

Albemarle County Comprehensive Plan Update

Working Group Member Application, Selection, and Outreach Process

Albemarle County is seeking community members with a diversity of perspectives and experiences to participate in the Comprehensive Plan Update Working Group. Working Group members will advise County staff on Comprehensive Plan recommendations and community engagement approaches, as well as support community outreach efforts by sharing information within their networks, neighborhoods, and/or communities.

Working Group members will:

- Review and provide feedback on the Comprehensive Plan Community Engagement Plan and related outreach materials;
- Advise staff on plans for public input opportunities (community workshops, pop-ups, focus groups, etc.);
- Actively encourage participation, build relationships, and engage community members outside of regularly planned meetings and events (social media posts and sharing of County posts to interest groups);
- Participate in, observe, and attend public meetings;
- Review written summaries of public input, policy and planning options, and draft plan content;
- Advise staff on Comprehensive Plan recommendations, based on research, summaries of public input, and planning best practices; and
- Attend monthly Working Group meetings, learn about planning and development concepts, and review advance materials, as needed.

The anticipated time commitment for this role is 10 hours per month. Staff recommends payment be provided at a rate of \$15/hour to compensate participants for their time and expertise shared with County staff.

No prior volunteer, education or work experience in community planning or development is required. Monthly working group meetings will include staff-led trainings on fundamentals of urban planning and community development.

We encourage applicants from communities in Albemarle County that have traditionally been underrepresented in our planning processes. These include (but are not limited to) those who are:

- Below the age of 35
- Over the age of 65
- Are renters
- Have attained no more than an Associate's degree / some college credit
- Part of low-to-moderate income households
- Speak multiple languages at home
- African American, Black, Hispanic or Latino
- Foreign-born or non-US citizens
- Work in Albemarle County, and wish to reside in Albemarle County

Draft Application Questions

Contact Information

1. Please provide your contact information:

Name

Organization (if applicable)

Address

Address 2

City

State

ZIP/Postal Code

Email Address

Phone Number

Demographic Questions

2. Do you currently live in Albemarle County?

Yes

No

3. (If yes) How long have you lived in Albemarle County?

Less than 1 year

1-5 years

6-10 years

11-15 years

15-20 years

21-25 years

26+ years

4. (If no) Where do you live?

City of Charlottesville

Greene County

Augusta County

Nelson County

Buckingham County

Louisa County

Orange County

Other (please specify)

5. (If no) Would you like to move to Albemarle County?

Yes

No, I am happy where I currently live.

6. Do you rent or own your home?

Owner

Renter

Other (I live with a relative, I am a dependent, etc.)

7. Do you work in Albemarle County?

Yes

No

8. Do you go to school in Albemarle County?

Yes

No

9. If so, what school do you go to?

Albemarle High School

Monticello High School

Western Albemarle High School

Community Lab School

Ivy Creek School

Charlottesville Albemarle Technical Education Center (CATEC)

Piedmont Virginia Community College

Other (please specify)

10. How old are you?

15-19

20-24

25-34

35-44

45-54

55-64

65-74

75-85

Over 85

Prefer not to answer

11. To which gender identity do you most closely identify?

Woman

Man

Transgender Woman

Transgender Man

Gender Variant/Non-Conforming

Different Identity (open-ended)

Prefer Not to Answer

12. What is your race?

Black or African American

Asian or Asian American

American Indian or Alaska Native

Native Hawaiian or Other Pacific Islander

White

Two or more races

Another race

Prefer Not to Answer

13. Are you of Hispanic, Latino, or Spanish origin?

Yes, Mexican, Mexican American, Chicano

Yes, Puerto Rican

Yes, Cuban

Yes, another Hispanic, Latino, or Spanish origin (please specify)

No, not of Hispanic, Latino or Spanish origin

14. What languages do you speak at home (select all that apply)?

English

Spanish

Chinese, Mandarin

Arabic

Dari

Nepali

Other (please specify)

15. What is your highest level of education?

Less than high school

High School graduate or GED/alternative credential

Some college credit or Associate's degree

Bachelor's degree

Master's degree or higher

16. What is your household income?

Less than \$19,000

\$20,000 to \$34,999

\$35,000 to \$49,999

\$50,000 to \$74,999

\$75,000 to \$124,999

\$125,000 or more

Prefer not to answer

17. What is your employment status?

Employed (full-time)

Employed (part-time)

Unemployed

Not in the labor force

18. What is the main way that you travel throughout Albemarle County?

Walking

Biking

Transit (ex. Bus, Charlottesville Area Transit, Jaunt)

Car

Other (please specify)

Written Responses

19. Why are you interested in participating in the Comprehensive Plan Update? (150 words or less)

20. Are you a member of any community organizations, nonprofits, or other neighborhood groups? (Examples include parent-teacher organizations, churches, neighborhood associations, running groups, book clubs, advocacy groups, etc.) If so, please list and specify your role.

21. Which of these groups could you help us reach (Check all that apply)?

Black or African American communities

Hispanic or Latino communities

Low-to-moderate income communities

Renters

People above the age of 65

People below the age of 35

Young people (People below the age of 19)

Rural area communities

Bilingual communities

22. Which of these areas of the County could you help us reach (Check all that apply)?

North Garden

Ivy

Earlsville

Crozet

Village of Rivanna

Pantops

Free Union

Pen Park-Dunlora

Hollymead

Charlottesville-Albemarle Airport

Albemarle HS

Yancey Mills, Batesville

Avon Street Extended

Monticello, Carters Mountain

Stony Point and Keswick

Branchland to Carrsbrook

Southern Albemarle

Commonwealth-Hydraulic

Oak Hill, Old Lynchburg Road

23. Please describe your experience and/or ideas for engaging the communities that you identified in Questions 20 and 21.

Albemarle County is a growing community. According to the U.S. Census Bureau, Albemarle County's population increased by 10.4% from 2010 to 2019.

- 24. As Albemarle County grows, what do you think is the biggest opportunity for our community? (150 words or less)
- 25. As Albemarle County grows, what do you think is the biggest challenge that our community currently experiences or is likely to experience in the future? (150 words or less)

26. What resources would enable you to participate fully in the Working Group?

- Time
- Monetary compensation / Time away from employment
- Computer/internet access
- Childcare
- Transportation
- Other
- I do not need resources.

27. What are your preferred times to have monthly meetings? (check all that apply)

	Morning (9-11am)	Mid-day/Lunch (11am-1pm)	Afternoon (1-4pm)	Early Evening (4-6pm)	Late Evening (6-8pm)
Mondays					
Tuesdays					
Wednesdays					
Thursdays					
Fridays					

28. Is there any other information you would like to include in your application?

- 29. (Check box) I acknowledge that *monthly* Working Group meetings will occur throughout the Comprehensive Plan Update process, beginning in January 2022, with anticipated completion in mid-2024.
- 30. (Check box) I acknowledge that participating as a Working Group member will be a commitment of approximately 10 hours each month.

Additional Information & Application Assistance

Language will be provided on the application notifying all applicants that all information on the form is subject to Freedom of Information Act (FOIA) and can be made publicly available, upon request. Alternative options to answering questions, such as those related to income, race, or gender can be provided in an affidavit form, if requested by applicants.

Translation services will be provided and staff will be available to assist with application, when requested.

Selection Process

A selection panel comprised of Community Development Department (CDD), Office of Equity and Inclusion (OEI), Communications and Public Engagement (CAPE), Department of Social Services (DSS) and County Executive staff will use a scoring framework to evaluate Working Group applications:

Working Group Application Scoring Criteria	Possible Points
Member of demographic groups that have been historically underrepresented in County Planning processes	10
Ability to help reach communities that have been historically underrepresented in County planning processes	10
Ideas and ability to engage communities/neighborhoods	5
Expressed interest in participation and planning/development challenges	10
Substantially complete application	5
Total Possible Points	40

Working Group - Representation Goals

County staff are seeking to integrate Albemarle County's new organizational value of Community (*We expect diversity, equity, and inclusion to be integrated into how we live our mission.*) into the Working Group application and selection process using the Albemarle County Equity Profile's findings as a guide.

County staff aim for a Working Group comprised of community members with a diversity of perspectives and experiences in Albemarle County, including those who haven't historically been engaged on the Comprehensive Plan, such as those who are:

- Below the age of 35;
- Over the age of 65;
- Are renters;
- Have attained no more than an Associate's degree / some college credit
- Live in Census Tracts with a lower American Human Development Index (AHD) score than Albemarle County's overall score of 7.42;
- Part of ALICE (Asset Limited, Income Constrained, Employed) households;
- Speak multiple languages at home;
- African American, Black, Hispanic or Latino;
- Foreign-born or non-US citizens;
- Work in Albemarle County, and wish to reside in Albemarle County;

Communications and Outreach Approach

- Direct outreach / invitations
 - Focus will be on outreach to community groups, neighborhoods and organizations that work with and/or made up of populations typically underrepresented in the County's planning processes (ex. Youth, people of color, low-to-moderate income households, rural area residents, community members who speak multiple languages/whose first language is not English);
 - Leverage contacts from various departments within the organization such as Office of Equity and Inclusion, Communications and Public Engagement, Department of Social Services
 - Outreach will include sending personalized emails, making phone calls, and forwarding communications and information about the Comp Plan project and working group.
 - Pop-ups at various locations with focus on areas with populations typically unrepresented, as listed above.
- Project Website
 - Create online website hub for information about the Comprehensive Plan update and opportunities for participation, including how to apply for the Working Group (will be consistently updated with engagement summaries, video/recordings of meetings, and draft interim work products).
- Social Media
 - Leverage existing County social media accounts to spread the word
- Media Coverage:
 - Outreach to local news outlets (TV, print, and online) to share information about Working Group opportunity.