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Culver City Consul Blandhade									201	2020	2021			
Culver City General Plan Update Tasks	Lead	Support	Key Work Elements	Deliverable / Outcome	Due Date	City Action	Status	August	September	October	Nov De	ec Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q	4 Q1 (
								W1 W2 W3 W4 W5 V	V1 W2 W3 W4	W1 W2 W3 W4 W5				
sk 1: Project Initiation	D. A	D.M. LIDOA MAN	Decree for and attended of the attended	Mahadi and an alian and an alian and a	Idial affina affina	One of the term	0.1			1				
1 Kick-off Meeting	R+A		Prepare for and attend kick-off meeting with City team, topic specific meetings, City tour	Kick-off meeting agenda and notes	Kick off meeting September 3-5	Organize City tour, schedule meetings	Scheduled for September 3 5, 2019	}-						
2 Data Collection + Map Book	R+A		Review City-provided planning documents, technical reports and data and prepare a supplemental data request list		Request by August W2		City provided initial data dump; team reviewing							
	R+A		Create a map book that compiles all GIS mapping provided by the City	·	Draft by September W2	Review by September W3	2 (1 1 11 10 10 10 10							
3 Project Work Plan	R+A			Work plan detailing schedule and deliverables through 2022	Updated quarterly throughout project.		Draft submitted 8/9/2019							
sk 2: Community Engagement			quarterry.	denverables unough 2022	unoughout project.									
1 Community Engagement Plan	R+A		Develop engagement plan. Revise engagement plan quarterly.	Draft and final community engagement	Draft by September W2	City comments by September W4								
2 Branding + Strategic Communications	R+A		Prepare unique branding materials,	Draft and final logo and branding package	Draft bySeptember W3	City comments by September W4								
3 Email Distribution Database	R+A			Email distribution database		Provide email addresses for database by August W5								
4 Project Information Material	R+A		Develop project information brochure	Draft and final brochure	Draft by September W3	Review by September W	/4							
5 Project Website	R+A		Prepare wireframes, design, layout. Launch website. Update periodically with new information.	Interactive project website	Beta site by W3 of October. Site launch W4 of October	Review draft website by October W4								
Stakeholder Interviews	R+A		Prepare interview protocol.	Interview protocol.	Interviews 2nd and 3rd	Identify stakeholders.	Draft submitted 8/9/2019							
	R+A	P+W, CPG		Conduct up to 45 stakeholder interviews Memorandum	day of kickoff meeting	Schedule interviews.								
7 GPAC meetings	City			GPAC members		Identify GPAC members Schedule meetings. Create meeting bylaws.	. Complete							
	City; R+A			Materials and summary for up to 12 GPAC meetings. Summary meeting notes.		Logistics support, communications with GPAC. Primary facilitator.	Kickoff open house September 4, 2019. Visioning meeting in October, date TBD							
3 Technical Advisory Committee (TAC) meetings	City. R+A		Identify TAC members and schedule meetings	TAC members		Develop TAC member list. Schedule meetings. Logistics support.								
	City; R+A	P+W, HR&A, N\N, CPG	Prepare meeting agendas and presentation content to obtain feedback on topic-specific issues.	Agenda and summary for up to 15 meetings (2-3 per TAC for up to 5 TACs).		Logistics support, communications with TAC.								
Pop-Up Workshops + Community Events	R+A	US		Materials and summary for up to 3 pop-up workshops and community events	р	Logistics support	Pop-up events to be held in November/December 2019							
10 Online Engagement + Surveys	R+A	CPG		Online surveys (3) to parallel pop-up workshops		Distribute survey link	First survey open November/December 2019							
11 Engagement Toolkits + Project Ambassador	R+A		Prepare toolkits Project Ambassadors can use to engage with community members			Identify Project Ambassadors, use toolki in community events and meetings	First toolkit created it November/December 2019							
12 Community Workshops + Festivals	R+A	P+W, N\N, ESA, VTA	workshops to obtain feedback on project issues.	Materials and summary for up to 7 community workshops and festivals. Walking tour maps and questionnaire as part of one of the alternatives workshops		Logistics support, schedule workshops	Visioning workshop Januar 2020	y						
13 Tactical Urbanism Demonstration Project	R+A; City	CPG		Tactical urbanism project demonstration and summary		Logistics support								
14 In-House Staff Meetings	R+A	P+W, HR&A, N\N, ESA, CPG	Prepare for and attend in-house staff	Agenda and summary for 2 staff meetings		Logistics support								

												20	19					2020		2021		2022
Culver City General Plan Update	Lead	Support	Key Work Elements	Deliverable / Outcome	Due Date	City Action	Status		Augus	t	Sept	tember		October			_					
Tasks								W1				2 W3 W4	wı w		W5	Nov	Dec	Q1 Q2 Q3	Q4 Q	Q2 Q3 (Q4 Q1 (Q2 Q3 (
ask 3: Discovery	- ·			_		1-0																
.1 Review and Assess Existing Documents	R+A	VTA	Review reports, studies and regulation and determine how to integrate into the GP.	Document review matrix	Draft by Sept W4	City comments by Oct W1																
.2 Land Use, Public Realm, + Urban Design Existing Conditions Report	R+A	P+W	Prepare land use and urban design analysis for the City	Draft and final Land Use, Public Realm, and Urban Design Existing Conditions Report	Draft by Nov W1	City comments by Nov W3																
.3 Mobility + Transportation Existing Conditions Report	N\N		Prepare transportation analysis for the City	Draft and final Mobility and Transportation Existing Conditions	Draft by Nov W1	City comments by Nov W3																
3.4 Environmental Justice + Community Health Report	R+A		Prepare environmental justice and community health report for the City	Analysis Draft and final Environmental Justice and Community Health Report	,	City comments by Nov W3																
s.5 Market Study	HR&A		Prepare market report for the City	Draft and final Market Study Report	Draft by Nov W1	City comments by Nov W3																
6.6 Arts, Culture, and Creative Economy Report	CPG	HR&A	Prepare arts, culture, and creative economy report for the City	Draft and final Arts, Culture, and Creative Economy Report	Draft by Nov W1	City comments by Nov W3																
3.7 Climate Change, Sustainability, + Resilience Report	R+A	ESA, SDE	Prepare climate change, sustainability, and resilience report for the City		Draft by Nov W1	City comments by Nov W3																
3.8 Infrastructure Existing Conditions Report	SDE		Prepare infrastructure existing conditions report for the City	Draft and final Infrastructure Existing Conditions Report	Draft by Nov W1	City comments by Nov																
3.9 Environmental Background Report	ESA			Draft and final Environmental Background Report	Draft by Nov W1	City comments by Nov W3																
3.10 Smart City Background Report	US		Prepare report on technology and data- related issues for the City	Draft and Final Smart City Background Report	Draft by Nov W1	City comments by Nov																
3.11 Retroactive Evaluation of Existing General Plan	R+A	SDE	Assess existing GP goals, policies, and actions to identify what needs to be	Existing General Plan evaluation memorandum	Draft by Feb W2 2020	City comments by Feb W4 2020																
3.12 Performance Metrics	R+A		updated / remain unchanged Prepare list of standards, thresholds, and indicator to measure progress / success.	Performance metrics matrix	Draft by Feb W2 2020	City comments by Feb W4 2020																
3.13 Funding Matrix	HR&A	R+A, N\N	Develop matrix outlining funding sources, their qualifying criteria, and implications	Funding matrix	Draft by Feb W2 2020	City comments by Feb W4 2020																
3.14 Community-Facing Fact Sheets	R+A		Prepare series of fact sheets that summarize the existing conditions analysis	Up to 6, 2-page admin and final fact sheets	Draft by Nov W1	City comments by Nov W3																
3.15 Greenhouse Gas Inventory	ESA		Identify data needs and prepare a list of requested data and documents	Municipal data collection templates	Aug W2	Provide data by Aug W4																
	ESA		Prepare data and methods memorandum to present data sources and calculation methods recommended for developing the community-wide and municipal non-energy inventory	Draft and final Inventory Data and Methods memorandum	Draft by September W2	City comments by Sept W3																
	ESA		Prepare a community-wide and municipal operations greenhouse gas emissions inventory for all sectors	Community and Municipal GHG Inventor for 2017, draft and final Community and Municipal GHG Inventory Report, presentinal GHG Inventory Report to City Council		City comments by Nov W3																
3.16 Housing Element Technical Report	VTA		Prepare Housing Element technical report		Draft by Nov W1	City comments by Nov W3																
ask 4: Visioning	D. A	D.W	Literation and a second	Doubt and final alternative connection (DDT)	D 6 b 5-1- 1W4 0000	Otto comments by Man																
.1 Citywide Scenarios	R+A	P+W	Identify scenarios expressing alternative futures, with differing focused locations for change, varying densities, and different		Draft by Feb W4 2020	City comments by Mar W2 2020																
.2 Vision + Guiding Principles	R+A		amounts of development Identify a vision and a set of guiding principles for the GP based on community	Draft and final vision and guiding principles	Draft by Feb W4 2020	City comments by Mar W2 2020											-					
.3 Vision Diagram + Strategies	R+A		input, GPAC, etc. Develop vision diagram based on	Draft and final vision diagram and key	Draft by Feb W4 2020	City comments by Mar															l	
1.4 Citywide Targets + Outcomes	R+A	P+W	community input Identify numeric targets and high-level outcomes to be achieved within the	strategies Draft and final citywide targets and outcomes matrix	Draft by Feb W4 2020	W2 2020 City comments by Mar W2 2020																
Fask 5: Alternatives		_	timeframe of the updated GP.		1																	
5.1 Neighborhoods, Districts, + Corridors	R+A	P+W	Review existing neighbohood/sub-area boundaries and study physical and programmatic forces that shape the experience of neighborhoods, districts, and	districts, and corridors	Draft by Apr W1 2010	City comments by Apr W3 2020																
5.2 Areas of Change + Stability	R+A	P+W	corridors Prepare a map that identifies areas of stability and enhancement, areas of	Draft and final map of areas of change and stability	Draft by Apr W1 2010	City comments by Apr W3 2020																
.3 Team Working Meeting	R+A	P+W, HR&A, N\N, ESA, SDE, US	change, and areas of transformation Prepare for and attend in-house staff meetings.	Materials for 2 days of meetings		Logistics support																
.4 Alternatives for Areas of Change	R+A	P+W, SDE	Create up to 3 land use and transportation	Draft and final alternatives for 3 areas of change	Draft by May W1 2020	City comments by May W3 2020																
5.5 Alternatives Analysis	R+A	P+W, HR&A, N\N,	Assess alternatives related to land use,	Alternatives analysis ppt	Draft by June W1 2020	City comments by June												<u> </u>				
5.6 Select Preferred Direction	R+A	P+W	EIR, fiscal, and mobility impacts Finalize preferred direction based on comment from GPAC, City, and decision-	Preferred direction	June W4 2020	W3 2020																
5.7 Analysis of Preferred Direction	R+A	P+W	makers Run analysis of preferred direction	Preferred direction memorandum	Draft by July W2 2020	City comments by July W4 2020																
5.8 Growth Projections	R+A		Develop detailed growth projections with parcel and/or TAZ level allocation by land use type	Growth projections memorandum	Draft by July W2 2020	City comments by July W4 2020																

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Culver City General Plan Update Tasks	Lead					City Action	Status			2020		2021		2022				
		Support	Key Work Elements	Deliverable / Outcome	Due Date			August W1 W2 W3 W4 W5	September		October W3 W4 W	Nov 1	Dec Q1	Q2 Q3	Q4 Q1	Q2 Q3	Q4 Q	1 Q2 Q3
ask 6: Citywide Policy Frameworks + Technical Analys	is														_			
ask 6.1 - 6.15 All Framweworks	All		Develop policy framework	Draft and final memorandum outlining a	Draft by August W3 2020													
Fask 7: Plan Development				policy framework for this topic		September W3 2020												
7.1 Plan Outline	R+A		Prepare detailed outline and confirm	General Plan outline	Draft by October 2020					T								
			language used for goals and policies															
7.2 Plan Layout + Design	R+A		Prepare an updated layout and design for the General Plan document in InDesign	General Plan sample layout/design in InDesign	Draft by October 2020													
7.3 Admin Draft General Plan	R+A		Prepare Admin Draft General Plan and policy consistency analysis	Admin Draft General Plan and policy consistency analysis (matrix)	Draft by February 2021			-										
7.4 2nd Admin Draft General Plan	R+A	P+W, ESA	Revise Admin Draft General Plan based on City comments.	Second Admin Draft General Plan	Draft by April 2021									_				
7.5 Screencheck Draft General Plan	R+A		Revise Second Admin Draft General Plan based on City comments.	Screencheck Draft General Plan	Draft by June 2021													
7.6 Public Draft General Plan	R+A	VTA	Revise Screencheck Draft General Plan.	Public Draft General Plan	Draft by August 2021													
Task 8: CEQA Compliance		_																
8.1 Project Description, Initial Study Package, Notice of Preparation	ESA		checklist, Notice of Preparation (NOP), Notice of Public Scoping Meeting,	Project Description, Initial Study checklist, NOP, Notice of Public Scoping Meeting	November 2020	comments												
8.2 Public Scoping Meeting	ESA		Prepare for and attend Public Scoping Meeting	Materials for and summary of Public Scoping Meeting	Meeting September 2020	Logistics support												
8.3 First Administrative Draft EIR	ESA	R+A	Develop Administrative Draft EIR in accordance with CEQA and distribute to the City for review.	Administrative Draft EIR	Draft by May 2021													
8.4 Second Administrative Draft EIR	ESA		Revise Admin Draft EIR based on City comments	Second Administrative Draft EIR	Draft by June 2021													
8.5 Proofcheck Draft EIR	ESA		Revise Second Admin Draft EIR based on City comments	Proofcheck Draft EIR	Draft by July 2021													
8.6 Public Review Draft EIR	ESA		Prepare public Draft EIR, Notice of Completion & Notice of Availability, & distribute to the appropriate agencies and organizations	Public Draft EIR, NOA, NOC, response to comments	By August 2021													
8.7 Final EIR	ESA			Admin and Final EIR, response to comments, NOD, MMRP	Q2 2022	City comments											'	
Task 9: Public Review and Adoption																		
9.1 Online Comment Form	R+A		Prepare an online comment form	Online comment form	Draft by August 2021									_				
9.2 City Council and/or Planning Commission, + Other Updates and Study Sessions	R+A	P+W, HR&A, N\N, ESA, VTA, CPG	Council, Planning Commission, and other	Materials for 10 City Council meetings, 5 Planning Commission meetings, 5 meetings with other boards and commissions		Logistics support	City Council visioning meeting September 3, study sessions with PC, CC, and other boards in February/March 2020	,										
9.3 Comments Matrix / Track-Changed Public Draft General Plan	R+A		Create comments matrix to track all the comments received on the GP. Draft how comment each will be addressed in the final GP		Draft by November 2021		,	_						•				
9.4 City Council + Planning Commission Hearings (2)	R+A	P+W, ESA, VTA	Prepare for and attend City Council and Planning Commission hearings.	Planning Commission (2) and City Council (2) hearings	Starting in September 2021													
9.5 Final General Plan	R+A	VTA	Revise Public Draft General Plan based on final comments during the hearing process, transfer files and materials to City.		Q2 2022													
Task 10: Plan Implementation																		
10.1 e-Plan	R+A		Prepare an interactive e-plan	E-plan	Q2 2022					T								
10.2 Zoning Code Assessment Memo and Summary Matrix	R+A		Evaluate the extent to which the proposed GP is in conformance with existing zoning codes. Identify potential regulatory mechanisms to implement the General Plan.	Zoning Code Assessment Memo, draft				1										
10.3 Detailed Implementation Strategy Plan	R+A	HR&A, N\N, ESA, SDE	Prepare an implementation strategy plan containing steps, strategies, costs, partners, timeframes, and responsible departments	Plan				-										
10.4 General Plan Evaluation Plan	R+A			Draft and final General Plan Evaluation Plan	Q1 2022													

Culver City General Plan Update									201	19	2020	2021	2022	
Tasks	Lead	Support	Key Work Elements	Deliverable / Outcome	Due Date	City Action	Status	August W1 W2 W3 W4 W5	September	October W1 W2 W3 W4 W5	Nov Dec	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4
Task 11: Project Management and Team Coordination														
11.1 Team Working Meetings	R+A	P+W, HR&A, N\N, ESA, SDE	Schedule in-person meetings with staff to discuss the status of the project and coordinate on project activities	Agendas, materials, and notes for 4 team working meetings	January 2020, May 2020, September 2020 (two days)		Not started							
11.2 Status/Management Meetings	R+A	P+W, N\N	Schedule monthly or bi-monthly in-person meetings with staff to discuss the status of the project and coordinate on project activities		Ongoing		Schedule meeting			Ongoin	7			,
11.3 Bi-Weekly Check-in Calls	R+A	P+W, HR&A, N\N, ESA, CPG	Coordinate regularly with City staff and team	Bi-weekly check-in call	Ongoing		Establish regular day/time			Ongoin	9			
Project Team Work Period City Staff Review Period Meeting or Workshop														

Raimi + Associates Team July 31, 2019