

## 1 Introduction

The goal of the the Sustainable Land Development Code (SLDC) Public Input Process (PIP) is to make sure you are heard by decision makers. To help we have a Public Input Data Base (PIDB).

Any input to the PIDB falls into these categories:

- *Process*: anything you want to say about the process. For example, meeting locations, coverage of meetings, content, use of the PIDB and other technology, etc. We want this to be the best process possible.
- *Individual CDP Categories*: Comments about Concept Decision Points (CDPs) or Implementation Details (IDs). (see Web Link ??? for more about CDPs and IDs). This is where you comment on a specific CDP, Alternative, etc.
- *New CDP's*: Did we miss a CDP, or is there one on the list that doesn't belong?
- *Code*: Relates to specific issues with the code.

There are three different places to put your input into the PIDB. Each has a slightly different function. The goal is to organize input so the decision makers have the best chance of seeing it and understanding it.

- *Trackers*: This is where you enter your comments on a specific topic. Please try to not be repetitive. We working on a polling mechanism if you just want to agree with someone else's comment. Be concise, and clear.
- *Forum's*: This is where you can discuss issues with fellow citizens. We want find solutions that work for diverse groups.
- *Wiki*: A wiki is where multiple people work together to create a single document.

**Note: We expect you to be courteous and respectful when using the PIDB.** It's OK to express your disagreement, but use logic and reason to express your point of view. It will be more effective and you will be able to continue using the PIDB.

## 2 Joining the Discussion

Anyone can look at the PIDB. However to add input you must sign up. You enter your name, phone number, email, and zip code, group affiliation if you have one. These are only visible to system administrators.

We want people to enter their real name, rather than a pseudonym. We feel that if this were a live meeting, you would be there in person. We're trying to replicate that environment virtually.

### 2.1 To Access the PIDB

First you need to get into the PIDB.

1. The PIDB is accessible from [www.countylandusepage.gov](http://www.countylandusepage.gov) or directly from the following URLs:
  - <http://216.161.39.12/redmine> (external – from outside the County)

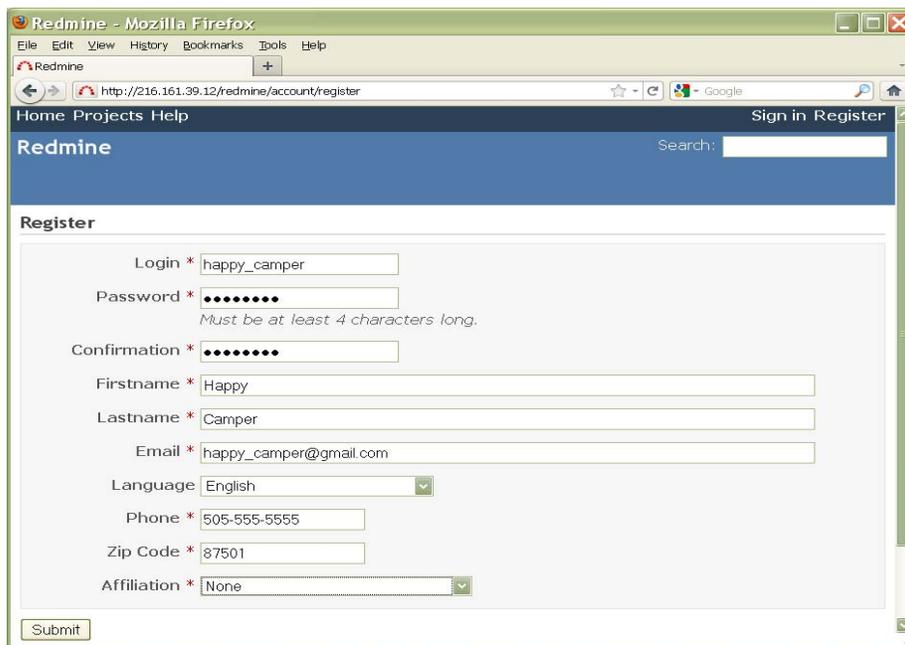
- <http://192.168.100.11/redmine> (internal – from within the County’s network)
  - ??? I assume these addresses will change ???
2. Select the Project called: Sustainable Land Development Code - Public Input Process

At this point you can look at anything in the PIDB.

## 2.2 To Become a User

First you need to get into the PIDB.

1. In the upper right corner select Register
2. Fill in the information. Your personal information is not visible to other users. We plan to do statistics with in the future. The fields are:
  - Name: The login name that you choose
  - Password: the password you choose
  - Confirmation: Confirmation is the password
  - First Name
  - Last Name
  - Email address:
  - Language specification
  - Phone
  - Zip Code
  - Affiliation – if you are affiliated with a group lets us know.
3. Select Submit at the bottom left. Within 24 hours you will receive an administrative contact to let you know you are registered. ???Is this true???



## 3 Trackers

The trackers let you enter input that is easily visible to everyone. We ask that you put “final input” into the trackers, the input you want decision makers to see. We have other areas to discuss issues. Hopefully people can work together through discussion groups and the wiki pages to arrive at common solutions.

Trackers can be easily searched, sorted, etc. In addition, staff can comment on your input, especially whether it conforms to SGMP, CDP decisions or other local, state and federal laws. The operations people might want to do with trackers are:

- See what someone else has written about
- Check the status of your input
- Add input to a tracker

### **3.1 To See Contents of Trackers**

To look at all the input in a tracker you will want to *filter* the input. Filtering mean selecting based on specified criteria, like the type of input, date it was entered, who entered it, etc.

1. Click on the Issues tab
2. Select the filtering you want.
  - Filters can be added using the add filter on the right side
  - Filters can be deleted using the check boxes on the left.
3. Select Apply under the list of filters.

### **3.2 To Check the Status of Your Input**

How are your issues doing?

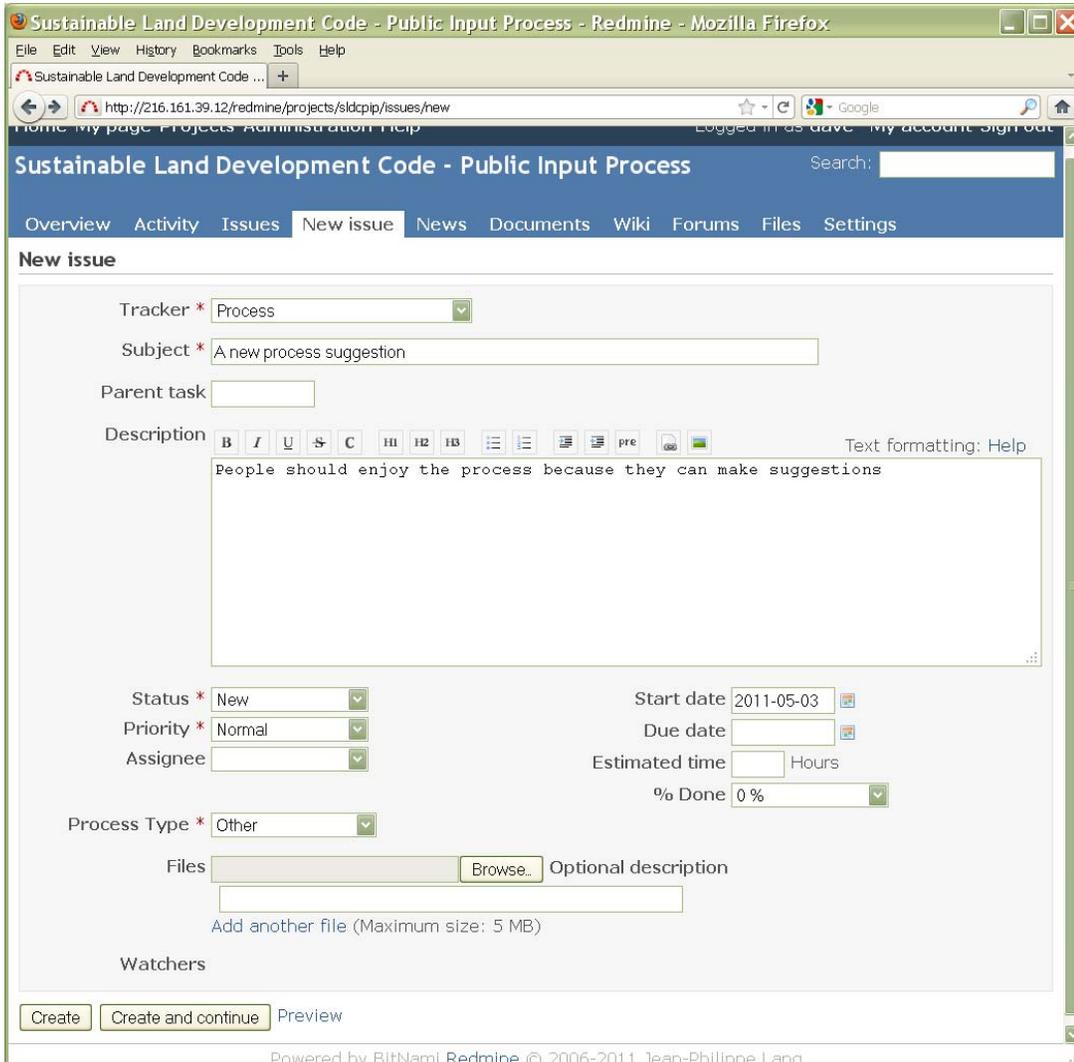
1. Click on the upper left “My Page”
2. Select the tracker issues you want to see. You can still apply filters.
3. Look at the Status field.

### **3.3 To Add Input To A Tracker**

To add your input to a tracker do the following. There are certain fields you will need to ignore. We used a prewritten application and it has certain limits:

1. Select New Issue
2. Select the tracker you want to add to
3. Fill in the following fields:
  - Subject
  - Description
  - The Process or CDP type
  - Files – lets you upload a file.
4. Leave these fields set to their default values:
  - Status – should be new
  - Start date – this is the current date
5. Ignore the following fields:

- Parent task
  - Priority
  - Assignee
  - Due date
  - Estimated time
  - % done
6. Hit Create or Preview if you want to look. If you change your mind about entering this just leave and do something else. The upper left Overview is easy.



Formatted: Bullets and Numbering

## 4 Forums

The idea of Forum is to have discussions about different topics. These don't have to be as complete or well thought out as entries into the Trackers. At this people administrators add the main topic thread, but that could change.

To add to a Forum: the community provide the best input to the decision makers, so they will be heard. Meetings will:

1. Select Forums
2. Select the topic thread of interest
3. Select the specific CDP (if doing CDPs)
4. Select Reply to add a comment. Quote in the upper left, lets you copy a piece of another reply.

## 5 Wiki

The goal of the Wiki page is to let multiple community members work together to develop common input. Our hope is that maybe this will encourage common solutions to be found. We will develop better ways to use this as we go along.

The etiquette we ask is:

1. If you agree with a topic, but want to word it better, make the change.
2. If you disagree, start a counterpoint argument, that others can edit.
3. Separate discussion from the final output.

To add to a Wiki page

1. Select Wiki
2. Select the topic thread of interest
3. Select the specific CDP (if doing CDPs)
4. Write onto the page, or add new pages