



Downtown Revitalization Initiative

Roles & Responsibilities

The State is investing \$10 million in each of ten communities identified by the Regional Economic Development Councils (REDC) to facilitate their transformation into vibrant communities where tomorrow's workforce will want to live, work and raise families.

In each community, the Downtown Revitalization Initiative (DRI) will be led by a Local Planning Committee (LPC), which will be supported by a Consulting Team provided by the State with the assistance of State Planners.

This document describes the role of participants in the development of a DRI Strategic Investment Plan.

LOCAL PLANNING COMMITTEE

The Local Planning Committee will work with the Consulting Team, State Planners, and key municipal representatives to:

- Create a profile of the downtown.
- Establish a vision for revitalizing downtown that builds on previous work and considers fundamental goals established by the DRI program.
- Develop strategies and identify methods to achieve the downtown vision.
- Identify projects key to overall downtown revitalization.
- Engage the public in the planning process.
- Complete a final DRI Strategic Investment Plan.

LPC members will attend a variety of meetings at which they will be asked to brainstorm ideas, provide direction to consultants, review planning products, and prioritize actions.

The LPC may form work groups to provide an opportunity for some members to dig deeper into an issue, sometimes with the help of non-committee members, such as local business persons, labor specialists, academic experts, and neighborhood activists. Work groups provide an opportunity for brainstorming, for building a sense of community spirit and buy-in of the plan, and allow for better

time management at LPC meetings. Work groups could be developed around any topic, such as developing a public engagement strategy, business development, identification of projects and actions, and implementation of the plan.

LPC members will weigh in on various components of the plan, such as the identification and recommendation of key projects. They will also be asked to agree to a Code of Conduct as a reminder that they must always act in the public interest in their role as Local Planning Committee members.

CONSULTANT TEAM

The Consultant Team (Consultants) will work with the Co-Chairs and State Planners to prepare for and staff LPC meetings and public outreach events. Consultants will handle meeting logistics and meeting presentations. At the Local Planning Committee meetings, the Consultant will ask LPC members for their ideas and guidance at each step of the planning process.

Research and studies will be conducted by the Consultants within the scope of the work plan. Consultants will work with the LPC and State Planners to prepare program documents, such as the downtown profile and assessment; the downtown vision; revitalization strategies to achieve the vision; the DRI Strategic Investment Plan; and fulfil other tasks in their scope of work.

Consultants will prepare a public engagement strategy, and confer with the LPC about input received from the public – at engagement events, meetings, and online – and how that input can be used.

Consultants will assist the LPC in identifying key projects for implementation using DRI funding, and prepare detailed profiles of the projects and analyses that demonstrates the feasibility and potential impact of projects. Performance indicators (metrics) and a monitoring framework will also be prepared by the Consultants to track progress.

STATE PLANNERS

A planner from the Department of State (DOS) and Homes and Community Renewal (HCR) will be assigned to each Local Planning Committee. The DOS planner, with assistance from the HCR planner, will manage the Consulting Team assigned to the LP, and assist the Consultants and LPC in meeting preparation, as well as preparation and review of DRI documents. When needed, the State Planners will facilitate assistance from other State agencies.