

Appendix D

Urban Center Revitalization Plans Minimum Requirements

I. Introduction

The preparation of an Urban Center Revitalization Plan (UCRP) is the first step in implementing an effective revitalization program. When properly prepared, the UCRP will serve as the road map for redevelopment and reinvestment in a community. The UCRP provides a further refined vision of the municipality that will energize residents, business people, and investors, and provide the basis for future grants for infrastructure and other capital improvements.

The information in this Appendix is intended to assist with the preparation or update of a UCRP that is customized to the needs of the municipality while ensuring that the minimum program requirements are met.

When appropriate the UCRP should be completed in conjunction with a full comprehensive plan update and relevant sections (i.e. economic development and transportation) may be integrated into the appropriate comprehensive plan sections. If the UCRP is to be completed separately from the comprehensive plan update, relevant background information, plan elements (Section III.A.1), goals, objectives, policies, and recommendations should be directly linked to the comprehensive plan.

II. General Program Requirements

- A. Eligibility** - The UCRP is open to Chester County's fifteen (15) boroughs and the City of Coatesville.
- B. Planning Area** - The UCRP must include the entire geographic area of the municipality.
- C. UCRP Task Force** - A municipal task force is required to oversee the preparation of the UCRP. Suggested members of the task force include elected and appointed municipal officials; municipal department heads; residents; business people; representatives of civic organizations, neighborhood groups, preservation groups, housing corporations, and the real estate profession; local sewer and water utility providers; and the Pennsylvania Department of Transportation. (Some groups may be brought in to provide input as needed depending on the specific topic of discussion.)

If the UCRP is being completed as part of a full comprehensive plan update, the UCRP Task Force may be a sub-committee of the Comprehensive Plan Task Force or the Comprehensive Plan Task Force may serve in its place with relevant stakeholders being brought into the UCRP update as needed.

- D. Public Input** - The municipality shall hold at least two public information meetings during the planning process to ensure that the public has sufficient opportunity to provide input into the development of the plan.
- E. Plan Adoption and Reimbursement** - The municipality must adopt the UCRP as a component of their municipal comprehensive plan to be eligible for reimbursement under the VPP grant program.

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III. Required Plan Contents

If the UCRP is being proposed as part of a full comprehensive plan update or if the municipal comprehensive plan was recently updated, relevant background information, analysis, policies, and recommendations from the comprehensive plan can be used to fulfill applicable or overlapping requirements listed below. If the UCRP is being proposed as a separate plan update, the information listed below must be included in the UCRP.

A. Plan Elements

1. **Mandatory Plan Elements** - At a minimum, the UCRP scope of work shall include an assessment of the following four key topics considered to be the most essential elements for enabling community revitalization:
 - a. Economic Development;
 - b. Housing;
 - c. Infrastructure and Transportation; and
 - d. Public Facilities and Services.
2. **Supplemental Topics** - An assessment of additional relevant topics, such as urban open space and cultural resources, may also be included in the scope of work.
3. **Assessment of Completed Projects** - An assessment of previously completed UCRP projects and priority actions, including both qualitative and measurable outcomes, shall be included in the plan.

B. Inventory and Analysis of Existing and Projected Conditions

The scope of work shall include an inventory and analysis of existing and projected conditions, trends, issues, and implications associated with the four key topics (Section III.A.1) and any supplemental topics (Section III.A.2) identified in the scope of work. Municipalities may use a variety of indicators and data sources for gathering pertinent information, including Census data, real estate data, field survey and public survey results.

C. Policies

The scope of work shall include a process for defining community policies specific to revitalization. The process shall result in a vision statement and set of goals and objectives for the four key topics (Section III.A.1) and any supplemental topics (Section III.A.2) identified in the scope of work.

1. The vision statement, goals, and objectives shall be consistent with *Landscapes2*.
2. Any significant inconsistencies between the UCRP and municipal comprehensive plan policies shall be identified along with an explanation as to why the conflicting UCRP policy should supersede current municipal comprehensive plan policy.
3. Policy development shall involve the public and may be accomplished through a variety of methods, such as visioning sessions, community meetings, or public opinion surveys.

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D. Recommendations

Recommendations shall be developed that address the four key topics (Section III.A.1) and any supplemental topics (Section III.A.2) identified in the scope of work.

1. Recommendations shall be presented in a clear and detailed manner in order to facilitate implementation and demonstrate a clear link to the issues identified in the inventory and analysis in Section III.B, above.
2. Prioritization of Recommendations - Due to limited funding and the need to prepare an annual work program and capital improvements budget, municipalities must prioritize their proposed recommendations. Municipalities may devise their own prioritization scheme, such as ranking each individual project from highest to lowest, or grouping projects together in categories of high, medium, and low.
3. Identification of the organization(s) and/or personnel who will be responsible for implementing the project.

E. Urban Center Improvements Inventory (UCII)

The UCII is a stand-alone document separate from the urban center's UCRP and comprehensive plan but directly linked to the goals, objectives, policies and recommendations within them. The UCII is an inventory of more detailed planning and capital improvement **recommendations** found in the UCRP and comprehensive plan. The UCII allows urban centers to add, subtract, and update this detailed information on an annual basis without going through the MPC adoption process for a comprehensive plan amendment. Detailed recommendations in the UCII include the following items:

1. A detailed description of the project, including a list of all its individual elements, its location, and any affected properties.
2. A plan reference, identifying and citing where the project is referenced in the Plan's goals, objectives, policies, and/or recommendations.
3. A general cost estimate.
4. An implementation schedule, indicating the estimated project start date and completion date.
5. A project prioritization, ranking each project from highest to lowest using categories of high, medium and low.

The UCII also works in concert with the [Chester County Department of Community Development's Community Revitalization Program](#) (CRP), **to be eligible for funding; the proposed activity must be identified in UCII and directly connected to the plan elements in an adopted UCRP and/or comprehensive plan.**