

# **Urban Design and Preservation Division Grant Summary: The Community Design Resources Project**

Submitted by Janet Rogerson on behalf of the Washington Chapter of the American Planning Association (WA-APA) Community Planning Assistance Team, November 2009

This project was funded in part by grants from the American Planning Association Urban Design and Preservation Division and The Washington State Planning Directors Association, with additional support from The Washington Chapter of the American Planning Association, (WA-APA) The WA-APA Community Planning Assistance Team Technical Advisory Committee, The Washington Departments of Archaeology and Historic Preservation, Commerce and Transportation, and Andrew Estep, CAE, WA-APA Administrator

## **Project Background:**

“Community Planning Assistance” is a program of the Washington Chapter of APA (WA-APA), and “The Community Planning Assistance Team” (CPAT) serves as a committee of the chapter. CPAT provides resource-strapped communities in Washington State the technical assistance of planners, urban designers, historic preservationists and others from allied professions and universities. As CPAT does not have the capacity to provide hands-on assistance to respond to every community’s request, alternate levels of assistance are being developed. CPAT identified the need for an on-line community design resource to be provided as its pre-consultation point of contact. CPAT applied for and received a \$2500 grant from the American Planning Association Urban Design and Preservation Division (APA UDP) to provide funding for a Community Design Resource Project (project).

## **Project Results:**

The Community Design Resource Project deliverable, a **Community Design and Planning Handbook** (the Handbook) consisting of two components: a **Primer on Community Planning** (Primer) and a **Portfolio of Examples** (Portfolio), is available on-line at <http://washington-apa.org/cpat/> and as a CD. The Primer provides general guidance about the primary elements of community planning - including urban design and historic preservation, explains common challenges and best practice solutions, and provides numerous resources for further consultation. The Portfolio shows CPAT’s community planning assistance work accomplished thus far, and each example is accompanied by its CPAT report. Both components of the Handbook were designed to raise the profile of urban design and historic preservation, and to aid CPAT in educating communities who are interested in CPAT services. We are aware that the Handbook has been a resource used by the cities of Goldendale, Royal City, Tieton, Sekiu and Woodland, the Washington State Small Cities Initiative, the Washington State Public Works Board and the State Infrastructure Assistance Coordinating Council (IACC).

## **Project Process:**

Upon approval and signing of the APA UDP grant contract in November 2008, work began on the action steps identified in the Project Scope of Work. A contract scope of work for a consultant was developed, and consultants Kristine Music and Scott Kirby were selected and commissioned in July 2009. An ad hoc Peer Review/Technical Advisory Committee (PR/TAC) was convened to review the project's progress and to provide resources. Throughout the project there were numerous consultations and interactions between the PR/TAC and the consultants.

As the project evolved, issues and opportunities arose which were successfully addressed alongside completion of the action steps:

- An issue arose as to aligning the Handbook with the design of the WA-APA web site. CPAT worked with the project consultants and Andrew Estep, WA-APA Administrator, to assure consistency of the Handbook's look and usability with WA-APA branding and formatting standards.
- Due to additional grant funding, an opportunity emerged to increase the consultant budget and expand their scope of work. CPAT designed the Handbook as a progressively growing information resource to assure continued relevancy to the changing needs of Washington towns, and is negotiating with the consultants for ongoing maintenance and updating of the site.
- CPAT seized the opportunity to include an online data collection tool. It has been developed, posted and tested. CPAT anticipates that its use will be a source of additional relevant community planning resources.

Upon completion of the project, the Handbook was posted online, and several statewide organizations now have links to it. Through an in-kind donation, fifty CDs of the Handbook were produced. All were distributed at the WA-APA Conference, and more are being produced. Formal presentations and newsletter articles have been provided as listed in the chart below. A report on CPAT Community Design Resource Project will be presented at the annual conference of the Washington Planning Directors Association. The grantees have learned of additional outreach opportunities and will continue to respond to requests for presentations, thereby broadening the reach of this tool. A professional development seminar is planned as part of the WA-APA Puget Sound Section's Winter 2010 Series, and a WA-APA Newsletter article is planned for early 2010. CPAT was contacted that the project will be profiled in APA National's Community Assistance Program "toolkit of best practices in community planning", to be presented at the 2010 APA Conference.

The WA-APA and CPAT are very appreciative of the grant funding provided by the APA UDP and by the Washington Planning Directors Association, and for the continuing assistance and support of many others in bringing the Community Design Resource

Project to life. Thank you!

**Obligations for Grant Recipients:**

<b>Obligations</b>	<b>Response</b>
1. Approve, sign, and comply with terms of a contract with the Division.	<u>Contract</u> – Approved and signed November 19, 2008
2. Provide a written presentation to their State Chapter.	<u>Written Presentation</u> - The Grant Summary provided here will be simultaneously provided to the Washington Chapter APA.
3. Present summary of work or project to the general public. Examples include presentation to a group, internet sites, newspapers, newsletters, television, or radio).	<ol style="list-style-type: none"> <li>1. <u>Internet Site</u> - The Community Design and Planning Handbook is posted on the WA-APA web site at <a href="http://washington-apa.org/cpat/">http://washington-apa.org/cpat/</a> and is available by link from the Washington State Association of Counties and the Association of Washington Cities' web sites.</li> <li>2. <u>CD Publication</u> – This version is published and available upon request by contacting Andrew Estep at 206-682-7436.</li> <li>3. <u>Presentation</u> - National APA Conference, April 2009: (Session S555, by WA-APA President, Joe Tovar, “Pro Bono Planning Assistance” is available in Digital Capture at <a href="https://cms.psavcns.com/library/APA">https://cms.psavcns.com/library/APA</a>)</li> <li>4. <u>Presentation</u> - State Department of Commerce, Growth Management Services Staff, July 2009</li> <li>5. <u>Presentation</u> - Tribal Transportation Conference, October 2009</li> <li>6. <u>Presentation</u> - Infrastructure Assistance Coordinating Council (IACC) Annual Conference, October 2009</li> <li>7. <u>Presentation</u> - The American Bar Association (ABA) Environmental Section Conference, Fall 2009</li> <li>8. <u>Newsletter article</u> – ABA, submitted Summer 2009</li> <li>9. <u>Progress Reports</u> – Board Meetings of the WA-APA</li> </ol>
4. Provide deliverable or summary for use on the Division web site and Division archive.	<u>Deliverable:</u> Community Design and Planning Handbook <ul style="list-style-type: none"> <li>• online at <a href="http://washington-apa.org/cpat/">http://washington-apa.org/cpat/</a></li> <li>• CD version</li> <li>• CPAT Presentation - electronically submitted</li> <li>• The Community Design and Planning Handbook and this Project Summary are to be posted on Division web site.</li> </ul>

<p>5. If the grant recipient attends the annual APA conference, the grant recipient is encouraged to present findings at the Division's annual meeting and reception.</p>	<p>Attendance at the 2010 APA National Conference is yet to be determined, with this decision to be based upon budget.</p>
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**Project Scope of Work:** \* These two sets of actions may occur simultaneously.

<b>GOAL 1:</b>	<b>Develop a CPAT Community Design and Planning Handbook</b>
Action 1.1	Identify Peer Review / Technical Advisory Committee to provide resources and review drafts (CPAT stakeholders, WA-APA, APA Urban Design and Preservation Division, other professionals); convene committee for meeting (will overlap with CPAT Technical Advisory Committee)
Action 1.2	<i>*Primer:</i> Work with Committee to identify basic elements and tools of urban design and historic preservation, based on analysis of urban design / historic preservation issues in CPAT projects and on other urban design and historic preservation resources
Action 1.3	<i>*Portfolio:</i> Work with Committee (and CPAT participants) to identify relevant sections of CPAT charrette reports for online portfolio of projects; review models from APA National Planning Assistance Team, Carl Small Town Center (Univ. of Mississippi) and other relevant sources
Action 1.4	Retain consultant to design and draft the Primer and Portfolio, suitable for online posting, easy updating, and attractive hard copy
Action 1.5	Print and distribute sample Community Design and Planning Handbooks to distribute to towns requesting CPAT assistance and other audiences identified by Committee
Deliverable 1	Community Design and Planning Handbook; posted online on the Urban Design and Preservation Division, the WA-APA CPAT and other agencies' web sites
<b>GOAL 2:</b>	<b>Present written Presentation to State Chapter (Deliverable is written presentation)</b>
<b>GOAL 3:</b>	<b>Present Summary of Project to General Public (Deliverable is written summary)</b>



**Proposed Budget:**

**REVENUE:**

Urban Design and Preservation Grant request	\$ 2500
Other financial support / match	<u>\$ 1500</u>
<b>TOTAL</b>	<b>\$ 4000</b>

**EXPENSES:** CPAT Community Design and Planning Handbook (Primer and Portfolio)

Graphic and Web Design	\$ 2500
Printing and distribution	<u>\$ 1500</u>
<b>TOTAL</b>	<b>\$ 4000</b>

Funding and in-kind contributions for this proposal were also requested from the WA-APA, CTED (now the Department of Commerce), the Washington Planning Directors Association, the CPAT members' agencies and organizations, and other associations.

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**Actual Budget:**

CPAT was successful in receiving a \$2500 grant from the Washington Planning Directors Association, and many in-kind contributions of assistance, including printing and distribution support. The in-kind contributions and cash revenue totaling \$5000 for the project allowed CPAT to expand the scope of work for its consultant and include continued updating and maintenance of the website.

**REVENUE:**

Urban Design and Preservation Grant (\$1250 received thus far)	\$ 2500
Washington City Planning Directors Association	<u>\$ 2500</u>
<b>TOTAL</b>	<b>\$ 5000</b>

**EXPENSES:** CPAT Community Design and Planning Handbook (Primer and Portfolio)

Graphic and Web Design	\$ 4000
Printing and distribution	<u>\$ 1000</u>
<b>TOTAL</b>	<b>\$ 5000</b>