

ATTACHMENT A

PLANNING PROCESS DETAIL



Methodology

Introduction

The Comprehensive Planning Team used a variety of methods to ensure that the comprehensive plan is unbiased, comprehensive, democratic, and is for the betterment of the entire community. The issues addressed and the methods employed are described below.

Investigation

A team of individuals, including PED staff, legislators and other key stakeholders spent an entire day with the Tompkins County, NY, Department of Planning staff discussing the approach and lessons learned from their comprehensive planning initiative. The team returned with a greater understanding of how to approach the project and what they desired to accomplish.

Timeline

3/12/07 Meeting in Ithaca Re: Tompkins County Comprehensive Plan

Approval for Funding

The Chautauqua County Planning Board was the original driver behind seeking funding for the development of a countywide comprehensive plan. The Legislature passed a resolution approving capital projects funding for it.

Timeline

10/24/07 Legislature Approved Capital Funding Request

Promotion

Meetings were held in September through November of 2008 for the purpose of informing the public and gaining support for development of the comprehensive plan, and to encourage the community to develop discussion papers regarding issues that are of interest to the County. The public meetings held by Randall Arendt provided insights into local land-use issues and encouraged the attendees to pass this knowledge on to their respective planning/zoning boards.

Timeline

4/28/08 Dr. Terry Martin-Hired
9/15/08 Miller, Mannix, Schachner & Hafner, LLC-Hired
9/15/08 Randall Arendt-Hired
9/15/08 Public Meeting Chautauqua Suites (Kick-off session – Randall Arendt)
10/15/08 Randall Arendt Presentation – Chautauqua Lake Central School
10/29/08 Luncheon meeting to discuss Comp Plan process & use of discussion papers (IDA Board Room)
10/08 – 6/10 Discussion Paper Postings
11/5/08 Randall Arendt – Chautauqua Suites

Scoping

A random, scientific phone survey was developed and conducted by Barry Zepowitz & Associates, Buffalo, NY, in order to identify and frame issues, assets and attitudes regarding Chautauqua County. The survey and Economic Development Summit helped to define the scope and approach that would be taken to develop the comprehensive plan, as well as the primary areas of emphasis that would form the basis for formation of focus groups.

Timeline

1/27/09 Team Meeting - Economic Development Summit – Chautauqua Suites
6/1/09 Matt Pawlowski-Hired
7/1/09 Barry Zepowitz & Associates-Hired
9/25/09 Wallace Roberts & Todd-Hired
12/1-8/09 Phone Survey Conducted

Strategizing Issues

The primary objective of Public Workshop #1 and Focus Group Meetings was to solicit input regarding the County's strengths, weaknesses and ideas for the future. This information was collated and analyzed to define the major strategic issues that needed to be addressed in the plan, as well as prescribing ideas to address these issues. During this period, a strategic scan was conducted to review available demographic information, strategic plans and other relevant information to corroborate or dispute information gained to date through public meetings and other means, and this information was collated into a report.

Timeline

12/1-2/9/10	Strategic Scan
2/10/10	Public Workshop # 1 (North County)
2/11/10	Focus Group Meetings
2/11/10	Public Workshop #1 (South County)
2/12/10	Focus Group Meetings

Defining Vision, Goals and Strategies

The primary objectives of the Public Workshop #2, Focus Group Meetings and web-based survey were to prioritize the issues identified to date as they relate to community, environment and economy, to define the vision, and develop goals and strategies to accomplish the vision.

Timeline

5/18/10	Public Workshop #2 (North County)
5/19/10	Focus Group Meetings
5/19/10	Public Workshop #2 (South County)
5/20/10	Focus Group Meetings
5/24-6/7/10	Web-based Survey – Visioning

Action Strategies and Implementation

The primary objective of the Public Workshop #3 and Focus Group Meetings was to prioritize the actions developed to date for each of the focus areas that relate to community, environment and economy, to prioritize the focus areas as they relate to each other, and to develop an implementation strategy. This was followed by a web-based survey that provided the community the opportunity to prioritize the identified action items, to provide comments, and to complete a budget exercise for the focus areas. A forum of focus group chairs will be held to outline a strategy for implementation going forward, and to seek their ongoing commitment.

Timeline

10/19/10	Public Workshop #3 (North County)
10/20/10	Focus Group Meetings
10/20/10	Public Workshop #3 (South County)
10/21/10	Focus Group Meetings
11/1 – 30/10	Web-based Survey – Actions

Adoption

The Chautauqua County Legislature adopted the comprehensive plan on April 27, 2011 according to NYS Environmental Quality Review Act.