

Lehigh Acres Planning Process Steps  
DRAFT 10/11/2004

1. Incorporation of Community Panel
  - a. Develop Subcommittees to work on Plan Elements
2. Planning and Coordinating Retreat
  - a. FGCU location
  - b. Agenda attached
3. Preparation of Application to Lee County Planning Division
  - a. Articles of Incorporation
  - b. Application for funding
4. Identify and Contract with Planning Consultant (?) *Not sure how premature this is...*

Planning for Plan

5. Strategic Planning: (Purpose is to identify major community-wide issues (i.e., economic, social, and infrastructure needs) that will be addressed and articulated in Community Plan)
  - a. Stakeholder Meetings
    - Responsibility: Subcommittees
    - Outcome: Gather community input on major issues prior to Forum to speed process
  - b. Data Gathering: Gather information on trends and conditions
    - Responsibility: Subcommittees
    - Outcome: Gather information to be fed into community visioning
  - c. Data Gathering From Community (i.e., surveys, etc)
    - Responsibility: All
    - Outcome: Gather community input prior to Forum to speed process
  - d. Community Kick-Off /Community Visioning (Forum #1)
    - Responsibility: All, FGCU, State Dept. of Community Planning
    - Outcome #1: Community vision statement
    - Outcome #2: SWOT Analysis (Strengths, Weaknesses, Opportunities, & Threats)
6. Focus Groups / Meet and Greet
  - Responsibility: Subcommittees
  - Outcome: Inform / Educate citizens on process
  - Get organizations on board / committed to process & implementation

Prioritizing Issues

7. General Community Meeting (Forum #2)
  - a. 3-4 hour education/dialog/prioritization of issues (ranked in severity and magnitude).
    - Responsibility: All, FGCU, State Dept. of Community Planning (?)
    - Outcome: Prioritize and refine issues as developed in previous steps
    - Outcome: Set medium and long-term community goals

Drafting Plan

8. Draft Analysis
  - a. Feedback to Community Panel from Stakeholder meetings, Forums, and Data-gathering activities
9. Draft Community Plan

- a. Community Panel develops draft document
10. Feedback on Community Plan Draft
    - a. 2 hour evening community event (Forum #3)
      - Responsibility: Responsibility: All, FGCU, State Dept. of Community Planning

#### Finalizing Plan

11. Revise and present Final Community Plan to submit to Lee County
  - a. 2 hour evening closure of process (Forum #4)

#### Other Considerations

- *Subcommittee may be necessary for drafting of community plan document.*
- *Spanish-speaking Forum(s), Involvement of middle and high school students in data gathering projects, collect data via newspaper ads*