

Planning and Development

Citizens' Academy of Planning

Implementation Outline

- 09/20/10: Present Citizen's Planning Academy to PC/CC Workshop
- 10/25/10: Finalize calendar of class schedules for 2011 Citizen's Planning Academy
- Place information on Citizen's Planning Academy Webpage
- October 2010: Develop curriculum materials for each Citizen's Planning Academy class
- November 2010: Send invitations/applications to Neighborhood Associations regarding Planning Academy
- Include Class Schedule w/ dates and times
 - Maintain database of e-mail addresses
 - Maintain database of all applicants
- 12/01/10 through 12/30/10: Review Citizen Planning Academy Applications received
- 01/03/11: Finalize applicant list
- Establish attendees
 - Send notification to accepted and rejected applicants
 - Include Class Schedule to accepted applicants
 - Retain rejected applicant list for future Citizen's Planning Academy
- Mid-January 2011: Commence Citizen Planning Academy Instruction
- Classes held every week
- March 2011: Citizen's Planning Academy Graduation
- Maintain database of graduates
 - Provide annual alumni communication