

## Urban Plan – Step by Step Description

Step Description	General Actor(s)	Specific Actor(s)	Indicative Timing	Statutory Deadline
1. Circulate appropriate planning guidance to relevant sector/department	County Executive	City/Municipal Manager, County Urban Planning Lead Sector (inputs from County Finance and Economic Planning)	Regardless of the time of formulation and approval, the Urban Plan should be revised in preparation for and as a result of the CIDP development	Current law doesn't provide for a deadline for the approval of the Urban Plans.  It only states that they should be reviewed every five year
2. Establish/Mobilize Technical Secretariat (City/Municipal Management, Lands and Urban Planning, Finance and Economic Planning) and sector technical officers (as appropriate)	County Executive	City/Municipal Management, County Urban Planning Lead Sector/ Dept		
3. Carry out Orientation and Work Planning	County Executive	City/Municipal Management, County Urban Planning Lead Sector/ Technical Secretariat		
4. Perform Phase 1 – Situation Analysis a. Current Spatial, Physical Planning and Land Use Context and Baseline				
5. Invite initial public views on context (as part of Step 6)				
6. Provide public views	Citizens	Citizens/CSOs		
7. Prepare basic Situation Analysis	County Executive	City/Municipal Management, County Urban Planning Lead Sector/ Technical Secretariat		
8. Brief City/Municipal Board and County Executive Committee on Situation Analysis, Progress and Next Steps				

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9. Provide comments on basic Situation Analysis	County Executive	Board/CEC		
10. Incorporate comments from Board and County Executive Committee and Board and invite public participation	County Executive	City/Municipal Management, County Urban Planning Lead Sector/ Technical Secretariat		
11. Conduct public participation				
12. Provide inputs and comments through public participation	Citizens	Citizens/CSOs		
13. Review and Sign-Off on Phase 1	County Executive	City/Municipal Management/		
14. Perform Phase 2 – Plan (strategic design) <ul style="list-style-type: none"> <li>a. Vision</li> <li>b. Development Facilitation and Control Framework</li> <li>c. Land Use Framework</li> <li>d. Physical Planning/Zoning (Buildings, Infrastructure, Facilities and Amenities)</li> </ul>	County Executive	City/Municipal Management; County Urban Planning Lead Sector/ Technical Secretariat		
15. Invite public views on Plan (strategic design)				
16. Provide public views	Citizens	Citizens/CSOs		
17. Prepare Plan (strategic design)	County Executive	City/Municipal Management/ County Urban Planning Lead		
18. Brief Board and County Executive Committee on Plan (Design), Progress and Next Steps				

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		Sector/ Technical Secretariat		
19. Provide comments on Plan	County Executive	Board/CEC		
20. Incorporate comments from Board and County Executive Committee and invite public participation	County Executive	City/Municipal Management/ County Urban Planning Lead Sector/ Technical Secretariat		
21. Conduct public participation				
22. Provide inputs and comments through public participation	Citizens	Citizens/CSOs		
23. Hold consultation with County Assembly Sectoral Committee	County Executive	City/Municipal Management, County Urban Planning Lead Sector		
24. Provide inputs and comment through above consultation	County Assembly	Sectoral Committee		
25. Review and Sign-Off on Phase 2	County Executive	City/Municipal Management		

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26. Perform Phase 3 – Implementation Framework a. Capital Investment Plan b. Monitoring and Evaluation	County Executive	City/Municipal Management/ County Urban Planning Lead Sector/ Technical Secretariat		
27. Consolidate full City/Municipal Plan	County Executive	City/Municipal Management/ County Urban Planning Lead Sector/ Technical Secretariat		
28. Circulate the Plan to the Board, County Executive Committee and CBEF				
29. Provide input and comments	County Executive	Board/CEC/CBEF		
30. Incorporate comments from Board, County Executive Committee and CBEF	County Executive	City/Municipal Management/ County Urban Planning Lead Sector/ Technical Secretariat		
31. Hold consultations with County Assembly Sectoral Committee				
32. Provide inputs and comment through above consultation	County Assembly	Sectoral Committee		
33. Prepare final pre-validation Plan and invite stakeholder validation	County Executive	City/Municipal Management/ County Urban Planning Lead		
34. Hold stakeholder validation				

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		Sector/ Technical Secretariat		
35. Provide inputs and comments during stakeholder validation	Citizens	Citizens/CSOs		
36. Prepare final consolidation of City/Municipal Plan from all comments	County Executive	City/Municipal Management, County Urban Planning Lead Sector/ Technical Secretariat		
37. Submit the final Plan to the City/Municipal Board for approval				
38. Receive the Plan and approve subject to final adjustments		City/Municipal Board		
39. Submit the final Plan to the County Assembly		City/Municipal Management/ County Urban Planning Lead Sector		
40. Receive the Plan and invite final comments and public participation	County Assembly	Sectoral Committee		
41. Provide inputs and comments	Citizens	Citizens/CSOs		
42. Provide semi-final approval of the Plan subject to any final adjustments	County Assembly	Sectoral Committee		
43. Perform a final consolidation of the approved City/Municipal Plan	County Executive	City/Municipal Management/ County Urban Planning Lead		
44. Submit the final Plan to the County Assembly				

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		Sector		
45. Formally approve the City/Municipal Plan and communicate to Board	County Assembly	Whole House		
46. Publish and publicize the City/Municipal Plan on web site for public accessibility	County Executive	City/Municipal Management		