

# Working Group Syllabus

Draft – 11/9/2018



**Purpose:** *Richmond 300* Working Groups are topic-specific groups charged with creating the initial recommendations for *Richmond 300*, which will be vetted and amended by the community at-large during public meetings in September and October 2019.

**Time Frame:** Working Groups will meet three times from February through July 2019. Each meeting will be 3 hours, from 3pm to 6pm.

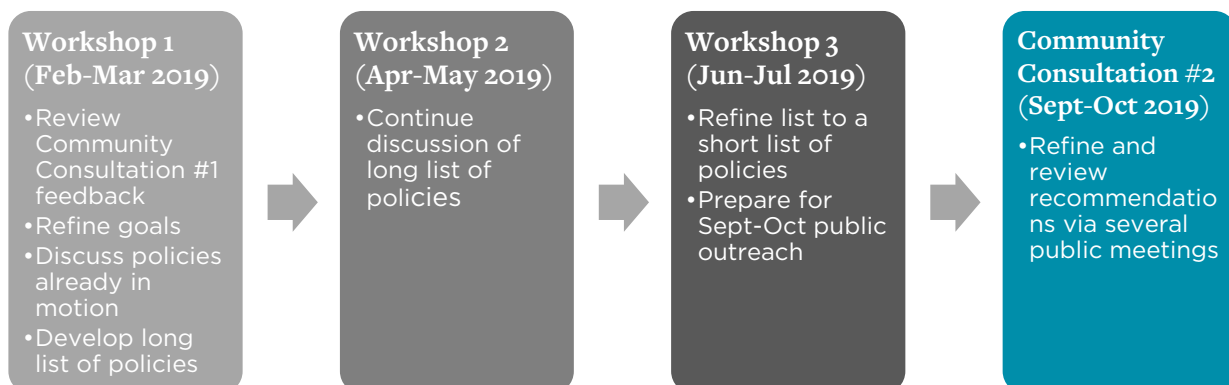
**Composition:** Working Groups must have at least 10 consistent members who commit to attending all three workshop sessions. Each Working Group will include members of the Advisory Council, City staff, subject matter experts, and a meeting facilitator.

**Transparency:** All Working Group meetings will be open to the public and meeting materials will be posted online at richmond300.com.

**Topics:** The Working Groups will be divided into 5 broad topic areas listed below. Additionally, there are cross-sectional topics, such as public health, public education, public safety, sustainability, which will not be forgotten but have representation across multiple topic areas:

- **Economic Development** (including employment and income, culture and tourism)
- **Housing**
- **Transportation**
- **Environment** (including parks and recreation, natural resources, utilities, sustainability/resiliency)
- **Land Use** (including historic preservation, public facilities, urban design)

## Schedule/Syllabus (continued to next page):



	Monday	Major Tasks/Meetings
Prep	Jan 7	<b>Advisory Council Meeting: Jan 9</b> (draft vision and goals)
	Jan 14	Prepare for working groups (manage logistics (date/time/venues), collect materials, set up website, and more)
	Jan 21	<i>Holiday Week (Jan 21)</i>
	Jan 28	
Workshop 1 : Goals and Long List	Feb 4	Prepare for Workshop 1
	Feb 11	<b>Advisory Council Meeting: Feb 13</b> (Parking Study review, Workshop 1 material review)
	Feb 18	<i>Holiday Week (Feb 18)</i> , Prepare for Workshop 1
	Feb 25	Workshop 1: Economic Development Working Group
	Mar 4	Workshop 1: Housing Working Group
	Mar 11	Workshop 1: Transportation Working Group
	Mar 18	Workshop 1: Environment Working Group
	Mar 25	Workshop 1: Land Use Working Group
Workshop 2: Long List Continued	Apr 1	Prepare for Workshop 2, debrief Workshop 1, <i>RPS Spring Break</i>
	Apr 8	<b>Advisory Council Meeting: Apr 10</b> (Workshop 1 debrief and Workshop 2 material review)
	Apr 15	<i>Holiday week (Apr 19)</i> , Prepare for Workshop 2
	Apr 22	Workshop 2: Economic Development Working Group
	Apr 29	Workshop 2: Housing Working Group
	May 6	Workshop 2: Transportation Working Group
	May 13	Workshop 2: Environment Working Group
	May 20	Workshop 2: Land Use Working Group
Workshop 3: Short List	May 27	<i>Holiday week (May 27)</i> , Prepare for Workshop 3
	June 3	Prepare for Workshop 3, debrief Workshop 2
	June 10	<b>Advisory Council Meeting: June 12</b> (Workshop 2 debrief and Workshop 3 material review)
	June 17	Prepare for Workshop 3
	June 24	Workshop 3: Economic Development Working Group
	July 1	<i>Holiday week (July 4)</i>
	July 8	Workshop 3: Housing Working Group
	July 15	Workshop 3: Transportation Working Group
	July 22	Workshop 3: Environment Working Group
	July 29	Workshop 3: Land Use Working Group
Community Consultation #2: Refine Recommendations	Aug 5	Debrief Workshop 2
	Aug 12	<b>Advisory Council Meeting: Aug 14</b> (Workshop 3 debrief)
	Aug 19	Prepare Community Consultation #2 materials
	Aug 26	<i>Holiday week (Sept 2)</i>
	Sept 2	
	Sept 9- Nov 1	<b>Advisory Council Meeting: Sept 11</b> (Community Consultation #2 material review) <b>Community Consultation #2: Refine Recommendations</b> - community meetings held at various locations throughout the city to review and refine the recommendations developed during the Working Group Workshops