

**FIGURE 20 COMMUNITY PLAN UPDATE PROCESS<sup>1</sup>**

**STEP 1  
PROJECT WORK PLAN**

- Tasks:**
- Perform preliminary data collection
  - Draft public participation strategy
  - Outline project meetings and schedule
  - Identify technical analysis and teams
  - Refine work plan with new information obtained

**STEP 2  
STAKEHOLDER IDENTIFICATION**

- Tasks:**
- Perform key stakeholder interviews
  - Identify stakeholder groups
  - Develop community contact list

- Stakeholder Participation:**
- **Coordination Meeting:** Community leaders and organizations
  - Key stakeholder interviews and community tour

**STEP 3  
COMMUNITY ASSESSMENT**

- Tasks:**
- Re-confirm plan area boundary
  - Collect, analyze and compare community data to the approved plan data to identify issues, patterns, trends, and projections
  - Identify community plan education topics
  - Refine project work plan and public participation strategy, as needed
  - Perform SPOT analysis
  - Verify and support issues with data and analyses
  - Prioritize issues

- Stakeholder Participation:**
- **Community-wide Meeting:** Project introduction, verify boundary; verify data; invite CPAC participation, identify stakeholder gaps
  - CPAC established
  - **CPAC Meetings:** Project overview/roles; plan area; public participation strategy, survey input; technical analysis/educational sessions on community plan topics; and SPOT analysis
  - Community survey

**STEP 4  
COMMUNITY VISION**

- Tasks:**
- Reconfirm vision statement

- Stakeholder Participation:**
- **Community-wide Meeting:** Visioning exercise
  - **CPAC Meetings:** Review vision input from community-wide meeting; and reconfirm vision statement

**STEP 5  
PLAN RECOMMENDATIONS**

- Tasks:**
- Reconfirm and reprioritize strategies
  - Reconfirm concept map
  - Reconfirm action plan
  - Assess action plan feasibility
  - Finalize action plan

- Stakeholder Participation:**
- **CPAC Meetings:** Goal setting; strategy formulation and assessment; concept map preparation; and action plan review

**STEP 6  
PLAN DOCUMENTATION**

- Tasks:**
- Write and assemble community plan document using guide format

**STEP 7  
PLAN APPROVAL PROCESS**

- Tasks:**
- Present draft plan for community review
  - Prepare final plan
  - Hold TPC public workshop and hearing for consideration and plan recommendation
  - Hold BOCC public meeting—receipt of community plan

**Stakeholder Participation:**  
*Continued on page 6-3.*

Community Charrette in March

Took place in January and February

Virtual Work Session in June

**WE ARE ON STEP 5 AND 6**

Initial Open House in March

**FIGURE 20 COMMUNITY PLAN UPDATE PROCESS<sup>1</sup> (CONT.)**

**Final  
Open  
House**

**STEP 7**  
**PLAN APPROVAL PROCESS (Continued)**

**Stakeholder Participation:**

- **CPAC Meeting:** Community-wide Meeting preparation; final draft plan review and endorsement; public workshop and hearing preparation
- **Community-wide Meeting:** Draft community plan
- TPC public workshop and hearing & BOCC meeting

**BEGIN IMPLEMENTATION PHASE**  
(includes Comprehensive Plan Amendment<sup>2</sup>)

**NOTES:**

1. Actual process is dependent on local circumstances and stakeholder preferences. All listed meetings may not be required.
2. The Comprehensive Plan amendment associated with a community plan may be processed concurrent or subsequent to community plan acceptance by the BOCC.

**LEGEND:**

BOCC - Hillsborough County Board of County Commissioners  
CPAC - Community Plan Advisory Committee  
TPC - Hillsborough County City-County Planning Commission

**PROJECT SCHEDULE**

In the work plan, estimate the timeframe for conducting the public participation process and preparing the community plan. Make adjustments to respond to community needs. The range and complexity of community issues as well as the degree of information and education sought by stakeholders will influence the project schedule. A community may abbreviate the schedule through an optional charrette process, which combines the content of several community meetings into fewer, more intensive meetings.

If there is consensus that the existing community plan continues to adequately address the community’s vision and issues, community stakeholders may opt for an abbreviated planning process and schedule. The schedule could also be abbreviated by combining several plan meetings into a design charrette, which features fewer, more intensive meetings.

**Step 2 Re-engage Stakeholders**

Review the community contacts list previously generated for the existing community plan and conduct key person interviews to discover any stakeholder groups that may have been missed in the research for the work plan. Supplement the contacts list with information from the stakeholder interviews, current Planning Commission or County databases, and other sources.

Publicize the community plan project to inform stakeholders about the first community-wide workshop and the opportunity to participate on the Community Plan Advisory Committee (CPAC).

Refer to Chapter 3 *Designing a Participatory Process* for specific guidance on stakeholder outreach and involvement for the community plan process.



See Chapter 3 *Designing a Participatory Process* for specific guidance on stakeholder outreach and opportunities for continuing involvement in the community plan process.

**Step 3 Examine Change in the Plan Area**

An assessment of the community plan area informs stakeholders and the project team about the people, places, issues, and potential of the plan area, and provides the basis for the community vision, goals, and strategies. The typical community assessment is created from the tasks and outcomes described in this section. The project manager uses data and professional judgment in selecting community assessment techniques that best fit the characteristics of the plan area. Figure 21 lists data that is commonly used in a community assessment.

**COMMUNITY PLAN AREA**

Ask stakeholders to confirm that the community plan area (boundary map) is still logical based on location of physical features (e.g., waterbodies and major roads), social interaction (e.g., neighbor-