

# Planning Services Agreement

\_\_\_\_\_ Area/Neighborhood Plan

City of Columbus Planning Division and the Area Commission/Major Civic Association  
date

## A. Purpose and Goals

The purpose of this agreement is to outline the duties and responsibilities of the associated parties that together will produce an adoptable area/neighborhood plan in the City of Columbus. The goals of this agreement are to ensure an efficient and expeditious planning process, a vision that reflects community consensus, and presents a set of goals and policies that will effectively inform development decisionmaking.

## B. Planning Area Boundaries

The planning area boundaries are defined by the following and generally illustrated on the attached map:

North:

East:

South:

West:

## C. General Scope of the Project

The general scope of the project is as follows:

- a. A plan that addresses the urban design, land use, transportation and other planning issues facing the community with a principal focus on development-related issues and policies.
- b. A consensus-based planning process utilizing a Working Committee, Area Commission/Major Civic feedback, public meetings, and city staff review to arrive at consensus and a final plan document.
- c. Review and adoption by the Columbus Development Commission and City Council.
- d. A planning horizon of 10 years.
- e. Area plans do not address public safety, code enforcement, or other short-term community issues/goals that require a more immediate response than is achievable in a long-term planning document.

## D. Timeframe

The plan will be completed and ready for adoption in no more than 12 months from the date of execution of the Planning Services Agreement. Any extension to this timeframe must be approved by the Planning Administrator. If it would appear that extending the timeframe will not result in a reasonable conclusion to the planning process, the Administrator has full authority to stop the planning process and to resume the process at a more appropriate time.

## E. Participants and their Roles and Responsibilities

The key participants of the planning process are as follows:

1. Area Commission/Major Civic Association: The Area Commission/Major Civic Association shall perform the following responsibilities:
  - a. Review and approve this Planning Services Agreement.

- b. Appoint the Working Committee to include between nine and 15 members. Area Commission/Major Civic Association representatives that sit on the Working Committee will be expected to communicate between the committee and the commission/civic association regarding all matters related to this project.
  - c. Identify community stakeholders for interview by the Planning staff.
  - d. Host all public meetings and open houses.
  - e. Assist the Planning Division with Development Commission and City Council presentations.
2. **Working Committee:** The Area Commission/Major Civic Association shall appoint a Working Committee reflecting all major stakeholder groups in the community. The committee will have the following responsibilities:
- a. Represent the broad public interest during the planning process.
  - b. Attend all committee meetings and review all materials prepared during the planning process and share constructive comments, thoughts, and suggestions with fellow committee members and the Planning Staff.
  - c. Assist the Planning Division with fieldwork to assess and document features/conditions of the planning area, if necessary and appropriate.
  - d. Attend all committee meetings and attend most public meetings.
  - e. Serve as a conduit between the Working Committee and the Area Commission/Major Civic Association to ensure a line of communication is established in which information is shared as the process is underway.
  - f. Conduct community outreach and personally solicit members of the public to attend all public meetings and events.
  - g. Approve the final draft plan.
  - h. Assist the Planning Division with Development Commission and City Council presentations, as requested.
3. **Columbus Planning Division:** The Division will staff this planning process, working with the Working Committee and Area Commission/Major Civic Association.
- a. Prepare the Planning Services Agreement and a meeting schedule.
  - b. Finalize stakeholder list and conduct interviews.
  - c. Hold an orientation session for the Working Committee and conduct regularly scheduled meetings based upon the work program (these meetings will not occur on a regular monthly basis, but will be timed to coincide with key phases of the work program).
  - d. Provide the Area Commission/Major Civic Association with regular progress reports during the process.
  - e. Conduct all background research, data gathering, and analysis to support the process, unless assisted by the Working Committee.
  - f. Create a web page at [www.development.columbus.gov/planning.aspx](http://www.development.columbus.gov/planning.aspx) for this project, utilize the division's Facebook page to communicate with the community, and work with the Area Commission/Major Civic Association to utilize its own internet/social media resources to engage the public.
  - g. Prepare draft and final plan documents; post all major documents on the city website.
  - h. Circulate the draft plan to city departments/divisions for comment and suggestions, Working Committee, Area Commission/Major Civic Association and stakeholders, as appropriate.
  - i. Conduct a public open house to present the draft plan to the community-at-large and collect comments.
  - j. Review public comments with the Working Committee and finalize changes.
  - k. Gain Working Committee and Area Commission/Major Civic Association approval of the plan.
  - l. Submit plan to Development Commission for approval.
  - m. Submit the plan to City Council for adoption.

4. **Project Manager:** \_\_\_\_\_ will serve as the Project Manager.

**F. Work Program**

The following defines the general work program of the planning process. The division will use the 2011 Planning Guide as a reference throughout the planning process. These phases and tasks are to be completed within the timeframe established under Section D.

1. **Phase 1: Data/Analysis and Preliminary Community Outreach:** This phase includes mapping and analysis of existing conditions, meeting with city department and divisions, conducting key stakeholder interviews, forming the Working Committee, setting up a meeting schedule and other tasks.
2. **Phase 2: Identification of Key Planning Issues:** The Planning Division will use several techniques to gather public input to identify issues and goals for the planning area. As a general rule, it is expected that one Working Committee meeting and one Public Workshop will be held during this phase. Tasks for both of these events include a review of existing conditions, conducting techniques that identify community-defined planning issues, identification of development opportunities, and identification of transportation priorities.
3. **Phase 3: Visioning:** Visioning is the process by which policy direction is molded through input and consensus-building with the Working Committee and public. Based on its own analysis, input from other city departments and divisions, and Working Committee and public input from Phases 1 and 2, the Planning Division will develop and illustrate draft concepts for land use, urban design, transportation and other plan components. One Working Committee meeting and Public Workshop will be held during this phase in order to share the draft concepts and gain Working Committee and public input. Appropriate tools may be used to gain input on the draft concepts and allow staff to move forward with further revisions.
4. **Phase 4: Plan Development Phase:** The draft plan is written by the Project Manager incorporating all input and consensus gathered in prior phases. One Working Committee meeting and Public Workshop will be held to present a draft of the plan for review and comment. Additional comments will also be gathered in writing. The draft plan is posted on the city website and a defined public comment period is established. A survey may be used on the website to gather community input regarding the draft plan.
5. **Phase 5: Plan Finalization and Approval Phase:** The draft plan is finalized and presented to the Working Committee, public, and Area Commission/civic association in separate meetings for their approval and recommendation to the Development Commission.
6. **Phase 6: Plan Adoption and Delivery:** The Planning Division finalizes the draft document into a graphically-designed format and it is brought to the Development Commission for their recommendation and City Council for adoption.

**G. Plan Elements**

The area plan will include the following elements:

1. **Introduction.** The Introduction provides an overview of the planning process, a summary of issues identified by the community, and a summary of the plan's key recommendations.
2. **Existing Conditions.** The Existing Conditions Chapter will summarize all existing conditions analysis and findings.
3. **Plan.** The Plan chapter includes elements referenced in and built upon the Planning Division's *2011 Planning Guide* and detail how these policies, standards, and strategies apply to the given planning area.
  1. **Land Use.** This section addresses the current land use pattern, existing zoning, and recommends a future land use map. Commercial and residential design guidelines will also be included in this section. Depending on the nature of the planning area, community facilities, natural resources, and economic development matters may be included in this section.

2. **Urban Design.** This section defines and assesses the urban form of the planning area.
3. **Transportation.** This section recommends improvements to the transportation network to accommodate auto traffic, pedestrians and bicyclists.
4. **Implementation.** The Implementation Chapter provides a table of action-oriented and infrastructure recommendations and a development review checklist from the Plan.

#### H. Deliverables

The Planning Division will deliver a draft and final Area/Neighborhood Plan consisting of text, graphics, and maps. All documents will be prepared in electronic form. Between 25 and 50 copies of the final plan will be prepared and delivered to the Area Commission/Major Civic Association by the Planning Division. All documents will be posted on the city website.

#### I. Accountability & Resource Management

The Planning Division will monitor the Planning Services Agreement. If it appears that the process is moving in a direction that is non-productive or in which a plan will not reach fruition, the Division will discuss the issue with the Area Commission/Major Civic Association and it will be determined whether the process will continue. As partners in this agreement, Area Commission/Major Civic Association should likewise bring issues to the attention of the Planning Division for discussion and resolution. The Planning Division will ensure documents (text, maps, and graphics) are consistent with Division standards.

#### Area Commission/Major Civic Association

#### Columbus Planning Division

\_\_\_\_\_  
Name, President  
Title

\_\_\_\_\_  
Vince Papsidero, AICP  
Planning Administrator

Date \_\_\_\_\_

Date \_\_\_\_\_