

# Comprehensive Planning for Your Community

This pamphlet is designed to help clarify the often confusing process of comprehensive planning. This step by step approach is meant to simplify matters and to help you determine your role in the planning process, as an interested citizen, a planning commissioner, or an elected official. It is not intended to represent the complete planning process, but to outline basic steps toward developing a comprehensive plan and its execution. Neither is it intended to be a legal summary of all the procedures required by law for a comprehensive plan. We hope that this pamphlet spurs interest and develops an awareness of the community effort involved in writing and adopting a comprehensive plan.

## Step 1:

### A Need for Comprehensive Planning is Recognized

Developing a comprehensive plan begins when a community becomes aware that a need for planning exists. This may be expressed by citizens groups or by the local governing body. In addition to the awareness expressed in the community, other factors lead to developing a comprehensive plan. In Oregon, state statutes require local governments to formulate comprehensive planning efforts for their communities. Many federal and state funding programs also require that a plan be developed before the specific funds are provided. In addition, the State Land Conservation and Development Commission (LCDC) requires that all governmental plans and actions relating to land be consistent with the local comprehensive plan and with the statewide planning goals. Because of this requirement, many comprehensive plans which already exist are found to be deficient. Inevitably, any plan will need revision and updating, and after a period of time, a totally new plan may be needed to reflect the changing needs and goals of a community.

## Step 2:

### Official Citizens Advisory Groups are Formed and Assisted by the Planning Staff

Once a decision is made to develop a comprehensive plan, the first step is to establish an officially recognized citizens involvement committee(s). This committee is responsible for assisting governing bodies with a citizens involvement program that includes all interested groups in the community. To provide citizen involvement in the planning process, usually citizen planning advisory committees are formed by geographic districts. (Small cities may need only one planning advisory committee.) The citizen groups should receive technical guidance and assistance from local professional planning staff. The tasks assigned to advisory groups will vary from jurisdiction to jurisdiction. The governing body should describe the duties and responsibilities of advisory groups in a formal statement when they are appointed. The Land Conservation and Development Commission (LCDC) citizen involvement goal requires that citizens have the opportunity to participate in all phases of the planning process.

Advisory groups usually define community issues and problems, assist in data collection, participate in policy formation, and help formulate implementation techniques. They also assist in reviewing applications requiring planning decisions.

## Step 3:

### Advisory Groups and Planning Staff Draft Preliminary Comprehensive Plan

Planning usually starts with an inventory of social, economic, and environmental data. From this data, a realistic projection of needs, such as schools and housing, economic expansion, recreation, etc., should be made. General alternative

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# COMPREHENSIVE PLANNING FOR YOUR COMMUNITY

## STEP 1: A NEED FOR COMPREHENSIVE PLANNING IS RECOGNIZED BY:



- Citizens groups
- City and county governments
- Federal agencies
- LCDC requirements

## STEP 9: REVISION AND UPDATE

- Annual report to the LCDC
- Every few years as indicated in the comprehensive plan

## STEP 8: GOVERNING BODY HOLDS PUBLIC HEARINGS

- Revisions may be made that are in accordance with the comprehensive plan
- Pass implementation ordinances into law



## STEP 7: PLANNING COMMISSION REVIEWS PROPOSED IMPLEMENTATION ORDINANCES

- May hold public hearing
- Makes recommendation to the governing body

## STEP 2: OFFICIAL CITIZENS ADVISORY GROUPS ARE FORMED AND ASSISTED BY THE PLANNING STAFF

### Tasks:

- Discussion of problems
- Inventory of social, economic, and environmental data
- Projection of needs
- Development of alternative plans and implementation strategies

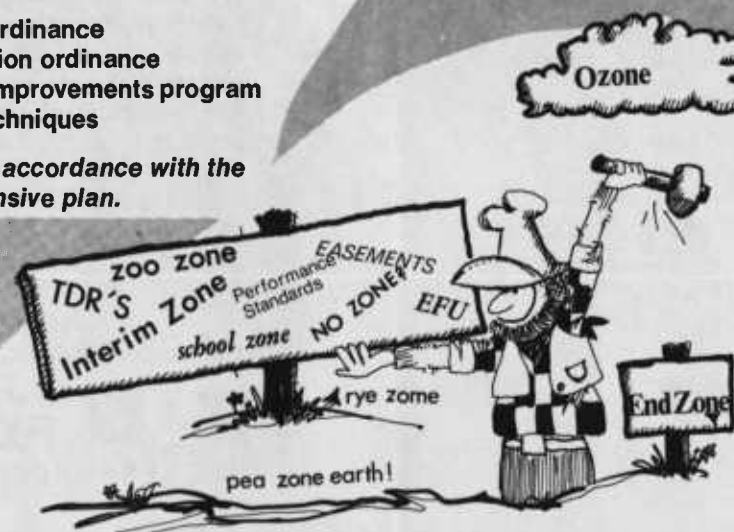


## STEP 6: CITIZENS ADVISORY GROUPS AND PLANNING STAFF PREPARE IMPLEMENTATION ORDINANCES

### Includes:

- Zoning ordinance
- Subdivision ordinance
- Capital improvements program
- Other techniques

Must be in accordance with the Comprehensive plan.



## STEP 3: ADVISORY GROUPS AND PLANNING STAFF DRAFT PRELIMINARY COMPREHENSIVE PLAN

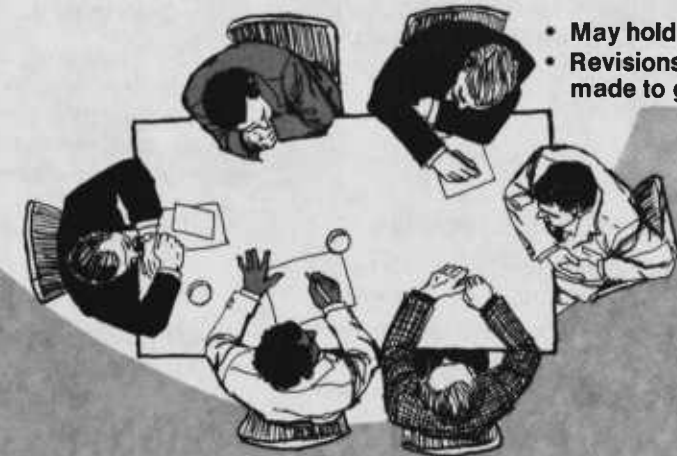
### Includes:

- Long range goals
- Land use policies
- Planning actions and programs
- Implementation strategies
- Coordination with other plans



## STEP 4: PLANNING COMMISSION REVIEWS COMPREHENSIVE PLAN

- May hold public hearings
- Revisions and recommendations made to governing body



## STEP 5: GOVERNING BODY HOLDS PUBLIC HEARINGS

- Revisions made as necessary
- Comprehensive plan adopted



plans can be prepared to meet the needs identified in the data. After public meetings, an alternative is selected and the preliminary comprehensive plan is drafted. The plan should cover all the areas set forth in LCDC goals and guidelines. In addition, it should include: *long-range goals*, which are general statements to provide a framework for the plan, *land-use policies*, which are governing principles for making decisions, *planning actions and programs*, which are specific activities for accomplishing planning goals, and *implementation strategies*. Policies in various local plans should be consistent. Any conflicts should be resolved. According to Oregon statutes, the county (or other agency provided for in ORS 197) provides the coordinating function for all plans within the county, including city, special district, and state agency plans.

#### **Step 4:**

##### **Planning Commission Reviews Plan**

While this step is not required by state law, the planning commission serves an important advisory role to the governing body and can contribute valuable input. If directed to do so by the governing body, the commission may hold formal or informal public hearings on the plan to test the community's reactions. This step is valuable in increasing involvement of citizens in planning—and increases chances for public acceptance of the plan.

#### **Step 5:**

##### **Governing Body Holds Public Hearings**

The governing body is required by state statute to hold a public hearing on the comprehensive plan before adoption. The public hearing assures that all parties can be heard and desirable reviews made before final adoption. The comprehensive plan is then officially adopted by the governing body.

#### **Step 6:**

##### **Citizens Advisory Groups and Planning Staff Prepare Implementation Ordinances**

Once the comprehensive plan has been adopted, the planning staff and citizens advisory groups continue their efforts by drafting implemen-

tation ordinances in accordance with the recommended strategy contained in the comprehensive plan. The implementation ordinances should be designed as a package, with one ordinance complementing the others. The package should include: a zoning ordinance, a subdivision ordinance, and a capital improvements program. Also the staff and citizens groups should investigate the possibility of using newer techniques of land-use controls, such as performance standards, transferable development rights, conservation easements, environmental impact statements, and others. Each should be in accordance with the implementation strategy in the comprehensive plan.

#### **Step 7:**

##### **Planning Commission Reviews Implementation Ordinances**

While this is not required by state statutes, many local governments require that the planning commission review and/or hold hearings on any proposed land-use ordinance. They then make recommendations to the governing body.

#### **Step 8:**

##### **Governing Body Holds Public Hearings**

The governing body is required to hold one or more public hearings on the implementation ordinances at this time. They may make revisions which conform to the comprehensive plan. The ordinances are then passed into law.

#### **Step 9:**

##### **Revision and Update**

LCDC requires that within each plan there be a mechanism for review and update of the plan. Usually this consists of a review of the plan by the planning commissioners, staff, and citizens groups to determine the effectiveness of the plan and implementation techniques in achieving the long- and short-range goals of the community and in complying with LCDC requirements.

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