

## **NORTH KOHALA COMMUNITY DEVELOPMENT PLAN**

### **DRAFT WORK PLAN AND SCHEDULE V5**

**BY: BT/TOWNSCAPE – MAY 31, 2007**

**SOURCES:** Draft CDP Process/Product Manual  
Scope of Services for the CDP contracts  
36 years of hard knocks in community planning  
CDP Team Meeting of May 16, 2007  
CDP Team Meeting of May 23, 2007

#### **WORK ELEMENT NO. 1 – ESTABLISH THE CDP FRAMEWORK**

**Approximate time needed to complete: 3 months – June thru August, 2006**

**Deliverables: Draft Revised Community Profile, including Vision Statement, Community Values, analysis of important trends, discussion of key issues, and “Environmental Concept” graphic and narrative description.**

1.1	Initial meetings: discuss overall CDP process and scope	April 2007
1.2	Develop draft Work Plan and Schedule	May
1.3	Review General Plan policies for North Kohala	May
1.5	Review relevant plans, reports, available data	May-June
1.6	Initial “windshield survey” and informal talk story sessions w/community	June
1.7	Initial meetings with County Depts. to discuss priority projects, issues	June
1.8	Request, receive, review relevant data from County Depts.	June-July
1.9	<b>Meeting No. 1 of North Kohala Steering Committee</b>	<b>June 13</b>
1.10	Draft Vision Statement and Draft Community Values	June
1.11	Work on revised Community Profile for North Kohala	June-August

1.12 <b>Meeting No. 2 of North Kohala Steering Committee</b>	<b>July 11</b>
1.13 Develop draft "Environmental Concept"	July
1.14 Schedule and plan <b>Community Meeting No. 1</b>	July
1.15 <b>North Kohala CDP Community Meeting No. 1</b>	Third wk July
1.16 CDP workshops for Planning Commission and County Council	Late July
1.17 Revise the Vision Statement, Community Values, Env. Concept	Late July
1.18 <b>Meeting No. 3 of North Kohala Steering Committee</b>	<b>August 1</b>
1.19 Working Paper: draft Community Profile and Environmental Concept	August 30

**WORK ELEMENT 2 – DEVELOP STRATEGIES AND ACTION PLANS TO ADDRESS PRIORITY COMMUNITY DEVELOPMENT ISSUES**

**Approximate time needed to complete: 4 months – August thru November 2007  
1-month overlap with Work Element 1**

**Deliverables: A working paper on each of the three priority issues.**

2.1 Confirm top 3 priority community development issues for North Kohala "Placeholder Issues" pending SC and Community input: - Preservation of coastal open space and mauka pasture lands - Preservation of the character of North Kohala Villages - Provide affordable housing for local North Kohala residents	August
2.2 Develop strategies and Action Plans for priority issues. Example illustrated in 2.3 thru 2.12 below: Affordable Housing	
2.3 Review census data for overview of N. Kohala housing dev. trends	August
2.4 Review more detailed County data re: size, location, value of recent hsg.	August
2.5 Windshield survey to confirm location of select # of new homes	August
2.6 <b>Meeting No. 4 of North Kohala Steering Committee</b>	<b>September 5</b>
2.7 Focus Group meetings on affordable housing for North Kohala	September
2.8 Alternative strategies and solutions to address affordable housing	September
2.9 Preliminary preferred strategy and Action Plan for affordable housing	September
2.10 <b>Meeting No. 5 of North Kohala Steering Committee – Aff Hsg Plan</b> <b>(SC Meeting No. 6 – Action Plan for priority issue no. 2)</b> <b>(SC Meeting No. 7 – Action Plan for priority issue no. 3)</b>	<b>October 3</b> <b>November 7</b> <b>December 5</b>

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|--|--------------------------|
| 2.11 <b>North Kohala CDP Community Meeting No. 2 – “Speakout” Event</b>  | 2 <sup>nd</sup> week Nov |
| 2.12 Working Paper w/Action Plan for affordable housing for North Kohala | November 30              |
| Add: Work Tasks for priority issue No. 2 for North Kohala                |                          |
| Add: Work Tasks for priority issue No. 3 for North Kohala                |                          |

**WORK ELEMENT NO. 3 – DRAFT COMMUNITY DEVELOPMENT PLAN**

**Approximate time needed to complete: 5 months – December 2007 thru April 2008**

**Deliverables: Preliminary Draft CDP Document, Public Review Draft CDP Document, and separate volume of Technical Appendices**

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|---|----------------------------|
| 3.1 Prepare and print Preliminary Draft CDP               | December                   |
| 3.2 <b>Meeting No. 8 North Kohala Steering Committee</b>  | <b>January 2 '08</b>       |
| 3.3 Review period for the Preliminary Draft CDP           | January 2008               |
| 3.4 <b>Meeting No. 9 North Kohala Steering Committee</b>  | <b>February 7</b>          |
| 3.5 Refine, revise the Preliminary Draft CDP              | February                   |
| 3.6 <b>Meeting No. 10 North Kohala Steering Committee</b> | <b>March 5</b>             |
| 3.7 Prepare and print the Public Review Draft CDP         | March                      |
| 3.8 <b>Meeting No. 11 North Kohala Steering Committee</b> | <b>April 2</b>             |
| 3.9 Schedule, plan, publicize Community Meeting No. 3     | March-April                |
| 3.10 <b>North Kohala Community Meeting No. 3</b>          | <b>Mid-April</b>           |
| 3.11 Workshops for Planning Commission and County Council | 2 <sup>nd</sup> half April |

## **WORK ELEMENT 4 - FINAL COMMUNITY DEVELOPMENT PLAN**

**Approximate time needed to complete: 6-7 months – May thru Oct/Nov 2008**

**Deliverables: Prefinal CDP, Final Draft CDP, Final CDP and final Appendices.**

<b>4.1 Meeting No. 12 North Kohala Steering Committee</b>	<b>May 7</b>
4.2 Review the various comments on the Public Review Draft CDP	April-May
4.3 Compile all revisions, produce and print Prefinal CDP, submit to SC	May
<b>4.4 Meeting No. 13 North Kohala Steering Committee: Endorse Prefinal</b>	<b>June 4</b>
4.5 Planning Commission Public Hearing and recommendations to Co. Council	<b>June-July</b>
<b>4.6 Meeting No. 14 North Kohala Steering Committee</b>	<b>July 2</b>
4.7 Planning Dept. drafts language for CDP ordinance, coord. w/Corp Counsel	June-July
4.8 County Council Planning Committee reviews CDP and Plng Comm recomm.	<b>4<sup>th</sup> wk July</b>
<b>4.9 Meeting No. 15 North Kohala Steering Committee</b>	<b>August 6</b>
<b>4.10 County Council Public Hearing on the North Kohala CDP</b>	<b>1<sup>st</sup> wk Aug</b>
<b>4.11 County Council approves North Kohala CDP; enacts CDP ordinance</b>	<b>3<sup>rd</sup> wk Aug</b>
<b>4.12 Meeting No. 16 North Kohala Steering Committee</b>	<b>Sept 3</b>
4.13 Finalize and publish the Final North Kohala CDP	September
<b>4.14 North Kohala Community Meeting No. 4 – Community Celebration!</b>	<b>October</b>

**Estimated total time needed to complete this Work Plan: 16 months.**

**So: If we receive NTP in June 2007, the CDP will be approved and finalized by Sept. 2008. This schedule thus provides a “2 month contingency” for approval by the current County Council. i.e., there can be up to 2 months “slippage” in the schedule, and we would still be able to have the current County Council approve the CDP.**

**Note:** We will develop a “GANTT CHART” schedule that illustrates the major milestones for the project.

**Deliverables for this Scope of Services will thus include:**

1. A working paper that presents a Vision Statement, Core Values, and Guiding Principles for North Kohala;
2. A “Community Profile” working paper;
3. An “Environmental Concept Plan” graphic and related text;
4. Separate working papers on each of three (3) priority community development issues;
5. CDP Document: preliminary draft, Public Review Draft, Prefinal, Final Draft, Final
6. CDP Technical Appendices

**Numbers of hard copies:** (Note: electronic files of all maps and text will also be submitted to the Planning Department.)

- Twenty (20) copies of working papers and of the preliminary draft CDP
- Fifty (50) copies of the Public Review Draft CDP
- Twenty (20) copies of the Prefinal CDP and the Final Draft CDP
- One (1) camera-ready manuscript of the Final CDP
- Five (5) copies of the CDP Technical Appendices