

Appendix C

Chester County Vision Partnership Program Urban Center Revitalization Plan Requirements

1.0 Introduction

An Urban Center Revitalization Plan is critical to directing development and investment, and providing a focus to actions that generate new or maintain existing economic and social vitality for an Urban Center.

When an Urban Center is completing a comprehensive plan update the mandatory four plan elements and process of a revitalization plan should be addressed within the overall comprehensive plan, and a statement included within the comprehensive plan to note that. Form C must be completed and submitted with the comprehensive plan to document such efforts (attaching Form C as an appendix to the comprehensive plan is recommended).

Between full updates to the comprehensive plan a standalone revitalization plan should be developed to ensure municipal actions are advancing and maintaining the economic and social vitality of the Urban Center. For municipalities adhering to the mandate of a comprehensive plan update every ten years, this would call for a revitalization plan to be completed five years after adoption of the comprehensive plan. The guidelines below provide the framework for a standalone revitalization plan.

A comprehensive plan and revitalization plan serve as the road map for development and investment, providing the basis to seek funding for infrastructure improvements and energizing residents, businesses, and investors.

2.0 Development of a Standalone Revitalization Plan – Applicability and Process

- A. Revitalization plans are applicable to Chester County’s fifteen (15) boroughs and the City of Coatesville, and must cover the entire geographic area of the municipality
- B. A task force is required to oversee plan preparation. Membership should be limited to ten (10) to twelve (12) individuals. Interests not covered within the task force should be addressed through interviews or other means. Potential interests to include are: elected and appointed municipal officials, municipal department heads, residents, businesses, chambers of commerce, main street organizations, financial institutions, civic organizations, neighborhood groups, preservation groups, housing corporations, realtors, sewer and water utility providers, and transportation agencies/providers.
- C. Public Input - At least one public information meeting must be held during the planning process. To ensure the public has sufficient opportunity to provide input during plan development additional methods of outreach and engagement are encouraged, such as surveys, interviews, open houses, presentations at community events, and distribution of plan information and engagement opportunities via websites and social media outlets.
- D. Plan Adoption and Reimbursement - The municipality must adopt the revitalization plan as a component of their comprehensive plan to be eligible for reimbursement under the Vision Partnership Program.

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3.0 Contents of a Standalone Revitalization Plan

The information listed below must be included in a standalone revitalization plan.

- A. Plan Elements - At a minimum the revitalization plan must address the following four mandatory plan elements with inventory and analysis, policies, and recommendations that generate or maintain economic and social vitality for an Urban Center:
 - 1. *Economic Development*: addressing development and redevelopment opportunities, promotional or marketing efforts, regulations and supporting processes, organizational capacity, and community partnerships.
 - 2. *Housing*: addressing accommodation of diverse housing types to meet projected need.
 - 3. *Infrastructure*: addressing capital improvements, ongoing maintenance, or coordination for water and sewer facilities, transportation infrastructure, streetscapes, park and recreation facilities, stormwater infrastructure, green infrastructure, municipal buildings, electric and internet utilities, and capital and operational budget planning and processes.
 - 4. *Public Services*: addressing police, fire, ambulance service, public transit services, recreation programming, and library programming.

- B. Inventory and Analysis of Existing Conditions, Trends, and Projected Conditions - The plan must include inventory and analysis of existing conditions, trends, and projected conditions associated with the four mandatory plan elements. Municipalities may use a variety of sources, including Census data, real estate data, field survey, and public surveys.

- C. Policies - The revitalization plan must identify policies for development, investment, and economic and social vitality as they relate to the four mandatory plan elements. Such policies shall be consistent with *Landscapes3* and the existing municipal comprehensive plan.

- D. Recommendations - Recommendations must include sufficient detail to facilitate implementation across the four mandatory plan elements. Recommendations must be prioritized to facilitate consideration of funding sources, including within a municipality's annual budget process and outside grants. Recommendations must include identification of the organization(s) and/or personnel responsible for implementation.

4.0 Urban Center Improvements Inventory

The Urban Center Improvements Inventory (UCII) is an inventory of specific infrastructure projects for which a municipality may seek funding through the Chester County Department of Community Development. The inventory is compiled by the Chester County Planning Commission, updated on an annual basis, and should be informed by recommendations from a comprehensive plan or revitalization plan. To be eligible for funding through the County Department of Community Development the proposed activity must be identified in the UCII and directly connected to the plan elements in an adopted revitalization plan and/or comprehensive plan. Funding through the Chester County Department of Community Development may be through the County's Community Revitalization Program (CRP) or federal funds. Within designated low- to moderate-income areas (LMAs), UCII projects may be eligible for funds from the Department of Community Development's administration of the federal Community Development Block Grant (CDBG) program.

**Chester County Vision Partnership Program
Urban Center Revitalization Plan Requirements**

Form C	
Revitalization Plan Components within a Comprehensive Plan	
Urban Center:	
Process	
List Task Force Members:	
Identify Public Input Process (minimum of one public meeting, additional methods encouraged):	
Note Adoption Date:	
Contents	
Economic Development <i>(note page locations within the comprehensive plan for the following information)</i>	
Inventory:	
Policy:	
Recommendations:	
Housing <i>(note page locations within the comprehensive plan for the following information)</i>	
Inventory:	
Policy:	
Recommendations:	
Infrastructure <i>(note page locations within the comprehensive plan for the following information)</i>	
Inventory:	
Policy:	
Recommendations:	
Public Services <i>(note page locations within the comprehensive plan for the following information)</i>	
Inventory:	
Policy:	
Recommendations:	
Verify Consistency with Landscapes³:	