

Comprehensive Plans 101



Why Plan?

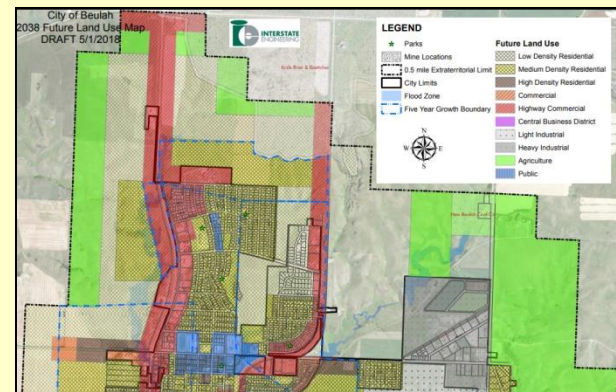


- 1) Maintain / enhance quality of life for residents
- 2) Facilitate the orderly growth and development of the community
- 3) Ensure that decisions of today take into account the effect on future generations
- 4) Stewardship of public resources

Basic Planning Documents

- **Zoning Code** (aka Land Use Code)
 - uses, lot size, building setbacks, building height etc.
- **[Subdivision Regulations]**
 - plats, street arrangements, infrastructure, lot layout etc.
- **Comprehensive Plan**
- **Issue-specific Plans**
 - Parks Plan
 - Economic Development Plan
 - Hazard Mitigation Plan
- **Area Plans**
 - Specific Plan / Small-area Plan
(i.e. main street/downtown plan)
 - Corridor Plan

Section 2-200 Use Table		Zoning Districts										
Use Type (with reference to applicable standards)	A	E	R	RM	C	CR	I	IL	PI	PR	O	
Office	-	-	-	-	P	P	-	P	P	-	-	
Parking Lot or Parking Garage?	-	-	-	-	P	-	-	-	-	-	-	
Retail, automotive	-	-	-	-	P	-	P	-	-	-	-	
Retail, farm implements	-	-	-	-	P	-	P	P	-	-	-	
Retail, general	-	-	-	-	P	P	-	-	-	-	-	
Retail, grocery	-	-	-	-	P	P	-	-	-	-	-	
Services, personal	-	-	-	-	P	P	-	-	-	-	-	
Services, automotive repair	-	-	-	-	P	-	P	P	-	-	-	
Services, general repair	-	-	-	-	P	P	P	P	-	-	-	
Signs, outdoor advertising	-	-	-	-	P	-	P	-	-	-	-	
Undertaking Establishment - Section 5-070	S/C	-	-	-	-	-	P	P	-	-	-	
Arts, Entertainment and Recreational Uses												
Adult Entertainment Center - Section 5-020	-	-	-	-	-	-	S/C	-	-	-	-	
Amusement Parks / Commercial Recreation	S	-	-	-	-	P/R	-	-	-	S	-	
Arts and Crafts Gallery	-	-	-	-	-	P	-	-	-	-	-	
Bar or Tavern	-	-	-	-	-	S	-	-	-	-	-	
Bowling Alley	-	-	-	-	-	P	-	-	-	-	-	
Drive-In Theater - Section 5-080	S/C	-	-	-	-	S/C	-	S/C	-	-	-	
Event Center - Section 5-230	-	-	-	-	-	P/C	S/C	-	-	-	-	
Golf Driving Range - Section 5-100	S/C	-	-	-	-	S/C	-	-	-	S/C	-	
Hunting Cabin	S	-	-	-	-	-	-	-	-	-	-	
Neighborhood Park or Playground	P	P	P	P	P	P	-	-	P	P	P/R	
Marina/Boating Facility	-	-	-	-	-	P	P	-	-	P	-	
Miniature Golf Course - Section 5-100	S/C	-	-	-	-	S/C	-	-	-	-	-	
Pool or Ice Rink, public	-	-	-	-	-	P	-	-	-	P	-	
Race Track	S	-	-	-	-	-	-	-	-	-	-	



Zoning Code

Comprehensive Plan

Legal Document

Legal Document

Regulations

Policies

Rules that apply “right now”

Applies to future development

Black & white answers

Decision-making guide

Applies to specific, lots/
properties (with rights attached)

30,000-foot overview

Should support goals in
Comprehensive Plan

Topics We'll Cover

- 1) What is a Comprehensive Plan?
- 2) What is it for?/Why do you need one?
- 3) Who is the audience?
- 4) What's in a Comp plan?
- 5) Planning process
- 6) Activating the Plan/Implementation

What is a Comprehensive Plan?

Blueprint for the future of the community

Looks at the big questions:

- What do we want the community to be like in 20 or 30 years?
 - How are we going to get there?
- What challenges are coming down the road?
 - How will we address them?

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Purpose of a Comprehensive Plan?

- Required by state law
- Provide a legal basis for land use decisions
 - Consistent vs arbitrary decisions
- Protect community assets/resources
- Helps coordinate public & private investments
- Reference document
- Communication tool
- Process

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Who is the Core Audience?

- Township staff
- Township officials
- Development interests
- Residents/general public
- Other governments

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What's In a Comprehensive Plan?

- **Introduction/background/history**
- **Summary of plan development process**
- **Vision statement**
- Profile of existing conditions
- Projections for the future
- Elements (topics)
 - Goals, Objectives & Policies
- Future Land Use Map

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What is the Community Profile/Context Section for?

- Takes a snap-shot / sets benchmarks to measure future change
- Helps identify strengths and weaknesses
- Use past trends as a tool to predict future change and set goals accordingly

Profile of Existing Conditions: Data

- Demographics

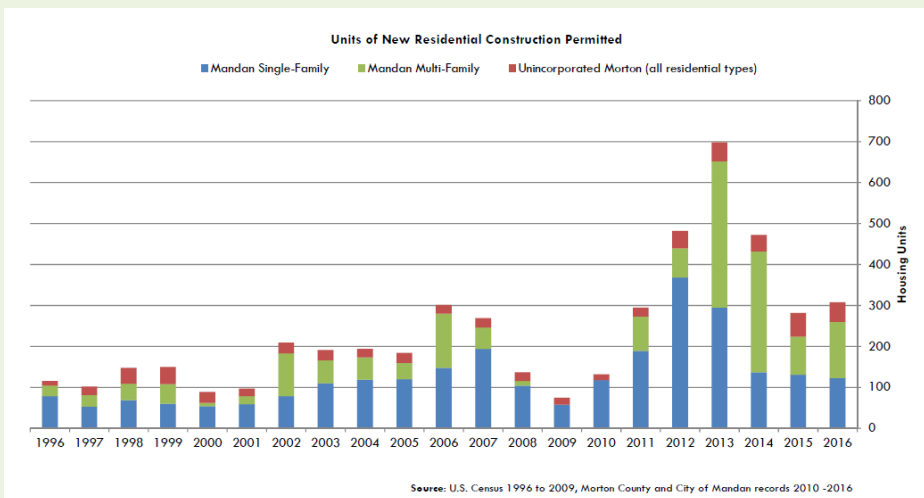
- Population, age, gender, race, household income, etc.
- Are people moving in or out of the area?
- Is community growing or shrinking?

- Housing

- Percent rented vs owned
- Quality of existing housing stock
- Annual housing starts over past 10 years

- Economy

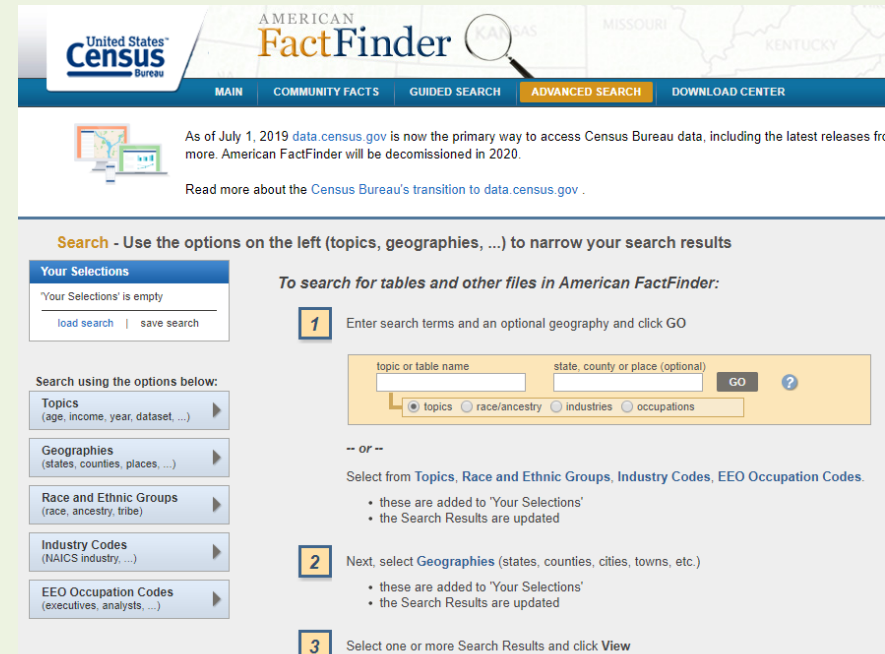
- Major employers
- Job sectors & number of jobs
- Are sales tax receipts growing or shrinking?
- Energy profile (coal, oil, mining, wind, etc)



- Many Others...

Where do you find the data?

- U.S. Census
(American Fact Finder)
- USDA Census of Agriculture
- Bureau of Labor Statistics
- ND Department of Health
- In-house data
 - Building permits
 - GIS data
- Gather your own
 - survey township residents
 - input from public meetings/workshops



The screenshot shows the American FactFinder website interface. At the top, there is a navigation bar with the United States Census Bureau logo and the text "AMERICAN FactFinder". Below the navigation bar, there is a message: "As of July 1, 2019 data.census.gov is now the primary way to access Census Bureau data, including the latest releases for more. American FactFinder will be decommissioned in 2020." Below this message, there is a search section titled "Search - Use the options on the left (topics, geographies, ...) to narrow your search results". On the left side, there is a "Your Selections" section with a "load search" and "save search" button. Below this, there is a "Search using the options below:" section with several dropdown menus: "Topics (age, income, year, dataset, ...)", "Geographies (states, counties, places, ...)", "Race and Ethnic Groups (race, ancestry, tribe)", "Industry Codes (NAICS industry, ...)", and "EEO Occupation Codes (executives, analysts, ...)". On the right side, there is a section titled "To search for tables and other files in American FactFinder:" with three numbered steps: 1. Enter search terms and an optional geography and click GO. 2. Next, select Geographies (states, counties, cities, towns, etc.) 3. Select one or more Search Results and click View.

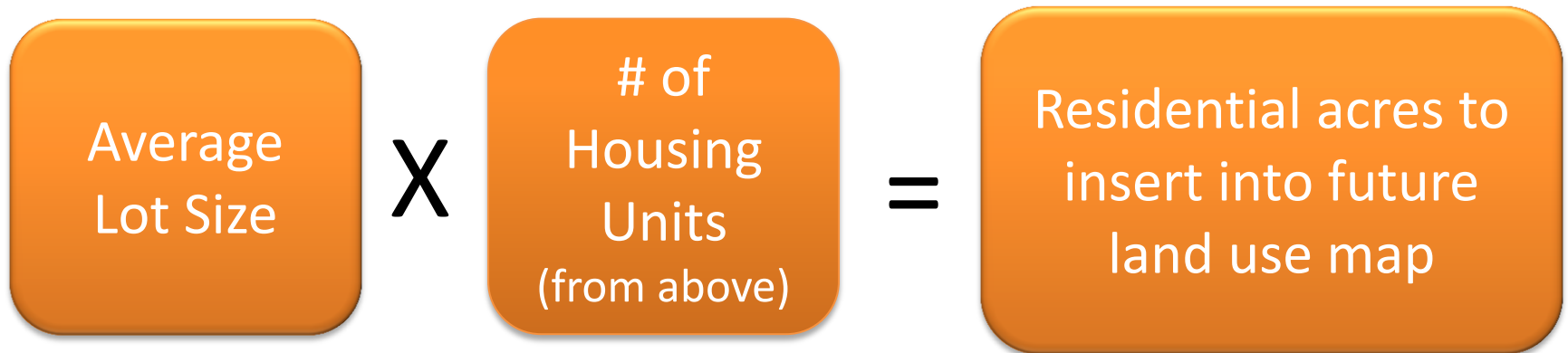
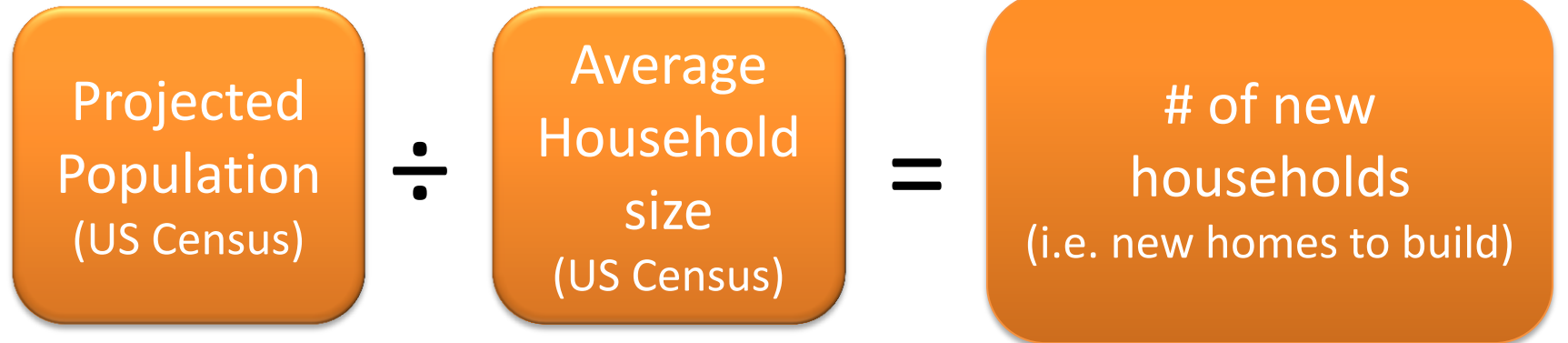
Profile of Existing Conditions: Map(s)



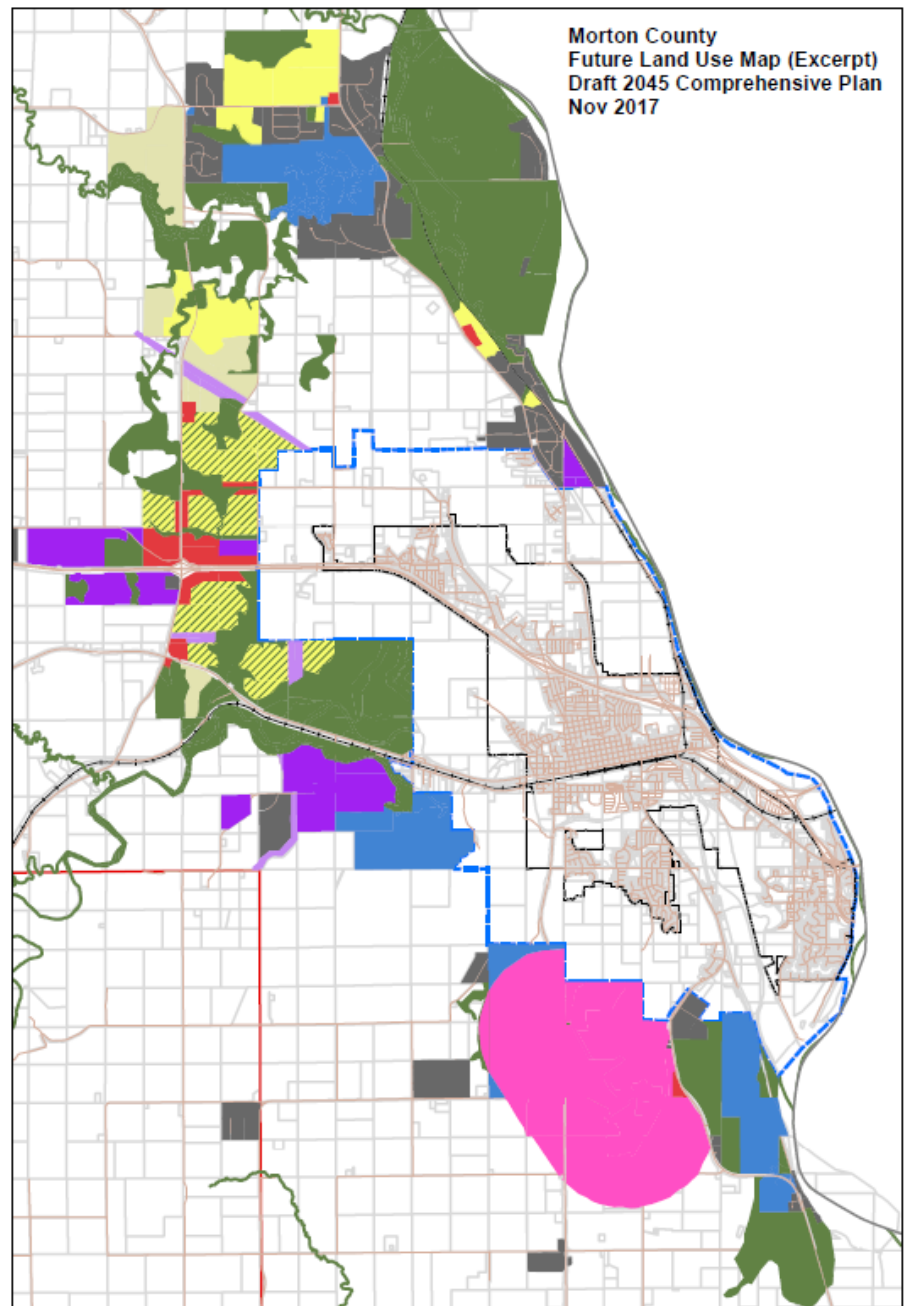
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Developing Projections: Example



Future Land Use Plan



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 - **Goals, Objectives & Policies**
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Plan Elements: Example List

- Future Land Use
- Transportation/Road Network
- Infrastructure
- Housing
- Public services
- Parks/Recreation
- Economic Development
- Hazard Mitigation

Goals, Objectives, & Policies

Goal

- Big idea / statement of a future condition

Objective or implementation step

- Action step that will lead to achievement of a goal

Policy

- Rule you intend to abide by to help reach objectives and goals

SMART Goals

- **S**pecific
- **M**easurable
- **A**chievable
- **R**ealistic
- **T**imely

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Process of Making a Plan...

- is as important as the final document
- Fundamental to legitimacy of the plan
- Provides a forum to discuss big issues that don't fit into neat categories
- helps leaders, residents, stakeholders prioritize and develop a shared vision for the community
- facilitates the formation of relationships with other jurisdictions, agencies, concerned residents that can help achieve goals

Planning Process - Overview



SWOOT Analysis

- Strengths – What’s working well already? What gives the community its character?
- Weaknesses – What isn’t working?
- Opportunities – Are future changes coming that may have a positive impact and can be leveraged?
- Obstacles – What challenges will we face in the coming years?
- Trends – From the 30,000-foot view, what factors are influencing the community from within or outside (state, country, world)?



Public Participation



- Create & distribute a survey
- Conduct stakeholder interviews
- Focus groups
- Hold public meetings
- Online tools (interactive maps)



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Implementation

- MUST ensure zoning code supports achievement of community goals



- Ensure staff and elected officials and boards have a copy
- Consult the plan regularly
 - Development application review
- Create schedule for periodic plan evaluations & updates

Fundamental Concerns

- Encourage new development near existing or planned infrastructure (roads, water, power)
- Ensure you have stated policies for road layout and standards for new subdivisions
- Create policies that specify who will pay for infrastructure

Points to Remember

- Plan must be internally consistent
- Illegal to “plan away” undesirable or high-impact land uses such as pipelines, waste facilities, CAFOs, energy facilities



Interim Legislative Study





Interim Legislative Study

Study Aims To:

- 1) Identify top planning and zoning issues for cities/counties/twps
- 2) Catalog capacity/resources for planning, of cities/counties/twps
- 3) Identify solutions that could improve the ability of political subdivisions to engage in effective planning.
- 4) Develop draft amendments to ND Century Code (as desired/necessary)
- 5) Present findings to ND House & Senate Political Subdivisions Committees for 2021 session

Feedback Collection Method:

Statewide Issues & Needs Survey

(via SurveyMonkey)

Please Take The Statewide Planning Issues & Needs Survey!

www.ndtoa.org

2019 ND STATEWIDE PLANNING STUDY

Who: Zoning
Administrators Planning
‡ Zoning Commissioner
Elected Official

Jurisdiction: City County
Township

Staffing: Full-time;
Part-time; Multiple
Hats; Private firm

Status ‡ Activity of
the Zoning Board

Planning ‡ Zoning
Challenges?

Comprehensive Plan?
Future Land use Map?

Mapping software?

Resources Available?
Greatest Needs?

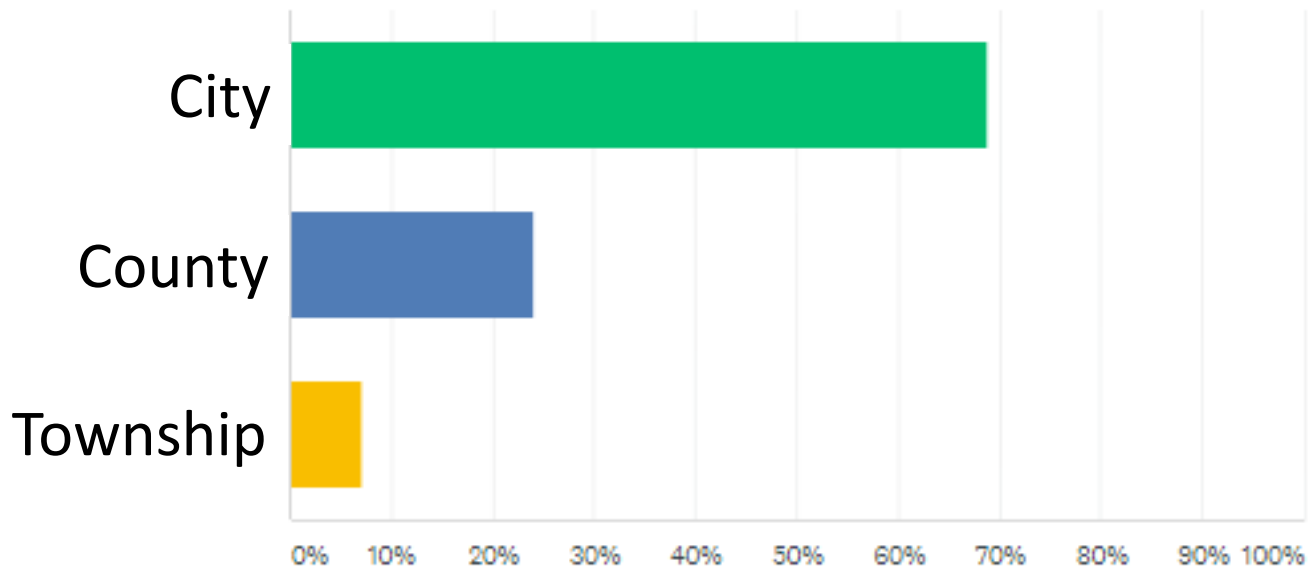
Thoughts on 2019
Legislation: HB 1165 HB
1297

Survey Responses

(as of 11/27)

Please select the type of political subdivision that you represent/work for?

Answered: 170 Skipped: 0



**We need to hear from YOU,
Townships!**

Who Should Take The Survey:

- Zoning Administrator/
Planner
- Zoning Board
members
- Twp Elected
Officials

Please Spread the
Word!!!



What are your TOP planning issues?





Thank you!

Questions??

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