



ADDENDUM I

BLOOMINGTON WORK SESSION AGENDA

August 13, 2012

ADDITIONAL HANDOUT

- Item 1 Project Scope and Approach for Updating the City of Bloomington Comprehensive Plan

PROJECT SCOPE AND APPROACH FOR UPDATING THE
CITY OF BLOOMINGTON COMPREHENSIVE PLAN
McLean County Regional Planning Commission
November 21, 2011

The City of Bloomington Comprehensive Plan will be updated and refined by city officials, staff and citizens with technical assistance from McLean County Regional Planning Commission (commission) as outlined below.

1. **PUBLIC INVOLVEMENT PROCESS.** To capitalize on local expertise and human resources, and to increase public understanding and support for the plan, a multifaceted approach to public involvement will be employed in the plan's development. This will include the use of citizen-based committees, a public opinion survey, a series of public meetings, and the use of the internet.

A. Citizen-based Committees. Citizen-based plan committees will be formed to provide assistance in completing the individual elements of the plan, which are outlined later in this project scope. Each committee will feature representation by a wide range of interests and include members with specialized knowledge when possible. Additionally, the chairs of each plan committee will collectively form a steering committee to oversee the overall completion of the plan, drawing upon the input of the individual plan committees as needed.

B. Public Opinion Survey. This survey will be conducted for use in obtaining greater citizen input for consideration in developing the plan. A questionnaire will be designed to obtain information regarding resident likes, dislikes, issues and priorities for the future, and other information useful in establishing a vision and preparing the plan. With approval of the city, the questionnaire will be posted on-line, and requests for on-line completion mailed with city water bills to Bloomington households, as well as advertised in the news media. The potential for maintaining automatic cumulative totals of survey results will be researched and utilized, if practical. Alternatively, a procedure involving participation by city staff and/or plan committee members will be devised for tabulating and incorporating the results of the survey.

C. Public Meetings. In addition to meetings of the plan committees, the public involvement process will include six meetings designed to inform city officials and the general public about the plan and provide further opportunities for public input. A kickoff meeting will be held early in the process to discuss the plan approach and the design of the public opinion survey. A second public meeting to discuss plan progress and survey results will be held approximately midway through the process and a third meeting will be held to discuss the preliminary plan when a draft has been completed. Three additional meetings are planned for the Bloomington Planning Commission and City Council to discuss the plan, including at least one public hearing on the proposed plan.

D. Website Posting. A digital version of the preliminary plan report will also be posted online to further publicize the plan and provide additional opportunities for public input.

2. **PLAN ELEMENTS.** Six plan elements are currently included in the scope of this update, which consolidates the fifteen elements addressed in the city's previous comprehensive plan, and provides more focus on fiscal impact analysis and best practices and trends from around the nation:

- A. Coordination and Implementation
- B. Urban Sustainability and Design
- C. Preservation and Revitalization
- D. Land Use and Development
- E. Transportation and Parking
- F. Community Facilities and Services

Changes in content and format from the previous plan have also been incorporated into the scope of this update. Each element will include the following components:

- A. Existing Conditions Analysis
- B. Assessment of Future Trends
- C. Identification of Community Issues
- D. Formulation of Strategies.

3. **EXISTING CONDITIONS ANALYSIS.** Utilizing input from the public involvement process, and the plan committees in particular, the existing conditions analysis for each element of the plan, as applicable, will include identifying data needs, collecting and analyzing data, and concisely reporting the findings. The results of the existing conditions analysis will be used to identify present needs and establish a basis for assessing future conditions and needs. It is anticipated that most statistical data will be presented in a data supplement to be included in the appendix of the planning report, with most maps and other graphics incorporated into the text to enhance understanding and appeal.

4. **ASSESSMENT OF FUTURE TRENDS.** Building upon the existing conditions analysis, an assessment of future trends will be made to gauge how conditions and needs are likely to change during the course of the 20-25-year planning period with consideration given to emerging trends as identified through the planning committees. For some elements, this will involve developing statistical projections (for example, population, housing units, land use), while for other elements the assessments may be indirect or qualitative (natural environment and historic preservation).

5. **IDENTIFICATION OF COMMUNITY ISSUES.** From the analysis of existing conditions and future trends, community issues will be identified, for which planning strategies will be developed. The issues listed below have been identified to date and will be refined and expanded upon by the plan committees through the aforementioned analyses. *Italics* indicate the previously noted plan elements within which the specified issues are likely to be addressed.

- A. Airport Plan. *Land Use and Development, Transportation and Parking*
- B. Criteria for school sites (including Safe Routes to School). *Community Facilities and Services*
- C. Commercial zoning for small sites. *Land Use and Development*
- D. Accommodating changes to development proposals following approvals. *Land Use and Development*
- E. Concrete plant on Grove Street with homes and trail nearby. *Preservation and Revitalization*

- F. Older, commercial areas in parts of the city surrounded by residential areas. *Preservation and Revitalization*
- G. West Bloomington. *Preservation and Revitalization*
- H. Old rail yards - *Preservation and Revitalization*
- I. Downtown Bloomington Plan. *Preservation and Revitalization*
- J. Main Street Corridor Plan and transportation plan issues. *Preservation and Revitalization, Transportation and Parking*
- K. Vacant shopping centers (not limited to older parts of the city). *Preservation and Revitalization*
- L. Reuse or sale of surplus city owned property. *Preservation and Revitalization, Land Use and Development*
- M. Reduction of density in older neighborhoods. *Preservation and Revitalization*
- N. Environmental - stream protection. *Physical Environment*
- O. East Side Highway. *Transportation and Parking*
- P. Comprehensive street maintenance and development plan. *Transportation and Parking*
- Q. Fiscal impact analysis. *Urban Sustainability and Design; interwoven throughout*
- R. Neighborhood plans. *Preservation and Revitalization*
- S. Reconversion of older multifamily homes back to single-family homes. *Preservation and Revitalization, Land Use and Development*
- T. Use and limitations of the comprehensive plan. *Plan Introduction*
- U. Best practices from other areas. *Interwoven throughout*
- V. Impact fees (especially how to update road improvement impact fee ordinance). *Urban Sustainability and Design*
- W. Form Based Code. *Preservation and Revitalization; others as applicable*
- X. Sustainability. *Urban Sustainability and Design; interwoven throughout*

6. FORMULATION OF STRATEGIES. Strategies will be formulated with the plan committees to address the issues identified through this planning process. The strategies will encompass the following components for each element of the plan:

- A. Visions and/or Goals
- B. Objectives
- C. Policies
- D. Actions.

7. IDENTIFICATION OF PRIORITIES. The Coordination and Implementation committee, with input from the other plan committees and staff, will evaluate the actions that will have been recommended for each element of the plan. Based on this evaluation, a limited number of priorities will be identified for initial consideration by the city.

8. DELIVERABLES. Hardcopy and digital deliverables will be provided to the city by the commission. Working drafts of all plan elements will be provided by the commission to plan committee members during the course of plan development. Up to fifty (50) printed and bound copies of a preliminary plan report will be provided to the city for review in addition to the posting of this report on the commission's website. Up to fifty (50) printed and bound copies of

the final report on the City of Bloomington Comprehensive Plan with all related maps and graphics will be delivered to the city. A digital copy of the final plan will also be provided to the city and posted on the commission's website.

9. **COMPLETION SCHEDULE.** The estimated time to complete the tasks as per the scope and approach outlined above is 18 months from project initiation to delivery of the preliminary planning report. The expected date of project initiation is September 2011, contingent upon the commission's work load and the availability of 2010 Census data.

10. **PROJECT COSTS.** The tasks and deliverables outlined herein will be completed without additional charge in accordance with the commission's Fiscal Year 2012 Unified Work Program, which was approved in the spring of 2011, and under the terms of the annual service agreement between the commission and the city. Any unforeseen direct project costs, such as for additional hardcopies of the plan or for third-party services related or unrelated to this project scope, shall be preapproved by and borne by the city.