

NEXT STEPS CHECKLIST

TOWN PLANNING
INITIATIVE
HARRISON COUNTY



YOUR TOWN PLANS ARE COMPLETE! NOW WHAT?

This “Next Steps Checklist” is intended to serve as a resource for town staff and officials on how to:

- move the ideas and recommendations listed within the Comprehensive Plan forward, and
- maintain an updated Pavement Asset Management Plan.

COMPREHENSIVE PLAN

Each Comprehensive Plan identifies eight to 12 catalyst initiatives that were identified as top priority strategies for the community. Within the plan, you will find specific information for each initiative including a description, action steps, partners, resources, and tools.

STEP 1

Work with the town staff and board members to identify one initiative to focus on. Review the Catalyst Initiatives listed in Chapter 3 of the Comprehensive Plan. Use the “Task Worksheet” provided as part of this resource.

STEP 2

If seeking grant funding, schedule a meeting with the Harrison County Community Foundation to discuss potential grant funding opportunities for the initiative you are focusing on.

STEP 3

Using the “Action Step” information provided on the initiative page, assign roles and responsibilities to specific individuals and set deadlines for key milestones.

STEP 4

Using the “Partners” and “Resources and Tools” information provided on the initiative page, determine who and what (grant writing assistance, fundings, personnel, etc.) is needed to ensure the town has the capacity to implement the initiative.

STEP 5

Utilize the monthly council meetings to communicate any progress and/or barriers that were encountered during the previous month. If needed, use the monthly meetings as a work session for problem solving and brainstorming.

STEP 6

Once the initiative is completed, repeat steps one - five for the next initiative.

PAVEMENT ASSET MANAGEMENT PLAN

Required to access Indiana Department of Transportation (INDOT) Community Crossings Matching Grants. Local units of government (LUG) are required to upload the plan to the Local Technical Assistance Program (LTAP) on or before December 1st of each year to maintain eligibility for the following year. Municipalities that have received a certificate from LTAP may apply for grant funds up to 75% or 50% of the total project cost with a maximum request of \$1M during open application periods, generally two times per year.

STEP 1

Update your local road inventory. Organizations like River Hills, Indiana 15, Town staff, and/or Town engineers could provide additional resources and support.

STEP 2

Consulting with the above resources, determine if the pavement surface evaluation and rating (PASER) need to be updated (ratings are performed at least once every 2 years), as well as a 5-year Pavement Management Plan.

STEP 3

Compile the above information and upload the road inventory (with PASER ratings) and the 5-year Pavement Management Plan into the LTAP portal on or before December 1st of each year.

STEP 4

The LUG can then review the inventory, road ratings and funds available to determine if a viable application can be submitted to INDOT.

Resource: www.purdue.edu/inltap/asset-management/index.php

COMPREHENSIVE PLAN IMPLEMENTATION TASK WORKSHEET

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This task worksheet is intended to be used as a resource for town staff and officials to move the ideas and recommendations from the Comprehensive Plan forward. This worksheet should be completed at the beginning of each project and revisited throughout implementation process.

COMPREHENSIVE PLAN - TASK WORKSHEET	
<p>WHICH CATALYST INITIATIVE ARE YOU WORKING TO ACHIEVE?</p> <p><u>EXAMPLE</u> Catalyst Initiative #2 - Organize a seasonal clean-up day that includes access to a free dumpster for residents.</p>	
<p>WHAT IS THE SPECIFIC ACTION STEP OR TASK?</p> <p><u>EXAMPLE</u> Work with the committee to make a detailed event plan for the community clean-up day.</p>	
<p>WHO IS RESPONSIBLE FOR COMPLETING THIS TASK?</p> <p><u>EXAMPLE</u> Mary Jane is responsible for leading this effort.</p>	
<p>WHEN SHOULD THIS TASK BE COMPLETED?</p> <p><u>EXAMPLE</u> We hope to have a detailed event plan within two months.</p>	
<p>WHEN WAS THE LAST TIME THE TOWN BOARD RECEIVED AN UPDATE ON THIS TASK?</p> <p><u>EXAMPLE</u> Mary Jane provided the town board an update during last months board meeting.</p>	
<p>WHAT CHALLENGES OR BARRIERS EXIST? AND HOW DO YOU PLAN TO OVERCOME IT?</p> <p><u>EXAMPLE</u> The rental fee for the dumpster is more than expected. Mary plans to get bids from three more businesses to find the best price.</p>	

NEED HELP OR HAVE A QUESTION? START HERE!

GRANT FUNDING

HARRISON COUNTY
COMMUNITY FOUNDATION

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LAND USE & ZONING

HARRISON COUNTY
PLAN COMMISSION

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ECONOMIC DEVELOPMENT

HARRISON COUNTY
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ASSET MANAGEMENT

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