

## Siting Document Outline

Draft - July 21, 2015

1. Background
2. When to use the siting process
3. How to use the siting process
  - a. Adapting the process to different situations
    - i. Determining a site for known facility need(s) (siting)
    - ii. Determining the best use(s) for a known public site (use determination)
4. Identifying and prioritizing facility needs (separate process)
5. Siting principles
  - a. Be as transparent as possible: share information broadly and communicate regularly
  - b. Time and funding are limited: undertake siting processes in a timely and cost-conscious manner
  - c. Use resources efficiently: explore multiple-use facilities and designs that could be adaptable over time
  - d. Balance County-wide and local needs
  - e. Guide discussions and decisions with established plans, policies and goals
  - f. Distribute facilities equitably across the County
6. Community's role in siting process
7. Siting Process Phase 1: Scope primary use and process
  - a. Steps
    - i. Demonstrate and communicate need for primary use
    - ii. Identify civic engagement process
    - iii. Determine use/site requirements
    - iv. Determine and prioritize siting considerations
    - v. Develop evaluation framework
      1. Determines how requirements and considerations will be evaluated and who will evaluate
      2. Higher level of evaluation for Phase 2; more detailed level of evaluation for Phase 3
      3. Timeline for each phase and final decision
    - vi. Consider potential secondary uses and partnership opportunities
    - vii. Outline project schedule and budget
  - b. Outcomes
    - i. Common understanding of primary use, facility scope
    - ii. Use/site requirements and considerations
    - iii. Evaluation framework
    - iv. Potential secondary uses and partnership opportunities
    - v. Community engagement process and communications plan
  - c. Status report to decision-makers
  - d. Adapting Phase 1 to Use Determination Process

8. Siting Process Phase 2: Identify potential sites
  - a. Steps
    - i. List potential sites
    - ii. Use evaluation framework to analyze sites - high level of detail
    - iii. Explore feasibility of secondary uses and partnerships
    - iv. Refine list of sites to 2-3 for further evaluation
  - b. Outcomes
    - i. List of all sites considered, including those eliminated
    - ii. List of 2-3 sites for evaluation
    - iii. Analysis report for secondary uses and partnership opportunities
  - c. Status report to decision-makers
  - d. Adapting Phase 2 to Use Determination Process
  
9. Siting Process Phase 3: Evaluate short list of sites
  - a. Steps
    - i. Use evaluation framework to analyze sites - more detail including on existing uses
    - ii. Develop design studies/analyses for 2-3 sites (transportation, public spaces, etc.)
    - iii. Analyze impacts and costs/benefits – more detail on categories (e.g. economic, diversity, etc.)
    - iv. Develop rough cost estimates
    - v. Refine and analyze potential secondary uses and partnerships
    - vi. Engage community prior to recommendations
  - b. Outcomes
    - i. Analysis report for 2-3 sites
    - ii. Community review of analysis
    - iii. Recommendation for preferred site
    - iv. Recommendation for any secondary uses and/or partnerships
  - c. Status report to decision-makers
  - d. Adapting Phase 3 to Use Determination Process
  
10. Siting Process Phase 4: County/School Board decision
  - a. Steps
    - i. Consider recommendations and act
    - ii. Initiate development review process
  - b. Outcomes
    - i. Approach for site and use(s)
    - ii. Guidance to PFRC and/or BLPC