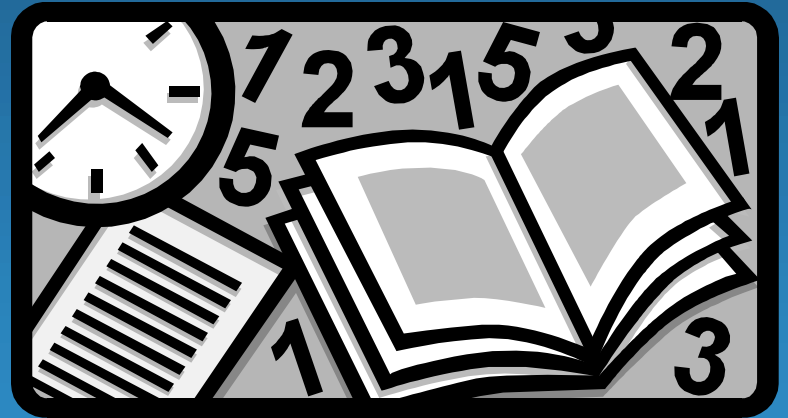


# Master Plans 101

Portsmouth Planning Board  
August 3, 2002



# Master Plans 101

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- **What Why & When**
  - **Statutory Requirements**
  - **Planning Board Responsibilities**
  - **Master Plan Process & Content**
  - **Examples**
  - **Selection and Use Consultants**
-

# What, Why and When

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- **WHAT ?**

- A **reference document** about current and projected conditions
  - A collection of **narrative, maps and data** pertinent to the development of the community, usually organized into sections or chapters
  - A collection of **policies, goals and recommendations** about how the community should change (or not change) through time.
  - Different things to different communities
  - **NOT the final word** on a community's future
-

# What, Why and When

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- **WHY?**

- To establish an overall **“vision” and direction** for a community’s future development
  - To provide the **rational basis** for zoning and land use regulation
  - To serve as a **guide to orderly growth** in the community
  - To **understand** current **conditions and trends** and their implications
  - To fulfill **legal mandates**
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# What, Why and When

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- **WHEN ?**

- **When conditions have changed sufficiently to reexamine existing policies, recommendations & related regulations. (Example: Pease Closure >>Portsmouth Presence)**
  - **When there is a common sense that the existing plan is not taking the community in the direction it wants to go.**
  - **Recommended practices:**
    - update sections as needed, between major updates;
    - major zoning changes should trigger review of related master plan recommendations
    - “revisions...recommended every 5 to10 years” (RSA 674:3, II)
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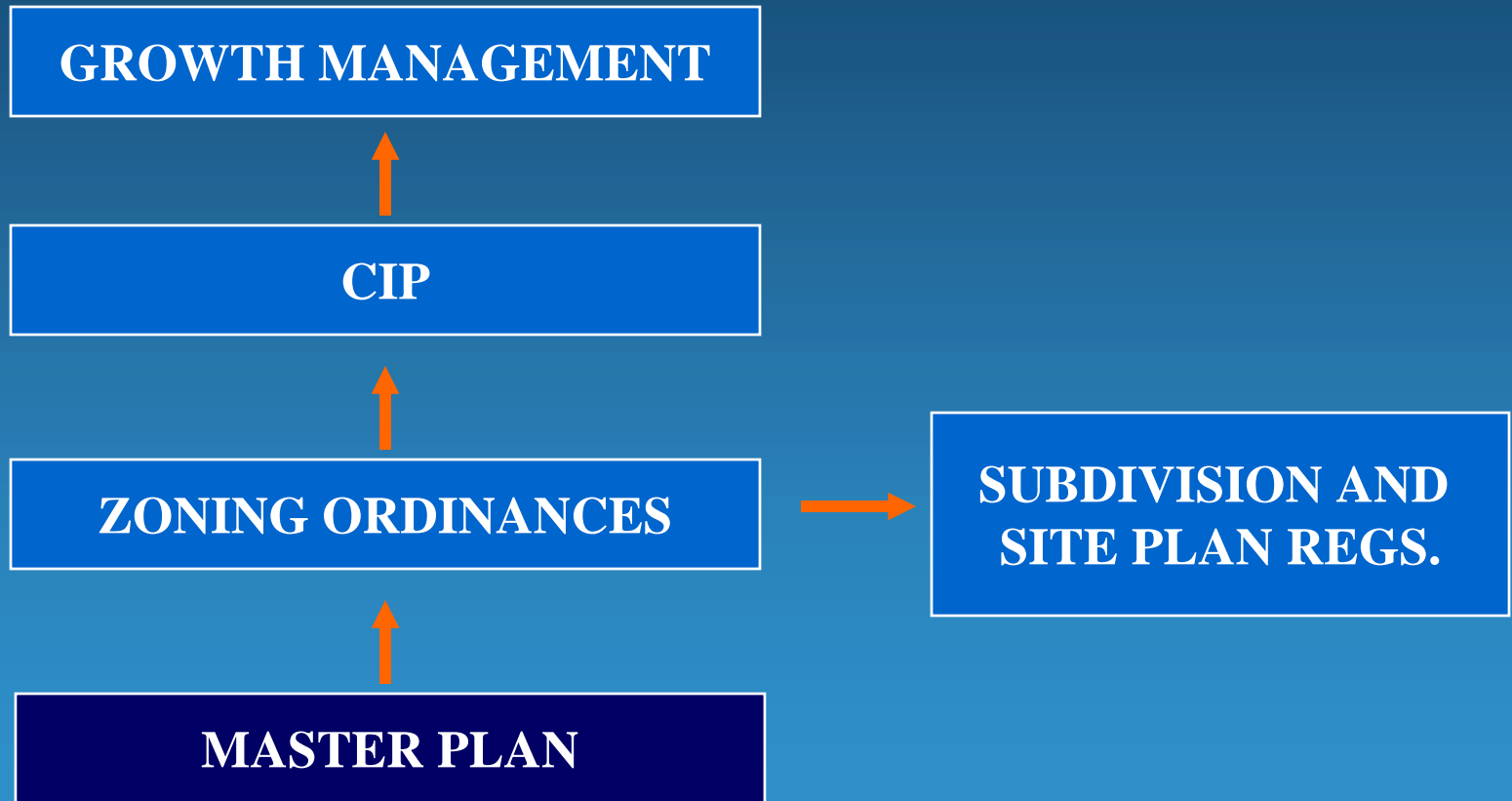
# Master Plans in N.H.: Legal Context

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- **Responsibility:** Master plan preparation and amendment is the 1st duty of the Planning Board (RSA 674:1)
  - **General Form:** Consists of set of statements & development principles with accompanying maps, diagrams, charts and descriptions as to give legal standing to ... ordinances and other measures of the planning board. (RSA 674:2)
  - **In Preparation:** may make surveys, undertake studies, and must consider the goals, guidelines of regional and state plans, as well as those of abutting communities. (RSA 674:3,I)
  - **Public Input:** The planning board must "...inform the public, OSP, RPC and solicit public comments regarding the future growth of the municipality..." (RSA 674:3,III)
  - **Adoption:** Must follow adoption provisions of RSA 675:6 (by majority vote after duly noticed public hearing)
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# Master Plan as Foundation

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# Master Plan Content

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- **Required Elements**

- A **vision section** : set of statements which articulate desires of the citizens affected by the plan, and guiding principles and priorities to implement the vision
- A **land use section**: existing and future

- **Optional Elements**

Transportation

Economic Development

Natural hazards

Cultural & Historic Res.

Community Design

Community Facilities

Natural Resources

Recreation

Housing

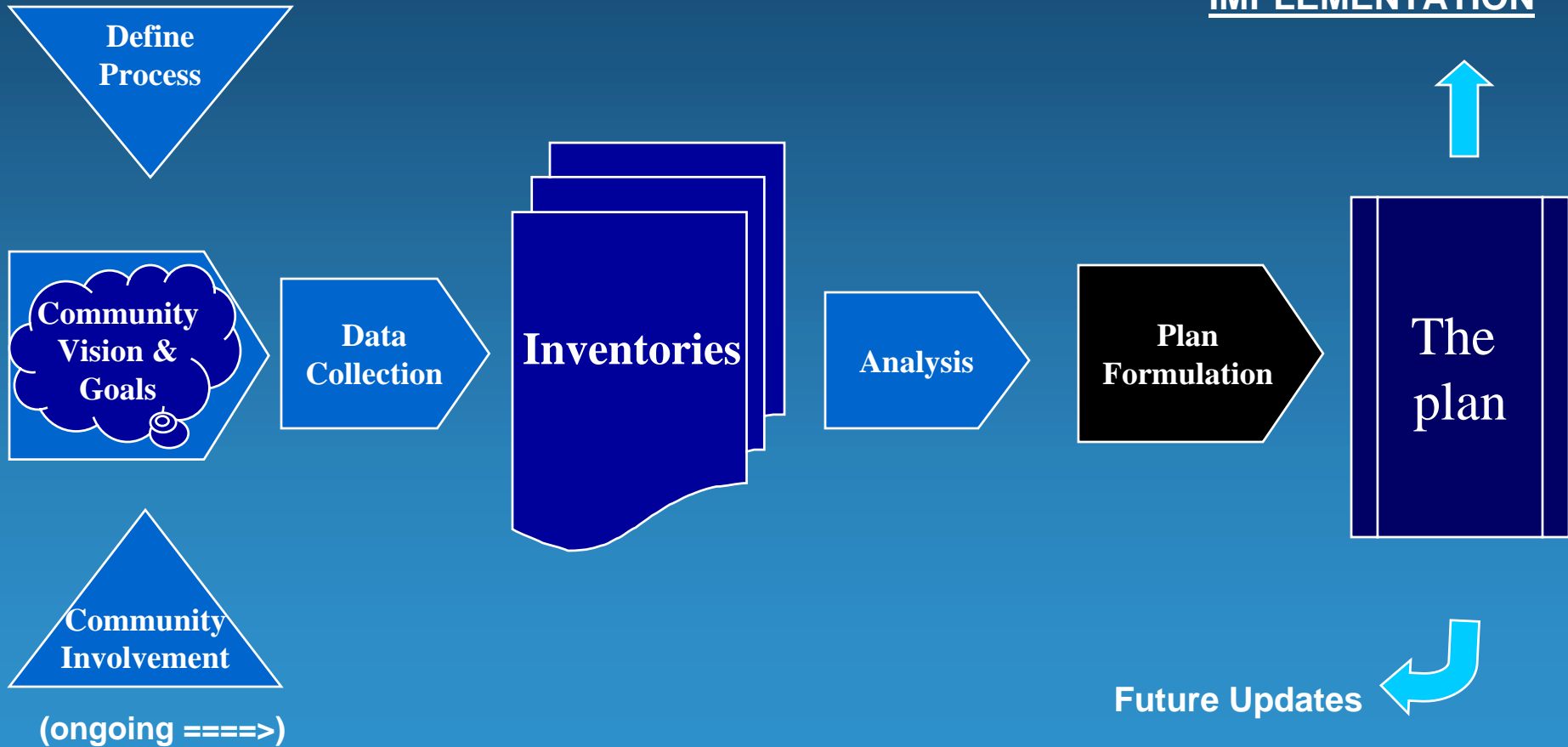
Implementation

...etc.

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# Master Planning Process

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# Options for Community Involvement

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- **Community Surveys**
  - **Visioning Session(s)**
  - **Community Profile/Community Stewardship**
  - **Focus Groups**
  - **Civic Group Involvement / Outreach**
  - **Multi-stakeholder advisory committee**
  - **Public Hearings**
  - **Multiple Strategies**
-

# On-Line Community Survey

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## 2002 Rye Community Survey

Page 1 of 3

Welcome to the

This survey is being brought to you by the Rye Planning Board to better ascertain the opinions and attitudes of all property owners and residents regarding a broad range of issues. Paper copies of this survey are being distributed to all Rye residents. If your business or household would like additional surveys, copies can be obtained at the Town Office or the Library.

**Directions:** Please answer questions by circling or providing all desired responses. You will notice dollar signs "\$\$" prior to each question in which there may be increased taxes required to implement the recommendation.

IF MORE THAN ONE SURVEY IS BEING COMPLETED PER HOUSEHOLD, only one member of the household should answer questions 4 and 5.

(Page 1 of 2)

### A. GENERAL

Enter Tracking Number from Written Survey Form:

1. Please indicate the Area of Town you live in using the appropriate Area number on this map.

2. What is your age?

18-34       35-54       55-64  
 65-74       75 and Over

3. How many years have you lived in Rye?

1-2 years       3-5 years       6-10 years  
 11-20 years       20+ years       Rye Native

4. How many children under 18 live in your home?

0     1     2     3     4     5     6+

5. How many children or dependents in your home attend:

Preschool     1     2     3     4 or more  
 Elementary     1     2     3     4 or more  
 Junior High     1     2     3     4 or more

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## 2002 Rye Community Survey

Please select which of the four quadrants of town you live in on the map below, and enter that number in Question #1 of the survey.

11. How could Rye improve communication about **1 = Least Important**

Upgrade the town website to include meeting dates, times, agendas and minutes	<input type="radio"/> 1
\$\$ Cable TV coverage of town board meetings	<input type="radio"/> 1
\$\$ Increase the frequency of the Town Newsletter	<input type="radio"/> 1
Change the format of the Town Newsletter	<input type="radio"/> 1
\$\$ Create a town information "hotline"	<input type="radio"/> 1
\$\$ Survey residents opinion more often	<input type="radio"/> 1
Have some town meetings during the day	<input type="radio"/> 1

12. Do you think the town should return to the ballot voting?

Yes     No

13. Currently the town posts information, meeting dates, and meeting agendas at Town Hall, the Library, and at the Post Office. Should this information be posted in additional places such as in school and other areas?

Yes     No

If yes, where?

### D. RECREATION

Rate your recommended level of change

14. Do youth need:  activities and programs

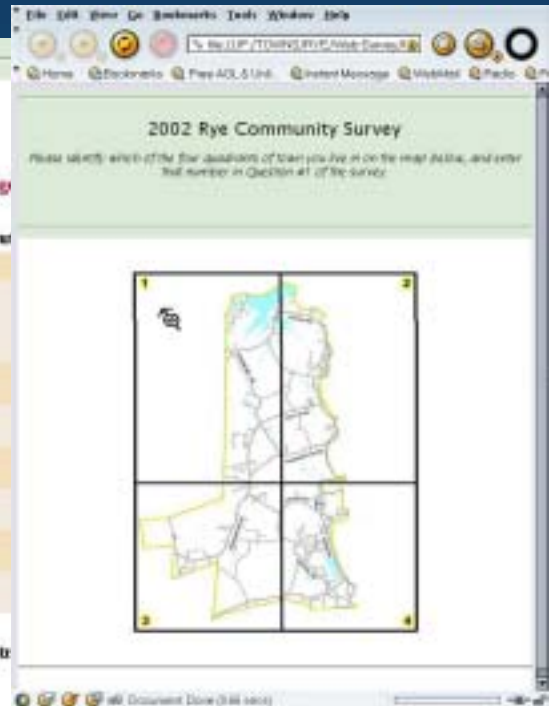
15. Do elderly need:  activities and programs

### E. TRANSPORTATION

16. (\$\$) Would you use public transportation if it was available and convenient?

Yes     No

17. (\$\$) Do you think Rye should provide local transportation for seniors?



# Sample Master Plans

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- **Newington (1993)**
  - **Stratham (1997)**
  - **Concord 2020 (2002)**
  - **Dover (2002)**
  - **Exeter (partial) (2002)**
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# Consultant Selection

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- **Approaches to use of consultant**
    - “Turn-key”
    - “Companion”
    - “Targeted”
  - **“Typical” Selection Process**
    - Determine needs & how consultant will be used
    - Request for Qualifications >> Short List
    - Establish Selection Committee (major stakeholders)
    - Establish Selection Criteria
    - Request for Proposals
    - Pre-Proposal Meeting
    - Proposal Evaluation; Firm interviews
    - Selection
-

# Master Plan Problems

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- **Who's Plan is it?**
  - **The vision thing: a zoning prerequisite or opportunity to plan for the future**
  - **The paralyzing notion: its just too big; too much work**
  - **Zero base planning: the tendency is to allow the master plan to become obsolete, then start over**
  - **“Shelf” document; not integrated into routine business of the planning board**
  - **High Expectations: the master plan will lead us to the promised land, all by itself!**
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# The Living Master Plan

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- Update the Plan frequently (“rolling” update schedule, or sections as needed)
  - Create standing Planning Board committee whose job is to maintain the Master Plan
  - Make recommendations specific enough to be ‘implementable’
  - Establish an annual process for evaluating progress in implementing recommendations
  - Include a formal consistency review of major development proposals with the Master Plan
  - Make the whole city “owners” of the Master Plan
-