

Neighborhood Plan Checklist

This checklist is meant to help guide you through the neighborhood planning process. You should not move forward unless you are able to check yes. If you run into issues, have questions, or need technical or other assistance please contact the Neighborhood Activator or the City Planner.

Step 1. Neighborhood Organization

- Do you have a Neighborhood Organization? Yes No
- Do you have a communication method? Yes No
- Do you reach your whole neighborhood with that method of communication? Yes No

Step 2. Does your neighborhood already have a plan?

- Have you reviewed your existing plans? Yes No
- Have you reviewed the Imagine Kalamazoo data? Yes No
- If you have data from previous surveys or other engagement that is still relevant to your neighborhood, have you reviewed it? Yes No
- Have you analyzed your data/ plans and compiled relevant information? Yes No

Step 3. Contact Planning Division to meet with Neighborhood Activator

- Have you met with the Neighborhood Activator? Yes No
- Do you have the Public Participation Plan and the Engagement toolkit? Yes No
- Do you understand what a complete neighborhood is? Yes No
- Have you recieved a neighborhood agreement? Yes No
- Have you dicussed your data analysis with the Neighborhood Activator? Yes No

Step 4. Neighborhood Coalition

- Have you contacted all of the businesses, organizations, institutions in your neighborhood? Yes No
- Have you contacted any stakeholder you will need in order to successfully implement the plan? Yes No
- Have you engaged your residents to help with the planning process? Yes No
- Has your coalition met and reviewed the data you have so far? Yes No

Step 5. Set Neighborhood Goals through Resident Engagement.

Pre-engagement

- Have you reviewed the Public Participation Plan? Yes No
- Have you gone through the Engagement Toolkit? Yes No
- Has your coalition met and discussed engagement? Yes No
- Do you know what events will be happening in your neighborhood during your planning process? Yes No
- Are there other big projects/efforts happening in your neighborhood? Yes No
- Do you know who is hosting the event/ doing the project? Yes No
- Do you have an engagement plan? Yes No

Does your engagement plan have:

- | | | |
|---|------------------------------|-----------------------------|
| Goals | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| # and type of engagement activities | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Timeline | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Outreach/Marketing | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Inventory (space available, materials needed, etc.) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Costs (total, per event, and marketing) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Now that you have started your engagement do you feel that...

- | | | |
|---|------------------------------|-----------------------------|
| You have had a lot of participation from residents? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| You are reaching the whole neighborhood? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Step 6. Align Neighborhood Goals & Plan with Strategic Vision

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| Have you analyzed the results of the engagement? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you aligned neighborhood goals with the Strategic Vision Goals as well as any other plans that overlap? Matrix attached | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you given the City the data you collected and your analysis? This will be needed when drafting your plan. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Step 7. Prioritize & create S.M.A.R.T. goals and actions.

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|---|------------------------------|-----------------------------|
| Have you and your coalition created SMART goals? Sheet attached | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you prioritized the SMART goals based on engagement results? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Step 8. Confirm plan, goals, & actions with neighborhood.

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|---|------------------------------|-----------------------------|
| Does the City have your engagement plan, data collected, and SMART goals and actions? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you recieved a draft to review from the City? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you sent feedback on the draft? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you scheduled the celebration/launch/confirmation meeting? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you need to do more than a meeting to confirm your plan? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Did the neighborhood confirm the plan? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If no, do you know how you are going to address any issues that came up? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Step 9. Planning Commission to review the plan as Master Plan amendment.

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| Is there a project in your plan that can start now? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Is there a project in your plan that can be completed quickly? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you have a presentation prepared? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you need assistance preparing the presentation? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

SMART Goals for _____ Neighborhood Plan

GOAL # :

ACTION	LEAD	PARTNERS	TIMELINE	COSTS (\$,\$,\$,\$,\$)	MEASURES

GOAL # :

ACTION	LEAD	PARTNERS	TIMELINE	COSTS (\$,\$,\$,\$,\$)	MEASURES

GOAL # :

ACTION	LEAD	PARTNERS	TIMELINE	COSTS (\$,\$,\$,\$,\$)	MEASURES