



Part A: Crafting Olympia's First "Action Plan**"

An "Implementation Strategy" or "Action Plan" is a companion document to the Comprehensive Plan, and a tool for defining priorities and tracking implementation over a multi-year planning period. It provides a way to support planning and budgeting for implementation beyond the typical one-year time frame.

The concept and need for an Action Plan (Plan) came up early in the scoping process for *Imagine Olympia* because members of the City Council, Planning Commission, and community wanted a tool to understand and track how successfully the Comprehensive Plan was being implemented.

Guidance from the City Council Land Use and Environment Committee (LUEC)

On September 27, 2012, the Council Land Use and Environment Committee (LUEC) provided the following guidance to staff:

1. LUEC is the lead advisory body on the development of the Plan
2. The Plan is a separate document from the Comprehensive Plan
3. The community is engaged in the process (including all City Advisory Committees and Commissions)
4. Community members know their contributions have been heard
5. Successful models or techniques from other communities are incorporated
6. Community partners are involved
7. The end product, or document, is accessible and engaging for a wide audience

Process to Develop the Action Plan

Based on the direction received, staff proposes a process for developing the first Action Plan for LUEC to review (see the Table on pages 3 and 4). The process incorporates a number of important considerations:

1. There are two main elements identified in the Scope of the Update (approved by Council in June 2010) that are to be included in the Action Plan:
 - a. Action Items
 - b. Performance Measures

*For the purpose of discussion, staff will use the name "Action Plan," but the title has not been determined and can be decided later.



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In the process outline below, both the action items and performance measures will undergo the same, simultaneous development and review process. Both will be incorporated in the final Action Plan.

2. This process assumes a completion date of July 1, 2013, with LUEC engaged in the process throughout the first six months of next year.
3. Not every step is entirely defined at this stage. Staff will still need to work closely with LUEC to determine the details of some processes, such as the extent and types of public engagement supported during Phase B.
4. For the purpose of this discussion, actions that are identified to implement the Comprehensive Plan will be referred to as "action items."

Note: The accompanying proposed process also includes questions for LUEC to consider during their review, and for discussion with staff.



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Proposed Process Leading to the First Action Plan

Proposed Steps	Considerations for LUEC	Proposed Timeframes
Phase A: Staff Preparation		
<ol style="list-style-type: none"> 1. Review the “parking lot” of existing action items; determine resources needed for each 2. Review the existing Comprehensive Plan and the proposed July Draft for new Action ideas; determine resources needed for each 3. Develop an Education & Outreach Strategy 	<p>*Should Councilmembers be consulted directly regarding additions to this list?</p>	<p>January-February, 2013</p>
Phase B: Public Engagement		
<ol style="list-style-type: none"> 1. Ask the community: What other action items should be added to the list for consideration? 2. Staff determines the resources needed for the new items 3. Ask the community: What priority should be given to each action item? 	<p>*To what extent should staff focus on public participation? (More participation will mean fewer resources are available for other features, such as document quality.)</p> <p>*Are there any specific audiences in addition to City Advisory Committees, you’d like to see engaged?</p>	<p>February, 2013- April, 2013</p>

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Proposed Steps	Considerations for LUEC	Proposed Timeframes
Phase C: Draft Plan and Final Approval		
<ol style="list-style-type: none"> 1. Staff develops a Draft Action Plan 2. LUEC reviews the Draft 3. LUEC hosts a public engagement process 4. Staff finalizes the Action Plan based on direction from LUEC 5. LUEC forwards a recommended Action Plan to Council for final approval. 	<p>*Do you want to host a public participation process to receive feedback on a Draft Plan or prior to release of a Draft Plan?</p>	<p>May, 2013- July, 2013</p>