

# Master Planning Process

## 1: DISCOVERY

- 1.1 Kickoff Meeting/Site Visit**
  - Discuss project goals, challenges, schedule, and deliverables
- 1.2 Engagement Strategy**
  - Resolve best approach
  - Confirm schedule
  - Receive advice about stakeholders
- 1.3 Regulatory Review/Approval Strategy (BAR/VDHR)**
  - Discuss strategy for receiving approvals
  - Consider early meetings with agency staff
- 1.4 Focus Group Discussions (County, Community, etc.)**
  - Meet with key stakeholders in focus group sessions
- 1.5 Inventory/Analysis**
  - Inventory site characteristics: hardscape, landscape, statues
- 1.6 Historical Research**
  - Research site history
  - Research history and significance of statues and other resources
- 1.7 Program Development**
  - Confirm with County and Stakeholders about Program of Need
- 1.8 Presentation of Findings**
  - Present findings to County staff and Leadership

### Meetings/Presentations:

- Kickoff meeting
- Focus Group Meetings (1 day)
- Interim County Staff Meeting
- Presentation of Task 1 findings to County staff and leadership

## 2: ALTERNATIVES DEVELOPMENT

- 2.1 Alternative Concepts Development**
  - Prepare 2-3 concepts:
  - Statue strategies
  - Bubble Diagrams
  - Concept Plans
  - Educational Programs
- 2.2 County Staff Review**
- 2.3 Open House #1**
  - Review concepts in informal setting
  - Receive feedback
- 2.4 Survey of Preferences**
  - Distribute survey at Open House and other means TBD
- 2.5 Preferred Alternative**
  - Select a Preferred Alternative based upon feedback received at Open House and from surveys
  - Determine preferred alternatives with County staff and leadership

### Meetings/Presentations:

- County Staff meeting to review Concepts
- Open House #1
- County staff meeting to select preferred alternative

## 3: DRAFT MASTER PLAN

- 3.1 Preferred Alternative Development**
  - Illustrative Site Plans
  - Sections/elevations
  - Draft Cost Estimate
  - Renderings (2)
- 3.2. County Staff Presentation and Review**
  - Present site design to County staff and leadership
- 3.3 Open House #2**
  - Review site design in informal setting
  - Receive feedback
- 3.4 Plan Refinement**
  - Refine site design based upon comments received at Open House
- 3.5 Draft Report Preparation**
  - Compile Draft Report from materials generated to date
- 3.6 Report Submittal to County**
  - Staff reviews draft report
  - Make refinements for upcoming meetings
- 3.7 Meeting with BAR/VDHR**
  - Present to BAR – Receive approval
  - Present to VDHR - Receive approval

### Meetings/Presentations:

- Presentation of concept design to staff
- Open House #2
- Present to BR
- Present to VDHR

## 4: FINAL MASTER PLAN

- 4.1 Final Master Plan**
  - Report
  - Illustrative Plans
  - Renderings (2)
  - Cost Estimate
- 4.2 County Staff Review**
- 4.3 Presentation to County staff and Leadership**
- 4.4 Final Master Plan Submittal to County**
  - Five (5) hard copies and electronic data

### Meetings/Presentations:

- Final presentation to County staff and Leadership