

Proposed Scope Overview

Littleton 2040: Vision to Comprehensive Plan Process

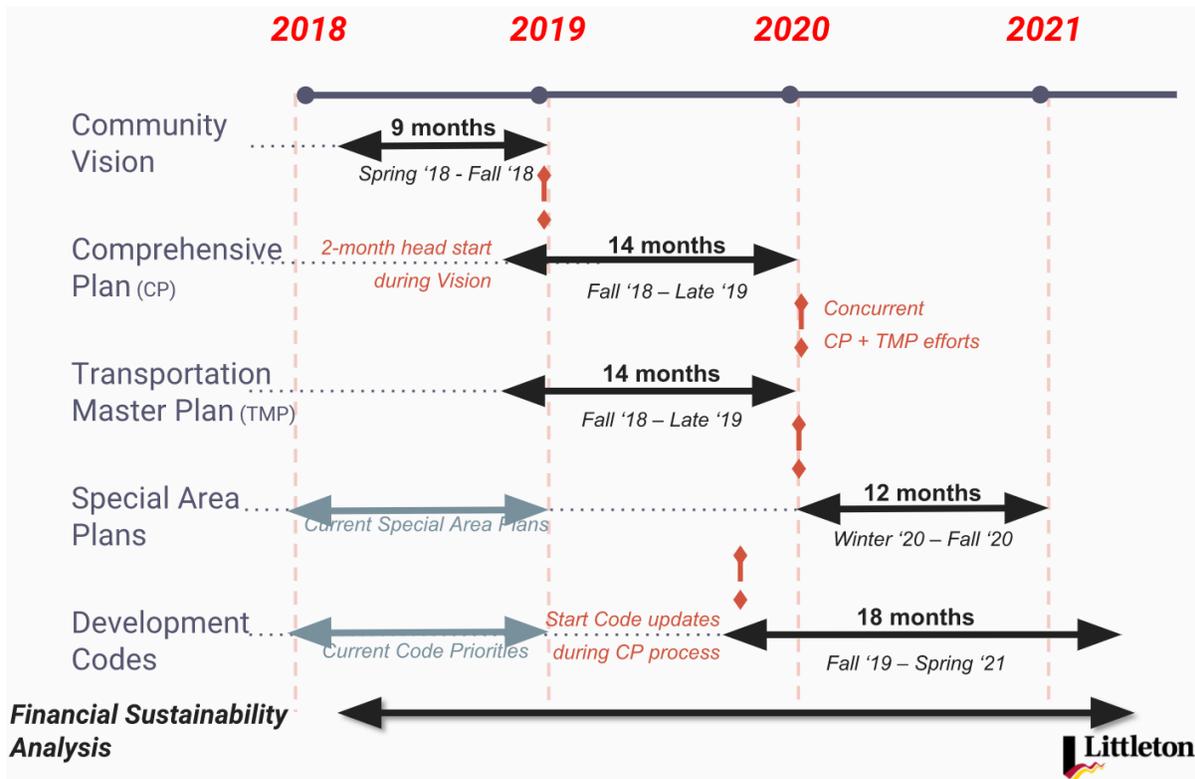
CONSULTANT

The primary consultant will provide professional urban planning and community/leadership engagement services to facilitate a highly-inclusive and wide-ranging Littleton 2040 Vision process and build upon the Vision process outcomes and framework to prepare an updated Comprehensive Plan for guiding the long-range development and redevelopment of the city. A Transportation Master Plan will also be developed in close coordination with the relevant aspects of the Comprehensive Plan process. Lastly, the consultant will assist the City in completing needed updates to its development regulations and standards to align with the guidance and direction set by the Littleton 2040 Vision process.

The City’s designated project director will manage the overall process and direct consultant in performing the project services. The consultant will build upon and coordinate with other recent and concurrent planning efforts and studies to complete these tasks, and will coordinate with other agencies and entities, as appropriate, in conjunction with the City.

The consultant will coordinate with the City to establish a detailed and feasible project schedule for the execution and completion of the initial Vision process within **nine months** and then work toward official consideration of a final proposed Comprehensive Plan within another **13 months**, leaving two months for final public hearings and consideration of plan adoption within an overall **two-year timeframe**. The consultant will coordinate with City officials and staff to meet this timeline and include the Transportation Master Plan. Special area plans and code updates will occur both concurrently with and subsequently to this process.

This is an ambitious schedule that will require additional resources to ensure steady progress.



VISION (STEP 1)

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Littleton 2040: Vision to Comprehensive Plan Process

Overview: The proposed scope of work has five major phases:

- A. Preliminary Steps
- B. Phase 1: Listen and Learn
- C. Phase 2: Validate
- D. Phase 3: Confirm Values and Fundamentals
- E. Phase 4: Formulate a Littleton 2040 Vision

A. VISION PRELIMINARY STEPS

Project Initiation

- Finalize scope and schedule, coordinate on date/information needs and project logistics
- Kick-off meeting with City Council and Planning Commission (recognizing the 2014 *Citywide Plan* as foundational element of the process)
- Provide available data, existing city plans, mapping, and resources to consultant

Community and Leadership Engagement Strategy

- Coordinate, plan, and facilitate a sequence of outreach activities to engage the community's public and private leadership, residents, business owners, property owners, local organizations, "daytime population," and other external stakeholders
- Build in mechanisms for tracking participation and effectiveness, and for pinpointing when and where more targeted efforts are needed to reach demographics that are underrepresented and/or difficult to reach
- Coordinate closely with the City's designee to build on tools and resources already in use

Project Management

The consultant will:

- Complete project management activities in coordination with the City's designee to ensure schedule adherence, cost control, and quality assurance
- Submit written progress reports monthly, including project schedule, status, and tracking
- Prepare, maintain, and share a detailed project schedule throughout the project
- Maintain frequent communication and coordination with the City's designee

DELIVERABLES from Project Startup and Management

1. Community and Leadership Engagement Strategy
2. Detailed project schedule
3. Monthly progress reports

B. VISION PHASE 1: Listen and Learn

Leadership Engagement

- Facilitate a joint workshop involving City Council and the Planning Commission
- Identify a task force and coordinate period meetings to act as a sounding board for the process

Community-wide Engagement

- Administer a community survey
- Via the City's designee, make use of all the City's media venues

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- Validate community engagement is reaching community members within each district and citywide

Targeted Outreach

- Conduct a series of informal, one-hour small-group “listening sessions” targeted to stakeholders associated with a particular plan focus or a certain demographic to discuss their hopes, concerns, and priorities for the community’s future
- Arrange “living room sessions” with members of City boards/commissions or other residents who are willing to host informal “gripes and gratifications” sessions with neighbors in their homes
- Arrange engagement activities at local schools geared toward specific grade levels and age groups
- Carry out informal “pop-up meetings” at locations across the community

Background Study

- Obtain and review the results of all recent public engagement activities or community surveys
- Compile all available vision/mission statements from public agencies and other community and non-profit organizations in or relevant to Littleton, as well as vision and goals and other aspirational statements in recent completed plans and policy documents (e.g., adopted City budget), to identify common themes, values, and priorities, as well as potential contradictory aspects
- Complete initial community mapping and build a photographic library that captures the visual, locational, and “3D” aspects of the Littleton 2040 Vision themes, issues, hopes, and concerns

DELIVERABLES from Vision Phase 1

- 1) Planned presentations/materials for advance review ahead of outreach events
- 2) Post-workshop and task force summaries of results
- 3) Draft/final community survey questions and draft/final reports from community survey
- 4) Summary findings from local vision/mission statement compilation effort
- 5) Working draft components of the eventual draft Vision document to be refined through Phases 2- 4, including summary results from engagement activities conducted during Phase 1
- 6) Inputs/materials for website and social media postings

C. VISION PHASE 2: Validate

Apply Data to Issues

- Pursue data sources that illustrate, elaborate on, or refute stated perceptions about Littleton and the opportunities, challenges, issues, and needs today and in the years ahead
- Compile data from peer cities to Littleton to consider commonalities and unique aspects

Engage External Viewpoints

- Meet with key public agencies and regional entities that contribute to the planning context
- Conduct engagement activities targeted to members of Littleton’s “daytime population”
- Arrange a guest/expert speaker series to build an educational component into the Littleton 2040 Vision process and to lend outside perspective on key community opportunities and challenges, highlighting that Littleton is not alone in tackling such issues and needs, and to provide “benchmarking” examples of successes and lessons learned elsewhere

Categorize Input and Data

- Organize Vision process input and data by themes and topic areas of the Comprehensive Plan

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DELIVERABLES from Vision Phase 2

- 1) Planned presentations/materials for advance review ahead of outreach events.
- 2) Data summary report from perception validation/correction focus and peer cities research.
- 3) Working draft components of the eventual draft Vision document to be further refined through Phases 3- 4, including summary results from engagement activities conducted during Phase 2

D. VISION PHASE 3: Confirm Values and Fundamentals

Report Back and Continue the Community Conversation

- Arrange and facilitate a community-wide Town Hall Meeting on Littleton's Future
- Facilitate a second joint workshop with City Council, the Planning Commission, and the task force, to summarize findings and results to date and confirm direction and priorities for the remainder of the Vision phase

Focus the Conversation

- Conduct another round of community outreach activities aimed at confirming core values and local fundamentals that the Littleton 2040 Vision process must embrace and address. Potential activities could include, preference exercises, a photography contest, or DIY conversation kits

DELIVERABLES from Vision Phase 3

- 1) Planned presentations/materials for advance review ahead of outreach events
- 2) Post-Town Hall and workshop summaries of results
- 3) Working draft components of the eventual draft Vision document to be further refined through Phases 4, including summary results from engagement activities conducted during Phase 3

E. VISION PHASE 4: Formulate a Littleton 2040 Vision

Present Results to City Leaders

- Host a public open house event, immediately prior to the joint workshop below
- Facilitate a third and final joint workshop involving the City Council, Planning Commission, and the task force

Formalize and Celebrate the Vision Process Results

- Bring forward the final revised Littleton 2040 Vision document for further public feedback (and/or hearings, as appropriate) and City Council consideration
- High-profile Vision unveiling and celebration event

DELIVERABLES from Vision Phase 4

- 1) Planned presentations/materials for advance review ahead of outreach events
- 2) Post-workshop summary of results
- 3) Draft/final proposed Littleton Vision 2040 document
- 4) Outreach and communications plan for Littleton Vision 2040

COMPREHENSIVE PLAN (STEP 2)

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Overview: The proposed scope of work has five major phases:

F. Preliminary Steps

G. Phase 1: Community Participation Outreach

H. Phase 2: Research and Analysis

I. Phase 3: Plan Framework and Components

J. Phase 4: Littleton 2040 Comprehensive Plan Adoption and Communications Outreach

A. COMP PLAN PRELIMINARY STEPS

Project Initiation

- Build upon work already completed or in progress with the Littleton 2040 Vision
- Finalize scope and schedule, coordinate on date/information needs, and project logistics
- Kick-off meeting with City Council and Planning Commission (recognizing the 2014 *Citywide Plan* as foundational element of the process)
- Provide available data, existing city plans, mapping, and resources to consultant

Community and Leadership Engagement Strategy

- New Vision will be used and applied throughout the Comprehensive Plan process – including to further vet the “consensus” Vision by immediately putting it to the test as Littleton leaders, residents, professional staff, and consultants drill down into more specific issues, needs, and priorities to focus on in the years ahead through the long-range planning process.
- Coordinate, plan, and facilitate a sequence of outreach activities to engage the community’s public and private leadership, residents, business owners, property owners, local organizations, “daytime population,” and other external stakeholders
- Build in mechanisms for tracking participation and effectiveness, and for pinpointing when and where more targeted efforts are needed to reach demographics that are underrepresented and/or difficult to reach
- Coordinate closely with the City’s designee to build on tools and resources already in use
- Create outreach strategies and communications plan for getting Littleton 2040 Vision and Comprehensive Plan known citywide for its use for all future citywide decision-making

Project Management

The consultant will:

- Complete project management activities in coordination with the City’s designee to ensure schedule adherence, cost control, and quality assurance
 - Submit written progress reports monthly, including project schedule, status, and tracking
 - Prepare, maintain, and share a detailed project schedule throughout the project
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DELIVERABLES from Project Startup and Management

1. Community and Leadership Engagement Strategy
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G. COMP PLAN PHASE 1: Community Participation Outreach

Citizen Participation Outreach

- Conduct community outreach process for comprehensive plan, including community meetings, one on one community stakeholder interviews, online engagement opportunities
- Establish a diverse comprehensive plan advisory committee who will help oversee the comprehensive plan process. Members to include citizens, businesses, city council, and planning commission.
- Meet with key public agencies and regional entities that contribute to the planning context

DELIVERABLES from Community Participation Outreach

1. Establish Comprehensive Plan Advisory Committee and its protocols
2. Detailed community outreach schedule throughout comprehensive plan process

H. COMP PLAN PHASE 2: Research and Analysis

Gather Data

- Building upon data gathered for the Visioning process, research data sources that illustrate, elaborate on, or refute stated perceptions about Littleton and the opportunities, challenges, issues, and needs today and in the years ahead.
- Review and analyze all existing city plans and documents for background and foundation for the comprehensive plan process.
- Identify and analyze future land use scenarios (for creation of a future land use map).
- Gather and review technical data on land use, population, transportation, economic trends, and other technical data.

Create economic parameters (to verify and confirm the economic sustainability of the comprehensive plan).

DELIVERABLES from Research and Analysis

1. Assemblage and analysis of background information
2. Preparation of a community profile (to provide a detailed overview of the technical data gathered)
3. Establish economic parameters to be used to verify and confirm the economic sustainability of the plan

I. COMP PLAN PHASE 3: Plan Framework and Components

Draft Plan

- Develop draft comprehensive plan components and future land use scenarios.
- Use economic parameters (to verify and confirm the economic sustainability of the comprehensive plan).
- Elements of the comprehensive plan to include: Future Land Use plan; Growth management; Sustainability and resiliency; Environmental context/resources; Transportation; Community amenities; Public utilities; Economic development ; Housing, population and neighborhoods; and, Tourism and Recreation.

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DELIVERABLES from Plan Framework and Components

1. Create draft Littleton 2040 Comprehensive Plan

J. COMP PLAN PHASE 4: Littleton 2040 Comprehensive Plan Adoption and Communications Outreach

Plan Adoption and Outreach

- Prepare draft plan for formal consideration and adoption to planning commission and city council.
- Finalize outreach strategies and communications plan for getting Littleton 2040 Vision and Comprehensive Plan known citywide for its use for all future citywide decision-making.

DELIVERABLES from Plan Adoption and Communications Outreach

1. Adopt Littleton 2040 Comprehensive Plan
2. Final outreach strategies and communications plan for getting Littleton 2040 Vision and Comprehensive Plan known citywide for use in all future decision-making

TRANSPORTATION MASTER PLAN (STEP 3/CONCURRENT WITH STEP 2)

Components of the Transportation Master Plan will include:

- Road Classification Model and Analysis
- System-wide Vehicle Count Analysis
- Signal Fiber/ITS Strategic Analysis
- Regional Transportation Model - DRCOG
- Deliverable: City of Littleton Transportation Master Plan

CURRENT PLANNING AND ZONING PROJECTS (ONGOING THROUGHOUT STEPS 1-3)

*These include items started before this process that will continue through this process as well as items identified to occur during the Vision to Comprehensive Plan process. New items and continued action (versus waiting until the entire Vision to Comprehensive Plan is completed) will be added to this list as the process progresses.

- Downtown Design Standards and Guidelines
- Belleview Corridor Plan
- Mineral Station Framework
- Transportation and Engineering Design Standards (TED)

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- Development Codes, including:
 - Signs
 - Planned Development Overlays (PDO)
 - Duplex and Townhomes Setback and Lot Widths
 - Subdivision
 - Telecom/Master License Template
 - Special Events
 - Title VIII (Remove Metro District Fee)

IN-DEPTH REVIEW OF ZONING AND LAND USE CODES (STEP 4)