

BACKGROUND

The Planning and Zoning Department received direction to move forward with a Comprehensive Plan. The purpose of this project is to capture a community-wide vision for St. Joseph in a comprehensive and cohesive planning document with a clear direction for development, addressing and balancing the needs and desires of the district and the community as a whole. It is projected to be an approximate fourteen (14) month process with 5 phases: Research and Analysis, Plan and Concept Drafting, Community Vetting, Final Drafting, and Adoption. The planning process will be driven by 3 primary entities: The Planning Commission, the Comprehensive Plan Steering Committee, and the general public. The draft Scope of Work is attached.

Topics to be addressed by the plan will include: Land Use/Utilization, Growth/Redevelopment, Environmental Conditions, Access, Transportation and Parking, Housing, Building Conditions, Business Types/Economic Health, Cultural Assets, Streetscape and Design, Branding and Marketability, Financing Options and other issues as identified through the process.

The Planning Commission and the Planning and Zoning Department is assembling a steering committee comprised of city staff and individuals with various backgrounds of expertise to meet periodically throughout the planning process, drive the planning process, and develop the plans deliverables by providing expertise and technical assistance. The steering committee is aimed to be established by the beginning of May.

The steering committee will be comprised of eleven members including: young professionals, planning commissioners, business owners, property owners, Missouri Western Administration representative, St. Joseph School District representative, and Chamber of Commerce representative.

St. Joseph Comprehensive Plan

Scope of Work

Background

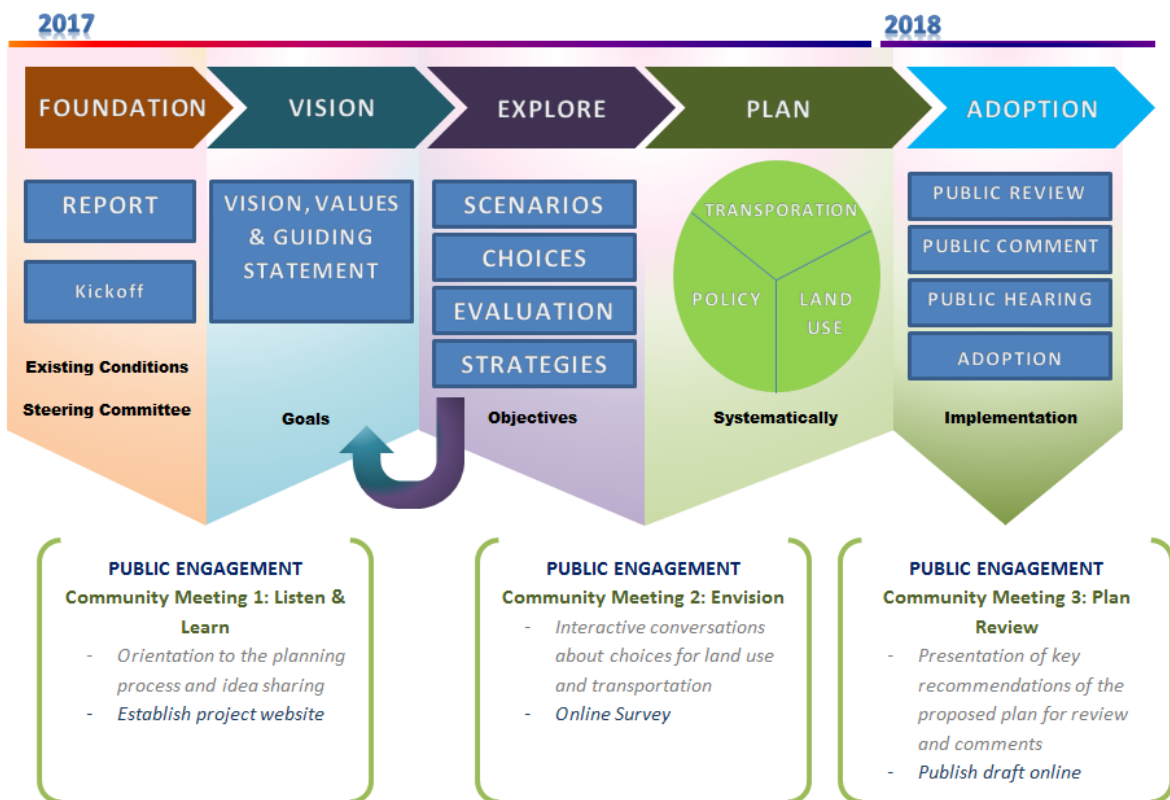
Purpose

The purpose of this project is to capture a community-wide vision for St. Joseph in a Comprehensive and cohesive planning document with a clear direction for development, addressing and balancing the needs and desires of the district and the community as a whole providing goals and concepts to implement over the pan of the established planning horizon.

Process Summary & Timeline

The creation of the St. Joseph plan is projected to be a 14 month process, additional time may be necessary for the adoption process. The process consists of 5 overarching phases: Research and Analysis, Plan and Concept Drafting, Community Vetting, Final Drafting, and Adoption. The planning process will be driven 3 primary entities: The Planning Commission, the Comprehensive Plan Steering Committee, and the general public. A public workshop will be held in late April to initiate the public input aspect of the planning process. Updates will be presented to the Planning Commission as needed.

City of St. Joseph Comprehensive Plan



Work Plan

Phase 1. Foundation

Research & Analysis (May-August)

This phase will establish the current state of affairs; gathering all relevant data and information available to use throughout the remainder of the project in order to understand and address the challenges and opportunities of the district and to devise plans based on research and community input. As well, initial meetings will give preliminary direction from stakeholders to the steering committee facilitating the planning process and assembling the plan.

1.1 Internal Preparation

Prepare a strategy to promote community awareness and participation for initial public meeting. Begin assembling available background data and research.

- Develop City Planning Speakers Series
- Develop logos, name of plan, and promotional materials to take to Steering Committee.
- Explore community input tools and develop potential inquiries to be addresses with input tools (survey)
- Create a project website as a working platform.
- Identify sustainable public communication opportunities (web, social media, TV, radio, etc.)
- Begin mapping and background analysis.

1.2 Orientation Meetings

Establish agreed upon principles that will become the foundation of the vision of the St. Joseph.

- **Steering Committee Meeting:** Establish goals and expectations. Discuss broad issues, principles, challenges, and opportunities to direct the research and data gathering phase. Develop a vision statement and identify stakeholders. Discuss branding and public engagement strategies.

1.3 Public Meeting

Hold an open house workshop with the community to present planning process and gather ideas for the vision of St. Joseph and identify issues and challenges facing the community from a public perspective. Use as an opportunity to final survey inquiries and promoting further community involvement throughout the planning process.

1.4 Research Kick-Off

Events are geared toward gathering new relevant data about St. Joseph identified during previous meetings that will help to identify issues and inform solutions in future phases.

- Stakeholder interviews: Stakeholders will be interviewed to identify issues and discuss ideas.
- Community Survey: Open community-wide survey or other input tool as a community engagement tool to better understand issues and concerns and identify needs for the community.
- Business Survey: Open survey to be completed for St. Joseph business owners to better understand issues and identify the needs for the community.

- Studies: Conduct any other observational studies or data gathering identified as necessary in previous meetings; parking study, pedestrian behavior study, building condition survey, photographs, etc.

1.5 State of St. Joseph

Gather all necessary and available data and organize all conducted research and survey data in order to develop a profile of the district and establish the state of affairs. This will largely result in quantifiable, agreed upon measurements to be used to create goals for the community as well as sections for the framework of the draft plan. A report consisting of maps, graphs, tables, images, and descriptive text will be created to discuss the state of, including but not limited to, the following:

- Land Use/Utilization
- Growth/Redevelopment
- Environmental Conditions
- Access and Transportation
- Housing
- Building Conditions
- Business Types/Economic Health
- Cultural Assets
- Streetscape and Design
- Branding and Marketing
- Other (as identified through the process)

1.6 Solidify Goals and Vision

Using reported information from the framework, establish informed goals for the community and agree upon the guiding principles.

- Steering Committee Meeting: Present findings of the framework report. Gather consensus on issues to address and evident needs of the district while developing goals to be attained by solutions devised in Phase 2.

Phase 2: Vision/Explore

Draft Plan/Concepts (May - October)

This phase will primarily focus on developing concepts and drafting the plan that address the agreed upon needs, goals, and principles of the community identified in Phase 1. A variety of options will be explored, developed, and modified to eventually be grafted into the draft plan based on the future stakeholder and community input. Will include maps, renderings, photos, and descriptive text.

2.1 Concept/Draft Meetings

These meetings will be used as checkpoint between spans of concept development

- Discuss development concepts
- Discuss/refine concepts
- Update on concept development

2.2 Concept/Draft

Develop a draft plan based upon public input and identified issues using the following elements:

- Land Use/Utilization
- Growth/Redevelopment
- Environmental Conditions
- Access and Transportation
- Housing
- Building Conditions
- Business Types/Economic Health
- Cultural Assets
- Streetscape and Design
- Branding and Marketing
- Other (as identified through the process)

The draft plan will consist of maps, renderings, photos, and descriptive text. Concepts for the community will be created to capture the vision of the physical build out of the community into the future to pair with the above issues to be addressed. These concepts will each have a specific theme or focus, though that does not mean that they are mutually exclusive or wont overlap. Selected elements from any of the concepts will be extracted and reconstructed to formulate a final concept, based on input from the Steering Committee and the community at large over the plan drafting period.

2.3 Public Meeting

Hold a public meeting to present community input results, discuss Framework report conclusions, and update on concept development. Gather public input on the process and draft plan to date.

2.4 Draft Concept Finalization

- Steering Committee: Present draft master concept and plan framework. Provide minor direction/revisions for proposed concepts before releasing plan for public vetting in Phase 3.

Phase 3: Plan

Community Vetting (October – December)

This phase is focused on gathering feedback for the draft plan and concepts from the community at large to ensure it aligns with the community's need and captures an agreeable vision for St. Joseph.

3.1 Public Meeting

- Present Draft Plan and master concepts to the public for their input.
- Utilized interned tools for additional public input.

3.2 Draft Plan Debriefing

- Steering Committee Meeting: Discuss community feedback and ways to integrate into the final draft.

Phase 4: Final Draft (December - February)

This phase is focused on developing an adoptable draft accommodating the full spectrum of the vision and concepts agreed upon by stakeholders and the community at large in previous phases to address the needs of the St. Joseph area.

4.1 Draft Final Plan

- Land Use/Utilization
- Growth/Redevelopment
- Environmental Conditions
- Access and Transportation
- Housing
- Building Conditions
- Business Types/Economic Health
- Cultural Assets
- Streetscape and Design
- Branding and Marketing
- Other (as identified through the process)

4.2 Draft Action Plan

Develop implementation strategies, including identified funding sources, financing plans, and phasing over the planning horizon.

- Steering Committee Meeting #6: Discuss phasing and implementation strategies and finalize draft plan for adoption

Phase 5: Adoption (February – April)

- Adoption Draft
- Adoption Hearing
- Delivery