



# Working Committee Orientation

## Urbancrest Community Plan

August 8, 2019

### Meeting Agenda

1. Welcome and Introductions
2. Planning process overview
3. Your role on the Working Committee
4. Communication
  - a. Email announcements, Materials posted online: one week prior
  - b. website: [tinyurl.com/urbancrest](http://tinyurl.com/urbancrest)
5. Branding Materials
6. Future meetings
  - a. Next Meeting: Wednesday August 28<sup>th</sup>
  - b. Remaining schedule (tentative)
7. Homework
  - a. Brainstorm outreach
  - b. Gather email addresses
  - c. Review Planning Services Agreement
  - d. Review Current Conditions Report

### **Next meeting:**

Wednesday August 28<sup>th</sup> at  
Village Hall at 6pm.



# Planning Process Overview

## Urbancrest Community Plan

### What is a plan?

- How land is used (houses, offices, shops, farms, factories)
- What new development looks like
- How people get around (car, foot, bike, bus)

### Why it's important to have a plan

- Community weighs in on new development
- Gives predictability: residents, land owners, developers- confidence in your investment
- Communicates priorities to elected and appointed officials who make decisions

### Where are we planning?

Inside the boundaries of the Village of Urbancrest

### Who are the actors?

- Public: Residents, land owners, business owners, developers – those who have a stake in the future
- Key stakeholders: Represent interests inside/outside community
- Working committee: Represent public throughout planning process. More intense, regular involvement
- Project team: Franklin County employees that operate the process
- Client: Mayor/Village Council Members who will approve final document

### How do we complete the plan?

- Gather information and agree on vision – assess the current state of affairs and describe what the area should look like in the future
- Develop policies to achieve vision – the specific actions we take
- Write plan – collection of current conditions, vision, and recommendations

### When are the meetings?

#### Information Gathering and Visioning

- Late August: Working committee 1
- Mid-September: Public meeting 1

#### Policy Development

- Mid-November: Working committee 2
- Mid-January: Public meeting 2

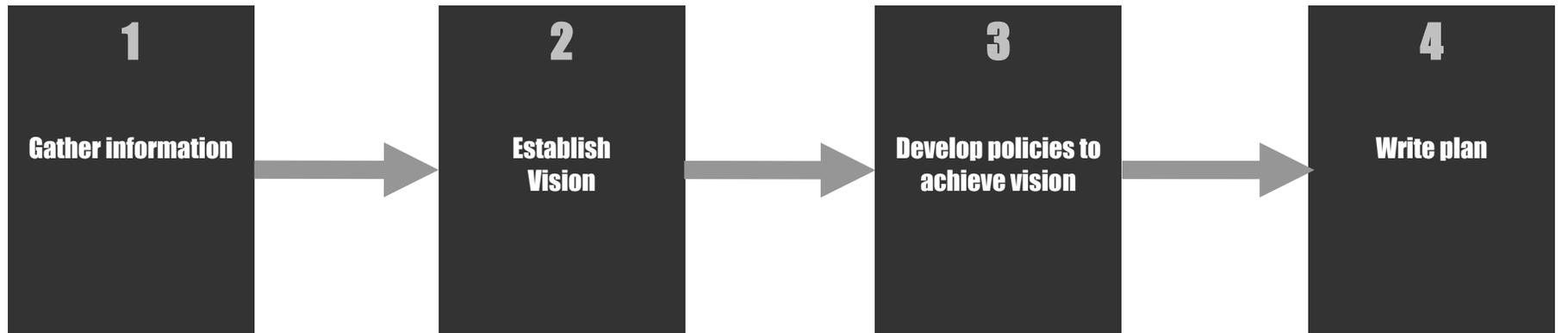
#### Final Plan

- Late January: Working committee 3
- Mid-May: Public meeting 3



# Plan Development Procedure

Urbancrest Community Plan



We gather information to assess the current state of affairs.

Data is collected from published sources and personal sources, such as residents, business owners and other stakeholders.

A vision is an ideal future for a community

As a result of public input, we describe what the township should look like in the future

Policies are the specific actions we take to achieve our vision.

The policies are a direct result of the vision, which was developed by consensus from public input

The plan explains the current state of affairs, lays out the vision and describes the policies to achieve that vision.

The plan takes everyone's input and sets forth a method to achieve the community's desired future.

# URBANCREST COMMUNITY PLAN BRANDING BALLOT

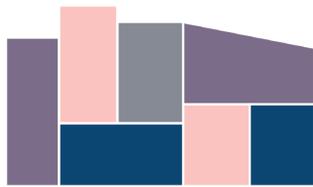
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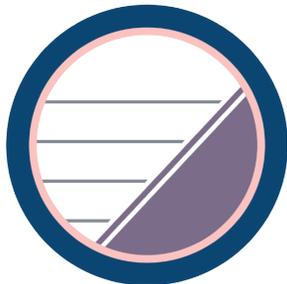
6 different design themes are presented. Although some are related and look similar, treat each option separately and rank the options from 1 to 6. 1 being your favorite and 6 being your least favorite.



**URBANCREST**  
*COMMUNITY PLAN*



**URBANCREST**  
*COMMUNITY PLAN*



**URBANCREST**  
*COMMUNITY PLAN*

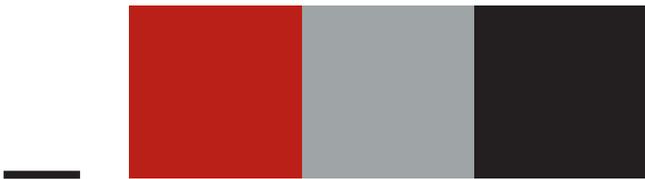
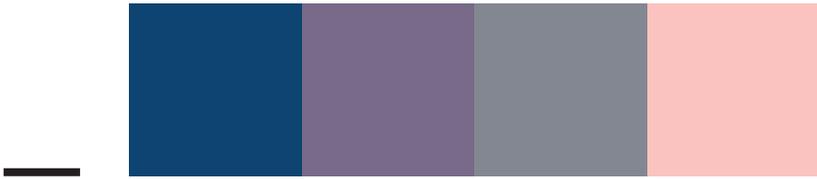
**URBANCREST** *COMMUNITY PLAN*

**URBANCREST**  
*COMMUNITY PLAN*

# URBANCREST COMMUNITY PLAN COLOR BALLOT

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4 different color palletes are presented. Each palletete can be applied to any of the six branding themes. Rank the options from 1 to 4, with 1 being your favorite, and 4 being your least favorite.



## **Planning Services Agreement**

Village of Urbancrest Community Plan

### **Between:**

Franklin County Economic Development and Planning Department  
and the Village of Urbancrest

April 9, 2019

### **A Purpose**

The purpose of this agreement is to outline the duties and responsibilities of the associated parties that together will produce an adoptable Community Plan.

### **B. Planning Area Boundaries and Definitions**

The planning area boundaries are defined as all territory in the Village of Urbancrest.

In this agreement document, “Department” means the staff of the Franklin County Economic Development and Planning Department.

“Director” means the Director of the Franklin County Economic Development and Planning Department or his designee.

“Client” means the Village of Urbancrest

### **C. General Scope of the Project**

The general scope of the planning project is as follows:

- A plan that addresses the land use, affordable housing, transportation, economic development and other planning issues facing the community with a principal focus on development-related issues and policies.
- A consensus-based planning process using a working committee and Department review to arrive at consensus and a final plan document.
- Review and adoption by the Client.
- A planning horizon of 10 years.
- Public safety or other non-land use issues are outside the project’s scope.

### **D. Timeframe**

The plan will be completed and ready for the adoption process within 12 months from the date of execution of the Planning Services Agreement. Any extension to this timeframe must be approved by the Director. If it appears that extending the timeframe will not result in a reasonable conclusion to the planning process, the Director 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. Client:** The Client is responsible for the following:
  - a. Review and approve this Planning Services Agreement.
  - b. Assist with solicitation of public input.
  - c. Careful review of each Plan Development phase's deliverable and feedback provided within two (2) weeks or ten (10) business days of its availability.
  - d. Assist the Department with presentations during the adoption process.
  
- 2. Working Committee:** A Working Committee will be formed reflecting all major stakeholder groups in the community. This Committee will consist of the six (6) members of the Urbancrest Village Planning Commission, up to two (2) individuals appointed by the Mayor and three (3) individuals appointed by the Director. Appointed members may represent residents, business owners, major land owners and community organizations.

The Committee will have the following responsibilities:

- a. Represent the broad public interest during the planning process.
  - b. Assist the Department with fieldwork to assess and document features/conditions of the planning area, if necessary and appropriate.
  - c. Attend all committee meetings.
  - d. Review all materials prepared during the planning process and share constructive comments, thoughts, and suggestions.
  - e. Conduct community outreach and personally solicit members of the public to provide comments.
  - f. Agree on the final draft plan.
  - g. Assist the Department with presentations during the adoption phase.
  - h. Promptly bring process and project related concerns to the attention of the Project Manager.
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- 3. Franklin County Economic Development and Planning:** The Department will manage this planning process, working with the working committee and Client to perform the following:
    - a. Prepare the Planning Services Agreement and a meeting schedule.
    - b. Finalize stakeholder list and conduct interviews.
    - c. Finalize composition of the working committee.
    - d. Hold an orientation session for the working committee and conduct regularly scheduled meetings based upon the work program.
    - e. Provide the Client with quarterly progress reports during the process.
    - f. Conduct all background research, data gathering and analysis to support the process, unless assisted by the Working Committee or a sub-consultant.
    - g. Prepare draft and final plan documents; post all major documents on the Department's website and make them available for posting to the Client's websites.
    - h. Circulate the draft plan to relevant government agencies, working committee, Client, and stakeholders, as appropriate, for comment and suggestions.

- i. Conduct a final public presentation to present the draft plan to the entire community and collect comments.
- j. Review public comments with the working committee and finalize changes.
- k. Gain working committee and Client approval of the plan.
- l. Submit plan to the Client for final approval.
- m. Finalize plan artwork and layout.
- n. Deliver eight (8) copies of the final plan at no charge to the Client.

**4. Project Manager:** Philip Ashear will serve as the project manager.

#### **F. Work Program**

The following defines the work program of the planning process. The work program consists of several phases. These phases and tasks are to be completed within the timeframe established under Section D.

Project setup phase: This phase involves project authorization, formation of the working committee, setting up a meeting schedule and other tasks.

Plan development phase 1: Current conditions analysis: This phase includes mapping and analysis of current conditions, performing data assembly, field research, conducting key stakeholder interviews and preparing a current conditions report.

Plan development phase 2: Issues identification: The Department will use several techniques to gather input, to identify issues, and establish goals for the planning area. It is expected that one working committee meeting will be held during this phase. Priorities for this meeting will include: a review of the current conditions report, reviewing and analyzing stakeholder input, identification of key issues, and identification of potential land acquisition and redevelopment priorities.

Plan development phase 3: Visioning and alternatives generation: Visioning is determining the stakeholders' desired future of the Village. Once the vision is described, through synthesis of stakeholder input, the Department crafts proposed policies to achieve that vision. One working committee meeting will be held during this phase.

Plan development phase 4: Policy generation: Based on the desired vision and policy preferences, the Department will lay out actionable steps to support the policies. One working committee meeting will be held to present the future land use map, targeted revitalization map, policies and actionable steps. Together these constitute the plan's recommendations.

Plan writing and layout phase: A draft plan is written incorporating all input and consensus gathered in prior phases. A working committee meeting will be held to present a draft of the plan for review and comment. The draft plan is posted on the Department's website.

Plan adoption phase: The draft plan is finalized and presented to Working Committee and the Client.

Plan finalization and delivery: The Department finalizes the plan based on feedback and distributes final versions to the Working Committee, Client and other designated recipients. The final document is posted on the Client's website and freely distributed electronically. Additional copies are available for sale at Department offices.

## G. Plan Elements

1. List of elements. The plan will include the following elements:

- **Introduction.** An overview of the planning process, a summary of issues identified by the community, and a plan summary.
- **Current Conditions:** A summary of current conditions analysis and findings.
- **Plan Recommendations.** Detailed recommendations on land use, affordable housing, transportation, economic development and other planning issues facing the community with a principal focus on development-related issues and policies.
- **Implementation:** A framework for putting the plan's recommendations into practice and a checklist to ensure new development follows the plan's recommendations.

2. Commissioner's Core Principles: The Client understands and acknowledges that plan recommendations will be compatible with and be informed by the Franklin County Board of Commissioner's Core Principles, which include the following: Smart Growth planning principles, environmental protection, accessible living environments, economic development strategies to retain and attract businesses, stormwater management best practices, and regional collaboration.

The Plan's recommendations will be further influenced by planning best practices as put forth by the American Planning Association.

## I. Accountability & Resource Management

The Department 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 Director or project manager will discuss the issue with the Client and it will be determined whether the process will continue. As partners in this agreement, the Client may likewise bring issues to the attention of the project manager for discussion and resolution.

## J. Acceptance

The Client agrees to accept the final document when the conditions below are met. When the conditions are met, the Client agrees that the Department has fulfilled its obligations under this agreement.

1. At least four working committee meetings are held, with the final meeting being a final presentation to the community.
2. Substantial stakeholder consensus on the plan's recommendation, as determined by the Director.
3. A draft plan is delivered to the Client with recommendations for land use, affordable housing, transportation, economic development and other planning issues.

**Village of Urbancrest**

Joseph L. Banner Sr.  
Mayor

4-9-19  
Date

Kathy Schimmer  
Fiscal Officer

4-9-19  
Date

**Franklin County Economic Development and Planning**

James Schimmer  
James Schimmer  
Director

4.29.19  
Date

# Village of Urbancrest

Columbus

Franklin/Twp  
Jackson/Twp

62

270

Urbancrest

Grove City

62



0.25

Miles

