

Public Participation Plan – Western Park Master Plan

Project Description:

This project will focus on the creation of a master plan for the long term development of Western Park in Crozet. During the course of this project, other recreational facilities desired for the Crozet community may be identified that are not able to be accommodated in Western Park – planning for those facilities will be the subject of a future project and will not be within the scope of this project.

Work Product for this Project – completed master plan for presentation to the Planning Commission and Board of Supervisors

Level of Public Participation:

Public Involvement – work directly with the public throughout the process to ensure that issues, aspirations, and concerns are consistently understood and considered and provide feedback on how public input influenced decisions about the project

Public Participation Goals:

- Gather public feedback about community desires for the ultimate future of Western Park
- Establish realistic expectations about the schedule for improvements to the park
- Provide transparent process for how public input is used in developing project alternatives
- Disseminate community input to ultimate decision makers for their consideration

Stakeholders:

- Crozet Park Board
- Crozet Community Advisory Council
- Crozet Community Association
- Old Trail developers
- Crozet residents
- County residents

Schedule of Public Participation Activities:

- **Kick off meeting with Master Plan Committee**
- **Field trip/site tour opportunity for Master Plan Committee**
- Public workshop to analyze existing conditions and generate ideas for what elements should be included in the park master plan including small group discussion
- Provide opportunity online and in Crozet location for ideas about the master plan
- Based on information gathered through analysis and public feedback, preliminary master plan is prepared and presented for review and comments to:
 - CCAC
 - Crozet Park Board
 - Master Plan Committee**
 - Planning Commission
 - CCA
 - Old Trail developers
 - Community open house
 - Board of Supervisors
- Based on feedback gained through draft plan public review, final master plan will be drafted and presented to the following for final review and comments:
 - **Master Plan Committee**
 - Crozet community

- Review process then shifts into legally defined process – Master Plan Committee has completed their charge at this point, community will have on-going public involvement as outlined in the legally defined process i.e. public work sessions and public hearing
 - Planning Commission
 - Board of Supervisors

Roles and Responsibilities:

Staff – work with consultant and the community to develop the master plan to present to the Planning Commission and Master Plan, ensure the effectiveness of the public participation process, provide review and recommendations to the ultimate decision makers in accordance with established county policies and plans, keep community informed about progress of the plan through legal review process

Consultant – work with staff and the community to develop the master plan, record and honor public input, communicate how public input has shaped decisions about the plan, present master plan to the Planning Commission to start legal review process

Master Plan Committee – role outlined in committee charge

Planning Commission – review Master Plan, work with staff to resolve outstanding issues, hold a public hearing to gather community input, make a recommendation to the Board of Supervisors

Board of Supervisors – review Master Plan and Planning Commission recommendation, work with staff to resolve any outstanding issues, hold a public hearing to gather community input, vote to adopt the Master Plan

The Feedback Loop:

The plan will ensure dissemination of public input to decision makers and back to the public at large to demonstrate how comments and concerns have been recorded and understood and accurately communicated. It will also show the public how their input has been translated and how it influenced the outcome of the project. Examples of the feedback loop include:

- The Western Park website will be kept up to date on all meetings and other events
- All comments generated at public meetings will be recorded and available for review on the county website and will be available for decision-makers during their review
- Major revisions to the plan will be communicated to the community prior to being presented to either the Planning Commission or the Board of Supervisors
- A Western Park Amail list will be established to keep interested citizens up to date
- Press releases and other materials will be sent out as appropriate to keep the community informed about the progress of the project
- A community open house will be held in Crozet as the plan moves from the preliminary to the final design stage

Evaluation:

We will use evaluation as an ongoing tool to assess and improve the public participation plan as the project moves forward, including the following strategies:

- Informal feedback
- Questionnaires/surveys
- End of project evaluation to see if goals are met – will reassemble the Master Plan Committee for this purpose