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Community Planning Guidelines

These guidelines apply to community plans for Philadelphia prepared by organizations other than the City Planning Commission (PCPC). Most of the plans are sponsored by CDCs or other non-profit organizations. A smaller number of plans are sponsored by planning agencies other than PCPC. Collectively, these plans are referred to as “community-based plans” for purposes of this discussion.

Major Objectives

- Improve the linkage and coordination between community-based plans and City policies, plans, resources and implementing actions
- Ensure that efforts are made to include community residents in the planning process

Community Planning Guidelines

- In preparing a community-initiated plan seeking City Planning Commission recognition, the community sponsor must form a broad-based Advisory Committee to guide the planning process. Advisory committee membership must include PCPC staff.
- The community outreach process must include the general public. Open, public meetings must be held at least twice during the process. Advertising via newspapers, internet, and fliers is encouraged.
- In the future, community-based plans must be consistent with the citywide and district plans to be developed as part of the comprehensive planning process.
- The plan sponsor must meet with individuals and groups who will be affected by the plan’s recommendations. These community stakeholders may include property owners, institutions, businesses, neighborhood service and charitable organizations, and public agencies that operate and have an abiding interest in the area for which the plan is being developed.
- Planning consultants to be retained using public funds must be selected using open and fair bidding procedures.

The Benefits of Recognition by PCPC

- The issuance of an “Acceptance Letter,” recognizing and supporting the goals, direction and major concepts expressed by the plan, but not obligating the PCPC to support each and every recommendation, especially where funding resources are limited.
- Accepted plans will provide general policy guidance to the City Planning Commission.
- Accepted plans will provide input to the City’s larger comprehensive planning process.
- For accepted plans, the PCPC can recommend public funding, land disposition, rezoning, or other staff resources necessary to carry out the recommendations of the plan.
- The PCPC will encourage other City agencies to use accepted plans in similar fashion.
- Accepted plans will be made available via the PCPC website, either by direct hosting or external links.

Previous Plans

Recently completed plans will be considered for acceptance, upon request. Plans that are more than five years old will not be eligible for acceptance under these guidelines.

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