

DEVELOPING A NEIGHBORHOOD PLAN

Prepared by:
Lafayette Consolidated Government
With the assistance of Wallace Robert Todd (WRT)





NEIGHBORHOOD PLANNING PROCESS

Lafayette Consolidated Government,
Development and Planning Department

ACKNOWLEDGEMENTS

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Joel Robideaux

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PLANNING STAFF

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Cathie Gilbert, Planning Manager
Kirk Trahan
Neil Lebouef
Roxana Usner
Eric Nielsen
Katrena Porter
Abbie Judice
Patricia Lavin
Sabrina Davis

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PREFACE

Lafayette has a broad range of diverse neighborhoods that contribute to the parish's community and residential character. As primary places of residence, neighborhoods and housing have significant impact on residents' daily activities and are the foundation of a safe, enjoyable community in which to live.

The Neighborhood Planning Process is accompanied by two supplemental documents. They are intended to provide tools to plan and execute projects in your neighborhood but can be standalone documents to be used by anyone in the community. This process will guide new and old neighborhoods through a process of organizing neighborhood support to develop and implement a neighborhood plan. Below are descriptions of the three components of the neighborhood planning effort which can be found at the following link: <http://lafayettela.gov/ComprehensivePlan/Pages/the-plan.aspx>

- **NEIGHBORHOOD PLANNING PROCESS:** This handbook will guide a new neighborhood through the planning process. This workbook will guide your neighborhood group through the steps of officially creating a neighborhood, begins the process of collecting information on the neighborhood, creates a neighborhood plan, and moves the plan through the approval and implementation processes.
- **CITIZEN PLANNER HANDBOOK:** The handbook, along with the classroom instruction, will allow our neighborhoods to plan for the future and will educate residents about planning and the workings of local government. Specifically, this handbook educates our neighborhood leaders on planning issues, the structure and regulations of Lafayette Consolidated Government, and many other topics that affect the development and redevelopment of a neighborhood.
- **THE NEIGHBORHOOD PROJECT TOOLKIT:** The toolkit is designed to help any neighborhood implement neighborhood-scale projects. The toolkit features 20 specific "Do-It-Yourself" projects that residents and neighborhoods can undertake with limited governmental assistance; highlights local resources and best local, regional, and national practices; and includes tips for organizing and fundraising to implement these types of projects.



FORMAL NEIGHBORHOOD PLANNING CHART

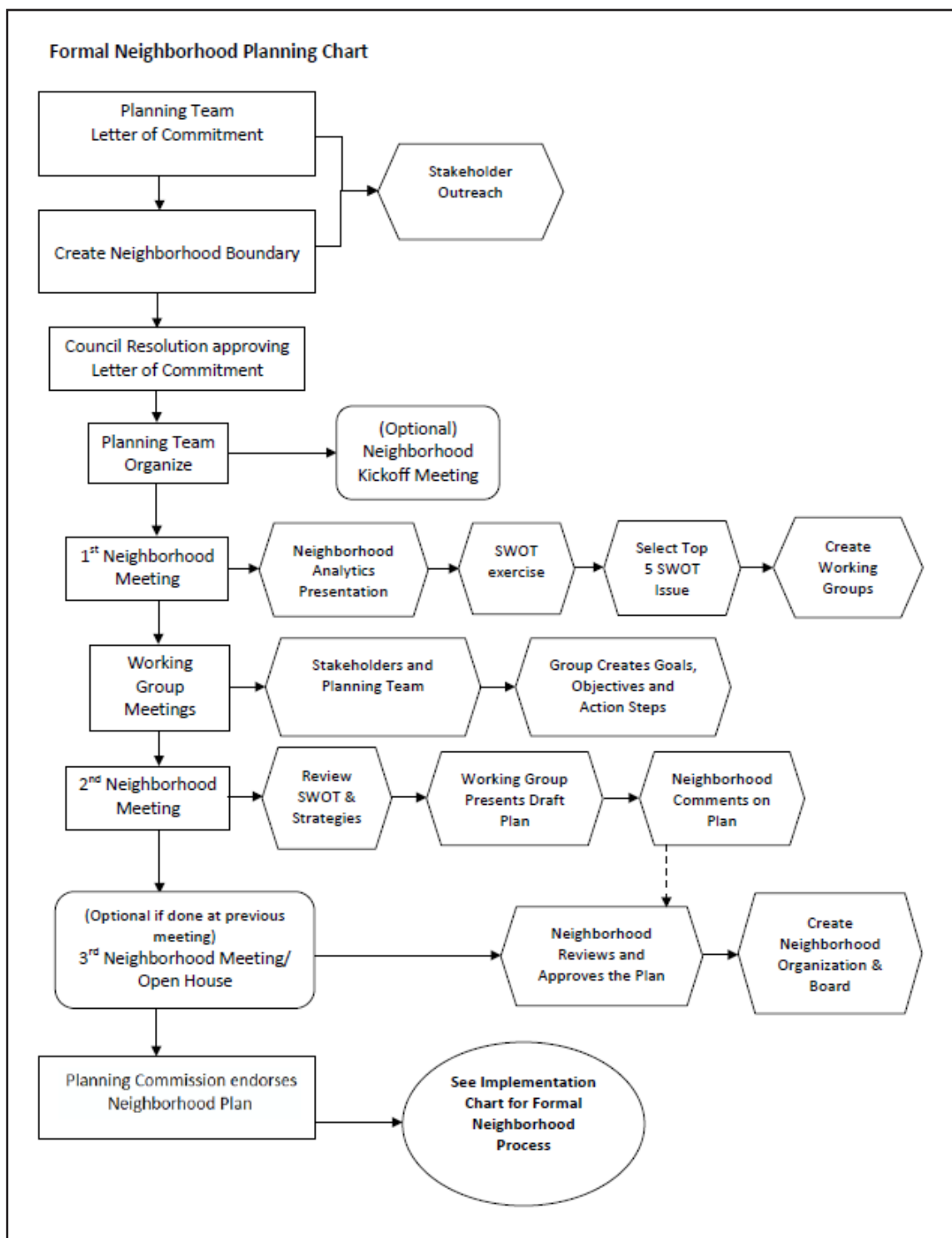


Figure 1: This flowchart describes the steps in a formal neighborhood planning process.

INFORMAL NEIGHBORHOOD PLANNING

In addition to the formal neighborhood planning process that this handbook covers, there are other ways in which you can work towards change in your area.

HISTORIC DISTRICT DESIGNATION

When it comes to historic districts, there are two different types of designations with separate application processes: National Register of Historic Places Districts and Lafayette City-Parish Historic Districts. The list of National Register of Historic Places Districts is maintained by the US Department of the Interior, National Parks Service Division and requests for designation to the National Register are administered by the Louisiana Office of Cultural Development, Historic Preservation Division. Lafayette City-Parish Historic Districts fall under the jurisdiction of the Lafayette Preservation Commission. Differences between the two arise out of the availability of tax incentives and grants, designation criteria and procedures, and the degrees of protection available. Overall, similarities between the two types of historic districts culminate with the ability to develop protection ordinances for significant properties, structures, and sites, and the overall ability to legally protect the same from demolition. The Lafayette Consolidated Government (LCG) Planning Staff would be glad to assist you in working through the steps of applying to be either a National Register or a Lafayette City-Parish Historic District. Planning Staff would also be pleased to assist with historic designation requests for the other categories of historic assets: Historic Landmark, Historic Property, and Cultural Resource. Criteria used to determine eligibility for historic assets can be summarized as having historical significance as either an individual or group of permanently installed or constructed building(s), object(s), or work(s) of art by representing an historic event, architectural style, person or persons, cultural characteristic, or period of development.



CREATE



CULTURAL DISTRICT DESIGNATION

In Louisiana, the Office of Cultural Development, Division of the Arts designates certain places as Cultural Districts. These districts emphasize cultural resources that play a vital role in the livelihoods of citizens and the economic and cultural development of a community while placing focus on the cultural anchors within a particular district or neighborhood. To be designated as a Cultural District, you must apply through the formal application process via your local governing authority. In Lafayette, we ask that you start by contacting the CREATE office. The CREATE office works with the Development and Planning Department to provide optimal service to community organizers beyond just the cultural district. The CREATE office will then work with the local governing authority to manage the process. The application process involves an endorsement by the local governing authority through an ordinance which specifies the boundaries of the proposed district, acknowledges local sales tax exemption for original art sold within the boundaries, recognizes the potential for the utilization of historic tax credits in the district, designates a responsible party to act on behalf of the local governing authority, and accepts responsibility to provide required reports and conduct required communications. Upon further action, the Louisiana Office of Cultural Development receives the application and later notifies the applicant of its decision. Lafayette Parish currently houses three Cultural Districts: Carencro, City of Scott, and Downtown Lafayette. The LCG Planning Staff and CREATE office are happy to assist you with the development of your cultural district application should you choose to submit one.



SMALL-SCALE PROJECTS

If there is a small-scale project that you would like to pursue in your neighborhood without going through the formal neighborhood planning process, the Planning Staff will direct you to the right place for your needs. This includes any project using public right-of-way or permitting for a neighborhood identifier like a gateway. This partnership will help ensure that there is appropriate opportunity for feedback and consensus on this type of project. Should you need information about permitting, grants, or other funding options, the Planning Staff is willing to sit down and discuss any and all available options that may assist you with meeting your goals.

GUIDING PRINCIPLES CHECKLIST

The mission of Designated Neighborhoods is to engage residents, businesses, property owners, and institutional stakeholders within the defined geography of the neighborhood in the art of planning and implementation, specifically through the preparation of the neighborhood plan. The designated neighborhoods are the gel that fuses consensus on the neighborhood vision and needs and how best to achieve plan objectives. Included below in checklist form are some crucial aspects that your neighborhood should have:

THE SCOPE OF THE GUIDING PRINCIPLES aims for the designated neighborhood to provide a clearly defined, consistent, and collaborative approach to encourage and implement a neighborhood plan.

THE GUIDING PRINCIPLE OBJECTIVES are to improve, support, and actively engage the community as a whole to ensure that the designated neighborhood-recommended and adopted outcomes are compatible with the principles of the Neighborhood Plan.

GUIDING PRINCIPLES OF DESIGNATED NEIGHBORHOODS

- ☐ **Local Leadership:** The elected residents and business owners in the designated neighborhood serve the leadership role in their neighborhood.
- ☐ **Government Support:** The Lafayette Consolidated Government Planning Staff, with the help of other LCG departments and staff, actively supports the designated neighborhood in community improvement through the provision of information, expertise, guidance, and other resources, as appropriate.
- ☐ **Collaborative Approach:** The designated neighborhood builds on comprehensive cooperation, coordination, and collaboration between and among Lafayette Consolidated Government departments, local agencies (both public and private), LCG Planning Staff, neighborhood residents, business owners, and property owners.
- ☐ **Balance:** The designated neighborhood builds on a balanced approach that addresses and integrates economic, social, environmental, and cultural considerations.
- ☐ **Respect for Local Values:** The designated neighborhood strives to understand and respect community values.
- ☐ **Social Inclusion:** The designated neighborhood shall strive to involve community members, regardless of gender, sex, age, disability, race, culture, language, or social and economic status, and have the opportunity to become engaged in the community efforts process and are able to access its social and economic benefits.
- ☐ **Transparency and Accountability:** The designated neighborhood shall emphasize and practice transparency, accountability, participation, and evidence-based decision-making.
- ☐ **Partnerships and Shared Interests:** The designated neighborhood shall identify and engage necessary partners at the community and government levels.
- ☐ **Focus on Community Assets:** The Neighborhood Plan is built on existing community capacities and assets.
- ☐ **Volunteerism:** The designated neighborhood shall encourage neighborhood values and respects, while nurturing and encouraging community support.
- ☐ **Common Vision:** The designated neighborhood members and the Lafayette Consolidated Government and Planning Commission define a common vision for the future.

ORGANIZATION MATRIX

Neighborhood Organizations		
Type of Organization	Purpose	Oversight
Original Platted Neighborhood	The original plat of a neighborhood describes the historical boundaries of the subdivision at the time of its establishment.	The Clerk of Court and the Development and Planning Department keep a record of these documents.
Homeowners' Association	The primary purpose of a homeowners' association is to manage a neighborhood's common areas such as roads, parks, and pools. Homeowners are also obligated to live by the association's rule book, also known as covenants, conditions, and restrictions.	Self-regulating
Designated Neighborhood (Coterie)	The primary purpose of a designated neighborhood is to strengthen the community by providing a vision and guidance for neighborhood desires. This designation can also result in the creation of a formal neighborhood plan through LCG. Three original coterie were designated as part of the LINC plan in relation to I-49 development: Freetown, McComb-Veazey, and LaPlace.	Self-regulating/Lafayette Consolidated Government
Historic District (National)	The purpose of a historic district is the ability to develop protection ordinances for significant properties, structures, and sites, and the overall ability to legally protect same from demolition; criteria may vary on a national level.	US Department of the Interior, National Parks Service Division; Louisiana Office of Cultural Development, Historic Preservation Division
Cultural District (State)	The purpose of a cultural district is to emphasize cultural resources that play a vital role in the livelihoods of citizens and the economic and cultural development of a community while placing focus on the cultural anchors within a particular district or neighborhood.	Office of Cultural Development, Division of the Arts
Historic District (Local)	The purpose of a historic district is the ability to develop protection ordinances for significant properties, structures, and sites, and the overall ability to legally protect same from demolition; criteria may vary on a local level.	Lafayette Preservation Commission

Neighborhood Planning - The Who, What, When, Where, Why, and How

Questions about Neighborhood Planning

WHO?

WHO CAN PARTICIPATE IN MY NEIGHBORHOOD PROCESS?

Anyone who lives, owns property, or owns a business in the Neighborhood Planning Area should participate in the neighborhood process. You want people of any age participating in the neighborhood process. Different age groups will have different issues within the neighborhood area that need to be addressed in the planning process.

WHO ARE COLLABORATIVE PARTNERS?

Collaborative partners are teams that are used to improve the health of a community. They encourage people to get together and make a difference. For example, an effort to improve education in your community might involve school officials, teachers, business persons, youth, and older adults. Because these partnerships bring people together from all parts of the community, their variety of expertise often leads successful partnerships. When establishing collaborative partnerships, try to include all potential stakeholders so that consensus can be reached, and objections to the plan are minimal.



WHO SHOULD BE INVOLVED IN MY NEIGHBORHOOD COLLABORATIVE PLANNING PARTNERSHIPS?

Again, it is important that your neighborhood's planning collaboration be as inclusive as possible. Stakeholders in the community need to be identified so that the neighborhood can prioritize action strategies to address current issues between neighborhoods and community partners. Key partners in a broad planning collaboration include:

1. Local members of community partnerships, neighborhood organizations, and those who are working to change their communities.
2. Local, regional, and statewide organizations that provide technical assistance for community partnerships. For example, partnerships with colleges could link classroom and student resources through studio-planning classes that help neighborhoods address their issues. Or, a partnership with your neighborhood school could focus on sharing recreational and building facilities.
3. Intermediary organizations that can help assess partnership needs and provide them with support. For example, state and parish public health offices can assist community groups by developing health data systems that provide parish-level data.
4. Grant makers and governmental agencies that are important members in collaborative partnerships. Foundations and governmental agencies can help create the conditions for community partnerships to be successful, by providing financial resources needed by partnerships and intermediary organizations.

As your neighborhood begins to forge its collaborative partnerships, some may begin to question why "outsiders" (those who do not reside in the area), should be invited to play a part in the planning process. It is important to remember that neighborhood planning combines the local and the wider community, the particular and the broader contexts. To be effective, diverse groups of people and organizations must be brought together to transform the broader conditions that affect local work.

WHAT?

WHAT IS A NEIGHBORHOOD?

A neighborhood is a collection of elements such as houses, streets, parks, stores, and schools. However, the real importance of a neighborhood is that it is made up of people. People, each with their unique stories, lives, and cultures add to the unique character of a neighborhood and often retain its unwritten history. Neighborhood residents are human capital, while businesses and homes are economic capital.

WHAT IS NEIGHBORHOOD PLANNING?

Neighborhood planning is a type of planning that allows everyday citizens an opportunity to play an active role in developing a vision for the future and action steps to make that dream a reality. The neighborhood planning process involves local stakeholders, city departments, community organizations and institutions working together. The goal of neighborhood planning is to promote mutual responsibility and to build consensus on how to solve problems.

WHAT IS A NEIGHBORHOOD PLANNING AREA?

A neighborhood planning area is a geographic area ranging from half a square mile to a maximum size of one square mile or, 2,000 to 5,000 residents, or about 1,000 dwellings. This area defines the boundaries within which a neighborhood implements its plan.

WHAT IS THE ROLE OF NEIGHBORHOOD BUSINESSES IN NEIGHBORHOOD PLANNING?

Neighborhood businesses should be invited to participate in the planning process because they, like residents, contribute to your community vitality. Neighborhood businesses are key components in any neighborhood's overall quality of life. They can also provide one of the most informed perspectives on your neighborhood's economic welfare. Well-placed businesses that sell neighborhood goods increase accessibility for all groups.

WHAT IS A "COTERIE"?

You may have heard the term "coterie" as part of researching the neighborhood planning process. Coterie is a French word that means a group with shared or common interests. In this case, that common interest is the well-being of a neighborhood. In the past, the formal term coterie has been used for specific neighborhoods in the Lafayette area; for example: McComb-Veazey Neighborhood Coterie.



WHY?

WHY SHOULD I PLAN FOR MY NEIGHBORHOOD?

Neighborhoods are the basic building blocks of the community. Strong, involved, caring neighborhoods are the foundation of exceptional communities. The stability and long-term viability of your neighborhood begins with your involvement in the planning process.

A plan can help a neighborhood by:

- Providing a vision and guidance for neighborhood desires.
- Providing direction to the city regarding programs, services, and capital improvements.
- Informing business interests on needed services and their appropriate site locations.
- Collecting ideas about an area in a central place.
- Providing a tool that can be shared with new residents and potential investors.

WHEN?

WHEN SHOULD WE BEGIN TO PLAN?

Any neighborhood is ready to embark on a planning journey. Whether initiated by one resident or several, the sooner a neighborhood commits to the planning process, the better. Neighborhood planning is community building in action with many challenges and rewards.

WHERE?

WHERE CAN A NEIGHBORHOOD PLAN BE MADE?

You will need to see if a neighborhood planning area already exists for your neighborhood. This information can be obtained from LCG's Planning Staff.

HOW?

HOW BIG SHOULD MY NEIGHBORHOOD PLANNING AREA BE?

Every neighborhood is different but a typical neighborhood has these criteria:

- Minimum ½ square mile to maximum 1 square mile
- 2,000 to 5,000 residents
- About 1,000 dwellings
- The population necessary to support an elementary school

If your neighborhood is too small or too large for the above parameters, please contact the LCG Development and Planning Staff to discuss the potential boundaries of your area. These are suggested parameters that, depending on the circumstances, may be varied from.

HOW MUCH DEDICATION DOES THE NEIGHBORHOOD PLANNING PROCESS REQUIRE?

The vision and leadership for neighborhood planning must come from the community. Plans are best implemented when a community can claim ownership of the proposed initiatives. The creation and implementation of a Neighborhood Plan is not a simple undertaking. The planning process is usually a year-long, labor-intensive, and time-consuming endeavor. Not only will you spend time collecting data about your neighborhood, but you will spend another several months, if not longer, deciding how to use that information to create and implement the action steps set forth in your Neighborhood Plan. In light of this, the neighborhood planning process should be entered into only by individuals who are serious about improving their communities.



HOW CAN NEIGHBORHOOD PLANNING BENEFIT MY AREA?

Even though a tremendous amount of work is involved in the neighborhood planning process, taking the time and effort to produce a sound Neighborhood Plan will result in numerous advantages for your neighborhood and the people who live, work, and play there. The most significant of these advantages include:

- Ensuring short-range problem-solving as well as long-term health and viability for your community by allowing it to plan proactively for its future.
- Uniting your neighborhood's business leaders and residents in a common cause.
- Establishing an avenue for the citizenry to shape neighborhood improvement and growth, including social, economic, and physical growth.
- Focusing on positive outcomes, rather than allowing a continuing discussion of neighborhood hurdles.
- Demonstrating to the city-parish and, more importantly, to the city, that your neighborhood has both the desire and capability to reach its goals.
- Providing direction to the city in the form of services, programs, and improvements appropriate for your community.
- Demonstrating to business investors the types of enterprise needed by your community's residents and subsequently, what development types should be promoted.

HOW CAN I TELL IF MY COMMUNITY IS IN NEED OF NEIGHBORHOOD PLANNING EFFORTS?

Most neighborhoods, no matter how peaceful, stable, or pleasant they seem, can benefit from the creation of the goals and objectives as part of a Neighborhood Plan. The plan can help begin the revitalization process for a neighborhood which is starting to decline or help a healthy neighborhood stay healthy. However, neighborhood planning efforts will be most beneficial to neighborhoods that need to address critical issues at present or in the near future. Such issues include:

- the need for more housing price diversity
- persistent crime and insecurity among residents
- the need for local job creation and economic development
- the need for transit service improvement
- mismatches between zoning and actual land use
- the need for neighborhood linkages such as bike paths and sidewalks
- the environmental, residential, or historic quality of a neighborhood could be threatened
- safety issues regarding pedestrians and vehicles
- the need for appropriate commercial development

HOW CAN YOUR NEIGHBORHOOD ORGANIZATION MAKE CERTAIN THAT COMMUNITY MEMBERS ARE GIVEN THE OPPORTUNITY TO PLAY AN ACTIVE ROLE IN THE NEIGHBORHOOD PLANNING PROCESS?

Publicizing ongoing planning efforts to local stakeholders is one way to accomplish this goal. During the planning process, it is important to host several neighborhood workshops and meetings so that everyone has a chance to participate. Also, give each person in your neighborhood an opportunity to respond to the final draft of the Neighborhood Plan. In addition, the local Chambers of Commerce should be contacted to request the input of its business members; the private sector is just as vital to your neighborhood's health and viability as is the public sector. The viewpoints and collaborative efforts of all groups are important to the goals and objectives of the Neighborhood Plan. Involve as many persons as possible in the planning process, so that successful collaborative partnerships can be developed.

HOW CAN MY NEIGHBORHOOD FOSTER LOCAL INVOLVEMENT IN THE CREATION OF ITS NEIGHBORHOOD PLAN?

Neighborhood stakeholders, not the Development and Planning Department, author their own Neighborhood Plan. Therefore, it is very important that all community members, such as residents, business owners, community groups, and affiliated stakeholders participate in the planning process at some level. Community members will take ownership in and strive to implement a Neighborhood Plan if they are both invited and encouraged to play a direct role in its creation and implementation.

HOW DOES MY NEIGHBORHOOD PLAN FIT IN WITH PLANLAFAYETTE?

Neighborhood plans must be consistent with PlanLafayette, Lafayette's Comprehensive Plan. Typically, the policies in PlanLafayette are general and give support for many neighborhood initiatives. There is a conceptual future land use map that generally assigns land use across the city and parts of the parish. The future land use map looks to target areas of the city for increased density and mixed use. To encourage the development of these targeted areas, LCG is committed to prioritizing infrastructure efforts in order to facilitate an environment that has walkable and bikeable facilities and opportunities to shop and eat in close proximity to residents.

Existing (LINC Designated) Neighborhoods



WHAT DO WE NEED TO DO TO BE IN COMPLIANCE WITH THE NEIGHBORHOOD PLANNING PROCESS?

If you are one of the three Lafayette in a Century (LINC) Designated Neighborhoods, we are happy you are here! While we know that you already have defined boundaries and may have a neighborhood plan, we will ask you to comply with all the requirements that exist in this document. Further, if you have since expanded your boundaries or have considered expanding them, this is your opportunity to formally do so. Please see the section *How do we expand our boundaries?* (see p. 34) to fully understand your responsibilities.

In short, those responsibilities include:

- Executing a *Letter of Commitment to Council* which will formally involve a resolution that endorses your boundaries and a neighborhood plan, in addition to the endorsement of any amendments by the Planning Commission;
- Developing a neighborhood plan, if you do not have one; and,
- Participating in and being compliant with the *Annual Meeting*, *Annual Report*, and *Compliance* sections of this document.

Applying for recognition as a Neighborhood Planning Area

The Neighborhood Application Process

RECRUITING A PLANNING TEAM - GETTING THE RIGHT PEOPLE AROUND THE TABLE

An important first step in a planning effort is to create a team of residents, business owners, and additional community representatives to oversee and organize the planning process. Your planning team should include homeowners, renters, vacant property owners, businesses, churches, neighborhood association representatives, company representatives, the membership of the local neighborhood organization. Do not forget to geographically represent the entire neighborhood when recruiting planning team members.

The process would not be equitable if the planning team consisted entirely of members representing only one subsection of the neighborhood. Make sure your planning team is large enough to produce results, yet small enough to be manageable.

The Development and Planning Department suggests that your team be about six to ten members. However, your neighborhood is best served by doing what feels comfortable. If your neighborhood is full of active volunteers who work well together, a large planning team of up to fifteen members may be most effective.

WHAT DOES A PLANNING TEAM DO?

- Develop a leadership structure (chairpersons, etc.) for completing work that is acceptable to everyone involved.
- Identify plan boundaries with the support of the plan area's neighborhoods.
- Determine how much meeting time is needed, choose a convenient time and place, and:
 1. Publicize the meetings.
 2. Take care of logistics.
 3. Help keep the meeting on schedule.
- Set an agenda for each meeting and workshop consistent with the program.
- Review meeting results.
- Collect preliminary data.
- Collect the necessary equipment/materials.

HINTS FOR RECRUITING A PLANNING TEAM

- Contact area leaders with an interest in participating.
- Contact college students with special skills.
- Contact businesses willing to donate services or meeting space.
- Ask association past and present board members or long-time residents with knowledge of the neighborhood.





DEFINING THE NEIGHBORHOOD PLANNING AREA

A neighborhood plan is a blueprint that can guide future growth, development, and revitalization in your area. Neighborhood plans usually focus on geographic areas ranging from half a square mile to a maximum size of one square mile or, 2,000 to 5,000 residents, or about 1,000 dwellings.

Defining your neighborhood planning area will not be easy for the planning team. There are many methods that can be used in defining your neighborhood planning area:

- Method 1 – The planning team talks to their neighbors and businesses in the area and get an understanding of where the old historic neighborhoods areas are. The next step would be to determine what common interests and problems are shared between those areas and create a neighborhood boundary.
- Method 2 – Each of the planning team members should draw lines on a map to define what they think the boundary should be. Then combine each team member's boundary together into one map. The areas that more than 50% of the group says are there neighborhood becomes the neighborhood's boundary.
- When determining which method to use, the planning team must hold a public meeting where any interested parties are able to provide their input on the potential boundaries of the neighborhood planning area. Failure to hold such a meeting can result in the delay of the approval of the letter of commitment by Council.
- If the neighborhood would like to do only one project that requires use of public right-of-way or permitting and that project is a neighborhood identifier like a gateway, you can contact Planning Staff for assistance. This ensures that there is appropriate opportunity for feedback and consensus on the project. Neighborhood names, especially in older parts of the city, can be very subjective and LCG would like to ensure that there is appropriate outreach to the community to support the project.
- The council member(s) in which this neighborhood area falls will need to approve the neighborhood boundary in the Letter of Commitment before planning work can begin in the neighborhood.

Assistance from the Planning Staff

Planning Staff can assist with the following:

- Planning Staff can provide demographic maps on the proposed area showing population and amount of dwellings per census block, for example.
- Planning Staff can assist in providing area maps and existing neighborhood planning boundaries for the creation of the neighborhood area boundary.
- Planning Staff can help facilitate a public meeting discussing the potential boundaries of the neighborhood planning area.
- Planning Staff can map the final neighborhood area boundary and provide the Letter of Commitment for the planning team's chair and council members to sign (see Appendix #1: Letter of Commitment).
- Planning Staff can assist in pulling plats for reference regarding mapping.

SIGNING OF A LETTER OF COMMITMENT

The purpose of the Letter of Commitment is to ensure that the plan is developed in an open manner involving neighborhood stakeholders, is consistent with city policies, and is a reflection of the community's values. The Letter of Commitment includes the following:

- A list of planning team members with their contact information.
- A planning team-appointed group leader who is the main contact for Planning Staff.
- A neighborhood boundary map signed by the planning team and the applicable council member for the neighborhood.

The signing and endorsement of the agreement forms the relationship between the community and the Planning Commission / Planning Staff. This document is a requirement for all groups that participate in the Neighborhood Planning Process (see example in Appendix #1: Letter of Commitment).

Assistance from the Planning Staff

The Planning Staff can assist with the following:

- Planning Staff can provide assistance in creating the general work/program schedule and the creation of the neighborhood boundary map; both to be included in the Letter of Commitment.



COUNCIL APPROVAL OF THE LETTER OF COMMITMENT

The Letter of Commitment has to be approved by Council resolution before the planning team begins work on developing a neighborhood plan. A resolution will be created by LCG's Planning Staff and submitted with the planning team's completed Letter of Commitment to Council's office. Once approved by the Council and the planning team, the Planning Staff can begin the process of completing the Neighborhood Planning Process Workbook.

A good faith effort of outreach to the neighborhood is required before the resolution goes to Council.

Assistance from the Planning Staff

The Planning Staff can assist with the following:

- Planning Staff will prepare a resolution for the City-Parish Council's approval of the Neighborhoods Letter of Commitment and boundary.
- Planning Staff will assist existing neighborhoods with the transition to the neighborhood planning process.

Developing the Neighborhood Plan

Steps to a Neighborhood Plan

LEARN ABOUT YOUR NEIGHBORHOOD

This step involves collecting and analyzing data about your neighborhood. It is most helpful to show a comparison between your area and the city as a whole.

For example, some recent plans have compared numbers such as:

- Neighborhood age breakdown
- Income and poverty levels
- Educational attainment
- Housing
- Ethnicity
- Households
- Household income

Your group will continue to learn more about your area throughout the planning process. Talk to your neighbors to get a feel for neighborhood issues. Peoples' impressions are as important as the factual data collected.

Assistance from the Planning Staff

The Planning Staff can assist with the following:

- Planning Staff can provide assistance in creating maps that show demographic info, crime data, existing land use, streets, parcel data and neighborhood and city comparisons, and any other data that would be helpful.
- The following public meeting process is suggested but not required. Depending on participation, the neighborhood can work with Planning Staff on a meeting schedule that makes sense for them.

HOLD KICK-OFF CELEBRATION

Get your neighbors excited and enthusiastic about improving the area.

WHY HAVE A KICK-OFF CELEBRATION?

- Welcome participants and introduce the person(s) who initiated the meeting.
- Introduce and explain the planning process to the neighborhood.
- Describe the preliminary schedule and proposed tasks for the planning process.
- Describe the purpose of the meeting, define a neighborhood plan, and explain why the planning process is being initiated.
- Recruit additional participants.
- Meet your neighbors and get excited about working together.

FIRST PUBLIC MEETING - MAPPING THE NEIGHBORHOOD STRENGTHS AND WEAKNESSES

WHAT HAPPENS AT THE FIRST PUBLIC MEETING?

- Learn about basic neighborhood information including land use and demographic data (i.e. population, age, sex, median household income, etc.) for the area.
- Identify, describe, and map plan area strengths, weaknesses, opportunities, and threats (SWOTs).
- Ask participants to sign up for one of the three work groups or technical committees; Community Character, Community Connection, and Natural Features and Conservation. (See page 25 for more detailed information on these topics.)

WELCOME AND INTRODUCTIONS

- Welcome participants and introduce the person(s) who initiated the meeting.
- Describe the purpose of the meeting, what has been accomplished at the kick-off, and where the process stands now.
- Illustrate the boundaries of the planning area using a neighborhood map, describe a land use map and how it's helpful, and describe how it compares to any other nearby districts or boundaries (if applicable).
- Review the basic demographic and land use data you have collected so that everyone begins on the same page.

PREPARE FOR BREAKOUT GROUPS

- Describe what breakout sessions are by explaining that the collective group will be broken into smaller groups to discuss neighborhood strengths, weaknesses, opportunities, and threats (SWOTs) as well as goals and strategies.
- Break into groups by numbering off (1, 2, 1, 2, etc.), this breaks up couples and separates any "cliques".
- Review the ground rules for small groups, then ask all participants in the larger group setting and again at the breakout tables to agree to follow these guidelines for the meeting's discussion.
- Each breakout group should have a facilitator to manage the discussion and to take notes on a flip chart.



BRAINSTORMING SWOTS IN BREAKOUT GROUPS

- The following definition of Strengths, Weaknesses, Opportunities, and Threats (SWOTs) and the process of a SWOT analysis should be explained to workshop participants:
- A SWOT analysis can provide valuable insight on everything from land use issues to crime problems in your area. Participants are asked to state strengths or weaknesses and their location if applicable. By both writing down issues on flip charts and locating them on a large map, the group can gain new insight into their problems and opportunities. For example, a graffiti problem near a school might be addressed differently than a graffiti problem in a business corridor. The community also might decide that an area has a higher priority.

Examples of strengths include:

- Location and accessibility to downtown, hospitals, and the highway
- Churches in the area
- Historical value (of properties, area of the city)
- Residents (diverse interests, concerns, and knowledge)

Example weaknesses could include:

- Lack of code compliance on X, Y, and Z street
- Crime, gangs, graffiti, homelessness
- Vacant lots and houses
- Lack of nearby grocery store
- Poor relationship with council member

Opportunities and threats are activities that can impact your neighborhood either positively, negatively, or both.

Examples for opportunities include:

- Missing link in sidewalks, lack of sidewalks
- Litter, blight, overgrown lots

Examples of threats include:

- Drainage
- “Cut-through” traffic
- Dangerous intersections

Facilitators should make participants aware that they must address strengths as well as weaknesses and opportunities as well as threats. People often tend to focus on the negative without recognizing the positive. Facilitators must make every effort to ensure that this tendency is avoided. Spend an equal amount of time on both the strengths and weaknesses of the neighborhood.

As you conduct your SWOT analysis, ask the following questions (give participants about 15 minutes to answer each):

1. What’s good about our neighborhood?
2. What’s bad about our neighborhood?

SWOTs should be recorded on a flip chart and the neighborhood map throughout the work session. When SWOTs are located on the neighborhood map, it may become obvious where your efforts need to be directed. In addition, this visual aid will assist your work groups as strategies are developed.

In addition to the questions that will be asked during the workshop, the following methods of a SWOT analysis can help prepare your neighborhood for its first workshop. Assign a team of neighborhood volunteers to conduct one or both of these methods and ask them to bring the results to the first workshop. The results will serve as visual aids – allowing all participants to visualize the area’s strengths, weaknesses, opportunities, or threats. These two SWOTs preparation methods are described as follows:

- The Camera Method - The Camera Method involves photographing specific areas of the neighborhood and documenting the location, date, time, and photo classification (whether it displays a strength, weakness, opportunity, or threat). A brief description of the area in question, as well as ideas on how to improve it can also be given.
- The Camcorder Method - Your SWOT analysis can also be performed using a camcorder. For each segment you film, provide an informational narrative which briefly describes the scene, states your opinions of it, and cite ideas for improvement. In addition to being viewed at your neighborhood workshop, it is recommended that you view your videotaped SWOT analysis with planning team members and Planning Staff.



CHOOSE THE TOP 3 TO 5 ISSUES

- Once breakout groups have completed the SWOT brainstorming, participants should reach consensus on the 3 to 5 issues that are most important to the group. These should then be added to the flip chart list.

REGROUP AND CONSOLIDATE ISSUES

- After the top 3 to 5 issues have been identified, all individual breakout groups should reunite into one big group.
- Representatives from each individual breakout group should take their flip sheets and work maps to the front of the room and present their breakout group’s findings to the entire group.
- After all the groups have presented, the big group should work on consolidating the issues of concern into 4 or 5 priority issues. Consolidating the issues of concern should be fairly easy, as two or three of the issues are likely to be similar. Moreover, if two issues are different but relate to the same topic, they can be combined into one larger issue. Combine all ideas from this public meeting into one handout and one map. The handout should organize all the ideas by topic. For example, group ideas into housing, education, transportation, or community facilities as categories. This handout will be used during the second public meeting.

Assistance from the Planning Staff

The Planning Staff can assist with the following:

- Provision of maps, presentation materials, and meeting checklists.
- Training the facilitators to do the SWOT analysis.
- Assistance with facilitation during the meeting.

WORK GROUPS/TECHNICAL COMMITTEE MEETINGS

Work group or technical committee participation is voluntary and will involve meeting about once every other week for about 2 months. These committees can include the planning team and any other community stakeholder. These work groups will develop goals, objectives, action steps, and indicators based on ideas and data gathered at earlier meetings, and information provided by department and agency liaisons. The work group/technical committee categories are: Community Character, Community Connection, and Natural Features and Conservation. The Community Character group focuses on discussing land use, economic development, employment and housing issues and community facilities. The Community Connection group focuses on transportation networks for all modes, infrastructure, and maintenance issues. Natural Features and Conservation focuses on public space, parks, greenways, school and community appearances, and health and safety.

LCG Planning Staff will be assigned to lead and coordinate meetings. The committee or work group will write the goals, objectives and action steps of the draft neighborhood plan.

WHAT'S INCLUDED IN A PLAN?

The following text describes the basic elements of a neighborhood or community plan.

NAME

Keep the name of your plan simple. Include the name of your plan on the front cover of the document.

COVER SHEET

A cover sheet contains pertinent information about the neighborhood plan: the name of your plan (you may want to include a map or pictures of your area on the cover page), the report's authors (your planning team), and an acknowledgement that the report is based on the ideas from your public meetings and workshops.

ACKNOWLEDGEMENTS

Acknowledgements give credit to those organizers, volunteers, and staff members who dedicated their time and expertise to the planning effort. An appendix should include the names, titles, and affiliations of participants who can answer questions about the report.

TABLE OF CONTENTS

By providing readers with a list of the headings and their corresponding page numbers, a table of contents serves as a navigational tool, allowing readers to go directly to a topic of interest.

PLAN BASICS

Before discussing the details of the plan, it is helpful to provide a quick overview of the purpose, content, and plan area description for the reader. Think about this in terms of who will see the plan from outside of your neighborhood. Even people who live and work in the parish will not know exactly where your neighborhood is located. This section is usually short with a brief introduction for the reader to understand exactly where your neighborhood is and is helpful to set the context for the plan. It also is helpful to include the basic current trends of the area.

SUMMARY OF GOALS AND OBJECTIVES

This section includes a simplified listing of the goals and objectives found in the plan. Goals and objectives should be listed hierarchically, with the higher priority items listed before lower priority items. The following is an example taken from a goals and objectives section of an existing plan.

Community Character

Goal 1: Economic Development

Revitalize and enhance the neighborhood's historic commercial centers.

Objective 1.1: Preserve the historic character of the neighborhood commercial centers along XYZ streets.

Objective 1.2: Develop a walking tour to highlight significant properties or people in the neighborhood.

Community Connection

Goal 1: Complete Sidewalks

Evaluate all roads for pedestrian and bicycle safety to and from busy intersections, parks and businesses.

Objective 1.1: Complete a sidewalk inventory to include in our mapping history.

Objective 1.2: Create a mapping system to record dangerous pot-holes and report to the city.

Natural Features and Conservation

Goal 1: Recreation, Culture, Leisure

Organize neighborhood residents to keep the streets beautiful and to maintain and create new community public spaces.

Objective 1.1: Target streets x, y, z for a street tree planting project.

Objective 1.2: Create new places for recreation, sitting, and relaxing in the neighborhood.

PLAN ELEMENTS

Your plan should address at least the following topics:

1. Community Character

- Land use – The plan that includes land use recommendations targets the location of different land uses (low-density residential, mid-density residential, neighborhood commercial, industrial, etc.) on a map of the planning area. The land use plan indicates how vacant and occupied parcels should be developed in the future. For example, a vacant parcel identified as mid-density residential indicates the neighborhood's preference for townhouses or small apartments to be developed at that site. An existing house identified as neighborhood commercial could indicate a neighborhood's preference for the home to become a coffee shop or gift shop.
- Economic Development/Employment – creation of opportunities, encouraging new business development and providing job training and placement assistance may be among the recommendations.

- Housing – rehabilitating, maintaining characteristics of existing housing stock, encouraging maintenance of private property and yards.
- Community facilities – recreation facilities, services, cultural activities, and schools.
- Health and Safety – Is the law being broken in any way? Has code compliance been notified?

2. Community Connection

- Transportation networks – car, bicycle, transit, and pedestrian options and amenities.
- Infrastructure - Streets, drainage, potholes, lighting, sidewalks, curbs, greenspace, etc., as well as regular repair and maintenance.

3. Natural Features and Conservation

- School and Community Appearance – Ask what you can do to ensure and promote a safe, clean, and healthy community. Should your neighborhood promote area-wide clean-ups, rain gardens, or tree planting?
- Parks and Public Spaces – How well is your neighborhood served with recreation and meeting spaces?

APPENDIX

An appendix is a supplemental section of your plan that clarifies or supplements the main body of the report. Included in the plan's appendix is information that contains too much detail or is too long to place in the body of the paper without impeding the flow of the material. Your appendix could contain material like the work group meeting schedule or a copy of the survey used to gather information.

The following items are normally included in the appendices.

- A history of the neighborhood - here you can fully utilize all of the historical information you found during the data collection process
- Community demographics
- Meeting calendar
- Land Use and Zoning
- Capital improvement projects
- Supplemental maps

SECOND PUBLIC MEETING - REVIEWING NEIGHBORHOOD STRENGTHS AND WEAKNESSES / REVIEWING STRATEGIES / REVIEWING DRAFT NEIGHBORHOOD PLAN

WHAT HAPPENS AT THE SECOND PUBLIC MEETING?

- Review and refine the draft strengths and weaknesses handout and map organized by subject area.
- Allow community members the opportunity to review, affirm, and change the goals, objectives, action steps, and indicators.
- Have a representative from each work group present the draft goals, objectives, and action steps for Community Character, Community Connection, and Natural Features and Conservation in the form of a draft neighborhood plan document.
- Review to ensure consistency between each of the groups. Do any of the goals conflict? For example, if one of the Community Character work group's goals was to build new commercial buildings in a specific area, but if one of the goals of the Natural Features and Conservation work group was to acquire land for a park, both of these goals would need to be revised or a compromise would need to be made.

WELCOME AND INTRODUCTIONS

- Welcome participants and introduce the person(s) who initiated the meeting.
- Describe the purpose of this meeting, what has been accomplished thus far in the process, and what will be left to accomplish.

PREPARE FOR BREAKOUT GROUPS

- Describe what breakout sessions are by explaining that the collective group will be broken into smaller groups to discuss and comment on each of the strengths and weaknesses; stress that equal time is to be spent on each.
- Break into groups by numbering off (1, 2, 1, 2, etc.), this breaks up couples and separates any "cliques".
- Review the ground rules for small groups, then ask all participants to agree to following these guidelines for the day's discussion.
- Review the SWOTs ideas.
- Review strategies and action steps of working groups.
- Review and comment on Draft Neighborhood Plan.

Assistance from the Planning Staff

The LCG Planning Staff can assist with the following:

- Provision of maps, presentation materials, and meeting checklists.
- Train the facilitators to review the draft neighborhood plan.
- Assistance with facilitation during the meeting.
- Advice regarding overall PlanLafayette recommendations.

THIRD PUBLIC MEETING/OPEN HOUSE - REVIEWING THE DRAFT NEIGHBORHOOD PLAN

WHAT HAPPENS AT THE THIRD PUBLIC MEETING?

- Review the final draft of the plan
- Open house style
- Work group presentation (Community Character, Community Connections, and Natural Features and Conservation)
- Publicize plan to partners
- Begin to organize a neighborhood group that will work to move the plan's recommendations toward implementation

Assistance from the Planning Staff

The Planning Staff can assist with the following:

- Provision of maps, presentation materials, and meeting checklists.

PLAN ENDORSEMENT

Once your plan has been endorsed by your neighborhood, LCG Planning Staff will assist you in bringing your plan to the Planning Commission for their endorsement. Endorsement by the Planning Commission sanctions your plan and formally acknowledges it. As your plan is implemented and situations change, plan amendments may be necessary.

The plan is used as a guide for decision making by LCG departments, Council, and the Planning Commission. Only those groups working with the Development and Planning Department can seek formal consideration of the plan by Lafayette Consolidated Government.

The plan becomes the primary implementation tool for your planning area. It lays out what will be done, when, and by whom. Neighborhoods should be prepared to set up a neighborhood organization and board and establish a regular meeting schedule to monitor plan progress and begin the implementation phase. The LCG Planning Staff has produced a Neighborhood Toolkit to assist the neighborhood with implementation.



FORMALIZING THE NEIGHBORHOOD REPRESENTATION

NOW THAT YOUR PLAN IS ENDORSED, WHAT HAPPENS NEXT?

The next step is to formalize the group that will represent the plan and work on implementation. An important and required function is to hold an annual meeting to provide information to the neighborhood, report plan progress, recruit new members, and to continue to reach out to differing groups of people and interests.

WHAT IS A NEIGHBORHOOD ORGANIZATION?

A neighborhood organization is a group of neighbors who get together, share ideas, and work cooperatively to make their neighborhood a better place to live. Membership is voluntary and open to anyone who lives or owns property or a business in the area. It is in the interest of the neighborhood to include stakeholders in the planning process and as invitees to the organization's meetings. Stakeholders could include the employees of the public sector, universities, local school system, agencies, authorities, non-profits, consultants, church representatives, prominent businesses, etc. Individual neighborhood organizations may invite these stakeholders to serve as advisors or be members of the overall organization if they so choose.

The board of the neighborhood organization is charged with the ongoing implementation of the plan. The first iteration of the board may be the same planning team that organized the development of the neighborhood plan. It is recommended that the board be a minimum of five but may be as many as is manageable. Further, it is recommended that the bylaws outline quorum requirements for meetings, absenteeism rules, and member elections. Staggered terms for members are recommended to ensure a certain level of consistency and knowledge-base from one board to the next.

These organizations are different from homeowner associations. Homeowner associations require homeowners to be members as part of a covenant that is registered on the title of their property. Business owners and renters would be excluded from these associations.

Neighborhood Organizations may go a step further and seek 501(c)3 non-profit status. That allows them to raise and hold funds for various neighborhood projects. Establishing a non-profit is a commitment and requires adherence to a prescribed set of rules and structure, in addition to LCG minimum requirements.

WHAT IS REQUIRED WITH REGARD TO THE ORGANIZATION OF THE GROUP?

There are certain requirements that LCG will require from any group representing an endorsed neighborhood plan. The three main tenets are that:

- the meetings are public,
- the membership is inclusive, and
- there is an annual feedback loop to the neighborhood.

LCG Planning Staff is there to provide information as needed, not to monitor the group's meetings. There are some basic minimum requirements that will be expected to keep the group in good standing in the neighborhood planning process. These requirements are outlined in the next section.



WHAT ARE THE MINIMUM REQUIREMENTS?

Public – It is the duty of LCG Planning Staff to ensure openness and transparency to the fullest extent possible. Planning Staff is always available to help groups navigate this requirement. The board meeting process needs to be available and consistent for anyone in the neighborhood to attend anytime. Therefore, the minimum requirements include:

- Holding the board meeting in a venue that anyone can access. A public building is the most accessible. That could include a recreation center, library, government office, etc. It could also be at a church, gallery, legion hall, etc.
- Post the meeting agenda outside the door of the meeting.
- Retain records of all agendas.
- Be prepared to demonstrate how members are notified about meetings.
- Retain sign-in sheets from all meetings including all guests.
- Establish a meeting schedule and location that is announced at the Annual Meeting and available throughout the year. This could be housed with LCG's Planning Staff, a neighborhood Facebook page, posted at a public building in the neighborhood, etc.
- The neighborhood organization board may meet as often as they would like as long as there is some certainty to the schedule of meetings so someone may attend a meeting for an update or to bring an issue to the attention of the group.
- It is strongly advised that an action summary be produced, at the very minimum, when the board makes a decision. One is required for Planning Staff with regard to LCG-funded projects and related decisions. It is also in the interest of the board to maintain an action summary, therefore, if something becomes controversial, they can always look back on a record of the meeting and the rationale for their decisions.
- Set up bylaws and review parliamentary procedures. See Appendix #6 and Appendix #7 for recommendations.

Inclusive – It is the duty of Planning Staff to ensure that anyone interested has an opportunity to join the neighborhood organization. As mentioned earlier in the handbook, the initial planning team would be reaching out to various stakeholders in the community to develop the plan, but also to give interested people a seat at the table. Therefore, the minimum requirements include:

- Whether the organization chooses to establish dues or not, paying mandatory dues cannot be a condition for membership. A neighborhood organization can have a non-profit that could collect fees, but the planning group that meets with planning staff and holds the annual meeting needs to be fee free.
- The bylaws must include an opportunity, after an appropriate time period, for anyone in the neighborhood to join the board of the neighborhood organization. That can be accomplished by term limits, replacing members as members resign, or by expanding the organization's board.
- Work with Planning Staff to identify key stakeholders early on in the planning process.
- Elect new or replaced members of the board at the Annual Meeting for full transparency.
- Encourage advisors to attend meetings and provide input.

Annual Meeting and Annual Report – It is the duty of the Planning Staff to require at least one meeting per year to update the community on plan implementation and to conduct any elections. Planning Staff will assist with the outreach necessary for a successful meeting. In addition, the neighborhood organization must also submit an annual report. The minimum requirements include:

- Ensure a planner is available to attend your meeting.
- Provide the Planning Staff with a copy of the agenda, meeting notes and actions, and a copy of the sign-in sheet.
- Demonstrate the outreach efforts including efforts to invite people who may not frequently attend public meetings. For example, older people may not be plugged into social media as a method of outreach.
- Planning Staff will assist with individual outreach including, for example, council members.
- More information on the Annual Meeting and Annual Report can be found in the sections *Annual Meeting* and *Annual Report*.

Assistance from the Planning Staff

The Planning Staff can assist with the following:

- A list of property owners in the neighborhood boundaries, an email list, and providing email blasts for events, workshops, and meetings, if desired.
- Assistance with drafting bylaws for the neighborhood organization.
- Provide technical support for annual meetings.

PLAN IMPLEMENTATION

The neighborhood planning process is your conduit to government. Planning Staff is ready to assist with your efforts and help facilitate relationships with staff from other departments. The following are some of the implementation opportunities that can assist your organization.

LCG DEPARTMENTAL SUPPORT

A neighborhood organization's first and continuing contact is with the Planning Staff of the Development and Planning Department. Initially, through plan development, Planning Staff will communicate the neighborhood plan to pertinent departments at LCG. This is for the purpose of troubleshooting any issues but also to help align your plans with any other government operations. For example, the plan may recommend a shared bike lane on a particular road and Public Works may have that road on a list for new pavement markings.

Planning Staff will be instrumental in putting the board in contact with the correct LCG staff member for issues like policing, zoning, code and litter enforcement, Community Development programs, etc. Staff also has experience with other levels of government and organizations, and certain grant programs that may assist your efforts. As mentioned earlier, Planning Staff is your conduit to local government.

CAPITAL IMPROVEMENT PROGRAM FUNDING

The Capital Improvement Program lives in LCG's budget document and funds capital projects across LCG departments. It is a five-year document but is adjusted annually. Neighborhood projects, recommended by Planning Staff, may be funded with council approval, for your neighborhood. Planning Staff will consider various factors when recommending a project, including but not limited to PlanLafayette policies, whether your neighborhood is in a target area, etc. Projects that have been funded include gateway signage, tree planting, heritage signs, linear greenway, neighborhood parks, etc. It is intended that an application and ranking system will prioritize these projects.

PARTNERSHIPS

A partnership is an arrangement where parties, or partners, agree to cooperate to advance their mutual interests. Partnerships exist within, and across, sectors. Public and private sector organizations, non-profits, institutional, religious and political organizations may partner to achieve their mission and to amplify their reach.

Partnerships are a process, not a product. The public-private partnership (P3) process requires a significant degree of effort and skill to assessing and balancing public / private interests and minimizing conflicts; however, a partnership can also offer the greatest reward.

There are P3s that are defined as a government service or private venture which is funded and often also maintained and operated through a partnership of government and one or more private sector entities. A partnership between the local government and a neighborhood group may involve things such as a one-time grant, technical services, fee waivers, or other contributions (e.g., a minimal-cost lease on public land for a parklet or community garden, sidewalk and crosswalk improvements as part of a gateway project, etc.).

Government is not the only potential partner option available. Neighborhood partnerships are critical as well. You may consider approaching charitable or research non-profit organizations (e.g., a hospital's health foundation); the school district; community development corporations (CDCs); civic, cultural and arts groups; or nearby neighborhood groups if your project aligns with the goals and expectations of those groups.

The process to bring these types of partners to the table is similar to the process already outlined above for public-private sector partners.

PUBLIC EVENTS, TRAININGS, AND COURSE WORK

As part of your plan implementation process, the LCG Planning Staff and other LCG departments offer opportunities to grow your knowledge through special engagement opportunities. For instance, the LCG Planning Staff hold events throughout the year such as a Neighborhood Summit and training through formal courses such as: Planning and the Comprehensive Plan, Land Use and the Unified Development Code, Government Roles and Responsibilities, and more. Please see the Citizen Planner Handbook for more information on the opportunities available to you and your designated neighborhood.

FUNDRAISING

A neighborhood organization can have a non-profit that could collect monies for fundraising efforts. Fundraising is the process of raising both money and enthusiasm for a neighborhood project by selling goods and services or holding events. There are many types of fundraising and fundraising campaign ideas. Communication is fundamental to fundraising and individuals are often driven by an emotional connection to an issue. Foundations tend to fund (and sometimes seek out) an organization they have heard about. Corporations seek projects to enhance their brand or raise employee morale (e.g., through a volunteer effort). For this reason, an effective communications strategy is critical. Social networking, as a place where you can engage those interested in your group project, is a good example of a communications function that can support fundraising efforts.

Listed below are some of the most common methods for raising funds:

Sponsorships: This type of fundraising typically refers to corporate sponsors, but it can include small local businesses and non-profit organizations. Corporate sponsorships occur when for-profit corporations donate to your project campaign, without an expectation of profit, often with a simple expectation of free publicity. Many companies also have matching gift programs.

Donor Participation: Cultivating a broad base of individual donors is critical to fundraising success. Examples of donor participation campaigns include: 1) direct mail gift campaigns, 2) pledge campaigns among friends and family, 3) door-to-door sales, and 4) congregational events where everyone is invited to a fundraising event at a specific time and place (e.g. silent auction). The most effective fundraising events typically are characterized by a clear target market, minimal competition with other events, and a committed volunteer base to help plan, organize, and spread the word. Most importantly, successful fundraising events feature fun, unique content, and a clear connection to the project goals.

Crowdsourcing: Crowdsourcing is a digital-age variation of traditional donor participation campaigns. In crowdsourcing, a large group of people pool small amounts of their own money to support a project – but it is done entirely online and therefore may have a national and even international reach. Websites such as Kickstarter, Indiegogo, and Crowdfunder provide opportunities for a group to pitch their idea or project using a video or recorded speech. Lafayette also has its own local crowdsourcing platform, the 24 Hour Citizen Project. The 24 Hour Citizen Project (previously Civicside Acadiana) has successfully funded several projects in Lafayette since its founding in 2014.

Donations/Gifts: This type of fundraising includes cash, materials, and non-financial donations. Cash gifts are good for fundraisers who are seeking funds to support operations and future projects. Material donations can help significantly defray project costs. Non-financial donations include the contribution of people's time or in-kind services.

Seasonal Fundraising Events: Many fundraising activities are seasonal. A properly timed fundraiser can make the event much easier if you are supplying someone with something that they would be buying anyway (e.g., lemonade sales or a car wash in summer, or candy sales before Valentine's Day).



GRANTS

Grants are funding opportunities provided by non-profit organizations, government agencies, cultural or educational institutions, corporations, and foundations based upon the submittal of a written proposal. If you're new to this type of funding, it is important to set realistic expectations. It is common for grant-giving organizations to be inundated with requests, but only projects with the best and most organized proposals are awarded funding. The collaboration between local government and a neighborhood organization are often the kind of cooperation that grantors look favorably upon.

Listed below are some of the most common types of grants:

Local, regional, and state funds: Government grants cover a wide range of areas, from the arts and education to community development and technology. A great way to identify and apply for federal funding is through a national clearinghouse of grants from numerous public agencies. For state and local grants, a search of agency websites can be useful. It's important to note that government funders are typically the least flexible (i.e. your services must be an exact fit with the stated needs) and often require the ability to closely track and report services and expenditures. LCG Planning Staff can help you determine the availability of and your eligibility for specific grant sources, and may potentially even serve as a partner in applying for certain grants.

Foundations: Philanthropic funding is an important part of fundraising, particularly as it relates to funding specific programs, events, or capital campaigns. There are many national, regional, and local foundations of all sizes, both private and public, that offer grant opportunities if your project goals match their own mission and goals. Foundations respond best when they see evidence of community support for your cause or project.

Corporate Foundations: Also called company-sponsored foundations, these types of entities receive grantmaking funds primarily from their parent profit-making companies, although they are legally separate entities and sometimes they have their own endowments. According to the Council on Foundations, there are more than 2,000 corporate foundations in the U.S., with corporate giving totaling more than \$12 billion annually.

Family/Independent Foundations: Family foundations are those whose funds are derived from members of a single family, and they range in asset size from a few hundred thousand dollars to more than \$1 billion. Most family foundations are run by family members who serve as trustees or directors on a voluntary basis. Family foundations are an important potential source of project funding because they make up over half of all private foundations, or 40,456 out of approximately 73,764 foundations (according to the Foundation Center, 2011).

Community Foundations: Community foundations receive support from the public but provide grants like private foundations do. Their grants tend to support the needs of the geographic region in which they are located. Lafayette is fortunate to have access to a well established regional foundation, the Community Foundation of Acadiana (CFA), whose primary service area includes Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, St. Mary, and Vermilion parishes. The Foundation is a tax-exempt, non-profit, public charity, focused on connecting donors to community needs and opportunities and positively impacting our communities. CFA responds to local needs and opportunities and acts as a catalyst, a convener, and a broker in meeting emergencies and initiating projects under its broad charitable mandate. CFA may be able to assist with a particular project if your neighborhood organization is a non-profit and is therefore unable to accept funds.

EXPANDING EXISTING BOUNDARIES

HOW DO WE EXPAND OUR BOUNDARIES?

As a neighborhood's boundaries were endorsed and approved by the Planning Commission, any boundary changes must go through a formal evaluation and review process. The new geographic area in question should generally remain within the requisite half a square mile to a maximum size of one square mile, or 2,000 to 5,000 residents, or about 1,000 dwellings. If your intended area is larger than these descriptions, we will need formal justifications and reasons to expand beyond our optimal geographic area size.

The below steps are what we require for formally expanding your boundaries:

- Have a formal meeting with your designated neighborhood to discuss expansion of your existing boundaries. Answer the following:
 - Why are we proposing new boundaries?
 - Where would these boundaries potentially be?
 - Do those boundaries exceed the optimal geographic area sizes? If yes, please provide justifications as to why this area should be included as part of your designated neighborhood and not as a new designated neighborhood.
 - What changes, including short- and long-term goals, need to be made to our neighborhood plan in order to accommodate the additional planning areas?
- Review the elements of *Developing the Neighborhood Plan - Steps to a Neighborhood Plan* section of this document, and apply them to your potential new planning area. You will create an amended neighborhood plan.
- Meet with the LCG Development and Planning Department and your council member to review the responses to the above questions and your draft amended neighborhood plan.
- Once your amended plan has approved and has been endorsed by your neighborhood, LCG's Planning Staff will assist you in bringing your plan to the Planning Commission for their endorsement. Such endorsement will sanction the amendments to your neighborhood plan and acknowledge the new boundaries of your designated neighborhood planning area.
- Continue to implement your plan as you were before the expansion.
- Existing LINC neighborhoods that desire to expand their boundaries can do so by participating in the neighborhood planning process, as well.

OVERLAPPING BOUNDARIES

WHAT HAPPENS IF MY NEIGHBORHOOD ORGANIZATION OVERLAPS WITH THE BOUNDARIES OF ANOTHER NEIGHBORHOOD ORGANIZATION?

It is very possible that the boundaries of a neighborhood organization might overlap with those of another. One reason for this is because those boundaries are set by varying organizations. For instance, as seen in the Organization Matrix on page 10, a coterie or designated neighborhood is both self-regulating and assisted by Lafayette Consolidated Government. However, a homeowner's association is solely self-regulating and a cultural or historic district is regulated by the federal government or locally designated body. Regardless of overlap, the key is that the purpose of these neighborhood organizations is to generally provide or bring some benefit to the area (i.e. historic tax credits, waiver of sales tax, etc.). In that sense, areas that have an overlap may even appear to have more benefits than areas that have no designation or organizations at all.

Should your neighborhood organization's boundaries overlap with those of another, the two (or more) organizations will need to have a joint meeting to discuss what they see as their plan for that area. This will likely involve a gathering of many ideas and narrowing down to several that may be implementable over time. This process will also likely include some compromising from all parties involved. One useful solution to help address the overlap is to have advisory members from the organizations sit on one another's boards. The Planning Staff at LCG is happy to assist with the planning and facilitation of such a joint meeting, as needed. In addition, any questions or concerns related to this type of issue can be discussed with the Planning Staff.

ANNUAL MEETING

Each year, as part of its requirements, a designated neighborhood must have an annual meeting. The annual meeting is an opportunity to invite potential new members and stakeholders to attend and see the great work that your neighborhood is doing. A presentation of the actions taken throughout the year and examples of those that may come in the future should be made. A crucial part of this process also includes a time for public comment. An example agenda for the annual meeting can be found in the Appendix listed as #9.

ANNUAL REPORT

Another requirement for your designated neighborhood is an annual report. The annual report must include a status update on the progress of projects that have been worked on throughout the year, a copy of all agendas from the year's meetings, any required action summaries for LCG-funded programs and related LCG efforts, sign-in sheets, and any other documentation that you think the Planning Staff may need to keep on file. An example annual meeting checklist can be found in the Appendix listed as #9.

COMPLIANCE

If the designated neighborhood does not comply with its reporting requirements, fails to complete its annual review, or in any other way violates the requirements of the Neighborhood Planning Process handbook, it may be at risk of being designated as "not in good standing." This could limit the level of assistance that the Development and Planning Department provides to the designated neighborhood until such errors or oversights have been corrected. After continued non-compliance, Council has the discretion to revoke its formal recognition of the designated neighborhood.

UPDATING OR AMENDING THE PLAN

Much like the aforementioned section on Expanding Boundaries, updating or amending the neighborhood plan will also involve a meeting with the LCG Development and Planning Department to discuss any updates or amendments to your neighborhood plan. Once your updated or amended plan has been approved and has been endorsed by your neighborhood, LCG's Planning Staff will assist you in bringing your plan to the Planning Commission for their endorsement. Such endorsement will sanction the amendments to your neighborhood plan. Lastly, continue to implement your plan as you were before.

WHERE DO WE GO FROM HERE?

Lafayette Consolidated Government is happy to have you on board with the Neighborhood Planning Process! The majority of LCG's assistance throughout this process is two-fold. LCG Staff will be available for assistance during the formative days of the designated neighborhood. Once the ball has started rolling, it is LCG's hope that the designated neighborhood will begin to be more autonomous and meet regularly without LCG's assistance. LCG is more than happy to send out email blasts and reminders of meetings and events. Secondly, LCG staff also intends on being available for consulting and other project purposes as needed. By working together with LCG, the Neighborhood Planning Process can be more efficient and effective for all stakeholders.



APPENDIX

The appendix contains sample documents which can help guide you in the organization of your designated neighborhood. Feel free to utilize them as needed.

APPENDIX #1 – NEIGHBORHOOD LETTER OF COMMITMENT

- PLANNING TEAM MEMBERS - ATTACHMENT #1

- PROPOSED PLANNING AREA BOUNDARY - ATTACHMENT #2

APPENDIX #2 – MEETING AGENDAS

APPENDIX #3 – MEETING ACTION SUMMARY

APPENDIX #4 – SAMPLE FLYER

APPENDIX #5 – SAMPLE PRESS RELEASE

APPENDIX #6 – BYLAW SUGGESTIONS

APPENDIX #7 – PARLIAMENTARY PROCEDURES

APPENDIX #8 – ANNUAL MEETING AGENDA

APPENDIX #1: LETTER OF COMMITMENT TO COUNCIL

I. PURPOSE

As part of the Neighborhood Planning Program, a Letter of Commitment (LOC) must be executed between Lafayette Consolidated Government's Department of Development and Planning and the authorized representative of the _____ planning area. The plan created as a result of this LOC will be presented to the Planning Commission for endorsement.

When endorsed, plans provide guidance to LCG boards, commissions, and departments. Endorsed plans serve as a guide and do not include a specific financial commitment by the City-Parish Government. All endorsed plans should address land use issues, community facilities, and transportation networks. Priority projects are considered for recommendation as a part of the Capital Improvement Program.

The intent of this Letter of Commitment is to ensure the _____ plan is developed in an open manner involving neighborhood stakeholders, consistent with City-Parish policies and PlanLafayette, and is an accurate reflection of the community's values. Its purpose is to form a working relationship between the community and the Development and Planning Department.

The Development and Planning Department will utilize PlanLafayette (or the current endorsed plan) and best planning practices in addition to input by the neighborhood planning team and the public.

This Letter of Commitment sets out the responsibilities of all parties. The LOC identifies the work to be performed by the neighborhood planning team and by the Development and Planning Department.

II. RESPONSIBILITIES: A general list of responsibilities follows:

NEIGHBORHOOD PLANNING TEAM RESPONSIBILITIES

1. Organize a planning team. The planning team should include representatives from the neighborhood stakeholders groups including: all residents, neighborhood associations, community groups, property owners, institutions, businesses, schools, etc. The final composition of the planning team will be approved by the LCG Planning Staff.
2. Develop the Work Program with the Development and Planning Department.
3. Organize regular meetings of the planning team in coordination with the Development and Planning Department.
4. Identify the community resources available to support the planning effort, including persons to serve as meeting facilitators and committee chairs.
5. Assist with recruiting participants for planning meetings including the development of a mailing list, distribution of flyers, and placement of meeting announcements in neighborhood newsletters.
6. Gain the support of neighborhood stakeholders for the recommendations found within the plan.
7. Planning Staff will communicate the proposed plan to LCG for interdepartmental review.
8. Work with the Development and Planning Department to incorporate interdepartmental comments into the proposed plan.
9. Submit the proposed plan to Planning Commission for consideration.
10. After endorsement, develop a coordinating committee to monitor and work towards plan implementation.
11. After endorsement, publicize the plan to neighborhood interests and ensure new community members are aware of the plan and its contents.

DEVELOPMENT AND PLANNING DEPARTMENT STAFF RESPONSIBILITIES

1. Assign a Planning Staff member to provide technical assistance to the planning effort.
2. Coordinate and facilitate community meetings with the assistance of the planning team.
3. Provide any necessary materials, handouts, etc. needed for public planning meetings.
4. Work with the community to collect and analyze data and develop goals and implementation strategies.
5. Provide assistance with the creation of the neighborhood plan including review, editing, and formatting.
6. Coordinate with other departments, public agencies, and other stakeholders during plan development.
7. Coordinate the interdepartmental review.
8. Prepare for plan consideration by Planning Commission.

III. NEIGHBORHOOD PLANNING AREA BOUNDARY

The planning team will establish a neighborhood planning boundary map. The council member(s) in which this neighborhood area falls will need to approve the neighborhood boundary in the Letter of Commitment before planning work can begin in the neighborhood.

IV. DOCUMENTATION

The planning team will need to provide the following documentation along with the Letter of Commitment.

- Action Summary of the planning team meeting showing the election of the chair.
- Action Summary of the planning team meeting allowing the Chair to sign the letter of Commitment on behalf of the neighborhood planning team.

Director of the Development and Planning Department

Chair

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

APPENDIX #1: LETTER OF COMMITMENT TO COUNCIL PLANNING TEAM MEMBERS - ATTACHMENT #1

Planning Team Members as of March 00, 2007

Chairman:

Joe Doe
101 Home Lane
Lafayette, La. 70501
(337) 000-0000
joedoe@email.com

Vice-Chairman:

Susan Doe
200 Town Lane
Lafayette, La. 70501
(337) 000-0000
susandoe@email.com

Secretary:

Robert Doe
150 Sample Street
Lafayette, La 70501
(337) 000-0000
robertdoe@email.com

Members:

Ann Doe
1110 Outlook Lane
Lafayette, La. 70501
(337) 000-0000
anndoe@email.com

Jim Doe
310 Mirco Street
Lafayette, La. 70501
(337) 000-0000
jimdoe@email.com

John Doe
1110 Word Lane
Lafayette, La. 70501
(337) 000-0000
johndoe@email.com

Mark Doe
210 Outlook Lane
Lafayette, La. 70501
(337) 000-0000

APPENDIX #1: LETTER OF COMMITMENT TO COUNCIL PROPOSED PLANNING AREA BOUNDARY - ATTACHMENT #2

Neighborhood Planning Area Boundary



This map was developed in an open manner involving the neighborhood stakeholders, consistent with city policies and PlanLafayette, and an accurate reflection of the community's values.

Chair

Name: _____

Signature: _____

Date: _____

Council Member

Name: _____

Signature: _____

Date: _____

Council Member

Name: _____

Signature: _____

Date: _____

APPENDIX #2: MEETING AGENDAS

SAMPLE PLANNING TEAM MEETING

Downtown Neighborhood
Planning Team Public Meeting
Thursday, June 00, 2007, 6:00 P.M.
Lafayette Main Library
818 Congress Street, Lafayette, LA

AGENDA

- I. WELCOME/CALL TO ORDER: Chair, Tom Doe
- II. TEAM MEMBERS INTRODUCTIONS: The Chair will ask Team members to introduce themselves and highlight their interest in the Downtown Neighborhood. For information only.
- III. (This will be omitted on the first meeting) ADOPTION OF ACTION SUMMARY: The neighborhood will review, amend, and consider approval of June 00, 2007 meeting minutes/action summary. Team action is requested.
- IV. ELECTION OF CHAIR: At the first formal meeting of the planning team, the Team will consider nomination(s) and elect a Chair. Team action is requested.
- V. ELECTION OF VICE-CHAIR: At the first formal meeting of the planning team, the Team will consider nomination(s) and elect a Vice-Chair. Team action is requested.
- VI. ELECTION OF SECRETARY: At the first formal meeting of the planning team, the Team will consider nomination(s) and elect a Secretary. Team action is requested.
- VII. NEIGHBORHOOD PLANNING AREA BOUNDARY: The planning team will begin discuss and draw in the Neighborhood Planning Area Boundary. Team discussion and action is requested.
- VIII. PUBLIC COMMENTS:
- IX. ADJOURNMENT:

For additional information contact
Joe Doe; telephone - (337) 000.0000; email – jdoe@gmail.com

APPENDIX #3: MEETING ACTION SUMMARY

SAMPLE PLANNING TEAM MEETING ACTION SUMMARY

Downtown Neighborhood
Planning Team Public Meeting
Thursday, June 00, 2007, 6:00 P.M.
Lafayette Main Library
818 Congress Street, Lafayette, LA

ACTION SUMMARY

LCG STAFF PRESENT

Staff Member #1

Staff Member #2

MEMBERS PRESENT

Joe Doe

Susan Doe

Robert Doe

Jim Doe

Ann Doe

Bob Doe

MEMBERS OF THE COMMUNITY

Heather Smith

Pete Smith

Joe Smith

Melinda Smith

Pete Smith

MEMBERS ABSENT

Mark Doe

Tom Doe

- I. **WELCOME/CALL TO ORDER:** Chair, Tom Doe called the meeting to order and welcomed everyone in attendance at 6:10 pm. The group had a quorum.
- II. **TEAM MEMBERS INTRODUCTIONS:** The Chair will ask team members to introduce themselves and highlight their interest in the Downtown Neighborhood.

The Chair asked all of the members to introduce themselves and who they represent.

- III. **(This will be omitted on the first meeting) ADOPTION OF ACTION SUMMARY:** The neighborhood will review, amend, and consider approval of June 00, 2007 meeting minutes/action summary. Team action is requested.

Chair, Joe Doe called for a motion to approve the Action Summary.

A Motion was made by Jim Doe and seconded by Ann Doe to accept the Action summary from the June 00, 2007 Downtown planning team Meeting with the following changes: correction of Mark Doe's last name.

MOTION: Jim Doe; SECOND: Ann Doe

YES: 6; NO: 0; ABSTAIN: 0; ABSENT: 1

The motion passed unanimously.

VOTE: 6-0-0-1

- IV. **ELECTION OF CHAIR:** At the first formal meeting of the planning team, the Team will consider nomination(s) and elect a Chair. Team action is requested.

Tom Doe, Chair opened the floor for nominations to elect the Downtown Neighborhood planning team Chair for the 2007-2008 year.

A Nomination was made by Susan Doe and seconded by Bob Doe to nominate Joe Doe as Chair of the Downtown Neighborhood planning team for the 2007-2008 year. Joe Doe accepted the nomination.

A Motion was made Jim Doe and Seconded by Susan Doe to close nominations for the chair of the Downtown Neighborhood planning team for the 2007-2008 Planning year.

MOTION: Jim Doe; SECOND: Susan Doe

YES: 6; NO: 0; ABSTAIN: 0; ABSENT: 2

The motion passed unanimously.

VOTE: 6-0-0-2

- V. **ELECTION OF VICE-CHAIR:** At the first formal meeting of the planning team, the planning team will consider nomination(s) and elect a Vice-Chair. Team action is requested.

Joe Doe, Chair opened the floor for nominations to elect the Downtown Neighborhood Planning team Vice-Chair for the 2007-2008 year.

A Nomination was made by Bob Doe and seconded by Ann Doe to nominate Susan Doe as Vice-Chair of the Downtown Neighborhood planning team for the 2007-2008 year. Susan Doe accepted the nomination.

A Nomination was made by Tom Doe and seconded by Ann Doe to nominate Bob Doe as Vice-Chair of the Downtown Neighborhood planning team for the 2007-2008 year. Bob Doe declined the nomination.

A Nomination was made by Tom Doe and seconded by Bob Doe to nominate Robert Doe as Vice-Chair of the Downtown Neighborhood planning team for the 2007-2008 year. Robert Doe accepted the nomination.

A Motion was made Tom Doe and Seconded by Bob Doe to close nominations for the Vice-Chair of the Downtown Neighborhood planning team for the 2007-2008 Planning year.

MOTION: Tom Doe; SECOND: Bob Doe
YES: 6; NO: 0; ABSTAIN: 0; ABSENT: 2
The motion passed unanimously.

VOTE: 6-0-0-2

Election Results: Susan Doe was elected to the Vice Chair position.
Susan Doe: 4; Robert Doe: 2

- VI. **ELECTION OF SECRETARY:** At the first formal meeting of the planning team, the Team will consider nomination(s) and elect a Vice-Chair. Team action is requested.

Joe Doe, Chair opened the floor for nominations to elect the Downtown Neighborhood planning team Secretary for the 2007-2008 year.

A Nomination was made by Susan Doe and seconded by Bob Doe to nominate Robert Doe as Secretary of the Downtown Neighborhood planning team for the 2007-2008 year. Robert Doe accepted the nomination.

A Motion was made Jim Doe and Seconded by Susan Doe to close nominations for the Secretary of the Downtown planning team for the 2007-2008 Planning year.

MOTION: Jim Doe; SECOND: Susan Doe
YES: 6; NO: 0; ABSTAIN: 0; ABSENT: 2
The motion passed unanimously.

VOTE: 6-0-0-2

VII. **PUBLIC COMMENTS:**

No Public Comment (if there are public comments, for each speaker get that person's name and summaries comments into a couple of lines).

VIII. **ADJOURNMENT:**

A Motion was made Jim Doe and Seconded by Susan Doe to adjourn the meeting.

MOTION: Jim Doe; SECOND: Susan Doe
YES: 6; NO: 0; ABSTAIN: 0; ABSENT: 2
The motion passed unanimously.

VOTE: 6-0-0-2

Prepared by Robert Doe; telephone – (337) 000-0000; email – RobertDoe@gmail.com

Action Summary was approved at the July 00, 2007 planning team meeting.

APPENDIX #4: SAMPLE FLYER

Downtown Neighborhood
Public Meeting
Thursday, June 00, 2007, 6:00 P.M.
Lafayette Main Library
818 Congress Street, Lafayette, LA

MEETING PURPOSE

Lafayette Consolidated Government – Development and Planning Department, Council Member _____, and the _____ Stakeholder Team are working to develop a Neighborhood Plan for your area. The plan will include items related to transportation, economic development, and housing. If you live, work, own property, or do business in the area, you are invited to attend. You'll learn more about the planning process, including any future public meetings, as well as share your thoughts regarding the present conditions and future development of the planning area. Please plan to attend. Your participation is needed and encouraged!

AGENDA

- I. WELCOME/ CALL TO ORDER
 - INTRODUCTION
 - PURPOSE OF MEETING
 - PLANNING AREA BOUNDARY
- II. TEAM MEMBERS INTRODUCTION
- III. NEIGHBORHOOD AREA DEMOGRAPHICS
- IV. BREAKOUT GROUP – STRENGTHS, WEAKNESS, OPPORTUNITIES, AND THREATS (SWOT)
- V. BREAKOUT GROUP REPORT
- VI. CONSOLIDATION OF SWOT IDEAS INTO TOP 5 ISSUES
- VII. REVIEW NEXT STEPS
- VIII. PUBLIC COMMENTS
- IX. ADJOURNMENT

QUESTIONS??

Please contact LCG Planning Staff at 291-8445.

APPENDIX #5: SAMPLE PRESS RELEASE

For Immediate release

Date: June 00, 2007

Contact: Robert Doe

Downtown Neighborhood Public Meeting

Lafayette Consolidated Government – Department of Development and Planning, Council Member _____, the _____ Stakeholder Team will be sponsoring a public meeting to officially begin the process for creating a neighborhood plan for this area. The event takes place on Thursday, June 00, 2007 at 6:00 at the Lafayette Parish Public Library, 818 Congress Street, Lafayette, LA. All Interested Citizens are invited to come by and learn more about the planning area and process, listen to guest speakers, and participate in an exercise to map neighborhood concerns and issues.

The Downtown area is bounded by Home Lane to the North, Sample Street to the East, Word Lane to the south and Adventure Lane to the West. The Area resides in completely within Council District # _____ and has an approximate population of about _____ residents.

Neighborhood Plans take about 8 to 12 months to complete, and are a collaborative process between interested citizens in the area, a team comprised of interested stakeholders, and LCG Planning Staff. Business owners, residents, community, civic, and religious groups are encouraged to attend.

For more information on this neighborhood or any other neighborhood please contact Lafayette Consolidated Government – Development and Planning Department at 291-8445.

APPENDIX #6: BYLAW SUGGESTIONS

1. Name of Organization
2. Boundaries (found in Letter in Commitment)
3. Purpose (can be as general or as specific as the neighborhood wants)
4. General Membership
 - a. Who is a member?
 - b. Will each person have a vote, or each household?
 - c. Privileges and responsibilities of membership, if any?
5. Fiscal year (beginning to end date)
6. Meetings
 - a. Annual meeting date
 - b. Dates of frequency of general board meetings
 - c. Notice of meetings
7. Board of Directors
 - a. Number (can be flexible)
 - b. Date and manner of election
 - c. Term of office
 - d. Filling vacancies
 - e. Removal of directors
 - f. Meetings and quorum
8. Officers
 - a. Number of positions
 - b. Duties
 - c. Term of office
 - d. Manner of election
9. Subcommittees
 - a. Manner of creation
 - b. Duties
 - c. Composition
10. Parliamentary Authority (traditionally Robert's Rules of Order)
 - a. Amendments to Bylaws
 - b. Amended at regular, annual or board meetings
 - c. Size of majority needed to amend
 - d. Notice of bylaw changes needed

APPENDIX #7: PARLIAMENTARY PROCEDURES

Designated neighborhoods shall adopt Rules of Policy and Procedure to govern their actions in formal meetings. There are common (standard) rules, policies, and procedures to be included in the formal parliamentary procedures of each designated neighborhood as noted below:

A. Basic Parliamentary Procedures

The summary provided below covers three of the most commonly used procedures that include main motions and basic rules for debate.

The basic process for a main motion or resolution is as follows:

- Chair calls roll to verify that a quorum is present.
- Chair calls the meeting to order.
- Chair calls for approval of the meeting agenda.
- Chair calls for approval of prior meeting minutes or action summary.
- Chair proceeds through each item on the meeting agenda in the order listed.
- Chair entertains motions where determined action is needed.
- Motions shall be made by a designated neighborhood member to take action on a specific agenda item. The Chair shall call for a second to the stated motion.
- When a designated neighborhood member seconds the stated motion, the Chair shall open the floor for discussion of the item. If no second to the motion is made, the Chair declares the motion failed.
- Motion discussion is governed by the Chair. Either a designated neighborhood member or the Chair may call for the Question on the motion on the floor to end discussion and proceed with a vote on the motion.
- Substitute motions made to the motion on the floor are made by designated neighborhood members and must be acted on first. If a substitute motion passes, it automatically replaces the original motion without further action. If a substitute motion fails, the Chair must call for a vote on the original motion.
- When a designated neighborhood member offers an amendment to a motion on the floor, it must be seconded and the original motion maker and second must agree to the amendment. The Chair will then call for a vote on the amendment to the motion and if approved, a vote on the amended motion.
- The Chair votes on a motion only after the attending members have voted.
- The Chair controls the Designated Neighborhood Meeting.

B. Reports

Reports may be an important part of a meeting. Designated Neighborhood Reports are to be concisely stated about the activities enumerated. Reports shall be outlined and contain the following written info:

1. Title of the Report
2. Authors of the Report
3. Purpose of the Report
4. Background of the Report subject
5. Methodology of the Report findings
6. Analysis of the Report findings
7. Recommendations
8. Summary of Report

C. Records

The Planning Staff shall keep a copy and maintain duplicate records of the designated neighborhood, including actions taken in meetings, designated neighborhood notices, meeting announcements, Neighborhood Plan elements, components, amendments, (both illustrative and text), and correspondence. However, the designated neighborhood shall be responsible for providing the LCG Planning Staff with such information and shall maintain the original copies.

D. Voting (Motions)

Each active designated neighborhood member shall have one vote, except involving conflicts of interest. The majority vote shall govern the implementation of policies and changes of the designated neighborhood, except as otherwise provided by the adopted Rules of Policy and Procedures.

E. Quorum

A meeting quorum shall exist when a majority fifty one (51%) percent of the designated neighborhood is present. A simple majority vote of those present shall validate designated neighborhood action. Members may file their written opposition or alternative to recorded vote on any particular agenda item. The quorum for any meeting being conducted by the designated neighborhood shall consist of the Chairperson plus fifty (50%) percent of active members. If no quorum is present one half hour after the time appointed for the meeting of the designated neighborhood, the meeting shall stand adjourned until the next meeting or proceed with the alternative of an informal discussion.

The designated neighborhood may propose a study, and/or adopt or approve policy and procedure changes through a fifty one percent (51%) vote. A policy and procedure change or amendment will be made as long as it is announced and recorded at the previous meeting, noted in the agenda, and distributed at least one week in advance of the next scheduled meeting of the designated neighborhood. Amendments become effective immediately upon the approval of the designated neighborhood.

APPENDIX #8: ANNUAL MEETING AGENDA

SAMPLE ANNUAL MEETING AGENDA

Downtown Neighborhood
Annual Meeting
Thursday, June 00, 2007, 6:00 P.M.
Lafayette Main Library
818 Congress Street, Lafayette, LA

AGENDA

- I. WELCOME/CALL TO ORDER: Chair, Tom Doe
- II. TEAM MEMBERS INTRODUCTIONS: The Chair will ask Team members to introduce themselves and highlight their interest in the Downtown Neighborhood. For information only.
- III. PRESENTATION OF YEARLY ACTION SUMMARY: The neighborhood will present all action summary items from the year.
- IV. PUBLIC COMMENTS:
- IX. ADJOURNMENT:

For additional information contact

Joe Doe; telephone - (337) 000.0000; email – jdoe@gmail.com

APPENDIX #9: ANNUAL REPORT CHECKLIST

Please review the below and attach all required information in one packet, then submit to the LCG Planning Staff.

1. Please attach a status update regarding each and every project that the designated neighborhood has worked on this year in its official capacity.
2. Please attach a copy of all agendas from this year's meetings.
3. Please attach any and all action summaries for LCG-funded projects.
4. Please attach any other information that the designated neighborhood believes the Planning Staff should have.

If you have any questions, please contact Katrena Porter at kporter@lafayetteela.gov or 337-291-5617.

