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Types of Documents

- Academic
- Technical
 - Master Plans
 - Guidelines
 - Strategic Plans
 - Corridor Plans
- Visioning
- Marketing

SOUTH TAHOE MIDDLE SCHOOL CONNECTIVITY PLAN

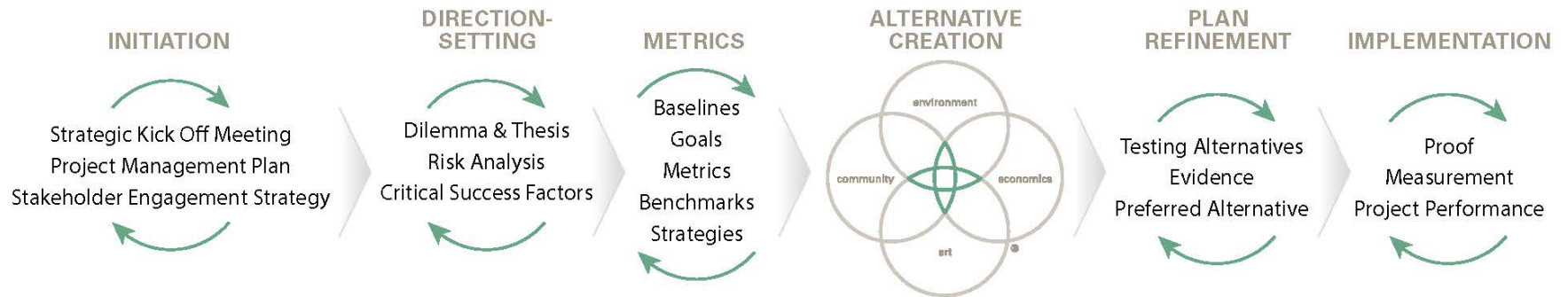
LAKE TAHOE UNIFIED SCHOOL DISTRICT
OCTOBER 2015



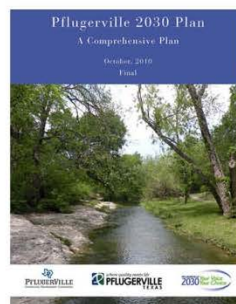
FUNDED BY AN ON OUR WAY GRANT FROM
THE TAHOE REGIONAL PLANNING AGENCY

Producing Guidelines and Plans

DW Legacy Design® Process



Post Mortem Financial Analysis 2010-2013



COMMUNITY PLAN



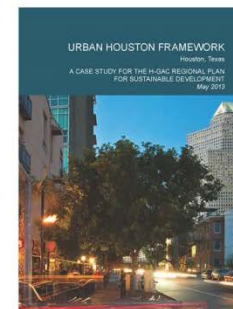
CORRIDOR PLAN



DESIGN GUIDELINES



PARKS + RECREATION



URBAN DESIGN

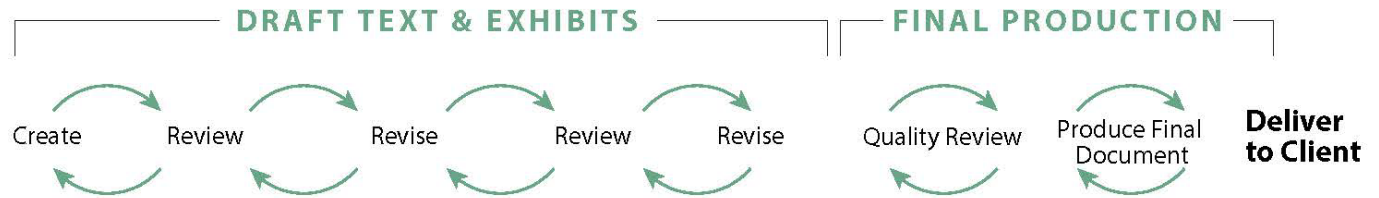
AVERAGES	COMMUNITY PLAN	CORRIDOR PLAN	DESIGN GUIDELINES	PARKS + RECREATION	URBAN DESIGN
pages	128	192	482	130	163
cost per page	\$2,156	\$1,984	\$1,036	\$5,841	\$1,683
internal review cycles	9	8	5	9	4
external review cycles	6	6	5	9	2
duration (months)	19	16	10	26	8
metrics	6	24	0	29	11
diagrams	14	55	68	49	36
renderings	5	28	61	16	3

Analysis Capture



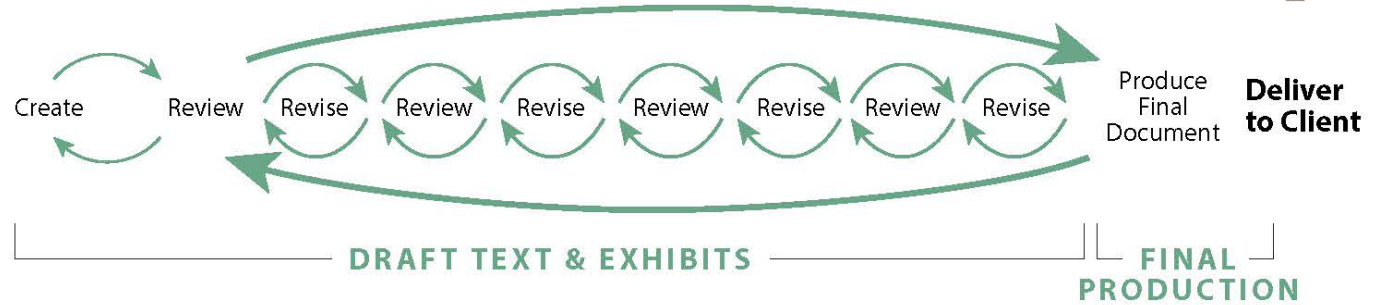
DO

Develop TOC,
 Determine Exhibits



DON'T

Develop TOC,
 Determine Exhibits



DESIGNWORKSHOP DW Standards and Best Practices:
Project Books 1.0
September 2014

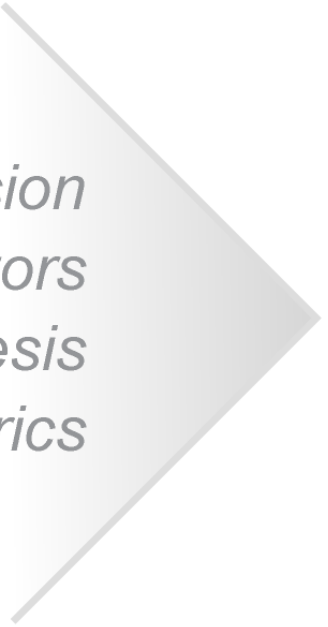


Document Production Process



Scoping the Document

- Budget & Schedule
- Main Deliverables
- Roles & Responsibilities
- Comparable Projects
- Review Cycles
- Decision Makers
- Specific Exclusions



Client Vision
Critical Success Factors
Dilemma & Thesis
Selected Metrics

Tips for Identifying Scope

- Identify available fees and expected budget
- Determine if there is a “model” or a comparable project
- Identify the main deliverables
- Identify the general schedule
- Ask questions about other project processes and deliverables
- Define items that are not in the scope
- Identify roles and responsibilities
- Understand if the final document should be basic, tailored or custom
- Develop a phased scope
- Identify how public comments will be addressed
- Capture lessons learned from each project

Document Planning

Document Production Process



Step 1: Create a Table of Contents in Microsoft Word

Table of Contents: The Park at the Horse Farm

Program: *Program Planning and Design*

1. Introduction

 a. Executive Summary

 i. Image: Site Images CL

 ii. Diagram/Renderings: Base Site Map CL

 iii. Text: EC

 b. The Horse Farm Today

 i. Image: Farmers Market, Master Gardeners, Existing Site Conditions, Previous Plans MM

 ii. Diagrams

 iii. Text: MM

 c. History

 i. Image: Historical Site Imagery Ray Grassieur

 ii. Diagrams: Plans

 iii. Text: Ray Grassieur

 d. Dilemma and Thesis/Goals

 i. Text from PMF (CW)

 ii. Image: Logo Ring MM

 e. Short Term Priorities

 i. Image: Process Diagram from Interview (CL)

 ii. Text: CW

2. Site Analysis

 a. Images:

 i. Diagram of each metric (hydrology, tree canopy), graph of existing condition and target metric, text, precedent baseline info CL/CW/MM Master, Fontanet, Grassieur

 ii. Photos (Color) CL

 iii. Regional Program Diagram TBD Dayton did this diagram

 iv. Regional Circulation Diagram TBD

 b. Text: CL/CW/MM

 c. Previous Case Study Page: CL/CW/MM

3. Stakeholder Engagement Process

 a. Community Workshops 1, 2, 3

 i. Methodology: How many people attended, what we did

 1. Image: Photo Material Pictures of Workshop CW

 2. Text: Franston

 ii. Summary

 1. Image: Key Findings Images LG

 2. Text: CW, MM

 iii. Takeaway/Outcomes

Step 2: Layout the Table of Contents on each page by Chapter, Heading and Subheading



Step 3: Generate a Table of Contents in InDesign from the page layout and Paragraph Styles settings.

TABLE OF CONTENTS

INTRODUCTION 1

Executive Summary 2

The Horse Farm Today 4

Project Overview, Thesis and Goals 6

Short Term Priorities 7

SITE ANALYSIS 9

History 10

Hydrology 10

Tree Canopy 10

Case Study 11

Regional Programming and Circulation 12

Case Study 13

STAKEHOLDER ENGAGEMENT PROCESS 15

Community Workshops 15-17

Workshop 1 16

Workshop 2 16

Workshop 3 16

Summary 18

Takeaway/Outcomes 19

RECOMMENDATIONS 21

Overall Recommendations 22

Horse Farm Recommendations 22-24

Programming 23

Circulation 24

Hydrology 25-27

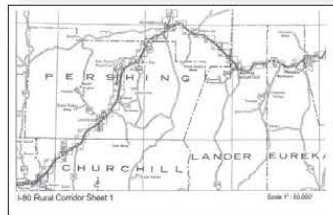
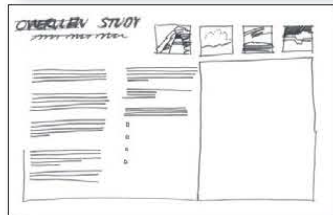
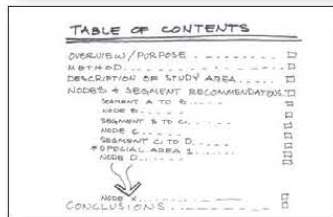
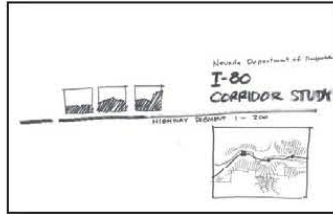
Planting 27

Cost 28

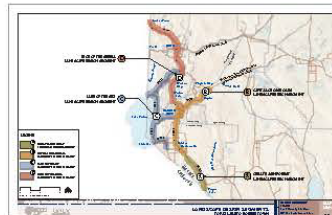
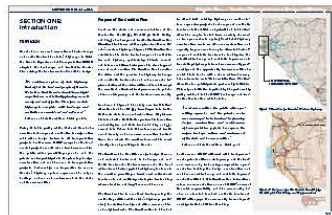
Phases 27

Figure 6: The example illustrates how to transfer the Table of Contents created in Word into an InDesign layout by page and then automatically generate a Table of Contents in InDesign.

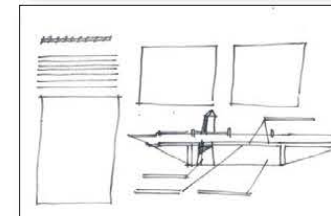
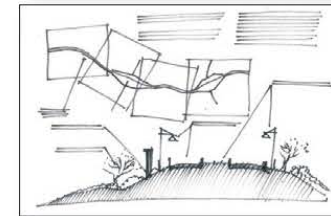
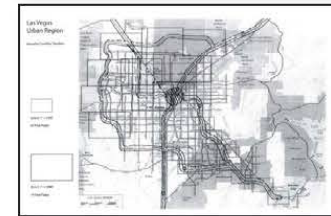
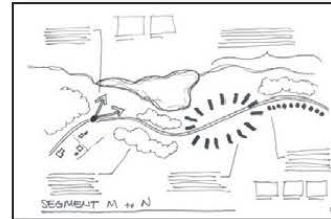
Storyboard



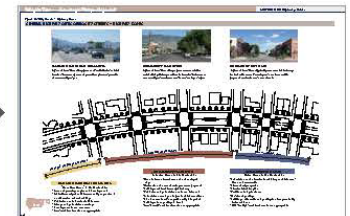
Final Project Book



Storyboard



Final Project Book



H-GAC Sustainability Case Study: Urban Houston Framework



Style Guide

Purpose: This serves as clarification to the clients and team members as to the style that all documents will be written.

Official Style Guide:

The Associated Press Stylebook and Briefing on Media Law 2011.

Additional style clarity:

Punctuation of Bulleted Lists:

1. **In the case where bullets complete a sentence**, bullets are really just acting as a graphic convention for breaking down long sentences. In a strictly technical document, bullets would just be avoided and the text would be written (and punctuated) as a sentence. In the type of documents we write (user-friendly...made for public consumption), it helps to break up long sentences with bullets thereby giving a hierarchy to the text. In this instance, they should be punctuated in the same manner as the sentence would have been with consistent use of a comma (or semi colon) after each phrase and a period after the last.
2. **In the case where bullets are not completing a sentence**, bullets are really just providing information or a menu. An example would be a table of contents or a plant list. If the menu is just a collection of phrases (not complete sentences) like a table of contents, we would not punctuate.
3. **In the case where bullets contain one or more complete sentences** (such as this bulleted list), punctuate completely.

Captions:

1. Always a complete sentence
2. Include source information
3. Preferably include the location (and date) the photo was taken

Figures (title for maps, title for tables, etc.):

1. Typically a phrase: not a complete sentence
2. Capitalize all words (except "and," "or," "a," etc.)
3. Always include source information
4. Make sure that they include correct north arrows, scales and other graphic conventions as necessary
5. Bold and blue all figures, maps, and tables. Also, include their name unless you have on previous pages.

No page numbers for any of the tables, figures and maps in the text when used as a reference. By naming them, they can go to the list of figures and find it. (make sure we have a list of figures "City" vs. "city"):

- In the case where the word is referencing the organization acting as the city's government, the word "city" should always be capitalized. (Example: The City has several economic development programs in place.)

H-GAC Sustainability Case Study: Urban Houston Framework



- In the case where the word is referencing the geographic area of the city, the word "city" should never be capitalized. (Example: The creeks in the city provide an opportunity for a connected greenbelt.)
- In the case where the word "city" is part of the official name of place, it is always capitalized. (Example: New York City has several significant park spaces that contribute to the quality of life of residents.)

Commas

1. Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series (The flag is red, white and blue. He would nominate Tom, Dick or Harry).
2. Put a comma before the concluding conjunction in a series, however, if an integral element of the series requires a conjunction (I had orange juice, toast, and ham and eggs for breakfast.)
3. Use a comma also before the concluding conjunction in a complex series of phrases (The main points to consider are whether the athletes are skillful enough to compete, whether they have the stamina to endure the training, and whether they have the proper mental attitude.)

Additional style clarity:

Capitalization

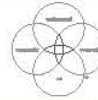
1. Governmental Bodies (including "state," "region," "department," "neighborhood," etc.)
 - Capitalize the full and proper names of governmental agencies, departments and offices. (Example: The Nebraska State Senate, the U.S. Department of State, etc.)
 - All words that are capitalized when part of a proper name should be lowercased when they do not refer to a specific, existing body or are, instead, referring to a geographic area. (Example: The town does not have a fire department. The bill requires city councils to provide matching funds.)
2. "City"
 - In the case where the word is referencing the organization acting as the city's government, the word "city" should always be capitalized. (Example: The City has several economic development programs in place.)
 - In the case where the word is referencing the geographic area of the city, the word "city" should never be capitalized. (Example: The creeks in the city provide an opportunity for a connected greenbelt.)
 - In the case where the word "city" is part of the official name of place, it is always capitalized. (Example: New York City has several significant park spaces that contribute to the quality of life of residents.)
3. "Park," "Corridor," "Greenway," "Community," etc.
 - Capitalize when part of a full and proper name or when used in reference to a full or proper name. (Example: The Lafitte Greenway, the Greenway, Central Park)
 - All words that are capitalized when part of a proper name should be lowercased when they do not refer to a specific, existing body. (The town is divided into seven neighborhoods. Each has two parks.)

Street Names

1. Always use an abbreviation for north "N." or "S."
2. Always spell out entire street name including words such as Avenue, Street, Boulevard.

Commas

Project Example: Central Wimberley Master Plan



Attachment B: Document Standards for Central Wimberley Master Plan

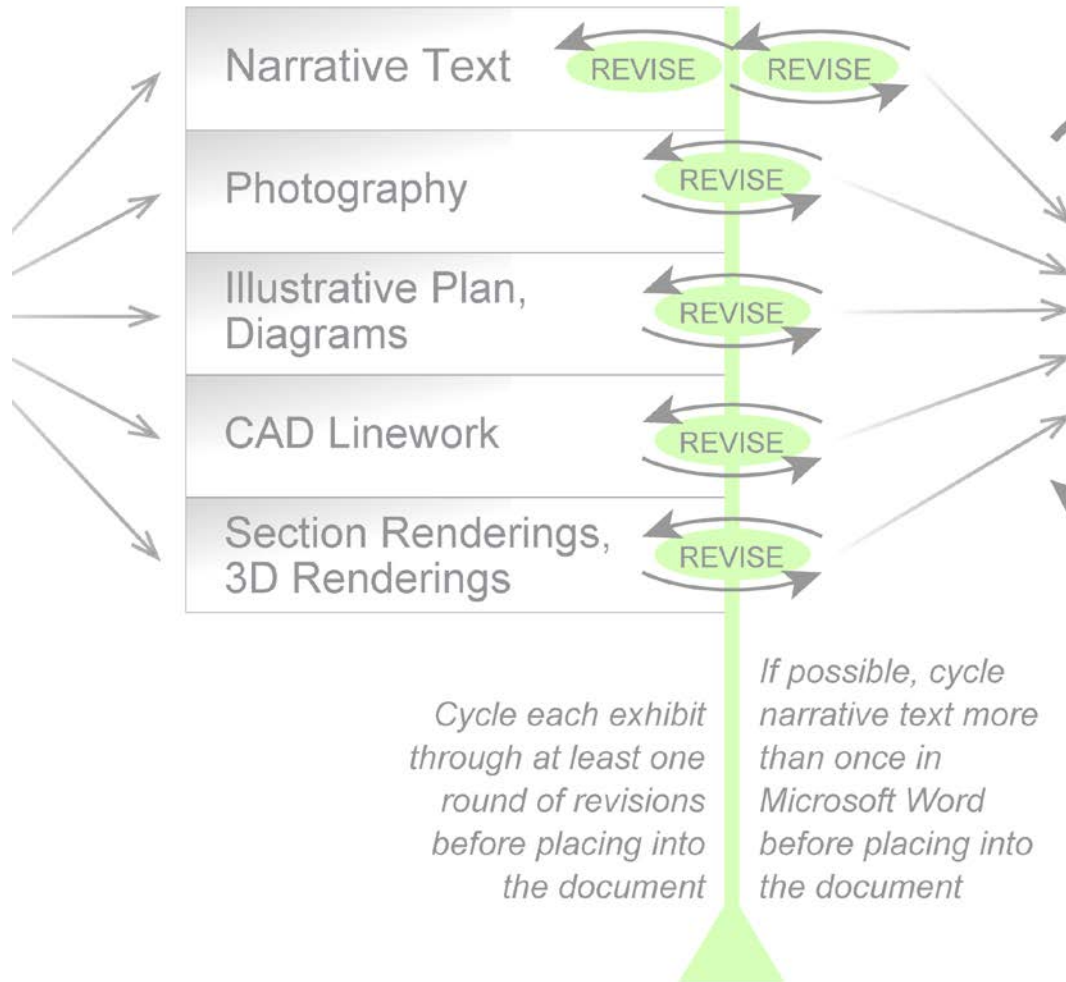
Document Standards for the Central Wimberley Master Plan will be reviewed and approved during Client Kick-Off. According to the contract, revisions to these Standards may at the discretion of DW require an amendment to the contract.

Document Content		File Management			
Table of Contents 1) Project Background a) Development history b) Demographic trends c) Economic trends d) Pertinent local and state plans 2) Existing Conditions a) Market Assessment i) Future Demand by Land Use (1) Retail (2) Restaurant (3) Residential (4) Office (5) Entertainment (6) Civic b) Physical Assessment i) Land Use and Development Patterns ii) Thoroughfare and Pedestrian Linkages iii) Accessibility iv) Streetscape and Parking v) Infrastructure c) Financial Assessment i) Funding Mechanisms ii) Public/private Partnerships 3) Vision for Central Wimberley a) Community Engagement i) Overview of Outreach b) Master Plan Alternatives (1) Alternative 1 (2) Alternative 2 (3) Alternative 3 4) Recommendations a) Preferred Master Plan Alternative b) Implementation Matrix	ACKNOWLEDGED BY CLIENT: Initials: _____ Date: _____	Layout 8.5x11, color Up to 30-60 pages in length Plastic spiral coil bound Full bleed front and rear covers Up to 1 inch margined interior pages	ACKNOWLEDGED BY CLIENT: Initials: _____ Date: _____		
		Software Visual Renderings: Adobe Creative Suite 6 Master Plan Document: Adobe Creative Suite 6 Presentations, Memos and Meeting Records: Microsoft Office Existing Conditions Analysis: ESRI ArcGIS			
		Content Creation		Narrative Text Stakeholder Engagement Strategy Project Goals and Background for Website Baseline Assessment Memorandum (not to exceed 5-10 pages) Market Assessment Memorandum (not to exceed 5-10 pages) Physical Assessment Memorandum Matrix of Alternative Funding Mechanisms Master Plan Document (not to exceed 30-60 pages)	ACKNOWLEDGED BY CLIENT: Initials: _____ Date: _____
		Visuals Existing Conditions Photographs Regional Overview Exhibit (1) Project Boundary Exhibit (1) Existing Conditions Charts/Graphs/Exhibits (up to 5) Development Opportunity Map (1) Vision Charrette Presentation (1) Hand Drawn Master Plan Alternatives (up to 3) Refined Digital Master Plan (1) Photographs of Vision Charrette Final Document Presentation (1)	ACKNOWLEDGED BY CLIENT: Initials: _____ Date: _____		
Draft Production		Review and editing cycles Up to three (3) Client review/editing (cycles) Ten (10) days after receipt of draft to request revisions DW to provide Client a Comment Log Client responsible for compiling City comments DW responsible for compiling public comments	ACKNOWLEDGED BY CLIENT: Initials: _____ Date: _____		
		Printing and Delivery Draft document: PDF format Final document: PDF format	ACKNOWLEDGED BY CLIENT: Initials: _____ Date: _____		

Best Practices

- ❑ Determine whether the document is academic, technical, visioning or marketing in nature
- ❑ Determine the audience
- ❑ Confirm if the document is to be adopted by City Council or another governing body
- ❑ Determine content
- ❑ Consider what graphics will be stock versus custom
- ❑ Assign who will be creating the content (graphics, text, project book formatting)
- ❑ Create a production schedule
- ❑ Determine how subsequent copies are to be printed and by whom
- ❑ Confirm if the document will be available for digital download
- ❑ Review and confirm all aspects of production during the SKO

FILE SETUP & MANAGEMENT CONTENT CREATION & COLLECTION



Unparalleled popularity, unprecedented collaboration

SR 28, a two-lane, mountainside road, is the only access route for over one million recreating visitors and 2.6 million vehicles per year. The plan establishes coordinated solutions that provide adequate access with fewer cars and improved user experience.



2.6

million+ vehicles
 impact Tahoe's longest undeveloped
 shoreline

1+

million users
 visit the beaches and trails, and recreation sites
 are reaching their capacity for maintaining high
 user satisfaction

SR 28 Corridor Management Plan



Tahoe Transportation District

Carl Hasty
 Carl Hasty, District Manager



Federal Highway Administration

Sue Klekar
 Sue Klekar, Division Administrator



Nevada Department of Transportation

Rudy Malfabon
 Rudy Malfabon, P.E., Director



Nevada Highway Patrol

Randy Jackson
 Sergeant Randy Jackson
 Incline Village/Lake Tahoe



Carson City Regional Transportation Commission

John McKenna
 John McKenna, Chair



County of Washoe

John Berkich
 John Berkich, Interim County Manager



Washoe Tribe of Nevada and California

Darrel Cruz
 Darrel Cruz, Washoe Cultural Resource
 Department-Director, Tribal Historic
 Preservation Officer



Tahoe Regional Planning Agency

Joanne Marchetta
 Joanne Marchetta, Executive Director

Tim Carlson
 Tim Carlson, Presidential Appointee



U.S. Forest Service

Nancy J. Gibson
 Nancy J. Gibson, Forest Supervisor
 Lake Tahoe Basin Management Unit



Nevada Division of State Parks

Dave Morrow
 Dave Morrow, Administrator



State of Nevada, Division of State Lands

James R. Lawrence
 James R. Lawrence, Administrator and
 State Land Registrar



County of Douglas

Steve Mokrisky
 Steve Mokrisky, County Manager

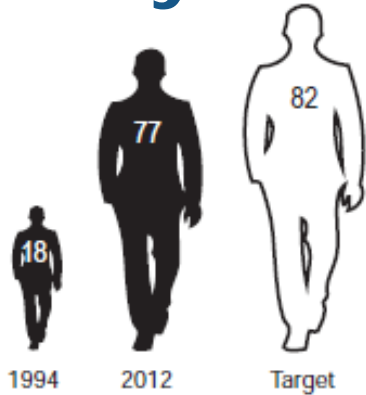


Incline Village General Improvement District

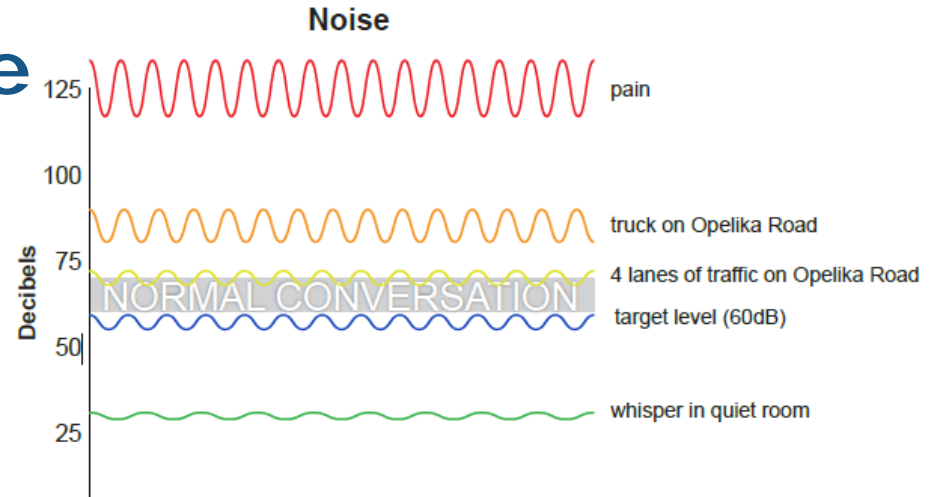
William B. Horn
 William B. Horn, General Manager



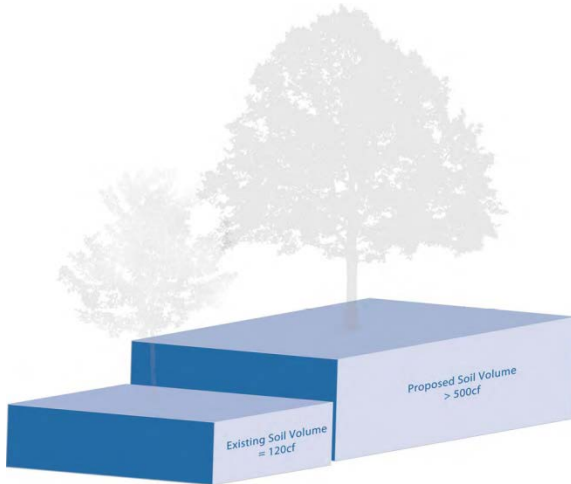
Analysis Capture



Walkability Score



People's Level of Annoyance based on Decibel Level



Progress Tracking and Assigned Roles

Purpose:

Section I: Overview (able to be pulled apart for marketing piece)		Feb. 16/23 & July 25/Aug. 1		
	Responsibility Lead (L) Assist (A) Review (R)	Existing Content Source	New Content Source & Plans being developed	Date to TTD/PDT
Introduction (A sense of why)		Feb. 16/23		
Background (what prompted the Management Plan)	<ul style="list-style-type: none"> • SG (L) • CH (A) • TTD(R) • PDT (R) 	• East Shore Access Plan 2001	• Coordinate with Carl	Feb. 16/23
Corridor Limits/Influence Areas (Rim to Water; organization into core areas (Crystal Bay, Incline Village, Scenic Designation Area)	<ul style="list-style-type: none"> • SG (L) • DK (A) • TTD (R) • PDT (R) 	<ul style="list-style-type: none"> • USFS management plan • Bikeway Feasibility Study Maps • Factoids 	<ul style="list-style-type: none"> • Map to be developed • NDSP Gen. 	Feb. 16/23
How/When to Use the Plan	<ul style="list-style-type: none"> • SG (L) • DK (A) • TTD (R) • PDT (R) 			
Purpose and Need	<ul style="list-style-type: none"> • KM (L) • SG (A) • TTD (R) • PDT (R) 			
Vision for the Corridor				
Vision Statement	<ul style="list-style-type: none"> • KM (L) • SG (A) • TTD (R) • PDT (R) 	• Current Draft		

Table of Contents Checklist

Purpose: *The intent of this checklist is to ensure understanding on initial and final drafts and to gain client buy-in for deliverable dates.*

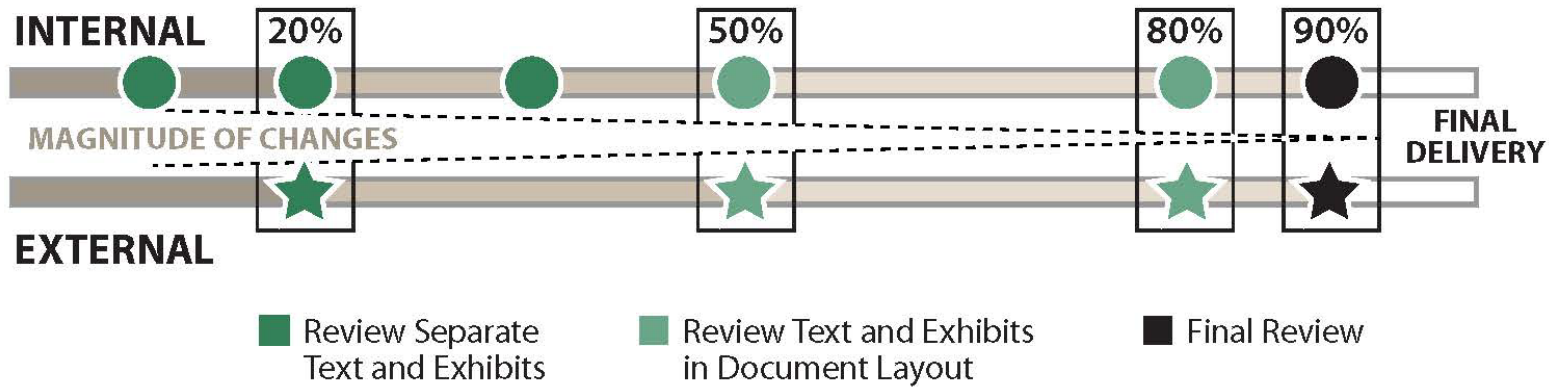
Chapter	Section	Staff-ready Draft	Team Member	Client-ready Draft	Final Draft
Executive Summary	N/A	To be produced by 12/14	SE	To be produced by 12/20	2/26
Purpose	Project Vision	To be produced by 11/15	SE	To be produced by 11/26	2/14
	Project Goals	To be produced by 11/15	SE	To be produced by 11/26	2/14
Process	Project Approach	To be produced by 11/15	JY	To be produced by 11/26	2/14
	Stakeholder Engagement	To be produced by 11/15	JY	To be produced by 11/26	2/14
Challenges and Opportunities	Context	To be produced by 12/14	SE	To be produced by 12/20	2/26
	Needs Assessment	To be produced by 12/14	SE	To be produced by 12/20	2/26
Recommendations	Transportation	To be produced by 3/12	LSC-GS	To be produced by 3/20	3/28
	Land Use	To be produced by 3/12	SE	To be produced by 3/20	3/28
	Market Analysis	To be produced by 3/12	RCLCO-MD	To be produced by 3/20	3/28
	Streetscape	To be produced by 3/12	AA	To be produced by 3/20	3/28
	Utilities	To be produced by 3/12		To be produced by 3/20	3/28

Best Practices: Analysis Capture

- ❑ Ensure ALL team members use the style guide
- ❑ Draft content as it is created
- ❑ Summaries should build content aligned with the TOC
- ❑ Document all metrics/research methodologies
- ❑ Synthesize and manage large quantities of information
- ❑ Establish a hierarchy to keep readers' attention
- ❑ Cite as you write
- ❑ Keep on track with a checklist: Harness the power of the checklist

Review and Editing

Review Cycles



Review and Editing

Describe the social/community impact of your design (< 150 words)*

A total of 7,419 participants were engaged in the comprehensive park planning effort. That is over 6% of the entire population of Lafayette. The key to success was meeting the community where they already are. In addition to 13 meetings and two online surveys, presentations were also made throughout the community to local clubs, associations and non-profits, encouraging citizens to take part in the process. Online and social media were all utilized to their fullest extent, and staff were present at the weekly **Farmers' and Artisans' Market** in order to spread the word about the **Horse Farm workshops** throughout Lafayette and the region. A team of community ambassadors were tasked with getting the word out about meetings, and organizing any additional outreach requested by churches, community groups, and other organizations around town. The passion and enthusiasm of this effort, as well as the direct incorporation of the feedback into the adopted plan, laid the groundwork for a more engaged community in future planning efforts.

Detail the problem that this design is meant to solve (< 75 words)*

Because this project was born from a grassroots effort to save a pristine area from commercial development, it was imperative, that every aspect was **led/steered through by public engagement**. From park programming through master planning, the team reached out to citizens of Lafayette in creative ways. Events were held at **the farmers-Farmers and Artisans Markets/Market at the Park**, churches, schools and community centers to collect ideas from a diverse audience and hands-on activities were used to actively engage citizens in park planning.

Purpose

The City of Wimberley retained Design Workshop and their subconsultants, Black and Barfield, Inc., to conduct a Vision Charrette and develop a Master Plan for Central Wimberley. The Central Wimberley Master Plan summarizes the master planning and community engagement effort from May 2013 to August 2014. The recommendations and outcomes of this plan will be implemented by the City of Wimberley, members of City Council and the Planning and Zoning Commission and other leaders who remain committed to building on existing assets and the unique character of the area to create a vibrant and enduring future for the community.

Study Area Location

Wimberley is a small, rural town located in the heart of Central Texas Hill Country (as seen in Figure 1: Wimberley Regional Map). Nestled in rolling hills halfway between San Antonio and Austin, the pastoral atmosphere and rural surroundings of Wimberley serve as a relaxing location for residents to live, work and play, as well as a destination for visitors from around the country and abroad.

The Central Wimberley Master Plan focuses on the **center-of-commerce and activity and includes land adjacent to Ranch Road 12, Old Kyle Road, and Ranch Road 3237 and roadways between the Cypress Creek and Blanco River (as seen in Figure 2: Study Area Map)**. This area contains many businesses, tourism-based retailers and recreational attractions, such as Blue Hole Regional Park and Cypress Creek Nature Trail Park.



Figure 1: Wimberley Regional Map

DRAFT

Review and Editing

Chicago Style Proofreaders' Marks

Operational Signs	Typographical Signs
Delete	<i>ital</i> Set in italic type
Close up; delete space	<i>rom</i> Set in roman type
Delete and close up (use only when deleting letters within a word)	<i>bf</i> Set in boldface type
<i>slet</i> Let it stand	<i>lc</i> Set in lowercase
# Make space between words equal;	<i>caps</i> Set in capital letters
<i>eq#</i> Make space between lines equal	<i>sc</i> Set in small caps
<i>hr#</i> Insert half space	<i>wf</i> Wrong font; set in correct type
<i>ls</i> Letterspace	X Check type image; remove blemish
Begin new paragraph	∨ Insert here or make superscript
Indent type one em from left or right	∧ Insert here or make subscript
Move right	Punctuation Marks
Move left	∧ Insert comma
Center	∨ ∨ Insert apostrophe or single quotation marks
Move up	“ ” Insert quotation marks
Move down	⊙ Insert period
<i>fl</i> Flush left	<i>set</i> ? Insert question mark
<i>fr</i> Flush right	∣ Insert semicolon
== Straighten type; align horizontally	∴ or ∴ Insert colon
Align vertically	= Insert hyphen
<i>tr</i> Transpose	<i>M</i> Insert em dash
<i>sp</i> Spell out	<i>N</i> Insert en dash
	€ } or () Insert parentheses

AP Style Proofreaders' Marks

Atlanta (AP)-The organization	indent for paragraph
said Thursday <u>it</u> was the first	paragraph
the last attempts.	
With this the president tried	no paragraph
the Jones Smith company is not	transpose
over a period of <u>sixty</u> or more years	use figures
there were <u>6</u> in the group.	spell it out
Ada, <u>Oklahoma</u> is the hometown	abbreviate
The <u>Sam</u> man was the guest of	don't abbreviate
prince Edward said it was his	uppercase
as a result <u>7</u> his will be	lowercase
the <u>a</u> c cuser pointed to them	remove space
<u>in</u> these times it is necessary	insert space
the order for the <u>stet</u> devices	retain
The ruling <u>is</u> a fine example	insert word
according to the <u>this</u> source	delete
BF] By DONALD AMES [boldface, center
J.R. Thomas]	flush right
[J.R. Thomas	flush left
∧	insert comma
∨	insert apostrophe
“ ”	insert quotation marks
⊙	insert period
=	hyphen
—	dash

Central Wimberley Master Plan Comment Log

Purpose: The goal of the comment log is to quickly communicate how Design Workshop and the consultant team works to address each comment or requested revision. The intent is to keep the client, client team, project team, stakeholders and others on the same page as to requested changes and/or revisions. Consistent use of a comment log to track and respond to comments during a project’s duration helps to facilitate client communication and fosters the resolution of questions prior to document changes.

Date	Document Title/Version	Commenter	Page	Comment	DW Action	Status
5/20/2014	Meeting Record – Bi-Weekly Conference Call	City Administrator	39	Text of report should mention “subsequent meetings were held with parties that approached the City to express and discuss further community concerns”.	DW added the following text to page 39: “Subsequent meetings were held with parties that approached the City to express and discuss further community concerns for Central Wimberley.” Now on page 29.	Complete
5/20/2014	Meeting Record – Bi-Weekly Conference Call	City Administrator	61	Add note regarding addressing requests for additional creek crossings.	DW added the following text in recommendations chapter page 61: Connectivity Recommendations “Future trail connections and development may require improved creek crossings for pedestrians and cyclists. Requests for additional creek crossings should be carefully reviewed by the City to ensure connectivity needs within and beyond the Central Wimberley study area are being met.” Now on page 51.	Complete
5/20/2014	Meeting Record – Bi-Weekly Conference Call	City Administrator		“...City shall establish a buffering standard.”	DW needs further clarification from Client regarding revision needed.	Pending

Best Practices: Review and Editing

- ❑ Confirm who reviews and the purpose of the review
- ❑ Confirm how comments are consolidated
- ❑ Determine how to address conflicting comments
- ❑ Document when decisions are made (Decision Log)

Managing Change

- ❑ Periodically review scope – with the TOC checklist
- ❑ Provide solutions when discussing out-of-scope items
- ❑ Be forward thinking – look ahead to the next deliverables
- ❑ Utilize a weekly to-do list and decision log
- ❑ Immediately address changes in decision-making team

Writing Resources

- *Technical Writing 101: A Real-World Guide to Planning and Writing Technical Content*
- *The Mayfield Handbook of Technical and Scientific Writing.*
- *A Writer's Reference. Fourth edition*
- *The Associated Press Stylebook and Briefing on Media Law*
- *The Transitive Vampire: A Handbook of Grammar for the Innocent, the Eager, and the Doomed*
- *A Writer's Coach: The Complete Guide to Writing Strategies that Work*
- *The Associated Press Guide to Internet Research and Reporting*

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