

Draft -- Public Participation Plan – Crozet Old School Reuse Study

Project Description:

The focus of this project is to assess the Crozet Old School facility and site for possible future uses, with input from the Crozet community as a critical component of the study. This study will not result in the selection of a specific use for the Old School or a facility design plan.

Work Product for this Project – The County’s consultant, PMA, will prepare a final report summarizing the evolution of the project process and the preferred alternatives identified by the citizens of Crozet, with evaluation and probable cost estimates for each option.

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 future of the Crozet Old School
- Establish realistic expectations about the objectives/work product for the study
- Establish realistic expectations about the process and timeline for determining the actual reuse of the facility/site
- Provide transparent process for how public input is used in developing project alternatives
- Disseminate community input to ultimate decision makers for their consideration

Stakeholders:

- Old School Reuse Study Committee
- Crozet Community Advisory Council
- Crozet Community Association
- Crozet residents
- County residents

Old School Reuse Study Committee Charge/Duration/Membership

- Work with staff and consultant on appropriate ways to engage the general Crozet community in the Old School Reuse Study /serve as an important link with the community
- Respond to study results, give feedback as requested
- Communicate with and share perspectives from the groups they represent and/or reflect concerns and issues of the community and affected stakeholders
- Work with staff and the consultant on providing guidance for the final recommendations staff and the consultant will be making to the Board of Supervisors
- The Old School Reuse Study Committee will continue actively meeting until the study is completed and is presented to the Board of Supervisors, when the committee will have fulfilled its charge.
- Membership will include citizen members from the CCA, CCAC, at-large members and County staff members from General Services, Community Relations and Community Development

Schedule of Public Participation Activities:

- April 18, 2008: Kick off meeting with Old School Reuse Study Committee, consultant and staff
- May 12, 2008: PMA Planning meeting with Old School Reuse Study Committee to review the community workshop process and flyer (See Attachment A for schedule of outreach activities)
- June 19: Tour of old school building/site with Old School Reuse Study Committee
- June 19, 20, 21: 3-day Public Input Process:
 - 6/19: Evening of Day 1 -- 7:00 to 9:00 p.m. -- Public workshop to review existing conditions, generate and prioritize ideas for what community members would like to see happen with the Old School, including small group discussion
 - 6/20: Day 2 -- 10:00 am to 6:00 pm -- Open house at the Old School for public tours/second opportunity for public input
 - 6/21: Day 3 -- 9:00 am to 3:00 pm -- Open house at the Old School for public tours/second opportunity for public input
 - 6/21: Day 3 -- 3:00 pm to 3:30 pm -- Final presentation
- Provide opportunity online to review presentations and results of workshop
- Provide opportunity online and in Crozet location to submit ideas about reuse of the Old School
- Early July: Based on information gathered through analysis and public feedback, draft study results are prepared and made available for review and comments to:
 - Old School Reuse Study Committee**
 - Crozet Community**
 - CCAC (Project Update)**
 - CCA (Project Update)**
- End of July: Final study report completed by consultant and submitted to County staff.
- Date TBD: Result of final study will be made available to Crozet community.
- Date TBD: Final study will be presented to the Board of Supervisors for their review and next steps. The Old School Reuse Study Committee will have completed their charge at this point.

Roles and Responsibilities:

Staff – work with consultant and the community to develop the study to present to the Board of Supervisors, 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 study, record and honor public input, communicate how public input has shaped decisions about the study, present final study to staff to start legal review process

Old School Reuse Study Committee – role outlined in committee charge

Board of Supervisors – review study, work with staff to resolve any outstanding issues and determine appropriate next steps.

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 Old School Reuse Study 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 study will be communicated to the community prior to being presented to the Board of Supervisors
- An Old School Reuse Study Amail schedule will be established as part of the Crozet Amail list 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 after the study is completed

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 Old School Reuse Study Committee for this purpose

**Attachment A – Schedule of Outreach Activities Old School Reuse Study Project
Summary of Outreach Activities**

Activity	Date Due	Person/Department Responsible	Status	Notes
Develop Flyer	Late May	PMA with review and comment by committee and final approval by Lee Catlin	Completed	
Distribute Flyer	Early June	County staff and citizen committee members	In progress	<ul style="list-style-type: none"> ○ Flyer posted on Crozet bulletin board 5/29 (Britton) ○ Flyer posted on County website 6/3 (Britton) ○ Flyer emailed to committee for email distribution 5/30 (Britton) ○ Flyer emailed to Crozet Community Advisory Council 6/3 ○ Flyer emailed to Crozet Community Association president 6/3 ○ Flyer copies mailed to committee for local distribution 6/3 (Britton) ○ Flyers posted in locations around Crozet and given to local organizations (all committee members) ○ Flyer copied by Crozet Elementary and sent home in backpack express, possible distribution to Brownsville Elementary 6/3-4 (Thanks to Amy and Kim for arranging) ○ Notice included in Henley M.S. newsletter 5/30 (Thanks to Kim for arranging)

Post Community Workshop Notice on County Website	Late May	County Staff	Completed	o Notice posted on Crozet home page, Old School web page, County main calendar
Ad for Community Workshop in June issue of Crozet Gazette	Late May	Britton	Completed	
A-mail notice to Crozet email list	2 weeks prior to event (6/5)	Britton	In progress	
General Crozet project update mailing to Crozet residents, to include Old School Community Workshop	10 days prior to event (6/9)	County Staff	In progress	
Press release to local newspapers	1 week prior to event (6/13)	Lee Catlin	In progress	
Listing in C-Ville online events calendar	6/3	Britton	Completed	
Committee Table at IGA on 6/20 to invite community members to workshop	6/20	Bill Schrader/Committee	In progress	o We need committee volunteers to help with table