

From: [Martha Barberio](#)
To: [Allie Ferko](#)
Subject: FW: Kimley-Horn Next Steps and June Visit info
Date: Tuesday, May 22, 2018 2:40:25 PM

From: Pelan, Keith [mailto:Keith.Pelan@kimley-horn.com]
Sent: Friday, May 18, 2018 1:33 PM
To: Elke Doom; Martha Barberio
Cc: Barquist, Dave; Chen, Nick; Kaltsas, Joe
Subject: Kimley-Horn Next Steps and June Visit info

Elke/Martha:

As a follow-up to our conference call earlier today, we wanted to correspond with you both to clarify our current understanding of Council's direction, and to outline our next steps.

Our intention at this time is to forego the remaining work on the Vision Plan (essentially Tasks 1.5 – Prioritization of Assets and 1.6 – Establishing the Community Vision). And, although we hadn't quite finished Task 1.3 – Baseline Conditions, we will complete that task since the mapping and documentation that is being prepared is directly importable to the Comprehensive Plan.

We will provide to you early next week a slightly revised scope of services for the Comprehensive Plan. We have identified the plan "Chapters" or Elements that we think should be included in the plan, and will spell those out in more detail. We will also provide you with our proposed "Schedule of Events" for our site visits and the overall timeline for production of the Comprehensive Plan, since it is clear that Council wants this project completed ASAP!! The Plan Elements we have identified are:

- **Community Vision (include just a brief overview of the info we gathered in the workshops to date)**
- **Land Use and Development**
- **Housing**
- **Transportation/Streets and Roads**
- **Economic Development**
- **Tourism and Visitor Services**
- **Utilities**
- **Community Facilities**
- **Public Safety and Emergency Services**
- **Parks and Recreation**
- **Ports and Harbor (this may be just a reference to the Ports Master Plan currently being prepared and maybe only the implementation goals and policies are in the comp plan)**
- **Capital Improvements and Implementation**

On Monday or Tuesday of next week (5/21-22), we will provide you with a memo outlining our expectation for the appointment of a Comprehensive Plan Advisory Committee. In a nutshell, we want a diverse committee, but given recent input from the Council, we would ask each Council

member to appoint two people to this committee since it needs to contain those “community influencers” that Councilman Sherrill brought up at the work session. Our hope is that we could at least have that list of names in place by the time we visit in June, and would expect to convene a formal meeting of that group on our visit in August. We would hope to have some outreach to this group as soon as the names are finalized and each person agrees to serve. The memo we are preparing will include our expectations for the group, so that as Council is asking their nominees to serve, they can give them an overview of what to expect.

Over the next few days, we will be going through your Staff directory to get a sense of who the staff members might be that would assist us during our June visit (and ongoing) in confirming baseline conditions and understanding their concerns, desires, and visions for their departments and things that need to be accomplished through the comprehensive plan. We will provide you with a more detailed schedule, but in general, we will be asking those pertinent department staff to engage with us for at least one 2-4 hour working session during our June visit (one department at a time). This might include Community Development, Utilities, Capital Projects, Finance, Emergency Services, Ports and Harbors and others.

Elke/Martha To-Do: *We would appreciate your mentioning this to the Department Heads at their regular weekly meeting next week to make them aware and ask for their cooperation and to make this a priority. We will provide you with talking points for that discussion so that they understand what is expected and what preparations they might make before those workshops. We must develop a good working rapport with your staff as they will be critical to the success of the Comprehensive Plan – after all, they are the ones that will be responsible to follow-through on the implementation items it ultimately includes.*

Also during that June visit, we would like to convene workshop sessions with the City’s Planning and Zoning Commission, as well as the Ports and Harbors Commission. Not sure if those groups might have regularly scheduled meetings during our time there, but if not, we would request that workshop meetings be scheduled for us (and we will suggest times for those).

Here is a preliminary outline of a schedule for our June Visit:

Sunday, June 17:	Travel to Valdez
Monday, June 18:	Morning – get organized Afternoon – workshop with Community Development Staff Evening – open for possible Commission workshop
Tuesday, June 19:	Morning – workshop with one City Department (TBD) Afternoon – workshop with one City Department (TBD) Evening – City Council workshop/discussion
Wednesday, June 20:	Morning – KH organizational time (or attendance at weekly Department Head meeting) Afternoon – workshop with on City Department (TBD) Evening – open for possible Commission workshop or for a Community-wide workshop
Thursday, June 21:	Morning – workshop with one City Department (TBD)

workshop
Friday, June 22: Afternoon – workshop with one City Department (TBD)
Evening – open for possible Commission workshop or for a Community-wide

Optional Extra Day

Saturday, June 23: Morning – this could be reserved for a morning Community-wide workshop
if it is felt that attendance
may be better on a weekend than an evening during the week
Afternoon/Evening – depart Valdez (maybe)

The overall project schedule will indicate that we want to tackle two plan elements at a time. That way, we have a partial product to review on each site visit, and have that visit to begin the next two. And, we are proposing a visit every two months rather than three as we have been doing. The schedule may look something like this:

June 2018: Exploratory meetings with staff and personnel related to individual elements (try to get at least baseline information for all elements during this week, and hold a community workshop to explain what the comprehensive plan is and what it's going to include).

*August 2018: Presentation of Plan outline and preliminary findings
Conduct workshops regarding the first 2 Elements*

*October 2018: Presentation of Draft of first 2 elements
Conduct workshops regarding the second 2 elements*

*December/January 2018/19
Presentation of Finalized Draft of first 2 elements
Presentation of Draft of second 2 elements
Conduct workshops regarding the third set of 2 elements*

*February 2019: Presentation of Finalized Draft of second 2 elements
Presentation of Draft of third 2 elements
Conduct workshops regarding the third set of 2 elements*

*April 2019: Presentation of Finalized Draft of remaining elements
Presentation of Draft of fourth 2 elements
Conduct workshops regarding the fourth 2 elements and overall plan*

*May 2019: Presentation of Finalized Draft of the completed plan
Community presentation (Optional)
Planning and Zoning Commission and City Council presentations*

June 2019: Reserve for clean-up and publication of the final document

Also – we have spoken at length with Northstar regarding the status of their Branding work. I recall only one Councilman making a passing comment regarding putting that effort “on-hold” for the time being, but I’m not sure there was clear consensus of the Council on that point. Northstar is preparing a separate letter to you that will outline where they are in their process, and confirm what they need to (and are willing to do) to complete their work. Maybe that’s something to be shared with Council for their consideration and direction at their June 5 meeting.

More information to follow in the coming days as outlined above. In the meantime, any thoughts or questions are welcomed.

Have a great weekend.

Keith A. Pelan | RLA(FL), AICP

Kimley-Horn | 765 The City Drive, Suite 200, Orange, CA 92868

Direct: 714.705.1369 | Mobile: 772.633.0400 |

[Celebrating nine years as one of FORTUNE's 100 Best Companies to Work For](#)