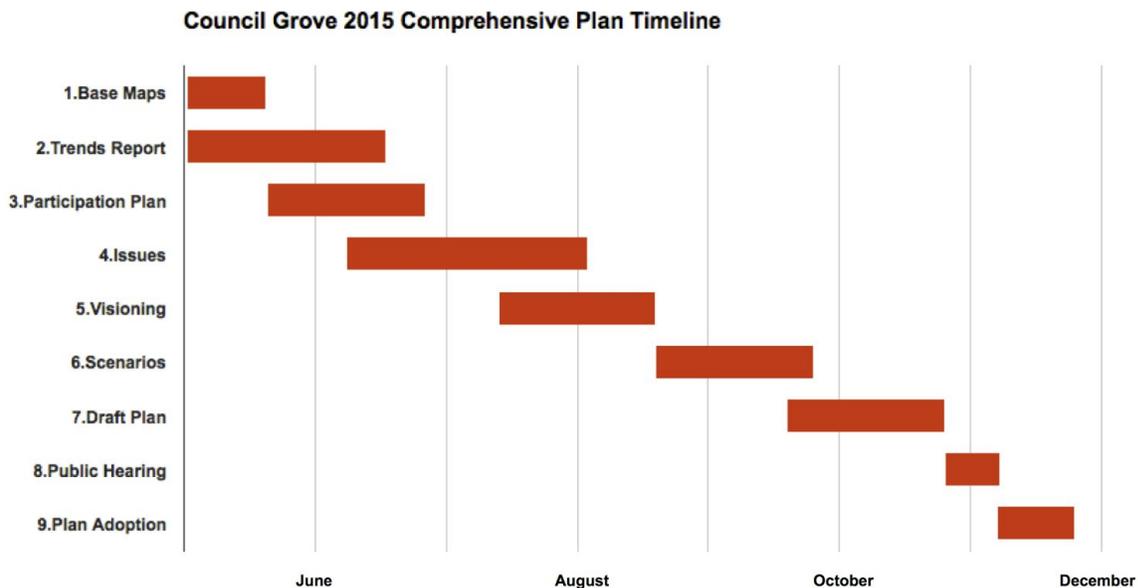
Phase 4. Plan Review & Adoption

Planning Commission Public Hearing

This is the final phase in the process, resulting in the adoption of the comprehensive plan.

The Flint Hills Regional Council will present the document to the Council Grove Planning Commission for adoption and the Council Grove City Council will implement the plan by a resolution.

Refer to adoption guidelines from Kansas Statute 12-747.



Engagement Opportunities:

Community Survey
Postcard Notice on Survey Gift Certificate
High School Brain Drain Party
Farmer's Market 2nd Saturday (Families)
June 19th-21st Washunga Days