

## **NC Community Planning Assistance Team (NCPAT) Panel Visit Resources**

### **Panelist Qualifications and Expectations**

Each NCPAT will consist of 2-4 planners or professionals from related fields as needed for the assigned community project or topic. Fuel and expenses incurred during travel to and from panel events will be reimbursed by the sponsor organization or agency.

All panelists are expected to set aside sufficient time to effectively serve on the NCPAT to complete the following tasks:

- Review background data and information about the sponsor's project or problem statement
- Attend and conduct a 1-1.5 day-long event in the community
- Produce a final report of process, findings and recommendations

All presentation slides, report materials and other project resources created by the panelists will be considered shared property of the local sponsor, the panel member, and APA-NC. Draft reports will be delivered by the panel to the sponsor for local review. Documents may be posted to the APA-NC and sponsor organization websites.

A suggested outline for the report is as follows:

1. Acknowledgements
2. Panel and Sponsor Staff
3. Overview of the Panel Assignment
4. Background Data and Interviews
5. Findings
6. Recommendations
7. Implementation
8. Conclusions and Resources
9. Appendix (including meeting agendas, briefing materials, presentation slides, etc)
10. Panel biographies

## **SAMPLE AGENDAS**

*(For complex topics, the 1.5 Day Option is Strongly Recommended)*

### **ONE DAY PART**

8:00 AM -- Breakfast; Discussion of panel objectives

8:30 -- Sponsor briefing; Stakeholder input and interviews

11:30 -- Panel working session; working lunch

1:00 PM – Stakeholder interviews; panel discussion; finalize presentation

4:00 -- Presentation rehearsal and setup

5:00 – Dinner and sponsor debriefing with panelists

6:30 -- Presentation of recommendations

### **ONE-AND-A-HALF DAY PART**

#### **DAY 1**

2:00 PM – Welcome; Discussion of panel objectives

2:30 -- Sponsor briefing; Site Tour or Stakeholder interviews

5:00 – Panelists debrief; dinner

6:30 – Evening forum (if applicable)

#### **DAY 2**

8:00 AM -- Breakfast; Stakeholder interviews

11:30 -- Panel working session; working lunch

1:00 PM – Stakeholder interviews; panel discussion; finalize presentation

4:00 -- Presentation rehearsal and setup

5:00 – Dinner and sponsor debriefing with panelists

6:30 -- Presentation of recommendations

## **SAMPLE BRIEFING OUTLINE for SPONSOR PROJECT**

The following is a list of the types of information that may appear in a panel briefing book, and should be used as a guideline.

Introduction

List of Community Sponsors (government, non-profit and business partners)

The Assignment

- A. Summary of the problem and planning process to date
- B. Questions to be addressed or researched by the panel
- C. Description of the Site or Study Area
  - Physical Description (location, access, natural features, land uses, etc)
  - Economics of the study area (employers, employment trends, income data, etc)
  - Demographics (population trends, age distribution, educational levels, etc)
  - Housing Market data (housing types, real estate trends, planned and current development, etc)
  - Commercial development (market, mix, vacancy rates, parking, etc)
- D. Policy or Planning Framework
  - A. Local ordinances applicable to problem or study area
  - B. State or federal laws or restrictions applying to the study area