

Slide 1

New Rules for Local Comprehensive Planning  
Community Planning Institute  
Unicoi State Park and Lodge

Georgia Community Affairs

11.17.16 JEKYLL ISLAND | Jon West, AICP | DCA

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Slide 2

**Public Participation**

- To meet the minimum standards, you must:
  - Identify Stakeholders
  - Identify Participation Techniques
  - Actually involve the stakeholders using those techniques
  - Hold Legally-Required Hearings
- MUST have a Steering Committee that MUST include Elected Officials and Economic Development folks
- **But, there's no longer a front-end approval**

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Slide 3

**Public Participation**

- **But, the plan must document what the community did** (ideally in an appendix)
- Report must include (at minimum):
  - list of stakeholders involved
  - steering committee composition
  - number and types of participation events
  - who attended participation events
  - Participation in developing Comm. Goals
  - SWOT used to generate Needs and Opps

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**Public Participation: *Why is this important?***

- Plan should reflect COMMUNITY's vision
- It's the people's plan (as in "We the people...")
- Public ownership—investment of energy/effort
- Broad input from varied sectors—"buy in"
- Public support of the plan encourages its use by officials

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**Planning as Priority-Setting**

*Long Term*                      *Immediate*

Community Goals              Needs & Opportunities

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Community Work Program

*Plans deal with both the immediate and the long term but pull it all together in the Work Program*

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**The Standards: *Overview***

- Menu of Plan Elements (Community Chooses)
- Each Element Has Only Brief, Flexible Guidance
- Only Three Elements are Required of All
- Five Elements are Required for Some Communities (depending on local conditions)
- Substitution of Existing Plans/Elements Encouraged
- No Update Required for Some Plan Elements
- Other Elements Updated Every Five Years
- RCs and communities can adapt the rules to fit local needs (e.g. plans may be significantly scaled-down for very small communities)

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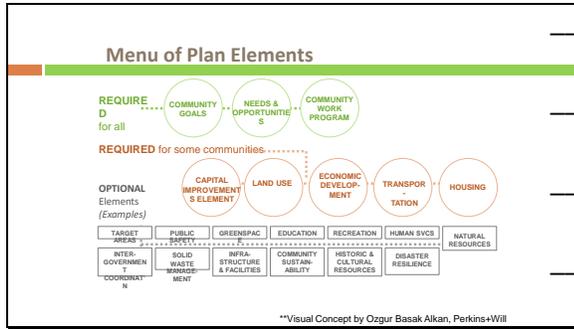
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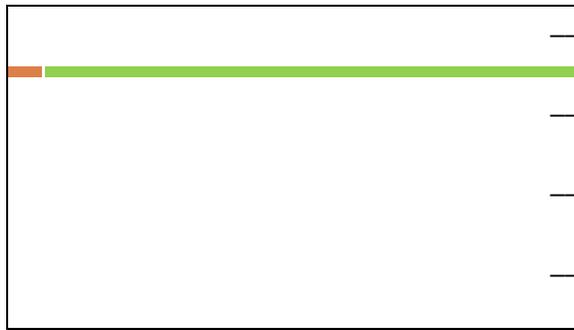
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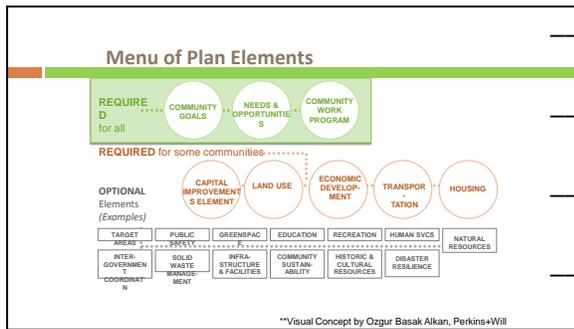
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- DCA Provides Tools**
- Statistical and demographic data provided by DCA for FREE, upon request
  - QCOs provide useful "conversation starters"
  - Use to educate the public and fact-check their input
  - No requirement that it be included in the final document—if it is, it should be separate from the "meat" of the plan

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- Standards & Examples**
- REQUIRE D for all
- COMMUNITY GOALS
- COMMUNITY WORK PROGRAM
- REQUIRED FOR ALL communities
  - 1 or a Combination of any of the following:
    - General Vision Statement
    - List of Community Goals
    - Community Policies
    - Character Areas & Defining Narrative
  - Create this element ONCE potentially drawing from previous plans.
  - Update it at the discretion of the local government.

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**Vision Statement**

**FROM THE RULES**

- “General Vision Statement. Include a general statement that **paints a picture** of what the community desires to become, providing a **complete description of the development patterns** to be encouraged within the jurisdiction.”

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**Vision Statement**

“We want our community to be a happy, friendly place where people want to live, play, and do business.”

**This is useless to the community.**

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**Vision Statement**

Or, you can provide a much more detailed narrative like this.

**From Whitfield County**

**VISION STATEMENT - A Statement of Goals, Objectives, Principles, Policies & Standards**

The Vision Statement is a public policy statement of the Commission, Planning Commission, Public Relations and Transit Board, Community and Economic Development Commission, Local Housing and Community and Community Development, and other agencies, which shall be adopted by the Board of Commissioners. The Vision Statement is the statement of the Board of Commissioners in response to the goal of the community and agencies, respectively.

The Vision Statement is a public policy statement that shall serve as a guide and standard for all actions that the Board of Commissioners, its committees, and its staff shall take in the future. It shall be a statement of the Board of Commissioners that shall be adopted by the Board of Commissioners. The Vision Statement is a public policy statement that shall serve as a guide and standard for all actions that the Board of Commissioners, its committees, and its staff shall take in the future. It shall be a statement of the Board of Commissioners that shall be adopted by the Board of Commissioners.

The goal of the Vision Statement is to establish a guide to ensure that the development that takes place in the community is in accordance with the Vision Statement.

A number of objectives are key to making the vision:

(1) **Develop a Vision Statement** - Develop a vision statement that is clear, concise, and measurable. It should be a statement of the Board of Commissioners that shall be adopted by the Board of Commissioners. The Vision Statement is a public policy statement that shall serve as a guide and standard for all actions that the Board of Commissioners, its committees, and its staff shall take in the future. It shall be a statement of the Board of Commissioners that shall be adopted by the Board of Commissioners.

(2) **Develop a Vision Statement** - Develop a vision statement that is clear, concise, and measurable. It should be a statement of the Board of Commissioners that shall be adopted by the Board of Commissioners. The Vision Statement is a public policy statement that shall serve as a guide and standard for all actions that the Board of Commissioners, its committees, and its staff shall take in the future. It shall be a statement of the Board of Commissioners that shall be adopted by the Board of Commissioners.

(3) **Develop a Vision Statement** - Develop a vision statement that is clear, concise, and measurable. It should be a statement of the Board of Commissioners that shall be adopted by the Board of Commissioners. The Vision Statement is a public policy statement that shall serve as a guide and standard for all actions that the Board of Commissioners, its committees, and its staff shall take in the future. It shall be a statement of the Board of Commissioners that shall be adopted by the Board of Commissioners.

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**Structuring the Comp Plan**  
*Goals – Policies - Activities*

- **Goal 1: Our community will employ innovative tools and processes to attract new businesses that complement our Vision and retain existing ones.**
  - **Policy 1:A → Collaborate with the development authority to provide financial incentives to local businesses.**
    - *Activity 1:A(1)* Increase funding to existing façade restoration program by at least 5%.
  - **Policy 1:B → Ensure that review processes do not unnecessarily hamper (re)development.**
    - *Activity 1:B(1)* Develop a simple process flowchart that the lay public can understand and provide it to each applicant at the beginning of every review process
    - *Activity 1:B(2)* Revise our zoning ordinance to provide an "expedited review" path for projects that meet a set of specified "Excellence" criteria.

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**List of Community Goals**

**FROM THE RULES**

- **List of Community Goals.** Include a listing of the goals the community seeks to achieve.

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**List of Community Goals: Examples**

- **Economic Prosperity:** We encourage development or expansion of businesses and industries that are suitable for the community.
- **Resource Management:** We ensure the efficient use of natural resources and we identify and protect environmentally sensitive areas.
- **Efficient Land Use:** We maximize the use of existing infrastructure and minimize the costly conversion of undeveloped land at the periphery of the community.
- **Local Preparedness:** We identify and put in place the prerequisites for the type of future the community seeks to achieve.
- **Sense of Place:** We protect and enhance our community's unique qualities.
- **Regional Cooperation:** We cooperate with neighboring jurisdictions to address shared needs.
- **Housing Options:** We provide an adequate range of safe, affordable, inclusive, and resource-efficient housing in the community.
- **Transportation Options:** We address the transportation needs, challenges and opportunities of all community residents.
- **Educational Opportunities:** We make educational and training opportunities readily available to enable all community residents to improve their job skills, adapt to technological advances, and pursue their life ambitions.
- **Community Health:** We ensure that all community residents, regardless of age, ability, or income, have access to critical goods and services, safe and clean neighborhoods, and good

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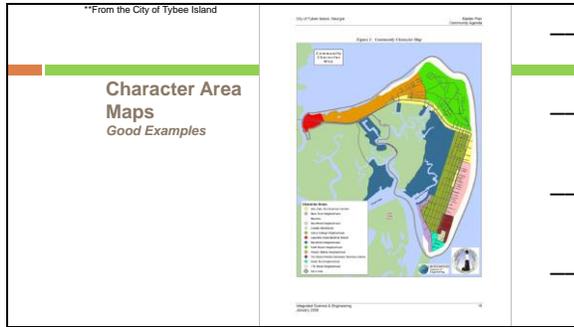
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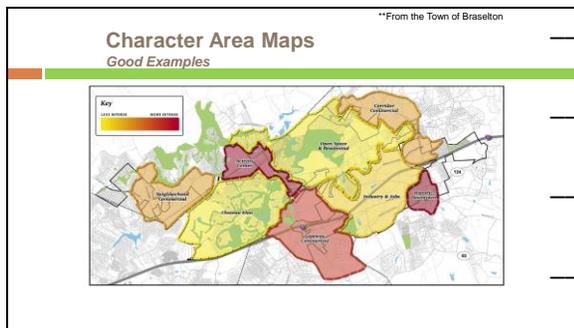
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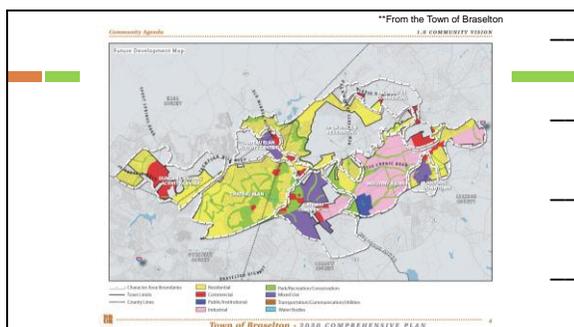
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**Standards & Examples**



- **REQUIRED FOR ALL** communities
- Update **EVERY 5 YEARS** with *in-depth community involvement*
- Use previous "Issues/Needs & Opportunities", current statistical and demographic data, and the QCOs as starting points.
- Like a *SWOT Analysis*.

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**Needs and Opportunities**

**FROM THE RULES**

- **Needs and Opportunities.** (Required for all local governments, updates required every five years.) ... locally agreed upon list of Needs and Opportunities the community intends to address. ...The list must be developed by **involving community stakeholders** in carrying out a **SWOT** (strengths, weaknesses, opportunities, threats) or similar analysis of the community.

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**SWOT**  
*Strengths*

Consider this from the community's point of view. Involve the citizens and organizations that make up your community. Don't be modest. Be realistic.

- *What are your advantages?*
- *What do you do well?*
- *What relevant resources are available to you?*
- *What do other people see as your strengths?*

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**SWOT**  
*Weaknesses*

Consider these questions from internal and external viewpoints: Do other people/organizations seem to perceive weaknesses that you do not see? Are other communities doing better than you? It is best to be realistic now, and face any unpleasant truths as soon as possible.

- *What could your community improve?*
- *What do you do poorly?*
- *What should you avoid?*

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**SWOT**  
*Opportunities*

Look at your strengths and ask yourself whether these open up any opportunities. Alternatively, look at your weaknesses and ask yourself whether you could open up opportunities by eliminating them.

- *Where are the positive opportunities for your community?*
- *What are the promising trends?*

Useful opportunities can come from such things as:

- *Changes in technology and markets on both broad and narrow scales*
- *Changes in government policy*
- *Changes in social patterns, population profiles, life styles, etc.*

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**SWOT**  
*Threats*

Carrying out this analysis will often be illuminating - both in terms of pointing out what needs to be done, and in putting problems into perspective.

- *What obstacles do you face?*
- *Are the threats facing your community undergoing change (more or less threatening)?*
- *Is changing technology threatening your position?*
- *Could any of your weaknesses seriously threaten your community?*

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**Needs and Opportunities**

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**IMPORTANT BITS TO REMEMBER**

- ▣ Should be comprehensive
- ▣ A simple list is *totally* acceptable—but you can be creative
- ▣ It should make sense for the community
- ▣ NOT a “to-do” list (that comes later)

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From the City of Covington

**Needs and Opportunities**

*Good Example*

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**Good Example (City of Covington)**

Community Facilities and Services Issues

1. **Meeting the Service Demands of Explosive Population Growth.** Recently, the City has experienced rapid population growth, and this growth is expected to continue throughout the planning horizon. With that growth has come increasing demands for public services. Careful planning is required to ensure that adequate services are available over the next 20 years.
2. **Diminishing Supply of Regional Water.** Septic and land application systems are consumptive uses of water. As a result, there may be future political pressure to develop sewer systems with surface water discharges, as opposed to continued use of septic systems or land application systems.
3. **Solid Waste Planning.** Both the City and County currently are operating under a 1993 Solid Waste Master Plan. Under state law, the Solid Waste Master Plan will need to be updated by 2008.

Community Facilities and Services Opportunities

1. **Expanding the City's Trail System.** The County Recreational Authority has plans to expand the City's trail system, providing both recreational and practical pedestrian and bicycle connections between local housing and City destinations.

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**Needs and Opportunities**

*Other Ideas...*

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- ▣ Identify observed trends or events then explain the specific needs and opportunities that may result. For example:

**TREND**→ Eleven percent increase in retired population since the last census.

**NEEDS:**

- Increased access to medical services
- Greater variety in senior-oriented recreational activities

**OPPORTUNITIES:**

- Expanded volunteer base for local nonprofits
- More potential daytime "neighborhood watch" members

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**Standards & Examples**

- **REQUIRED FOR ALL** communities
- Update **EVERY 5 YEARS** with *in-depth* community involvement.
- **A Report of Accomplishments and a new Five-Year Work Program.**
  - Report of Accomplishments = Status Report
  - Work Program = "To Do" List
- Use *previous Work Program* as a starting point.

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**Community Work Program**  
*Report of Accomplishments*

**IMPORTANT BITS TO REMEMBER**

- Report on the status of all the projects that were included on the last work program approved by DCA
- This is **REALLY** simple. Don't over-think it.
- It looks just like an STWP. Addition of columns for "Completed", "In-Progress", "Postponed", "Not Accomplished/Cancelled" Try to use the standard terms:
  - Completed** = the project is *finished*, the program is established
  - Ongoing** = the project is *started*, work to complete it will continue
  - Postponed** = work *did not start* at the expected time, but will in the future
  - Not Accomplished** = cancelled, will not be carried forward
- Any item noted "Postponed/Cancelled" Requires an explanation"
- Anything "In-Progress" or "Postponed" must be carried over into the new Work Program. Items postponed beyond five years can be added in a new section for "Long-Term Projects" if you prefer.

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**Community Work Program**

**FROM THE RULES**  
**Community Work Program.** (Required for all local governments, updates required every five years.)  
 ...the **specific activities** the community plans to undertake during the next five years ...This includes any **activities, initiatives, programs, ordinances, administrative systems**... (Note that **general policy statements should not be included in the Community Work Program**, but instead should be included in the Policies section of the Community Goals.) ...

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### Community Work Program

**FROM THE RULES, cont'd.**  
 The Community Work Program must include the following information for each listed activity:

- Brief description of the activity;
- Legal authorization for the activity, if applicable;
- Timeframe for initiating and completing the activity;
- Responsible party for implementing the activity;
- Estimated cost (if any) of implementing the activity; and
- Funding source(s), if applicable.

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### Community Work Program

**IMPORTANT BITS TO REMEMBER**

- This is simple. There's a basic template that most communities use—blanks are filled in.
- This is the place for specific projects/activities. Avoid "projects" that begin with words like "encourage", "promote" and "consider."
- Focuses both on the projects that will incrementally move you toward your vision over the long-term—AND—the projects that are necessary to meet the community's immediate needs
- No clear responsible party, cost estimate, funding source, and/or start and end dates →Probably a policy statement or a non-specific project

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### Community Work Program Good Example

\*From the City of Union City

Community Agency		June 2010										
Our Community 2010 - Union City Comprehensive Plan		Final Draft										
Type of Action Strategy	Action Implementation Strategy	Responsible Party	Time Frame					Cost	Funding Source	Strategy Ref. Number		
			11	12	13	14	15					
Inventory Assessment	Develop an inventory of vacant and/or underused Broadway and Springfield areas to identify sites that are suitable for development and re-investment.	Comm Dev	✓	✓				Half Year	GP	GP-4.1.1		
Inventory Assessment, Home Production Plan, etc.	Develop small area plans for prioritized Broadway and Springfield areas and develop incentives to encourage redevelopment.	Comm Dev	✓	✓				\$50,000	GP, Federal, Grants	GP-4.1.1, GP-4.1.2, GP-4.4, GP-3.1.2		
Inventory Assessment	Conduct housing study to identify housing stock, existing conditions and future needs in the city (including affordable housing).	Comm Dev	✓	✓				\$50,000	GP	SB-1.1.3, SB-1.1.1		
Inventory Assessment	Develop a market study to determine demand for shopping, dining and entertainment options.	Comm Dev, Comm Dev	✓	✓				\$50,000	GP, LJO, TAG	SB-3.1.1		
Inventory Assessment, Residential Plan	Develop a placement of existing sidewalk/pedestrian network and identify improvement needs.	Comm Dev, Public Dev	✓					\$75,000	GP, LJO	GP-4.1.1, GP-4.1.2, GP-4.1.3		
Highway Plan, Small Area Plan	Develop corridor master plans for U-COR-Road One, U-COR-Residential to CCR-Road One and S-COR-Residential areas.	Comm Dev	✓	✓	✓	✓	✓	\$1,000,000	GP, LJO	GP-4.1.1, GP-4.1.2, GP-4.1.3, SB-1.1.1, SB-1.1.2, SB-1.1.3, SB-1.1.4, SB-1.1.5		

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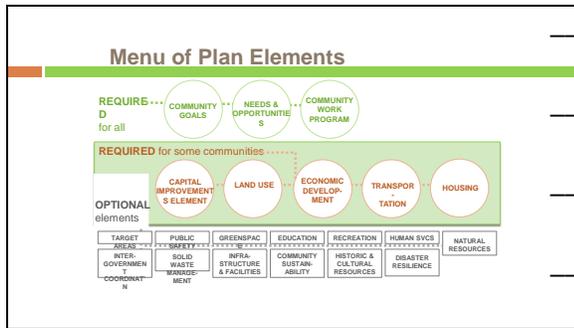
\*From the City of Union City

### Community Work Program

Other Ideas...

Description	Responsible Party	2014	2015	2016	2017	2018	Reference
Install Trees in Historic District (authority: 2011 Street Enhancement Program, adopted 10/19/2011)	PWks, Cdev, Hist			10 Trees/year, 3 years, \$1500 per tree; \$4500 total			Goals: 1-3 Pols: 3a, 4b N/O: 19-15
Construct New City Hall (authority: CE / Impact Fee Program, adopted 04/05/2012)	See below			Max = \$1.55M			
Property Acquisition	Commission, Fin	\$300					Goals: 5 Pols: 3b-4, 8a-9 N/O: 4, 5-7, 16, 21
Design	Consultant TBD, Cdev, Hist		-\$100K				
Build	Consultant TBD, Wks, Cdev			-\$1.15M			
Buffer / Contingency	As needed					X	

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**Standards & Examples**

**CAPITAL IMPROVEMENTS ELEMENT**

- REQUIRED FOR SOME:** communities charging impact fees
- Updates required annually. *SEPARATE RULES* provide more detailed guidance.

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**Standards & Examples**

**LAND USE ELEMENT**

- REQUIRED FOR SOME:** communities with zoning and similar development regs
- Update every Five Years
- Options:
  - Traditional Land Use Map, and/or
  - Character Area Map & Defining Narrative
    - ↳ (also satisfies requirement for Community Goals element)

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**Land-Use Map & Narrative**

**IMPORTANT BITS TO REMEMBER**

- Pick 1 of the 2 Standard classification schemes
- No blank spots—entire community covered
- Parcel-specific
- All the colors/patterns on the map are in the legend and vice-versa
- Provide the map at a useful resolution—not blurry
- Use insets to provide better detail in dense areas
- A properly oriented North Arrow always helps
- Narrative simply explains what each land-use category is

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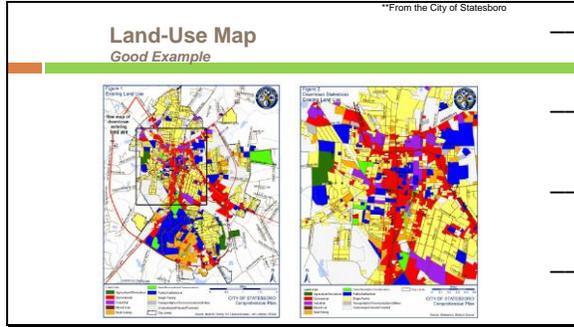
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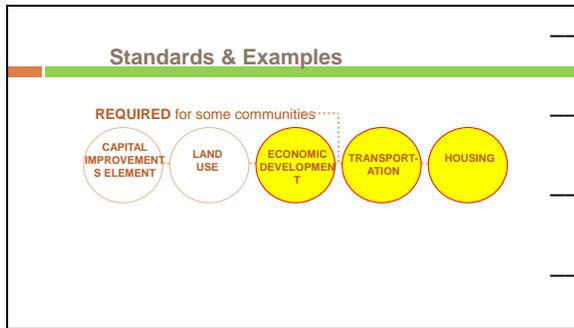
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### Standards & Examples

REQUIRED for some communities

- \*These three have **additional analytical requirements**—specific items that must be considered when planning
- \*It's **ALREADY BEEN DONE** in separate, stand-alone documents:
  - \*CEDs
  - \*MPO Transportation Plans
  - \*Consolidated Plans
- \*Adopt the plans by reference to address analytical requirements—**BUT THAT'S NOT ALL. YOU MUST...**
- ...Extract priorities into appropriate sections of the comp plan
- \*Update when the underlying plan has changed since the last Comp Plan Update

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**Transportation**

From the Columbus-Phenix City Long Range Transportation Plan

Pull High-Priority items from stand-alone Regional Transportation Plan into the Comprehensive Plan.

Specific Projects →

**Table 10  
Regional Transportation System**

Study	Study Area	Study Purpose
A	Barrow, Tallahassee, Headwaters, and other areas in the region	Conduct a study to assess the feasibility of providing transit services for the area
B	Barrow, Tallahassee, Headwaters, and other areas in the region	Conduct a study to assess the feasibility of providing transit services for the area
C	Barrow, Tallahassee, Headwaters, and other areas in the region	Conduct a study to assess the feasibility of providing transit services for the area
D	High speed rail study for the region	Conduct a study to assess the feasibility of providing high speed rail services for the region
E	Barrow, Tallahassee, Headwaters, and other areas in the region	Conduct a study to assess the feasibility of providing transit services for the area

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**Standards & Examples**

REQUIRED for qualifying communities

CAPITAL DEVELOPMENT, ECONOMIC DEVELOPMENT, LAND USE, TRANSPORTATION

**HOUSING ELEMENT**

REQUIRED for HUD Entitlement communities

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**Housing**

From the City of Vicksburg Consolidated Plan

Pull High-Priority items from stand-alone Local Consolidated Plan into the Comprehensive Plan.

Goals, Policies, Specific Projects →

**SUMMARY OF CONSOLIDATED PLAN STRATEGIES**

**HOUSING**

**Goal:** Increase the number of affordable housing units in the City of Vicksburg.

**Objectives:**

1. Increase the number of affordable housing units in the City of Vicksburg.
2. Increase the number of affordable housing units in the City of Vicksburg.
3. Increase the number of affordable housing units in the City of Vicksburg.
4. Increase the number of affordable housing units in the City of Vicksburg.

**Goal:** Increase the number of affordable housing units in the City of Vicksburg.

**Objectives:**

1. Increase the number of affordable housing units in the City of Vicksburg.
2. Increase the number of affordable housing units in the City of Vicksburg.
3. Increase the number of affordable housing units in the City of Vicksburg.
4. Increase the number of affordable housing units in the City of Vicksburg.

**Goal:** Increase the number of affordable housing units in the City of Vicksburg.

**Objectives:**

1. Increase the number of affordable housing units in the City of Vicksburg.
2. Increase the number of affordable housing units in the City of Vicksburg.
3. Increase the number of affordable housing units in the City of Vicksburg.
4. Increase the number of affordable housing units in the City of Vicksburg.



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**FAQs**

- Some things change and get updated, others stay the same. What do we submit?
- What if we choose to plan early?
- What about Plan Amendments?
- What about Joint Plans?

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**QUESTION  
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Georgia<sup>®</sup> Department of  
**Community Affairs**

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