

## Town of Greenfield 2004 Comprehensive Planning Process Timeline April 2004–April 2005

With assistance from the town’s contracted planning consultant, Schreiber/Anderson Associates (SAA)

DATE	EVENT	FACILITATOR
<b>April 29, 2004</b>	<b>Focus Group Orientation And Data Presentation</b>	SAA meeting 1
<b>What happens:</b>	<ul style="list-style-type: none"> <li>▪ Introduce Steering Committee and Focus Group members.</li> <li>▪ Introduce the planning process, committees’ purpose and responsibilities, and timeline.</li> <li>▪ Briefly review suggested operating guidelines and reasons offered.</li> <li>▪ Review background information:               <ul style="list-style-type: none"> <li>- Survey results</li> <li>- Visioning session results</li> <li>- Maps</li> <li>- Background data (census info)</li> </ul> </li> </ul> <p>Other information as identified</p>	
<b>Who attends:</b>	steering committee, focus groups, SAA	
<b>Homework:</b>	read information packets: data summaries, planning process and suggested operating guidelines, planning concepts of goals, objectives, policies, etc.	

DATE	EVENT	FACILITATOR
<b>May 13, 2004</b>	<b>All Committees SWOT Analysis, Visioning Exercise</b>	SAA meeting 2
<b>What happens:</b>	<ul style="list-style-type: none"> <li>▪ Strategic planning process exercise: Strengths, Weaknesses, Opportunities and Threats analysis [SWOT]</li> </ul>	
<b>Who attends:</b>	steering committee, focus groups, SAA	
<b>Homework:</b>	read information packets: data summaries, planning process and suggested operating guidelines, planning concepts of goals, objectives, policies, etc.	

DATE	EVENT	FACILITATOR
<b>May 26, 2004</b>	<b>Focus Group Training and Facilitation</b>	Town of Greenfield
<b>What happens:</b>	<ul style="list-style-type: none"> <li>▪ Define and explain               <ul style="list-style-type: none"> <li>- Goals, objectives, policies (provide examples)</li> <li>- How to use background data presented April 29 to:                   <ul style="list-style-type: none"> <li>○ Examine factors affecting Greenfield in your topic area</li> <li>○ Envision how Greenfield should look in 20 years</li> <li>○ Develop ideas for goals and objectives</li> </ul> </li> <li>- Visual preference surveys</li> </ul> </li> <li>▪ Group exercise: break into focus groups to practice ways to process data and generate ideas to start writing goals, objectives and policies               <ul style="list-style-type: none"> <li>- Practice functioning as a focus group</li> <li>- Practice recording information generated during meeting</li> </ul> </li> <li>▪ Reflect on and discuss process of group work</li> </ul>	
<b>Who attends:</b>	steering committee and focus groups	

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DATE	EVENT	FACILITATOR
<b>June and July 2004</b>	<b>Focus Groups working independently</b>	Chairpersons
<b>What happens:</b>	<ul style="list-style-type: none"> <li>▪ Examine factors affecting Greenfield in your topic area</li> <li>▪ Seek additional information about topic area from the steering committee, SAA, Sauk County government, state government and non-governmental organizations (the Technical Advisory Team)</li> <li>▪ Consult with interest groups and/or specialists in the topic area</li> <li>▪ Visual preference surveys, if desired</li> <li>▪ Gather additional citizen input, if desired</li> <li>▪ Envision and discuss how Greenfield should look in 20 years</li> <li>▪ Develop ideas for and begin writing drafts of goals and objectives, provide to SAA in preparation for next group meeting</li> </ul>	
<b>Who attends:</b>	focus groups	

DATE	EVENT	FACILITATOR
<b>July 27, 2004</b>	<b>Develop Goals and Objectives</b>	SAA meeting 3
<b>What happens:</b>	<ul style="list-style-type: none"> <li>▪ Focus groups develop goals and objectives               <ul style="list-style-type: none"> <li>- Focus groups share work to date</li> </ul> </li> <li>▪ SAA staff presents rough drafts, its staff and/or others facilitate writing exercises</li> </ul>	
<b>Who attends:</b>	steering committee, focus groups, SAA	

DATE	EVENT	FACILITATOR
<b>July–Aug./Sept. 2004</b>	<b>Steering Committee and Focus Groups working independently</b>	Chairpersons
<b>What happens:</b>	<ul style="list-style-type: none"> <li>▪ Focus groups complete goals and objectives, forward to SAA prior to meeting # 4 for initial element/plan drafting and begin working on policies</li> <li>▪ Steering Committee meets to discuss emerging challenges, if any, and how to address them</li> </ul>	
<b>Who attends:</b>	steering committee, focus groups	

DATE	EVENT	FACILITATOR
<b>Sept. 23, 2004</b>	<b>Develop Policies</b>	SAA meeting 4
<b>What happens:</b>	<ul style="list-style-type: none"> <li>▪ Review written goals and objectives statements</li> <li>▪ Focus groups develop policies</li> </ul>	
<b>Who attends:</b>	steering committee, focus groups, SAA	

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DATE	EVENT	FACILITATOR
<b>Aug./Sept.–Oct. 2004</b>	<b>Steering Committee and Focus Groups working independently</b>	Chairpersons
<b>What happens:</b>	<ul style="list-style-type: none"> <li>▪ Focus groups complete policies, forward to SAA prior to meeting # 5 for continued element/plan drafting               <ul style="list-style-type: none"> <li>- Deadline to submit: Oct. X, 2004</li> </ul> </li> <li>▪ Steering Committee meets to discuss conflicts, if any, and how to address them</li> </ul>	
<b>Who attends:</b>	steering committee, focus groups	

DATE	EVENT	FACILITATOR
<b>Oct/Nov. X, 2004</b>	<b>Land Use and Implementation Elements</b>	SAA meeting 5
<b>What happens:</b>	<ul style="list-style-type: none"> <li>▪ SAA provides focus groups' results to develop the land use and implementation (and intergovernmental cooperation?) elements with the Steering Committee</li> </ul>	
<b>Who attends:</b>	steering committee, focus groups, SAA	
<b>Homework:</b>	Steering Committee finishes developing land use and implementation (and intergovernmental cooperation?) elements and forwards to SAA <ul style="list-style-type: none"> <li>- Deadline to submit: Nov. X, 2004</li> </ul>	

DATE	EVENT	FACILITATOR
<b>Dec. X, 2004</b>	<b>Review Plan Draft 1</b>	SAA meeting 6
<b>What happens:</b>	<ul style="list-style-type: none"> <li>▪ SAA to present Draft 1 and note any revisions.</li> </ul>	
<b>Who attends:</b>	steering committee, SAA	

DATE	EVENT	FACILITATOR
<b>Dec. X, 2004 or early Jan. X, 2005</b>	<b>Review Plan Draft 2</b>	SAA meeting 7
<b>What happens:</b>	<ul style="list-style-type: none"> <li>▪ SAA to present Draft 2 (final draft?)</li> </ul>	
<b>Who attends:</b>	steering committee, SAA	

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DATE	EVENT	FACILITATOR
<b>Jan. X, 2005 week of Jan. 24</b>	<b>Open House to present Plan Draft 2 or 3</b>	SAA
<b>What happens:</b>	<ul style="list-style-type: none"> <li>▪ Present data, plan and logic behind plan to town residents and landowners</li> <li>▪ Provide residents and landowners with full draft or summary of plan in advance of meeting?</li> </ul>	
<b>Who attends:</b>	steering committee, SAA	

DATE	EVENT	FACILITATOR
<b>February 2005</b>	<b>Steering Committee meeting</b>	Chairperson
<b>What happens:</b>	<ul style="list-style-type: none"> <li>▪ Discuss feedback on comprehensive plan, address issues, revise plan based on open house</li> <li>▪ Present revised draft to town board by Feb. X, 2005</li> </ul>	
<b>Who attends:</b>	steering committee	

DATE	EVENT	FACILITATOR
<b>Feb. X, 2005 (end)</b>	<b>Town Board Public Hearing on the final plan</b>	SAA
<b>What happens:</b>	<ul style="list-style-type: none"> <li>▪ Present revised plan to town residents and landowners</li> <li>▪ Gather additional feedback</li> </ul>	
<b>Who attends:</b>	steering committee, SAA	

DATE	EVENT	FACILITATOR
<b>March 2005</b>	<b>Steering Committee meeting</b>	Chairperson
<b>What happens:</b>	<ul style="list-style-type: none"> <li>▪ Discuss feedback on comprehensive plan, address issues, revise plan based on public hearing</li> <li>▪ Present final draft to town board by March X, 2005</li> </ul>	
<b>Who attends:</b>	steering committee	

DATE	EVENT	FACILITATOR
<b>March X, 2005 week of March 28</b>	<b>Town Board meeting</b>	Chairperson
<b>What happens:</b>	<ul style="list-style-type: none"> <li>▪ Considers adopting final comprehensive plan</li> </ul>	
<b>Who attends:</b>	town board	