

I. Project Initiation

A. Establish Project Steering Committee.

1. Purpose. To ensure delivery of a product that meets the needs of the community, a project steering committee was created. The Steering Committee will meet on a regular basis for the duration of the project. The consultant team will organize the meetings, present status reports, and submit key decisions to the Committee. This committee's responsibilities will include:
 - a. Serving as the Parish's representative and direct liaison between the consultant team and the Parish;
 - b. Serve as the primary point of contact in all matters concerning project administration;
 - c. Review work products;
 - d. Make key decisions in concert with the consultant; and
 - e. Appoint the initial focus group coordinators.
2. Composition. The Steering Committee should represent a cross section of the community. The Steering Committee includes:
 - a. Elected Officials;
 - b. Parish Staff;
 - c. Planning Commission Members; and
 - d. Other Interested Parties

B. Project Kick-off Meeting

1. Purpose. Following the organization of the Steering Committee and the conduct of its first meeting, the Steering Committee and the TBS team will organize a "Project Kick Off" meeting. The primary purpose of this meeting will be to provide the proper forum in which the general public can be informed of the particulars of the project and is allowed the opportunity to submit their comments, concerns, and questions for consideration and response. The meeting format will include:
 - a. Presentation of an overview of the project detailing:
 - The members of the consultant team;
 - The administrative mechanisms that will manage the project (Steering Committee, the Planning Commission, and the Parish Council);
 - The separate phases of the project;
 - The expected schedule to complete each of the phases; and
 - The opportunities for public involvement.
 - b. A description of the proposed work elements to be addressed by the consultant team in the completion of the Plan. A work element is a certain parishwide area of concern or interest for which a strategic plan will be developed. Examples include land use, infrastructure, or public facilities.

- A forum for the public to comment on those work elements and to add or delete additional issues as necessary.
 - An opportunity for the public to sign up for the focus groups that will work on the various work elements. These focus groups will serve as the assembly by which the planning team will solicit input on each element of the plan.
2. Location. This meeting should be held in a central location (e.g. Civic Center) and be publicized extensively.

C. Orientation of Focus Groups

1. Purpose. Closely following the “Kick-Off” Meeting, the TBS Team will conduct an orientation for each of the Focus Groups. The orientation of the various focus groups will be staggered throughout a single day, with each focus group meeting separately. The purpose of the orientation will be to:
 - a. Finalize the definition of the topical area covered by each plan element, and to ensure that all the stakeholders interested in this particular subject are notified and involved;
 - b. Determine goals to be achieved;
 - c. Determine the specific data needs for each focus group; and
 - d. Determine the mechanisms for coordinating review and input from other focus groups as each plan element is undertaken. The focus groups must understand the project purpose, schedule, and steps required for completion. It is the TBS team’s responsibility to ensure members of the various focus groups understand their role, and that the ultimate goal of the project is a comprehensive plan.

D. Parish Inventory and Projection

1. Purpose. Detailed, comprehensive data will be a necessary tool in this project. The focus groups’ work will be based on the available data regarding historical and projected conditions in the Parish. The planning team will begin compiling this basic information regarding Terrebonne Parish into a Parish Profile. This profile will depict the Parish’s current status, and will include an analysis of the trends which will influence our future as a community. This information will be used in the work of the focus groups throughout the project. At a minimum, this data will include:
 - a. Socioeconomic inventory, including
 - The development history of the Parish;
 - Population Trends
 - b. Physical Inventory, including
 - Ground Transportation
 - Roadways
 - Mass Transit

- Rail Transportation
- Downtown Parking
- Aviation (Houma Terrebonne Regional Airport)
- Drainage
 - Terrebonne Levee and Conservation District (north and South Committee)
 - Terrebonne Parish Drainage Plan
- Utilities Electricity
 - Water
 - Sewerage
 - Cable Service/Telecommunications
- Existing Land Use
 - Residential
 - Commercial
 - Industrial
 - Agriculture
 - Recreation
 - Marsh/Vacant
 - Schools
- Housing
- Restoration and Preservation Efforts (e.g. the Coast 2050 Plan)

In addition, the team will utilize, to the maximum extent practical, all other pertinent and relevant master plans. Such plans include the parish transportation master plan, the drainage master plan, any other utility master plans, and any other relevant reports. The consultants will also include regional, statewide, and national data as needed.

II. Work Elements

A. Introduction

Following the project initiation phase, the focus groups will begin work on the various elements of the plan. This focus group work is where the plan is written. The focus group members, with support and counsel from the consultants and the Steering Committee, will develop strategies and make recommendations to achieve the previously identified goals. The focus groups will use the historical data and projected trends from the Parish Profile as the basis for their work. The focus groups will meet as often as necessary to develop the strategies for their particular area of interest.

For the purposes of scheduling and budgeting, the project team has assumed that each focus group will have 6 meetings during the project. All focus groups will meet on the same day, and the group meetings will be staggered throughout the day to allow for the greatest public involvement.

Each focus group will basically follow a four (4) step process:

1. **Data Collection and Inventory.** This step is a more selective use of the data collected in the parishwide inventory. The focus groups will probably need the data collected in the parishwide inventory, as well as additional, refined data for their work.
2. **Focus Group Meetings.** Through the deliberations of the various focus groups, information and input received will serve as the foundation upon which the plan will be written. The focus groups will meet as often as necessary to complete the plan. Focus group meetings will be held at locations and times to facilitate maximum public involvement. During these meetings, the focus group coordinator (with the consultant) will solicit public input, document concerns, and facilitate consensus towards plan recommendations.
3. **Report Development.** The report will be written by the consultants based on the consensus reached at the focus group meetings. The focus group reports will contain the following:
 - a. **Element Definition and Purpose.** This section will provide a definition of the topical area covered by each plan element and a statement of the purpose for including the element in the Plan.
 - b. **Element Vision Statement.** The vision statements for each plan element, as drafted by the citizen participants in each focus group, will specify the overall goals to be achieved for each plan element and reflect the general consensus of each focus group.
 - c. **Element Action Plan.** The action plan for each element will reflect the consensus of its focus group. The action plan(s) will be the result of a collaboration between the focus groups and the planning team and contain an analysis of the support data collected; an identification of strengths, weaknesses, opportunities, and threats related to that element (SWOT's analysis); the goals to be attained; and the strategies to be implemented in attainment of the stated goals.
4. **Adoption and Implementation.** As each focus group completes its work, the vision, goals, and strategies for that particular work element will be forwarded to the Steering Committee for review and approval. Once approved, the Steering Committee will forward the recommendations to the Planning Commission, Parish Administration, and Parish Council for approval and implementation.

B. Work Elements

1. The elements are certain parishwide issues that require long range planning consideration. The TBS team has identified 8 potential plan elements. This list will be enlarged or reduced based on public comments during the project.
 - a. **Terrebonne Parish Goals and Vision Statement.** The Steering Committee will develop a list of parishwide goals and an overarching vision statement. The

Steering Committee will base these goals and the vision statement on the goals and vision statements of all the focus groups.

- b. Land Use
- c. Infrastructure. Drainage and Hurricane Protection; Transportation (Roads, Waterways, Railroads); Utilities (Electricity, Sewerage, Water, Gas, Telecommunications);
- d. Public Facilities. Schools; Hospitals; Parks;
- e. Environment. Coastal Zone and Wetlands; Wildlife Refuges;
- f. Economic Development.
- g. Essential Community Design. Aesthetic Issues such as Building Façades Requirements, Landscaping, Signs;
- h. Housing

C. Preparation of Draft Report

- 1. Following the work of the Focus Groups, the TBS team will compile the goals, vision, and strategies from the focus groups with the inventory and projection data into a draft report. This draft report will be distributed to the Steering Committee and used in the Community Meetings which follow.

D. Community Meetings

- 1. The TBS team will then engage the public through a series of community meetings. These meetings are vehicles through which members of the public who have not had the opportunity to take part in the process to this point are offered the opportunity to comment on the plan. These meetings will be held in geographically diverse areas of the parish. The locations include:

East Houma
West Houma
Bayou Blue
Gray
Gibson
Dularge
Dulac
Chauvin
Montegut

III. Preparation of Final Report

- A. Following presentation and approval of the draft report, the TBS team will provide a final report to the Steering Committee, Planning Commission, and Parish Council. This report will also include an executive summary of the entire report.