

## Perrysburg Township Comprehensive Plan Scope of Work

### **PLANNING AND THE PUBLIC**



In order for the public to be fully engaged in the community Comprehensive plan process, it will be necessary to frame the issues that are of considerable importance to the community. To solicit public input we will facilitate community-visioning sessions, formation of a master plan working team (MPWT), a community-based Internet survey, and dedicated master plan web site to review issues and opportunities involving the Township. We would suggest that the master plan working team consist of community representatives (elected officials, commission members, and citizens) who would meet throughout the planning process to provide local insight and advice.


### **ELEMENTS OF THE PERRYSBURG TOWNSHIP COMPREHENSIVE PLAN WILL INCLUDE:**

1. *Goals and Policies*
2. *Demographic Element*
3. *Land Use Element*
4. *Natural and Cultural Resource Element*
5. *Open Space and Recreation Element*
6. *Economic Development*
7. *Housing*
8. *Public Facilities and Services Element*
9. *Transportation*
10. *Integration of Elements*
11. *Implementation Program*

**1. Goals and Policies:** Identify the goals and policies of the Plan to guide the future growth and development of the community. Goals and policies shall be integrally related to the implementation process.

#### **Tasks:**

-  A. Conduct three (3) community-wide visioning sessions. These will be scheduled at the discretion of the Board of Trustees.
- B. Post meeting agenda, minutes, interim reports, and survey results on an interactive web site created solely for this project. A component of the web site will include e-mail provisions to allow residents to contact project consultants during the course of the planning study.
-  C. Prepare with the MPWT a community questionnaire that will be posted on the Internet for a period of one month. Paper copies of the survey will also be available at various public facilities throughout the Township. This questionnaire will explore land use, community facilities, and future expectations of the Perrysburg Township community.
- D. Summarize and interpret the results of the community visioning sessions to determine community goals, values and opinions vis-à-vis the future growth and development of Perrysburg Township. In addition to the above-mentioned public interaction, interviews will be conducted with representatives of selected Boards, Commissions, Committees and Officials and other local groups, as appropriate.

- E. Conduct up to ten (10) stakeholder interviews with identified local government, business, and land development concerns.
-  F. Review findings based on Tasks I (A) through I (E) and prepare a brief Summary of Findings document based on said findings.
- G. Based on findings prepared in Task I, the Consultant will prepare Draft Comprehensive Plan Goals and Policies for review by the Board of Trustees. The Board of Trustees, with the assistance of the Consultant, will hold a public hearing on the Draft and consider relevant testimony. The consultant will transmit to the Board of Trustees a summary of all comments raised during the public hearing, and will integrate that input into the final element.

**Products:** Summary of Survey Results and Findings, and Comprehensive Plan Goals and Policies.

**2. Demographic Element:** This element reviews the historic, existing (2000 U.S. Census), and forecasted demographic trends for the Township and surrounding areas. The importance of understanding the characteristics of the resident population, as well as, the number and socio-economic profile of future residents will assist the Board of Trustees in the preparation of the community Comprehensive plan.

**Tasks:**


- A. Conduct a review of historic demographic trends for the Township and the surrounding townships based on available U.S. Census Bureau information.
- B. Obtain from TMACOG and MapInfo, a proprietary demographics company, information on forecasted population and households, and forecasted age distribution.

**Products:** Demographic assessments and forecasts, and illustrative maps reflecting trends.

**3. Land Use Plan Element:** This element illustrates existing land use patterns, present trends, and future desired development densities and land use patterns. The element also relates anticipated population and development densities to the capacity of land available and planned public facilities and services, and reflects the inter-relationship of public and private land use. Based on the Comprehensive Plan Goals and Policies, the Land Use Plan reflects community desires for the distribution, location, intensity and use of land, taking into account environmental constraints such as wetlands, woodlands, natural landscapes, water resource areas as well as all other appropriate corridors. The Land Use Plan shall contain appropriate Comprehensive Plan sub-element features in an integrated format.

**Tasks:**

- A. Inventory of pertinent data and land use information, utilizing all pertinent information, reports and studies on file with the Township, geographic information databases, and other sources.
- B. Review and analyze existing land use patterns.
- C. Based on Comprehensive Plan Goals and Policies, develop recommendations for the distribution, location, and intensity of various land uses, accounting for environmental constraints and utility corridors where appropriate.

- D. Prepare land use plan with appropriate overlays, which shall be further refined by integration of the elements, which follow.
- E. Prepare preliminary build-out analysis based on proposed land use plan, which shall be further refined by integration of the elements, which follow.
-  F. Draft written element for review by the Master Plan Working Team.

**Products:** Entire text of element, including inventory, existing land use map, future land use plan, relevant analysis and recommendations, and preliminary build-out analysis.

**4. Natural and Cultural Resource Element:** Inventory significant natural, cultural and historical resource areas of the Township and the immediate surrounding area. Based on the Comprehensive Plan Goals and Policies, identify and develop strategies for the protection and management of such areas.

**Tasks:**

- A. Inventory and identify current natural and cultural resources. Utilize GIS resources to map these attributes for use in the planning process.
- B. Review and analyze existing policies and provisions for the preservation of natural and cultural resources.
- C. Develop strategies to address and promote resource protection, preservation and, where appropriate, restoration, which are consistent with Comprehensive Plan Goals and Policies.
- D. Prepare draft written element and propose new initiatives and actions, if needed.

**Products:** Entire text of element, including inventory, maps, analysis, strategies, and recommendations and initiatives. (Maps and plans, as appropriate.)

**5. Open Space and Recreation Element:** Inventory of open space and outdoor recreation areas, including conservation resources and active recreation facilities of Perrysburg Township. Based on the Comprehensive Plan Goals and Policies, develop strategies for the use, protection and management of such areas.

**Tasks:**

- A. Inventory current open space and recreational land under Township, County or State of Ohio ownership within the Township environs.
- B. Prepare draft written element and propose new initiatives and actions, if needed.

**Products:** Entire text of element, including inventory, maps, analysis, strategies, and recommendations and initiatives. (Maps and plans, as appropriate.)

**6. Economic Development Element:** Based on the Comprehensive Plan Goals and Policies, conduct a general inventory of service, retail, commercial and industrial sectors in the community.

**Tasks**

- A. Inventory appropriate data, including the review and analysis of past trends and existing economic activity, conditions and needs.
- B. Interview and integrate plans and programs advanced by other County and Regional Economic Development Agencies.
- C. Identify areas, which meet recognized locational criteria for planned business parks, industrial areas, retail and service centers.
- D. Prepare draft written element and propose new initiatives and actions, if needed.

**Products:** Entire text of element, including inventory, analysis, strategies, recommendations, and initiatives.

**7. Housing Element:** Analyze and review existing housing needs and programs, and forecast future needs. Based on Comprehensive Plan Goals and Policies, identify strategies to provide a balance of housing opportunities for all residents. This element will be considered a Housing Action Plan, with recommendations and initiatives for the City.

**Tasks:**

- A. Inventory existing housing units, and also grade housing conditions on a neighborhood basis. Analyze needs, trends, patterns, density and zoning provisions associated with residential housing development.
- B. Review and analyze existing provisions for housing, and future needs and requirements.
- C. Identify new strategies, which are consistent with Comprehensive Plan Goals and Policies.
- D. Prepare draft written element and propose new recommendations, initiatives, and actions, if needed.

**Products:** Entire text of element, including inventory, analysis, strategies, recommendations, and initiatives.

**8. Public Facilities and Services Element:** Inventory and analyze existing and forecasted needs for public facilities and services (e.g., water distribution and supply, roads, storm water management, sanitary sewers, sidewalks, police station, schools, fire stations, libraries, etc.). We will work with the Northwester Water & Sewer District and the City of Perrysburg on sanitary sewer and waterline facilities and the Wood County Engineer on drainage facilities. Based on the Comprehensive Plan Goals and Policies, we will develop conceptual locations for new Facilities, and recommend new or expanded services, if needed.

**Tasks:**

- A. Review current departmental plans and programs of Township facilities and services.
- B. Review and analyze current and future services and needs. Integrate land use plan recommendations and build-out analysis as it relates to future facilities, services, and other municipal requirements.

- M** C. Develop specific strategies to enhance or expand services and facilities, if needed, which are consistent with the Comprehensive Plan Goals and Policies.

**Products:** Entire text of element, including inventory, maps, analysis, strategies, and recommendations.

**9. Transportation:** Inventory and analysis of the existing roadway circulation, rail and transit systems. Based on the Comprehensive Plan Goals and Policies, identify and propose improvements to the existing system.

**Tasks:**


- A. Research and survey for geometric and traffic data on approximately 30 main County and Township Roads and at approximately sixty-five (65) intersections of County and Township Roads.
- B. Research and survey for traffic volumes, geometric data, and speed limit data for County Roads and Township Roads.
- C. Conduct a study of ten (10) of the highest volume unsignalized intersections.
- D. Conduct a capacity analysis for the existing conditions (AM/PM peak hours) at the ten (10) highest volume unsignalized study intersections using McTrans software. A McTrans model will be prepared for this analysis and presented to the Board of Trustees.
- E. Conduct a Crash Analysis at the ten (10) highest volume unsignalized study intersections.
- F. It is proposed that the Signal warrants will be prepared at the ten (10) highest volume unsignalized study intersections with twenty (20) year projected volumes.
- M** G. Prepare recommendations regarding the development of private versus public streets for future subdivisions and planned unit developments, and develop maintenance responsibility recommendations for roadways within the Township.

**Products:** Entire text of element, including inventory, maps, analysis, strategies, and recommendations.

**10. Integration of Elements:** Resolution of potential conflicts among elements and with regional, state and adjacent community plans. Generation of final Land Use Plan maps which illustrate any adjustments to the generalized land use and development pattern, future land use densities, transportation improvements, natural resources, public facilities (new and expanded), and any other relevant features that are possible to illustrate.

**Tasks:**


- A. Conflict identification and resulting resolution among Plan elements and state, regional and local plans for consistency.
- B. Preparation of final Land Use Plan maps, including any adjustments made through conflict resolution and integration of elements of the Comprehensive Plan.

- C. Preparation of final written elements, as may be adjusted by conflict resolution and integration process. Final comments integrated in documents.
- D. The Board of Trustees, with the assistance of the Consultant, will hold a public hearing on the Draft and consider relevant testimony. The consultant will transmit to the Board of Trustees a summary of all comments raised during the public hearing, and will integrate that input into the final element.
- E. Posting of Draft Plan and attachments in PDF format on the web site for public review and comment.
- F. Assist the Board of Trustees and the Township of Perrysburg Township with the dissemination of the Draft Plan to adjacent municipalities, authorities and boards within the Township, County, ODOT, and other agencies involved in planning activities within the community.
-  F. Procure comments from those agencies and governmental entities that received the Draft Plan and address noted comments in a memorandum to the Board of Trustees.

**Products:** Final amended text, maps, and data for element and Plan completion. Prepare and distribute fifteen (15) copies of the Draft Plan to the Board of Trustees.


**11. Implementation Program Element:** Define and provide a schedule of municipal actions necessary to implement the strategies and recommendations of each element of the Plan. A schedule of improvements shall be provided along with recommendations for the expansion and/or replacement of public facilities, and implementation of circulation system components. A detailed process shall be specified which outlines and proposed changes and modifications to be made to the Township's regulatory system (e.g. Zoning Map, Zoning, Subdivision Rules and Regulations, Design Review, etc.) to be consistent with the Comprehensive Plan. Funding and financing sources for recommended capital improvement projects will be included.

**Tasks:**

- A. Define and propose schedule of actions to implement plans. Identify board/department most appropriate to spearhead each recommended action.
- B. Provide general schedule of improvements.
- C. Zoning districts will be analyzed to make recommendations relative to the overall number of zoning districts and relocation of zoning district boundary lines based upon current land use and future growth projections.
- D. Outline for the periodic review process for the Plan and it's updating.
-  E. The Consultant will conduct a Public Hearing and make a presentation on the Plan to the Township Board of Trustees.
- F. Other minor miscellaneous tasks as required.

**Products:** Entire text of all elements, integrated into one document, including schedule of improvements and costs, maps, photographs, and graphics. Twenty-five (25) copies of the final plan, ten (10) copies of the Future Land Use Map, one (1) camera ready copy, and 2 CD-ROM's with all documents, graphics, and photos will be provided to Perrysburg Township at the conclusion of this effort.

Public Involvement Summary

 Meetings = 6

<sup>3</sup> Community Vision Sessions = 3

 Web based Community Survey