



Commissioner Paula Brooks · Commissioner John O'Grady · Commissioner Marilyn Brown
President

Economic Development & Planning Department
James Schimmer, Director

Working Committee Orientation

Brown Township Comprehensive Plan

November 5, 2012

Meeting Agenda

1. Welcome and Introductions
2. Planing process overview
3. Your role on the Working Committee
4. Communication
 - a. Email announcements: one week prior
 - b. Website: tinyurl.com/browntownship
5. Future meetings
 - a. Next: Monday, November 26 at 6:30 p.m.
 - b. Remaining schedule (tentative)
6. Homework
 - a. Brainstorm outreach
 - b. Gather email addresses
 - c. Review Planning Services Agreement
 - d. Review Current Conditions Report (to be sent November 19)

Next meeting:

Monday, November 26, 2012
6:30 p.m. to 8:00 p.m.
Brown Township Firehouse

Planning Process Overview

Brown Township Comprehensive 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?

Unincorporated Brown Township (excludes areas within Hilliard and Columbus)

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
- Clients: Brown Township Trustees and Franklin County Commissioners who 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 November: Working committee 1
- Mid-December: Public meeting 1

Policy Development

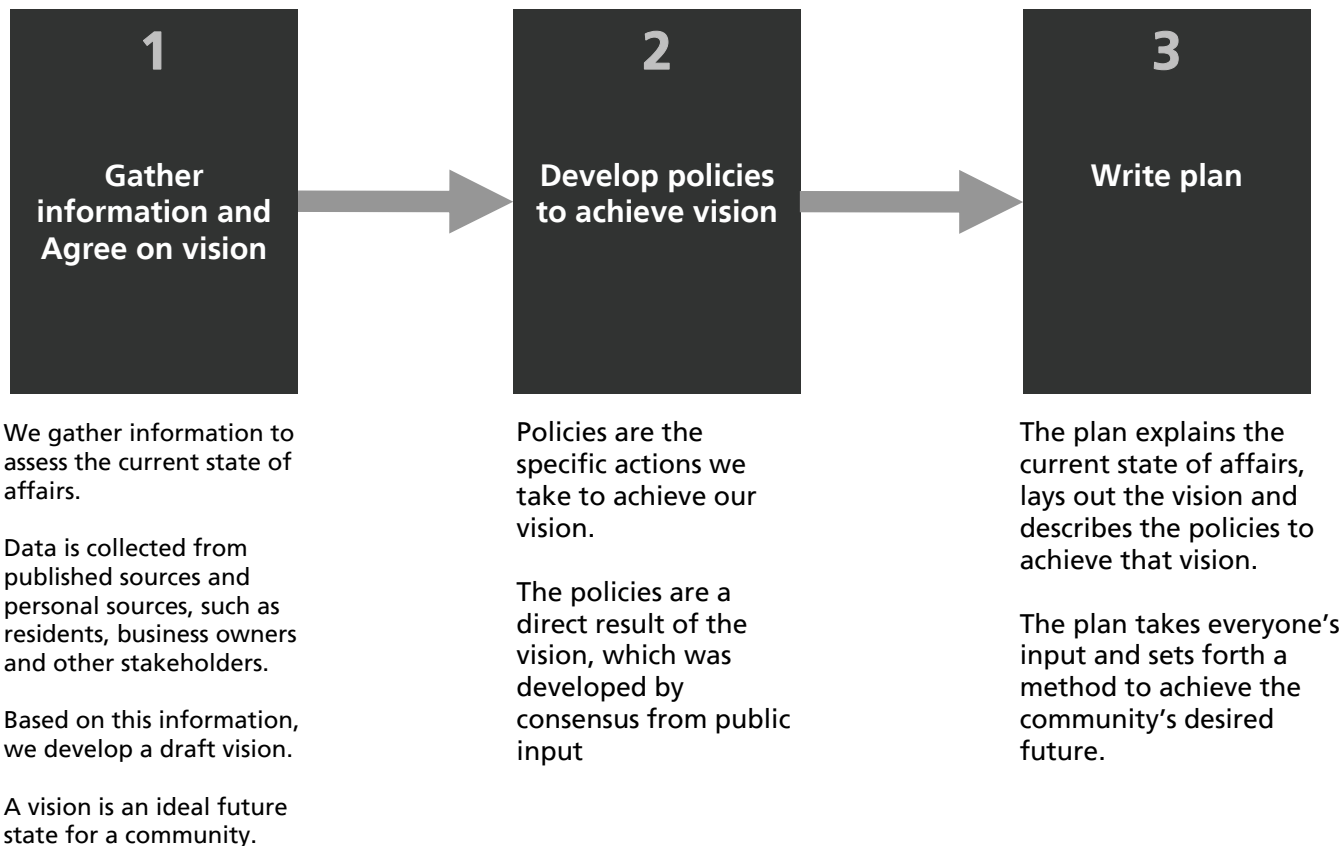
- Mid-February: Working committee 2
- Mid-March: Public meeting 2

Final Plan

- Late June: Working committee 3
- Late July: Public meeting 3

Plan Development Procedure

Brown Township Comprehensive Plan





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Planning Services Agreement Brown Township Comprehensive Plan

Between:

Franklin County Economic Development and Planning
and the Brown Township Board of Trustees

September 6, 2012

A. Purpose

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

B. Planning Area Boundaries and Definitions

The planning area boundary is defined as all territory in unincorporated Brown Township.

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 Brown Township Board of Trustees or their designee.

C. General Scope of the Project

The general scope of the planning project is as follows:

- A plan that addresses the land use, transportation, general design recommendations 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, public meetings, and Department review to arrive at consensus and a final plan document.
- Review and adoption by the Client, Franklin County Planning Commission, Rural Zoning Commission and Board of County Commissioners.
- A planning horizon of 10-20 years.
- The following are outside the project's scope: public safety, code enforcement or other non-land use issues.

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. The client will be consulted prior to extending the timeframe or suspending the process.

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. Identify stakeholders and recommend members for the working committee.
 - c. Representatives on the working committee will communicate between the committee and the Client as appropriate.
 - d. Assist with hosting public meetings and open houses.
 - e. Careful review of each Plan Development phase's deliverable and feedback provided within 30 days of its availability.
 - f. 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. 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 and attend most public 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 attend public meetings and events.
 - f. Consensus on the final draft plan.
 - g. Assist the Department with presentations during the adoption phase.

- 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 progress reports during each phase of the process.
 - f. Conduct all background research, data gathering and analysis to support the process, unless assisted by the working committee.
 - g. Prepare draft and final plan documents; post all major documents on the Department's website.
 - h. Circulate the draft plan to County departments and offices for comment and suggestions, working committee, Client and stakeholders, as appropriate.
 - i. Conduct a final public presentation to present the draft plan to the entire community and collect comments.
 - j. Review public comments and finalize changes.
 - k. Submit plan to the Township Board of Trustees, Franklin County Planning Commission, Rural Zoning Commission and Board of Commissioners for final approval.
 - l. Finalize plan artwork and layout.
 - m. Deliver five copies of the final plan at no charge to the Client.

- 4. Project Manager:** Matt Brown 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, except as noted below.

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

Plan development phase 1: Current Conditions and Vision assessment: This phase involves analysis of current conditions through mapping, data assembly, field research and consultation with area stakeholders. This phase will also include creating generalized visions for the community. A working committee meeting and public meeting will be held during this phase to evaluate the visions.

Plan development phase 2: Policies: Once the vision is agreed upon, Department crafts proposed policies and action steps to achieve that vision. One working committee meeting and public meeting will be held during this phase.

Plan development phase 3: Plan Writing and Layout: Based on community feedback, Department updates the policies and action steps. The policies and action steps are combined with an introduction, the current conditions assessment and an implementation section to create the Draft Plan. One working committee meeting and public 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.

The phases listed below are for informational purposes only and do not constitute part of the work program. The Client agrees that completion or non-completion of the phases below will not be considered under Section J, Client Acceptance.

Plan adoption phase: The draft plan is finalized and presented to county departments and offices. A public hearing is scheduled with the Client, Planning Commission and Rural Zoning Commission for their recommendations and with the Board of County Commissioners for final consideration.

Plan finalization and delivery: The Department finalizes the plan based on the public hearings and distributes final versions to the working committee, Client and other designated recipients. The final document is posted on the Department 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, an explanation of guiding policies, and a plan summary.
- **Current Conditions:** A summary of all current conditions analysis and findings.
- **Plan Recommendations.** Detailed recommendations on land use, transportation and public improvements.
- **Implementation:** A framework for putting the plan's recommendations into practice and a checklist to ensure new development follows the plan's recommendations.

H. Planning Principles

1. Commissioners' strategic priorities: Client understands and acknowledges that plan recommendations will be compatible with and be informed by the Franklin County Board of Commissioners' Strategic Priorities when applicable. These strategies include the following: Smart Growth planning principles, economic development strategies to retain and attract businesses, environmental protection, accessible living environments, stormwater best management practices, and regional collaboration.
2. Existing planning documents: The plan's recommendations will be compatible with and take into consideration adopted land use policies affecting the planning area including the 2005 Brown Township Comprehensive Plan, the Big Darby Accord Watershed Master Plan and the Big Darby Town Center Master Plan.
3. Planning best practices: The plan's recommendations will be further influenced by planning best practices as put forth by the American Planning Association.

I. Accountability & Resource Management

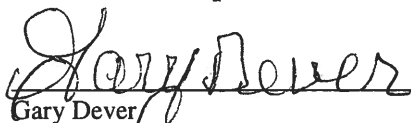
The Department will monitor the Planning Services Agreement. If it appears that the process is moving in a direction that is non-productive or in which a plan will not reach fruition, the Director or project manager will discuss the issue with the Client and it will be determined whether the process will continue. As partners in this agreement, the Client may likewise bring issues to the attention of the project manager for discussion and resolution. The Department will ensure documents (text, maps, and graphics) are consistent with Franklin County standards.

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. Three public meetings are held, with the final meeting being a final presentation to the community
2. Substantial stakeholder consensus is achieved on the plan's recommendations
3. A draft plan is delivered to the Client with recommendations for land use, transportation and public improvements

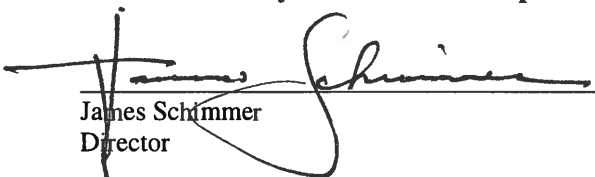
Brown Township Board of Trustees



Gary Dever
Chairman

9-17-12
Date

Franklin County Economic Development and Planning



James Schimmer
Director

9.6.12
Date

Brown Township Planning Area

