

## Appendix E

### Community Centers Development Plans Minimum Requirements

#### 1. Introduction

The Community Centers Development Plan (CCDP) program is intended to fund the preparation of master plans for the County's various Rural and Suburban Centers. A CCDP is different from a Comprehensive Plan - whereas a Comprehensive Plan covers the entire municipality, the CCDP covers a specific area within the municipality. The key issues that should be addressed in a CCDP include land use, vehicular and pedestrian circulation, economic development, neighborhood stabilization, public and community services, infill development, redevelopment, urban design, and historic preservation. Since the Centers serve as the focal points of existing and future growth, it is expected that all CCDPs will advocate concentrated development within their boundaries with increased densities.

The intent of this Appendix is to assist with the preparation of CCDPs that are customized to the needs of the municipality, while at the same time ensuring that a uniform planning process is used to meet the minimum program requirements.

#### 2. General Requirements

- A. The CCDP program is open to municipalities that contain Rural Centers, Suburban Centers, or Urban Landscapes (other than the City or Boroughs) as depicted on the County's *Livable Landscapes* map.
- B. The municipality shall hold at least two public meetings throughout the process to ensure that the public has sufficient opportunity to provide input into the development of the plan.
- C. The municipality must create a task force to oversee the preparation of the CCDP. Suggested members include elected and appointed municipal officials; municipal department heads; residents; business people; representatives of civic organizations, neighborhood groups, preservation groups, housing corporations, and the real estate community; local sewer and water utility providers; and the Pennsylvania Department of Transportation.
- D. To be eligible for reimbursement, the municipality must adopt the CCDP as a component of their comprehensive plan.

#### 3. Required Plan Components

Although each municipality may take a different approach to preparing a CCDP, certain common elements should be addressed to ensure that the resulting plan provides adequate direction for the community. CCDPs funded through the VPP grant program shall include the following elements:

- A. Definition of the Planning Area Boundary

The general location of the Rural and Suburban Centers, and Urban Landscapes are shown on the *Livable Landscapes* map. However, in order to prepare master plans for these areas, the

municipality must first define specific boundaries. Once the municipality adopts the CCDP, the County will consider amending the *Livable Landscapes* map where applicable.

B. Community Input and Issue Identification

Broad input should be sought to identify key trends, conditions, and issues. This approach will enable the municipality to establish with greater certainty the items to address in the plan, promote public awareness and ownership in the process and resulting plan, and provide a preliminary gauge of the relative importance of the various issues. Public forums and interviews with municipal officials and community leaders are only some of the options to consider in gathering such input.

C. Analysis of Key Trends, Conditions, Issues, and Implications

The scope of work shall include an analysis of existing and projected conditions, trends, and planning implications associated with the issues identified in Subsection 2., above. Municipalities may use a variety of indicators and data sources for gathering pertinent information, including, but not limited to census data, real estate data, and survey results. This task will provide the factual basis for the policies, actions, and projects recommended by the plan.

D. Develop Goals and Objectives

The goals and objectives should set forth the basic concept for the area, its function, and its general physical structure. In addition, a specific set of goals and objectives should be developed for each of the topics identified above.

E. Recommendations

Develop strategies and actions to achieve the goals. Recommendations may include amendments to the existing zoning ordinance, subdivision and land development ordinance, and official map; capital improvements; and other programs and policies. Recommendations shall be presented in a clear and detailed manner in order to facilitate implementation and demonstrate a clear link to the issues and implications identified in Subsection 3., above.

F. Prioritization

Due to limited funding and the need to prepare an annual work program and capital improvements budget, municipalities must prioritize their proposed recommendations. Municipalities may devise their own prioritization scheme, such as ranking each individual project from highest to lowest, or grouping projects together in categories of high, medium, and low.

G. Implementation Plan

A detailed action plan shall be formulated for the highest priority actions and shall include the following items:

1. A detailed description of the action, including a list of all its individual elements, its location, and any affected properties.
2. A cost estimate.
3. An implementation schedule, indicating the estimated action start date and completion date.

4. Identification of the organization(s) and/or personnel who will be responsible for implementing the action.
5. An analysis of funding options for each action. This analysis should identify specific funding programs or sources that are appropriate for each particular project. Federal, state, county, local, private, non-profit, foundation, and other sources should all be considered.

#### H. Monitoring and Assessment

The CCDP shall outline a process for annual program review and revision. The municipality should assess each action to gauge its success and change or reprioritize the actions as necessary.