

PHASE 1: PROJECT MANAGEMENT & COORDINATION

- Work Plan and Communication Plan
- Steering Committee Meeting 1

PHASE 2: EXISTING CONDITIONS & ASSET INVENTORY

- Assess Existing Conditions
 - Data Collection:
 - Land Use and Zoning, Function Classification of Roads, Standard Street Cross Sections, Traffic, Truck Routes, Sidewalks, Bike Routes and Trails, Urban Design features, Wayfinding, Key Destinations/ Attractions, Base Travel Model from El Paso MPO, Incentive Programs, Utilities/Energy components, Infrastructure, U.S. Census Demographic Profile, Regional Considerations, Local History, Industry, Economic Datasets, Regional/Local Market Information
 - Existing Plans Review
 - Existing Regulations Review
 - Existing Economic & Market Factors
 - Existing Conditions Analysis
 - Travel Mode Refinement
- Public and Stakeholder Outreach
 - Steering Committee Meeting 2
 - Regulations Meeting 1
 - Key Stakeholder Interviews or Small Group Meetings
 - Community Survey (Kick-off)
 - City Website and Facebook Update
- Working Paper 1: Existing Conditions Report

PHASE 3: VISIONING

- System Gaps & Opportunities
- Community Visioning
- Future Base Conditions
- Public and Stakeholder Outreach
 - Steering Committee Meeting 3
 - Special Event Booth
 - Public Meeting/Open House 1
 - Community Survey (Results)
 - City Website and Facebook Update
- Working Paper 2: Community Vision & Future Base Conditions

PHASE 4: ALTERNATIVES DEVELOPMENT & EVALUATION

- Market and Economic Alternatives
 - Conservative Growth Scenario, Refined Growth Scenario, Aggressive Growth Scenario

- Land Use Alternatives
- Transportation Alternatives
- Infrastructure Considerations
- Regulatory Audit
- Public and Stakeholder Outreach
 - Steering Committee Meeting 4
 - Public Meeting/Open House 2
 - City Website and Facebook (Update)
- Working Paper 3: Alternatives Development and Evaluation

PHASE 5: PLAN & PRIORITIZATION

- Future Land Use Plan
- Future Transportation Plan
- Future Infrastructure Plan
- Economic Development Strategies
- Implementation Matrix
- Initial Draft Regulations
- Public and Stakeholder Outreach
 - Steering Committee Meeting 5
 - Public Meeting/Open House 3
 - City Website and Facebook (Update)
- Draft Plan
- Initial Draft Zoning Regulations (Internal Review)

PHASE 6: FINAL PLAN & ADOPTION

- Final Comprehensive Plan
- Draft Zoning Regulations (Public Review)
- Public and Stakeholder Outreach
 - City Council Study Session for Comprehensive Plan
 - City Council Adoption Hearing for Comprehensive Plan
 - City Website and Facebook (Final Update)
 - Public Meeting/Open House for Draft Zoning Regulations (Sites Southwest lead)

PHASE 7: FINALIZE ZONING REGULATIONS

- Final Zoning Regulations
- Public and Stakeholder Outreach
 - City Council Study Session for Zoning Regulations
 - City Council Adoption Hearing for Zoning Regulations



City of Sunland Park WORK PLAN & SCHEDULE

Wilson & Company

DRAFT PROJECT SCHEDULE

Phases	Target Date
Phase 1: Project Management & Coordination	
Finalize Work Plan and Communication Plan	Mid November 2016
Steering Committee Meeting #1	Mid November 2016
City Website & Facebook Update	Early December 2016
Phase 2: Existing Conditions	
Community Survey (Kick-off)	Early January 2017
Key Stakeholder Interviews/Small Group Meeting	Mid January 2017
Steering Committee Meeting #2	Mid January 2017
Regulations Meeting #1	Mid January 2017
Working Paper 1: Existing Conditions Report	Mid January 2017
City Website & Facebook Update	Mid January 2017
Phase 3: Visioning	
Special Event Booth	Mid January or Mid February 2017
Public Meeting/Open House #1	Mid February 2017
Community Survey (Results)	Early March 2017
Steering Committee #3	Mid March 2017
Working Paper 2: Community Vision & Future Base Conditions	Mid March 2017
City Website & Facebook Update	Late March 2017
Phase 4: Alternatives Development & Evaluation	
Steering Committee Meeting #4	Late May 2017
Public Meeting/Open House #2	Late May 2017
Working Paper 3: Alternatives Development & Evaluation	Late May 2017
City Website & Facebook Update	Early June 2017
Phase 5: Plan & Prioritization	
Public Meeting/Open House #3	Early August 2017
Steering Committee #5	Mid August 2017
Draft Comprehensive Plan	Mid August 2017
City Website & Facebook Update	Late August 2017
Initial Draft Zoning Regulations (Internal Review)	Mid September 2017
Phase 6: Final Plan & Adoption	
City Council Study Session	Mid September 2017
Final Comprehensive Plan	Mid October 2017
City Website & Facebook Update	Mid October 2017
City Council Adoption Hearing for Comprehensive Plan	Early December 2017
Draft Zoning Regulations (Public Review)	Early December 2017
Public Meeting/Open House for Draft Zoning Regulations	Mid December 2017
Phase 7: Final Regulations	
Final Zoning Regulations	Mid February 2018
City Council Study Session	Mid February 2018
City Council Adoption Hearing for Zoning Regulations	Mid March 2018

PROJECT CONTACT LIST

Listed below are the primary points of contact for the consulting firm and the stakeholders. Wilson and Company is the consultant on this project. The Active Transportation Group (ATG) will provide a technical forum for discussion and feedback regarding the progress and content of the plan products. The ATG is made up of key representatives that allow for the critical discussions prior to decision-making and direction.

Wilson & Company

Vanessa Spartan

Planner/Project Manager

Wilson & Company

Tel: 913-406-4797

Vanessa.Spartan@wilsonco.com

Mario Juarez-Infante

Engineer/Principal

Wilson & Company

Tel: 505-715-2541

Mario.Juarez-Infante@wilsonco.com

Sites Southwest

Phyllis Taylor

Planner (Zoning Code)

Sites Southwest

Tel: 505-263-8816

Ptaylor@sites-sw.com

New Mexico State University

Richard Adkisson

Economist (Market Assessment)

New Mexico State University

