

# Five-Year Review of the City's Comprehensive Development Plan V\*

\* A Five-year review of the City's Comprehensive Development Plan V, pursuant to the Delaware State requirement under Title 22, Section 702. Title 22 § 702 (e), "to determine if its provisions are still relevant given changing conditions in the municipality or in the surrounding areas..."

## Plan for Planning



Healthy

Sustainable

Inclusive

Left blank intentionally

## Introduction and Purpose

Delaware State law, under **Title 22, Section 702**, defines a comprehensive plan as “*a document in text and maps, containing at a minimum, a municipal development strategy setting forth the jurisdiction's position on population and housing growth within the jurisdiction, expansion of its boundaries, development of adjacent areas, redevelopment potential, community character, and the general uses of land within the community, and critical community development and infrastructure issues.*” Furthermore, the comprehensive plan should also include “*a description of the physical, demographic and economic conditions of the jurisdiction; as well as policies, statements, goals and planning components for public and private uses of land, transportation, economic development, affordable housing, community facilities, open spaces and recreation, protection of sensitive areas, community design, adequate water and wastewater systems, protection of historic and cultural resources, annexation and such other elements which in accordance with present and future needs...(that)...best promotes the health, safety, prosperity and general public welfare of the jurisdiction's residents.*”

A comprehensive development plan is a vision for the City’s future and a blueprint for achieving it; addresses for both short– and long-term planning concerns; and provides a rational basis for local land use decisions. It is also the basis for the development of zoning regulations and has “the force of law” in that “no development shall be permitted except as consistent with the plan.”

### Plan V 2.0

Delaware State requirement under **Title 22, Section 702 (a)** requires the Planning Commission to “*...prepare a comprehensive plan for the city or town or portions thereof as the commission deems appropriate*” with the purpose to “*...encourage the most appropriate uses of the physical and fiscal resources of the municipality and the coordination of municipal growth, development and infrastructure investment actions with those of other municipalities, counties and the State through a process of municipal comprehensive planning.*” After an extensive, multi-year, planning process, the City of Newark Planning Commission prepared the Comprehensive Development Plan V (Plan V) that was adopted by City Council on September 26, 2016 and certified by the State of Delaware on January 5, 2017.

As of the adoption of “Plan for Planning,” the City of Newark will undertake the five-year review of the City’s Comprehensive Development Plan V, pursuant to **Title 22 § 702 (e)** requiring that: “*At least every 5 years a municipality shall review its adopted comprehensive plan to determine if its provisions are still relevant given changing conditions in the municipality or in the surrounding areas. The adopted comprehensive plan shall be revised, updated and amended as necessary...*” The revised Plan V will be referred to as PLAN V 2.0, to clarify it from the previously adopted Plan V.

**The five-year review will review and update Plan V’s goals and action items, make amendments and corrections to the existing and future land use maps, and revise tables and charts with the most recent available data.**

## Overview of the Plan for Planning

The Plan for Planning establishes the path for the overall planning effort for developing PLAN V 2.0. The steps include:

- Introduction of Newark Comprehensive Development Plan V
- Community Outreach and Public Participation
- Project Steering Committee
- Schedule

The intent of the Comprehensive Development Plan V (Plan V) is to develop and integrate the City’s plan for: land use; annexation; public utilities and infrastructure; economic development; housing; transportation; environmental quality; parks and natural resources; as well as intergovernmental coordination.

## Community Outreach & Public Participation

The community outreach goal of the PLAN V Review is to offer opportunities and encouragement to all citizens, businesses, interest groups, relevant units of government to participate in a meaningful way throughout the entire process. The public participation process will:

- Ensure all planning decisions are open to public comment.
- Produce better planning decisions.
- Support and add credibility to all City decision-making processes.
- Provide opportunities to disseminate information about PLAN V 2.0 to the community.
- Strengthen the relationship between our decision makers and citizens; and,
- Reinforce the shared vision for the future of the City of Newark as described in the Comprehensive Development Plan V.

A “stakeholder” is any group or organization that has a vested interest in the planning process. The Planning and Development Department will identify and engage representatives from a diverse range of stakeholders to participate. Key stakeholders are:

- Community residents, including those who have not historically been engaged in the decision-making process, such as low-income residents, minority groups, and young people.
- Local Businesses and industries.
- The development community, including real-estate professionals.
- City staff and elected officials.
- University of Delaware leadership.
- Banks, churches, civic clubs, students organizations, and service organization.

### Provisions for Open Discussion

To ensure that public meetings allow for an open discussion of the relevant issues, the City of Newark’s Planning and Development Department will make every effort to ensure those who choose to participate have the opportunity to have their opinions heard. To accomplish this, the following actions will be implemented:

- An agenda will be established for each public hearing or meeting outlining the purpose, items to be discussed, and any actions that may be taken.
- A variety of days and times will be scheduled to encourage maximum participation by city residents and other stakeholders.
- A clearly identifiable facilitator or chair will conduct the meeting or hearing in an orderly fashion to ensure that all attendees have an opportunity to offer comments, discuss issues, or provide testimony.
- The facilitator or chair will provide opening remarks that clearly outline the purpose of the meeting or hearing, describe procedures attendees shall use during the meeting or hearing when offering input, and describe how the public input will be used.
- All persons attending the meeting or hearing that desire to participate should be allowed to do so. However, specific factors, such as the meeting or hearing purpose, number in attendance, time considerations, and future opportunities to participate may require that appropriate constraints be applied, to be outlined by the facilitator or chair if the need arises.
- All attendees will be encouraged to sign in using a provided sign-in sheet.
- Special arrangements will be made under the provisions of the American with Disabilities Act (ADA) with sufficient advance notice.

### Project Steering Committee

The Planning Commission will oversee the Plan V 2.0 project. To facilitate the process, the Planning Commission will appoint a “Steering Committee” to bring together a diverse range of stakeholders to prepare a comprehensive and integrated plan. The Steering Committee will include:

- Two representatives from the *Newark Planning Commission*
- Representative from *University of Delaware*
- *Department of Planning and Development*
- 3-4 Newark Residents (*At-Large*) including those who have not historically been engaged in the decision-making process, such as low-income residents, minority groups, and young people.
- 2-3 Representative(s) from *the Newark Partnership* for the business and non-profit community
- Representative from the development community

To achieve its goal of providing opportunities and encouragement to Newark residents and stakeholders to participate in the planning process, the PLAN V 2.0 project team will use a variety of approaches to inform the public and invite participation.

## Develop a Link on the City of Newark Website

The Planning and Development Department will post information regarding the Comprehensive Development Plan Review progress and dates of upcoming public participation sessions. This information may include agendas, minutes, draft plan elements and reports, maps, photographs, and survey results, as well as provide an opportunity for the public to provide input.

## News Releases and Mass Media

Throughout the planning process, the Steering Committee will make efforts to keep the public informed through media outlets such as the *News Journal*, the *Newark Post*, and local radio and television broadcasts, as well as City administered media such as the City website and *Channel 22* and the City’s social media accounts.

## Public Workshops and Meetings

The Steering Committee will hold a series of public workshops and meetings to gather information relevant to the development. Through public comment residents and other stakeholders will be able to participate and become instrumental in the planning process.

## Targeted Community Outreach

The Steering Committee will reach out to community groups such as non-profits and related organizations to attain stakeholder diversity in the project team and public participation.

## Schedule

The review will launch in June 2020 and continue for approximately 12 months. It will conclude with the City Council’s adoption of the Comprehensive Development Plan V review by June 2021. The proposed schedule is as follows\*:

Event	Description	Date	Status
Planning Commission Public Hearings	Planning Commission Work Plan: Plan for Planning Discussion of Steering Committee, Scope, Schedule	Tuesday, August. 4, 2020, 7 pm	Complete
Planning Commission Public Hearing	Finalize draft and adoption of “Plan for Planning”.	Tuesday, October 6, 2020, 7 PM	



Planning Commission Public Hearing	Adopt recommendation for Steering Committee.	Tuesday, November 3, 2020, 7 PM	
Virtual Public Workshop/ Steering Committee Meeting. *	Meeting # 1: Overview. Chapter 2: Community Profile. Chapter 3: Vision.	November or December 2020 TBA	
Steering Committee Meeting. *	Meeting # 2: Chapter 4: Public Utilities/ Infrastructure. Chapter 7: Environmental Quality. Chapter 8: Parks and Recreation.	January 2021 TBA	
Steering Committee Meeting. *	Meeting # 3: Chapter 5: Housing. Chapter 9: Economic Development. Chapter 12: Implementation	February 2021 TBA	
Steering Committee Meeting*	Meeting # 4: Chapter 6: Transportation Chapter 10: Land Use Chapter 11: Annexation	March 2021 TBA	
Steering Committee Public Workshop*	Open Public “Walk-In” Workshop(s) of Committee.	April 2021 TBA	
Steering Committee Meeting. *	Meeting # 5: Overall review to discuss comments from Public Workshop.	May 2021 TBA	
Planning Commission Public Hearing.	Comprehensive Development Plan Update Review and Adoption.	June 2021	

\*Steering Committee meetings will be followed up with a progress report to the Planning Commission at their regularly scheduled meetings.

## Appendix A

Plan V's vision has three goals to guide future growth and development:

- **Healthy & Active Community:** A community that provides safe infrastructure and amenities to allow opportunities for a healthy and active lifestyle, to include aspirations such as:
  - Bicycle and pedestrian accessibility.
  - Complete streets.
  - Ample parks and open space.
  - Compact & mixed-use development
  - Access to healthy foods.
  
- **Sustainable Community:** A community that will be sustainable - both economically and environmentally - for generations to come, to include aspirations such as:
  - Promote transit and other alternative transportation modes for reduced dependence on fossil fuels.
  - Stream valley protection.
  - Energy conservation and recycling.
  - Air and water quality.
  - Diverse economic base
  - Preserving historical resources.
  
- **Inclusive Community:** A community that embraces cultural diversity and lifestyles for all age groups, to include aspirations such as:
  - Access to transit and other alternative transportation modes for increased choice.
  - Range of housing choices and affordability levels.
  - Access to a variety of dining, shopping, entertainment, and employment options.
  - Parks and open space offering a range of activities.
  - Support services such as day care, health care, and retrofitting houses.



## Appendix B

**2017 Delaware Code; Title 22 - Municipalities****CHAPTER 7. PLANNING COMMISSION****§ 702. Comprehensive development plan.**

(a) A planning commission established by any incorporated municipality under this chapter shall prepare a comprehensive plan for the city or town or portions thereof as the commission deems appropriate. It is the purpose of this section to encourage the most appropriate uses of the physical and fiscal resources of the municipality and the coordination of municipal growth, development and infrastructure investment actions with those of other municipalities, counties and the State through a process of municipal comprehensive planning.

(b) Comprehensive plan means a document in text and maps, containing at a minimum, a municipal development strategy setting forth the jurisdiction's position on population and housing growth within the jurisdiction, expansion of its boundaries, development of adjacent areas, redevelopment potential, community character, and the general uses of land within the community, and critical community development and infrastructure issues. The comprehensive planning process shall demonstrate coordination with other municipalities, the county and the State during plan preparation. The comprehensive plan for municipalities of greater than 2,000 population shall also contain, as appropriate to the size and character of the jurisdiction, a description of the physical, demographic and economic conditions of the jurisdiction; as well as policies, statements, goals and planning components for public and private uses of land, transportation, economic development, affordable housing, community facilities, open spaces and recreation, protection of sensitive areas, community design, adequate water and wastewater systems, protection of historic and cultural resources, annexation and such other elements which in accordance with present and future needs, in the judgment of the municipality, best promotes the health, safety, prosperity and general public welfare of the jurisdiction's residents.

(c) The comprehensive plan shall be the basis for the development of zoning regulations as permitted pursuant to Chapter 3 of this title. Should a jurisdiction exercise its authority to establish municipal zoning regulations pursuant to Chapter 3 of this title, it shall, within 18 months of the adoption of a comprehensive development plan or revision thereof, amend its official zoning map to rezone all lands within the municipality in accordance with the uses of land provided for in the comprehensive development plan.

(d) After a comprehensive plan or portion thereof has been adopted by the municipality in accordance to this chapter, the comprehensive plan shall have the force of law and no development shall be permitted except as consistent with the plan.

(e) At least every 5 years a municipality shall review its adopted comprehensive plan to determine if its provisions are still relevant given changing conditions in the municipality or in the surrounding areas. The adopted comprehensive plan shall be revised, updated and amended as

necessary, and readopted at least every 10 years; provided, however, the municipality may request an extension of such date by forwarding an official request to the Cabinet Committee at least 90 days prior to the deadline. The basis for the request shall be clearly indicated. The decision whether to grant a request an extension, and the duration of such extension, shall be at the discretion of the Cabinet Committee.

(f) The comprehensive plan or amendments or revisions thereto shall be submitted to the Office of State Planning Coordination for review at such time as the plan is made available for public review. The plan shall be reviewed in accordance with the comprehensive plan review and certification process detailed in § 9103 of Title 29.

(g) Municipalities shall provide to the Office of State Planning Coordination a report describing implementation of their comprehensive plan and identifying development issues, trends or conditions since the plan was last adopted or amended. The report shall be due annually no later than on each anniversary of the effective date of the most recently adopted comprehensive plan or plan update until January 1, 2012, and annually no later than July 1 each year thereafter starting on July 1, 2012.