

**Castle Rock Planning Commission**  
**AGENDA**  
**August 24, 2004**

- I. Introduction
- II. What is a Comprehensive Plan
- III. Comprehensive Planning Process
- IV. What a Comprehensive Plan Includes
  - How the Community Action Plan fits into the planning process
- V. Community Participation Process (game)

**WHAT IS A COMPREHENSIVE PLAN**

A comprehensive plan....

- Expresses a community's vision of itself—the community it would like to become—it's hopes and dreams.
- Establishes a public process to identify community values, needs, and goals.
- Examines community needs and identifies solutions to protect the public interest.
- Creates a guide for decision-making regarding the future of the city, much like a business plan that guide's investment of public resources.
- Provides a policy framework that ensures consistency with other planning efforts, land use decisions, and capital improvement projects.
- Offers a budgeting tool by targeting the need and timing for investment of tax dollars in public facilities and infrastructure.
- Ensures consistency and compatibility with the plans of adjoining cities and counties

- Should indicate what is needed to accommodate planned growth, striking a balance between land use patterns and capital improvement needs.
- Offers a tool to coordinate the provision of county programs and services
- Expands eligibility for grants and other funding sources needed to bring projects to fruition.
- Protects the public coffers from legal challenges to local codes by providing a rational, predictable basis of decisions that reflect the public interest.
- Ensures that development—both private and public—and including those by state and local governments, will be consistent with the city plan.

## **COMPREHENSIVE PLANNING PROCESS**

Basic Elements in the planning process.

- Data gathering
- Data analysis
- Policy making
- Implementation
- Monitoring

Some of these elements can be done simultaneously, but they are always useful factors in the planning process.

### *Data Gathering*

When preparing a comprehensive plan gather data on existing conditions, populations trend (ones that might bring change), capacity of the natural and built system of the community etc.

### *Data Analysis*

Analyzing the data that is gathered can give you good information about your community. For example by analyzing raw population data you can have a good idea for predicting future school enrollment, cemetery needs, etc.

### *Policy Making*

In order to begin the policy making stage you have to use the information from your data gathering and analysis stage to draw alternatives. Once you have a set

of alternatives then the policy making piece involves judgment. This is the most complex piece of the planning process.

### *Implementation*

The process of realizing a project 'on the ground' in line with the agreed work plan. It involves Project Management and monitoring - both financial and non-financial. In order for your plan to be used you must implement it. There are several ways to look at implementation. One-your plan will contain goals, objectives and policies. The objectives are established from implementation planning. The success of the implementation process depends on the staff's commitment to follow through with the ideas in the plan such as creating a historical program, downtown design standards, etc.

### *Monitoring*

Providing feedback of the plans goals, objectives, and policies within the community, construction agencies etc. Monitoring is also a form of updating your plan to conform to new needs.

*The first step in a good community planning process must begin with a process to determine the goals. Some communities might already have their goals lined out due to other planning activities such as the community action plan.*

## **WHAT A COMPREHENSIVE PLAN INCLUDES**

*Land use element*-designating the proposed general distribution and general location and extent of uses of land.

*Housing element* – includes an inventory and analysis of housing needs; preservation, improvement and development of housing; land for housing; and provisions for the needs of all economic segments of the community

*Capital facilities plan element* – consists of an inventory of existing capital facilities owned by public entities; a forecast of future needs; proposed locations and capacities of expanded or new capital facilities; a six-year financing plan; and a requirement to reassess the land use element if probable funding falls short

*Utilities element* – consisting of the general and proposed location, and capacity of all existing and proposed utilities including electrical, telecommunications, and natural gas lines.

*Transportation element* – implements and is consistent with the land use element. The transportation element shall include: (a) land use assumptions used in estimating travel and assessing impacts to state-owned transportation facilities; (b) level of service standards for local, regional and state transportation facilities; (c) a multi-year financial plan that is coordinated with Washington State

Department of Transportation's 6 year improvement program; (d) intergovernmental coordination efforts; and (e) demand management strategies.

*Economic development element* – establishing local goals, policies, objectives and provisions for economic growth and vitality and a high quality of life

*Park and recreation element* – implements, and is consistent with, the capital facilities plan element.

*Since the city of Castle Rock is currently working on their parks and recreation plan this element does not need to be included.*

## **HOW A COMPREHENSIVE PLAN IS IMPLEMENTED**

During the planning process the planning committee needs to take great interest in keeping the community involved. The more the community knows about the plans goals, objectives and policies the more prepared they will be for implementation of the plan.

The first step in the implementation process is to create or amend regulatory tools needed to be consistent with the community plan. These could consist of; zoning, subdivision regulations, building codes, sewer service area, water service area, buffer zones, commercial and industrial zones, and future green space, etc.

### *Examples of Implementation*

- Policy platform to support the regulations of the Critical Areas Ordinance (needed to standup in court)
- Use the Plan to identify capital improvements, apply for grants, and park planning etc
- Set subdivision regulations
- Subdivision design standards (open space design etc)
  - Do we want developers to donate a piece of the development for trails or open space?
- Downtown design standards
  - Which can lead to capital facilities improvements, sign standards etc.
  - Do we want housing downtown?
  - Do we want Office space above businesses downtown?
  - Do we want the downtown to have a theme?
- Land Use designations
  - Do we want a historical district program?