

## Appendix J

# COMPREHENSIVE PLANNING

## Request for Services

### *What is the Comprehensive Planning Program?*

The Planning and Development Services Department provides services to organizations that require assistance in developing a community or neighborhood plan - - a blueprint that guides future growth and development in your area. During the planning process, community stakeholders (residents, community groups, property owners, businesses, etc.) discuss issues (what works/what could be better), develop goals (where do you want to go), and create strategies (how to get from today to where we want to be). Plans include at least three basic elements: land use, transportation networks, and community facilities. Other specific issues identified by community members also can be addressed by the plan.

### *What is a Plan?*

Neighborhood Plans focus on smaller geographic areas of about one square mile, 4,000 to 10,000 residents or at least 1,500 dwellings. Neighborhood Plans generally include the population necessary to support an elementary school. A neighborhood unit usually contains at least 1,500 housing units, and consists of an area of no more than three square miles.

Community Plans focus on larger geographic areas that include between 20,000 and 60,000 people and several neighborhoods. Community Plans include the population necessary to support at least one middle or high school. Perimeter plans address areas near the city limits on the edge of the city and in the extraterritorial jurisdiction.

Community Development Plans focus on site-specific land use, housing and other design guidelines, streetscape recommendations and capital project priorities.

- Reinvestment Plans focus on areas within the original city limits (36 square miles) and TIF/TIRZ. It identifies resources to facilitate redevelopment. (Proposed Reinvestment plan areas are presented to the Community Development Action Committee for consideration.)
- Specific Project Plans are created in conjunction with the development or expansion of a public facility or a major private investment that could significantly change/impact surrounding land uses, and address primarily land use, infrastructure and urban design.

- Corridor Redevelopment Plans address strategies to revitalize commercial uses along a corridor and may introduce residential and office uses to improve the area. Corridor overlay districts may be developed in conjunction with Corridor Redevelopment Plans, with direction by a City Council Resolution.

*What are the benefits of a Plan?*

Plans created with the involvement of the Planning and Development Services Department are presented to City Council for formal adoption and become a component of the City’s Comprehensive Master Plan. Although, no financial commitment is made with the adoption of a plan, the approved plan is used by City departments, boards, and commissions as a guide for decision-making. Key projects from plans may be selected for inclusion in the Annual Improvement Project Report to City Council as a part of the budget process. Plans also help communities organize their ideas into a single document that can be shared with residents, potential community partners, and investors.

***Who can request Comprehensive Planning Services?***

Neighborhood associations, community organizations, and other community-related groups are eligible to submit a request for services. The organization must demonstrate its ability to recruit a Planning Team of as many stakeholder groups as possible who will participate in the planning process. Requests are evaluated and the selection of participants is dependent on service need, and the availability of staff resources.

***Questions?***

If you have questions about the preparation of your application, please call 207-7873.

**All service requests are received in person from 7:45 a.m. - 4:30 p.m. or by mail. Additional information will not be accepted after the form is submitted. Incomplete forms will not be reviewed.**

*Please provide one copy of the application and necessary attachments.*

By Mail:	Neighborhood & Urban Design Section Planning and Development Services Department City of San Antonio P.O. Box 839966 San Antonio, TX 78282-3966
In Person:	Development and Business Services Center, 1901 S. Alamo St.

All organizations will be contacted to arrange a brief interview to discuss the application.

Please print or type. All questions on the application should be addressed as thoroughly and accurately as possible.

*GENERAL INFORMATION*

Applicant Organization: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone (day/night): \_\_\_\_\_ Email: \_\_\_\_\_

Service request for: *(please check one)*

\_\_\_\_ Neighborhood Plan      \_\_\_\_ Community Plan      \_\_\_\_ Reinvestment Plan  
 \_\_\_\_ Specific Project Plan      \_\_\_\_ Corridor Redevelopment Plan

*QUALIFYING INFORMATION (scored)*

**1. Planning Team**

The Planning and Development Services Department encourages organizations to include all stakeholders such as neighborhood associations, community organizations, all residents from throughout the area, area institutions, businesses, and property owners in the planning process. By completing and signing the following table, stakeholders are indicating their willingness to participate in the planning process which is described in the example Memorandum of Understanding and example Work Program. Developing and signing these two documents will be the first task the Planning Team will complete if selected. Please attach an additional page as needed.

*(maximum score: 20 points)*

	Organization Name	Name & Phone #	Signature
Neighborhood Association (s)			
Community Group(s)			
Homeowners			
Other Residents			
Non-resident Property owners			
School (s)			
Churches, other religious groups			

Business (es)			
Other			

**2. Proposed Boundaries**

Please attach a map showing the proposed boundaries of your Planning area. A hand drawn map using an existing street map is acceptable. *(maximum score: 10 points)*

**3. Neighborhood Description**

Please provide a brief description of your neighborhood. For example: most of the neighborhood is composed of single-family houses that are one-story; 50 percent of the neighborhood housing is owner-occupied; a grocery and three churches are located within the area. *(maximum score: 10 points)*

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**4. Organizational Capacity**

*(maximum score: 35 points)*

Please describe the resources your group(s) will provide to the planning effort. For example, identifying facilitators for neighborhood meetings, providing leadership for committee work, improving participation at plan meetings, and developing a structure to implement plan projects. Please attach your response on one page or less.

Please list the applying organizations who:

Have adopted by-laws:

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Publish a newsletter (how often?):

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Meet regularly as an association (how often?):

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**5. Neighborhood Projects**

Please list and briefly describe any significant public projects, private investments, and/or planning efforts that have occurred within the proposed planning area within the past 5 years. *(maximum score: 15 points)*

1.

2.

3.

4.

5.

**6. Current or Past Collaborations.**

Please provide a brief project description of current or past collaborations undertaken by the applicant group(s). Please attach your response (one page or less) including a list of partners and a date (see example below). *(maximum score: 15 points)*

<i>Project Description</i>	<i>Date</i>	<i>Partners</i>
Landscaping a median at the intersection of X Street and Y Boulevard.	Project completed October 2008.	Neighborhood Assn. Landscaping Co. Church Group City of SA