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Community Planning Guidelines

These guidelines apply to community plans prepared by organizations other than the City Planning Commission (PCPC). Most of the plans are sponsored by CDCs or other non-profit organizations. A smaller number of plans are sponsored by planning agencies other than PCPC. Collectively, these plans are referred to as *community-based plans*.

Major Objectives

- Improve the coordination between community-based plans and City policies, plans, resources and implementation;
- Ensure that efforts are made to include community residents in the planning process.

Community Planning Guidelines

- In preparing a community-initiated plan seeking City Planning Commission recognition, the community sponsor must form a broad-based Advisory Committee to guide the planning process; Advisory committee membership must include PCPC staff;
- The community outreach process must include the general public. Open, public meetings must be held at least twice during the process. Advertising via newspapers, internet, and fliers is encouraged;
- Community-based plans must be consistent with the City's Comprehensive Plan (the Citywide Vision and District Plans) Citywide and District Plans);
- The plan sponsor must meet with individuals and groups who will be affected by the plan's recommendations. These community stakeholders may include property owners, institutions, businesses, service and charitable organizations, and public agencies that operate and have an interest in the area;
- Planning consultants to be retained using public funds must be selected using open and fair bidding procedures.

The Benefits of Recognition by PCPC

- The issuance of an "Acceptance Letter," recognizing and

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supporting the goals, direction and major concepts expressed by the plan, but not obligating the PCPC to support every recommendation;

Accepted plans will provide general policy guidance to the City Planning Commission;

Accepted plans will provide input to the City's larger comprehensive planning process;

For accepted plans, the PCPC can recommend public funding, land disposition, rezoning, or other staff resources necessary to carry out the recommendations of the plan;

The PCPC will encourage other City agencies to use accepted plans in similar fashion;

Accepted plans will be made available on the PCPC website, either by direct hosting or external links.

Previous Plans

Recently completed plans will be considered for acceptance upon request.

Plans that are more than five years old will not be eligible for acceptance under these guidelines.

Contact

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