

**CITY OF NORWALK
REPORT TO THE NORWALK PLANNING COMMISSION**

ITEM: Discussion regarding the start of the SubArea 1 Master Plan

MEETING DATE: December 14, 2015

STAFF CONTACT: Luke Parris, AICP
City Planner

GENERAL DESCRIPTION: The City is finalizing the steps to begin the SubArea 1 Master Plan project, working with a diverse consultant team that includes:

Chris Shires, with Confluence;
Bob Olson, with Proximity; and,
Bishop Engineering

The City also diverse group of staff and interested parties to act as the Advisory Committee for the project, which includes:

Marketa Oliver, City Manager;
Tim Hoskins, Public Works Director;
Wade Wagoner, Planning & Economic Development Director;
Luke Parris, City Planner;
Stephanie Riva, City Council;
Hollie Askey, Warren County Economic Development Corp.;
and,
Zach Young, Des Moines Area MPO.

The City and consultants are currently reaching out to community members, land owners, and other key stakeholders to be part of the Steering Committee for the project.

The scope of the work proposed is divided into three phases, as follows:

Phase 1: Public and Stakeholder Input

- Project Kick-Off Meeting with Steering Committee
- Joint City Council and Planning and Zoning Commission Review and Visioning Workshop
- Key Stakeholder Interviews
- Public Workshop
- Public Input Review Meeting with Steering Committee

Phase 2: Draft Plan

- Consultant prepares draft Master Plan including:
 1. Land Uses
 2. Building Form
 3. Transportation
 4. Utilities
 5. Implementation
- Draft submitted to staff for review, comment, and further revision
- Draft Plan Presentation and Meeting with Steering Committee
- Joint City Council and Planning and Zoning Commission Draft Review Workshop

Phase 3: Final Draft Plan

- Consultant prepares final draft Master Plan
- Planning and Zoning Commission Public Hearing
- City Council Public Hearing