

CONTENT, ORGANIZATION AND USE

A. OVERVIEW

This Chapter describes the contents of the Comprehensive Plan, gives an overview of its organization and discusses ways to use it. It describes the core Chapters, the Appendices, the functions of each and the ways that they work together to guide growth and / or review development proposals.

B. CONTENT AND ORGANIZATION

The Plan is broken into five chapters. These include:

1. Overview
2. Content, Organization and Use
3. Basis for the Land Use Plan
4. Land Use Plan and Special Districts
5. Development Review Guidelines

It also includes Appendices.

- A. Existing Conditions
- B. Implementation, Amendments and Updates
- C. Long Term Methods to Implement the Vision

Chapter 1, Overview: Discusses the authority to adopt a Comprehensive Plan, describes a Comprehensive Plan, the 1980 Plan and the need for an update. It describes the relationship to other documents and identifies the geographical area covered by the Plan.

Chapter 2, Content, Organization, and Use: Describes the elements and organization of the Plan, provides core Chapter descriptions and outlines ways to use the Comprehensive Plan.

Chapter 3, Basis for the Land Use Plan: Provides a broad background of factors that influence growth in the Region. It discusses issues such as demographic trends, physical conditions and proposed infrastructure.

Chapter 4, Land Use Plan and Special Districts: Provides a recommended arrangement for land uses and intensity of uses that represents the Vision for the Region.

Chapter 5, Development Review Guidelines: Provides a summary of the Vision (statements of belief, goals) and recommends specific criteria by which to review development projects to achieve those goals.

Appendix A, Existing Conditions: Provides the complete range of information compiled in existing conditions research. Creates a history of growth trends, a current "snapshot" of the Region and a look into the future.

Appendix B, Implementation, Amendments and Updates: Provides a discussion of the Comprehensive Plan's relationship to companion codes like the Zoning Code and Subdivision Regulations. Includes guidelines and recommendations for updating and amending the Plan to keep it current and useful.

Appendix C, Long Term Methods to Implement the Vision: Provides the complete Vision broken into goals, objectives and policies. Includes recommendations for long range studies and formation of groups and organizations to track, study and guide growth. Examples include mechanisms to track cumulative growth, long term amendments to companion codes and the creation and utilization of groups such as the Arts and Education Councils.

C. CORE CHAPTER DESCRIPTIONS

Chapter 3, Basis for the Land Use Plan:

Chapter 3 provides a summary of existing information and establishes the setting for the Comprehensive Plan. This Chapter includes four types of information that are the core of the document or the "Basis for the Land Use Plan". These four groups of information are:

- Statements of Belief and Vision
- Summary Statements: Goals of the Land Use Plan
- Policies That Drive The Land Use Plan
- Conditions That Drive The Land Use Plan -- The purpose of this section is to provide physical information, past and current trends, and to identify existing plans for the future. It identifies potentials and challenges and creates the background that puts Chapter 4, The Plan in context. The Chapter provides a summary of the information on:
 - Demographic information such as number of persons and households, income, and ethnic make-up. It also provides information on employment.
 - Physical Condition. Elements such as topography, soils types, vegetation, and areas of flooding.
 - Land Use and Zoning. The location of residential, commercial, industrial, governmental, and recreational uses.

- o Transportation. Streets, arterials, highways, expressways, and trails.
- o Economic Base. Discussions of retail sales, tourism, manufacturing, and employment.
- o Community Character. A discussion on the community's view of itself, its hopes for the future, points of interest, and the way in which it relates to its history.

A Comprehensive Plan is a source of general information but it does not include all available data or provide detailed analysis of that information. *For additional information on the Existing Condition please refer to Appendix A.*

Chapter 4, Land Use Plan and Special Districts:

Chapter 4, The Plan, provides a physical picture of the Vision for the Region between now and 2025, based on the conditions that are identified in Chapter 3. The Plan breaks the City and the County into quadrants and identifies the land uses and the intensities of use that are recommended in each. It identifies Special Districts along high growth corridors and recommends uses and intensities of use that are appropriate for those Districts. The Chapter also provides matrices and information that:

- Compare and match land use and intensity of use
- Compare zoning districts with land use intensity *
- Summarizes and describes zoning districts*

** The Claremore / Rogers County Zoning Code be revised. The revised format should be modeled after the Tulsa Metropolitan Area Zoning Code. Please refer to Chapter 4, Matrix 2, Page 4-61 for a comparison of the designation for districts in each Code.*

Chapter 5, Development Review Guidelines:

Chapter 5 takes the visioning work and links it with measures that the Planning Commission can use to review development proposals. Chapter 5 is the primary tool to evaluate development and to compare it to the Vision for the Region.

The Vision has been organized into eight goal groups. For the complete listing of goals, objectives and policies in each group please refer to Appendix C.

Chapter 5 identifies beliefs and statements of Vision, broken into the eight separate goal groups. It provides summary statements of the objectives and recommends review measures that can be used to test a development proposal.

D. HOW TO USE THE COMPREHENSIVE PLAN

A Comprehensive Plan can be used in two primary ways. It can be used by the Planning Commission to help make growth related recommendations to the City Council and the County Commissioners. It can also be used as a tool to direct and guide review of development and other growth related requests. See *Chapter 3 Section C*.

The Comprehensive Plan documents the existing condition, documents policies about growth and makes recommendations about a preferred future. Generally speaking the Planning Commission will make a recommendation in one of three ways:

- The Commission will test a proposal that affects the physical form of the City or Region or it will test an idea that changes the policies or procedures regarding growth. It will make a recommendation that implements some form of that proposal.
- The Commission will identify a basic need in the Region. Examples include new ways to address employment or housing needs, physical areas of the City or Region toward which to direct new growth and ways to grow the Downtown or Arts Districts.

A Tool to Proactively Guide Growth

One of the roles of the Planning Commission is to provide recommendations to the County Commissioners and to the City Council on issues that will proactively direct growth. State law indicates that the Commission can make recommendations at its own initiative or at the request of the County Commissioners or City Councilors. Examples of the types of issues that might be considered include a regional sewer system, improvements to major traffic ways and recommended areas for capital improvement expenditures.

When the Planning Commission is preparing a recommendation it should:

- Review existing information (Appendix A) that is relevant to the issue. Demographics, physical factors such as flooding or rock, existing zoning and land use in the area and existing infrastructure are all important.
- Review the Vision for the Region (Chapter 3, Section D and Appendix C). How does the contemplated action implement the Vision? Does it clarify the Vision or indicate a need for a revision?
- Review the Policies for Growth and the Conditions That Direct The Plan (Chapter 3, Sections F&G). Does the proposed action complement these Policies and flow out of the existing Conditions? Do the Policies and Conditions shed light on an appropriate course of action to address the need that has been identified?
- Review the recommended Land Use Plan (Chapter 4). How does the proposed action fit with and / or impact the recommended Land Uses? Should the Land Use Plan be amended or should the proposed action be revised?
- Review proposed and / or anticipated infrastructure improvements (Chapter 3, Sections H-K). How do the proposed improvements and the proposed action work together? Do proposed improvements help clarify a correct course of action?

A Tool to Review Development and Land Use Requests

The Planning Commission will provide recommendations to the County Commissioners and to the City Council growth proposals that have been initiated by others. The Comprehensive Plan will be used regularly to guide the review of these development proposals. Proposals can be initiated by a wide range of interest groups that include:

- Residential developers and home builders
- Commercial developers
- Employers / Manufacturers
- Educational Institutions
- Local groups such as Downtown Merchants or Economic Development Groups
- The City or County
- Arts and Cultural Organizations

While the Comprehensive Plan is a valuable policy tool it is not a regulatory document like the Zoning Code. The purpose of the Comprehensive Plan is to guide the decision making process. Generally speaking that process will have one of four outcomes:

- The proposal is in conformance with Plan
- The proposal is not in conformance with the Plan but can be modified to be in substantial conformance
- The proposal is not in conformance with the Plan but there is substantial evidence that the Plan should be modified
- The proposal is not in conformance with the Plan and there is substantial evidence that the Plan should not be modified. The proposal must be modified or it should be denied.

See Appendix B Section D3

When the Planning Commission (and its staff) is reviewing a development proposal to make a recommendation to the City Council or County Commissioners it should move through review from the general to the specific. The review process might look as follows:

- Review the proposal thoroughly to determine the location of the development, the configuration of the parcel and the type of land use being proposed
- Review the maps of existing conditions – are there physical factors to be considered. Is there infrastructure in the area? Are there safety implications if there is not?
- Review the Basis for the Plan (Chapter 3). Are there policies or goals that relate to, are implemented by or are hindered by this proposal? Is there infrastructure proposed for the area?
- Review the Beliefs Vision and Goals for the future (Chapter 3 & Appendix C). Does one of the eight goal groups speak to this proposal. Does the proposal implement the

stated goals? Does the proposal fall within acceptable limits with regard to impacting adjoining uses and / or the environment?

- Use the review guidelines from the applicable goal group as appropriate (Chapter 5).
- Review the recommended Land Use and Intensity for the area (Chapter 4). Does the proposed project conform to the recommended land use pattern at appropriate intensity? If not, is there a compelling reason to consider amending the Land Use Map?
- If the Land Use and the intensity appear to be appropriate, review the land use / intensity / zoning matrices to determine if the requested zoning allows appropriate types and intensities of use.

A Tool to Identify Techniques to Implement the Vision

Appendices B and C define and recommend ways to implement the Comprehensive Plan and the Vision. Appendix B describes “current planning” tools and techniques such as Zoning Code and Subdivision Regulation revisions and Capital Improvement Plan updates.

Appendix C defines and discusses the Long Range Vision for the Region in complete detail. It provides “forward planning” tools that can and should be implemented over time.

The Planning Commission should refer to these two appendices as tools. Appendix B and Appendix C are intended to help start discussions and form recommendations for ways to implement the Comprehensive Plan which in turn implements the Vision.