

ORDINANCE NO. O-102-2009

AN ORDINANCE OF THE LAFAYETTE CITY-PARISH COUNCIL ADOPTING A COLLABORATION PROCESS FOR PREPARING, ADOPTING AND IMPLEMENTING THE LAFAYETTE IN A CENTURY (LINC) COMPREHENSIVE MASTER PLAN FOR LAFAYETTE PARISH

BE IT ORDAINED by the Lafayette City-Parish Council, that:

WHEREAS, Louisiana Revised Statutes 33:106 provides that "a parish planning commission shall make and adopt a master plan for the physical development of the unincorporated territory of a parish" and "a municipal planning commission shall make and adopt a master plan for the physical development of the municipality;" and

WHEREAS, the development of any such plan is, by its nature, a comprehensive and detailed endeavor; and

WHEREAS, the Traffic and Transportation Department, Planning Division, has assumed the task of plan development and creation; and

WHEREAS, collaboration between the Lafayette City-Parish Planning Commission and the Lafayette City-Parish Consolidated Government and the Lafayette City-Parish Council is essential for the successful preparation, adoption and implementation of the Lafayette Comprehensive Master Plan: Lafayette IN a Century (LINC); and

WHEREAS, a collaboration process has been considered, adopted and recommended by the Lafayette City-Parish Planning Commission and submitted to and considered by the Lafayette City-Parish Council.

NOW, THEREFORE, BE IT FURTHER ORDAINED by the Lafayette City-Parish Council, that;

SECTION 1: All of the aforescribed "Whereas" clauses are adopted as part of this ordinance.

SECTION 2: The Collaboration Process for Preparing, Adopting, and Implementing the LINC Comprehensive Master Plan for Lafayette Parish, attached as Exhibit One to this ordinance, is hereby adopted.

SECTION 3: All ordinances or resolutions, or parts thereof, in conflict herewith are hereby repealed.

SECTION 4: This ordinance shall become effective upon signature of the Lafayette City-Parish President, the elapse of ten (10) days after receipt by the Lafayette City-Parish President without signature or veto, or upon an override of a veto, whichever occurs first.

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Collaboration Process for Preparing, Adopting, and Implementing the LINC Comprehensive Master Plan for Lafayette Parish

1.0 INTRODUCTION

The LINC Comprehensive Master Plan, contains recommendations adopted by the Lafayette City-Parish Planning Commission on September 5, 2007, is a document dependent on collaboration among decision-making bodies in Lafayette Parish.

Key Characteristics of the LINC Comprehensive Master Plan:

Broad Support. The adaptation of the LINC Recommendations signifies a common belief among key planning officials in Lafayette. The Lafayette Parish Planning Commission, the Lafayette City-Parish Council, and the Lafayette City-Parish President must believe the LINC Recommendations will reduce wasteful and inefficient government cost, and coordinate public and private sectors toward community goals and objectives.

Guidance. The LINC Comprehensive Master Plan is a document that will provide everyday guidance for decision-makers in Lafayette Parish. Equally, the document will offer specific guidance and direction to carry forth projects and will ultimately aid the parish in realizing its vision, goals, and objectives.

Collaboration. Civic collaboration is a process of shared decision-making in which vested parties constructively explore their differences and develop a joint strategy for action. During the collaborative process, providing constructive comments and appropriate information to stakeholders fosters the development of effective planning strategies and solutions. Stakeholders can include homeowners, businesses, city government officials, surrounding municipality representatives, and independent agencies.

Implementation Importance. Implementing the LINC Comprehensive Master Plan is a challenge. Success of the LINC Comprehensive Master Plan relies upon building consensus, requiring coordination, expanding communication, and encouraging collaboration within government, between governments, and between public and private sectors. The LINC Comprehensive Master Plan includes setting clear and tangible goals and allocating resources based upon goals and objectives.

2.0 COLLABORATION PROCESS

This Collaboration Ordinance establishes a set of protocols to advance the LINC Comprehensive Master Plan into realization. The collaboration process includes the evolution of two committees. The LINC Steering Committee consists of an interested citizens committee. The Comprehensive Plan Implementation Committee representation will assist in developing, recommending and

implementing strategies to be scheduled, funded, and enacted. A description of both committees is as follows:

2.1 Role of the Parties

2.1.1 Lafayette City-Parish Planning and Zoning Commission

The Lafayette City-Parish Planning Commission is vested under state law to review and adopt the Comprehensive Master Plan. The City-Parish Charter also requires the Planning Commission to review the Capital Improvement Program (CIP) prior to adoption by the City-Parish Council.

The Planning Commission is responsible for holding public hearings on matters concerning the LINC Comprehensive Master Plan. After review of comments made during public hearings, the Planning Commission considers adoption, modification or rejection of proposed LINC items. Planning Commission adoption of any program, plan, or project for the Comprehensive Master Plan is recorded in the Clerk of Courts Office, filed with the Office of State Planning and then forwarded to both the Lafayette City-Parish Council and Lafayette City-Parish President for appropriate financial or political actions.

Implementation of the Comprehensive Master Plan by the Planning Commission is affected through a number of avenues identified under state law, but the primary implementation resources are heavily weighed through support of the Lafayette City-Parish Council and Administration.

2.1.2 Lafayette City-Parish Council

After the Lafayette City-Parish Council prepares and adopts sections and elements of the Comprehensive Master Plan, the Lafayette City-Parish Council receives and reviews the commission's latest actions. In coordination with the City-Parish President, the Lafayette City-Parish Council then prepares joint "Directives" via Lafayette City-Parish Consolidated Government ordinances to the LINC Implementation Committee. These "Joint LINC Directives" identify what adopted elements in the Comprehensive Master Plan are politically and financially appropriate and feasible. It is ultimately the Lafayette City-Parish Council and the Administration that provides resources, establishes ordinances and policies to implement the Comprehensive Master Plan.

2.1.3 Lafayette City-Parish President

The Lafayette City-Parish President (Administration) reviews elements of the Comprehensive Master Plan adopted by and received from the City-Parish Planning Commission. The Administration provides coordination and administrative assistance in preparing joint LINC directives via City-Parish Consolidated Government ordinances to the LINC Implementation Committee.

2.1.4 LINC Citizen Committee

The LINC Comprehensive Master Plan Citizen Committee (LINC CC) serves as the advisory committee to the Lafayette City-Parish Planning Commission. The LINC CC is responsible for review and comment on proposed documents, changes and amendments to the Comprehensive Master Plan for the city and parish of Lafayette, regardless of the source of the proposed change(s). The LINC CC may also originate changes to the plan. The LINC CC has no authority to approve or deny changes in the Comprehensive Master Plan, nor can they delay formal recommendations to the Lafayette City-Parish Planning for more than six months.

The LINC CC shall consist of fifteen (15) members:

- One (1) direct appointment per each City-Parish Council Member
- Two (2) appointed by the City-Parish President
- Two (2) appointed by the Planning Commission
- One (1) appointed by North Area Mayors (Carencro, Scott and Duson)
- One (1) appointed by South Area Mayors (Broussard and Youngsville)

The LINC CC shall prepare and submit rules of policy and procedure for review and approval from the Lafayette City-Parish Planning Commission and Lafayette City-Parish Council.

2.1.5 LINC Implementation Committee

The LINC Comprehensive Master Plan Implementation Committee (LINC IC) serves as the final stage advisory committee to the Lafayette City-Parish Planning Commission. The LINC IC is established to guide technical, financial, and program needs of the comprehensive master plan, while also ensuring that the broadest possible input and coordination among all levels of government occurs in order to implement the plan. The LINC IC, acting on "Joint LINC Directives" from the Lafayette City-Parish President and the Lafayette City-Parish Council via Lafayette City-Parish ordinances, develops action strategies and timeline schedules for implementation of the LINC Comprehensive Master Plan adopted elements/components. The LINC IC is a collaborative opportunity for individuals who manage the city and parish to coordinate and leverage limited resources for common objectives. The LINC IC includes representation from both governmental and non-governmental organizations.

The LINC IC is responsible for the development and preparation of the LINC Long-Range Plan (Build-out Scenario), LINC Financially-Constrained Plan (Twenty-Year Funding Program), LINC Improvement Program/Capital Improvement Program (Five-Year Schedule), and Annual Element (One Budget Year) for each element of the LINC Comprehensive Master Plan.

The mechanics of these plans are linked. Projects listed in the LINC Annual Budget are a subset of projects in the LINC Improvement/Capital Improvement Program, which are a subset of projects in the Financially-Constrained Plan, which are a subset of projects in the Long-Range Plan.

The LINC Implementation Committee consists of thirty-three (33) members representing the following governmental and non-governmental organizations:

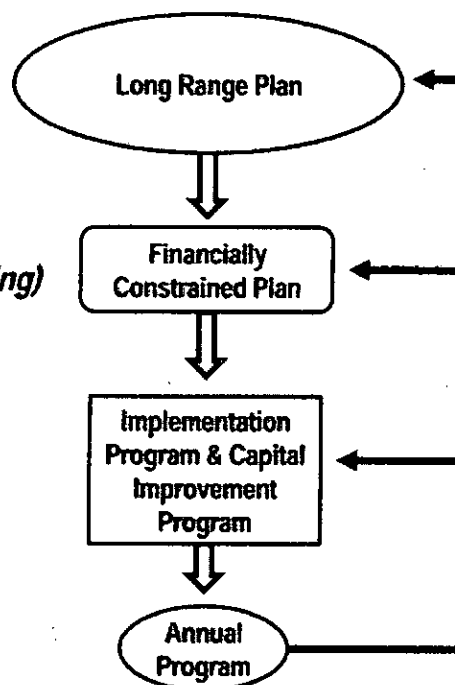
1. 911 Lafayette Parish Communication District
2. Acadiana Arts Council
3. Bayou Vermilion District
4. City of Broussard
5. City of Carencro
6. City of Scott
7. City of Youngsville
8. Town of Duson
9. Downtown Development Authority
10. Greater Lafayette Chamber of Commerce
11. Greater Southwest Louisiana Black Chamber of Commerce
12. Lafayette Airport Commission
13. Lafayette Convention and Visitors Commission
14. Lafayette Economic Development Authority
15. Lafayette Parish School Board
16. Lafayette Parish Sheriff's Office
17. Lafayette Parish Tax Assessor
18. LCG Director of Community Development
19. LCG Director of Information Services
20. Lafayette Parish Library Board
21. LCG Director of Parks and Recreation
22. LCG Director of Planning, Zoning and Codes
23. LCG Director of Public Works
24. LCG Director of Traffic and Transportation
25. LCG Fire Chief
26. LCG Police Chief
27. LUS Director
28. United Way of Acadiana
29. University of Louisiana - Lafayette
30. LINC Designated Neighborhood Association
31. Acadian Home Builders Association
32. Realtor Association of Acadiana
33. Acadiana Mortgage Lenders Association

The LINC IC shall elect an executive committee of nine (9) members. The executive committee does not make policy decisions, but rather executes decisions made by the full 33-member committee. The executive committee receives nominations and selects members on each subcommittee. Membership on subcommittees may be a member of the LINC IC or a person with expertise in a particular professional field knowledgeable with the subject or issues being considered.

The 33 members of the LINC IC cast their votes on items developed and submitted by the subcommittees. The LINC IC submits plan implementation strategies and timelines in accordance with the mechanics of the Long-Range, Financially Constrained, Capital Improvement and Annual Budget formats noted previously. Once approved by the LINC IC, the

above-mentioned mechanical formats shall be forwarded to the Lafayette City-Parish Planning Commission for formal adoption.

1. **Long Range Plan**
(Build-out Scenario -100 years)
2. **Financially Constrained Plan**
(20-year Plan, projects with programmed funding)
3. **Implementation Program & Capital Improvement Program**
(5-year Plan)
4. **Annual Program**
(12-month Budget)



The LINC Implementation Committee shall prepare and submit rules of policy and procedure for review and approval by the Lafayette City-Parish Planning Commission and Lafayette City-Parish Council.

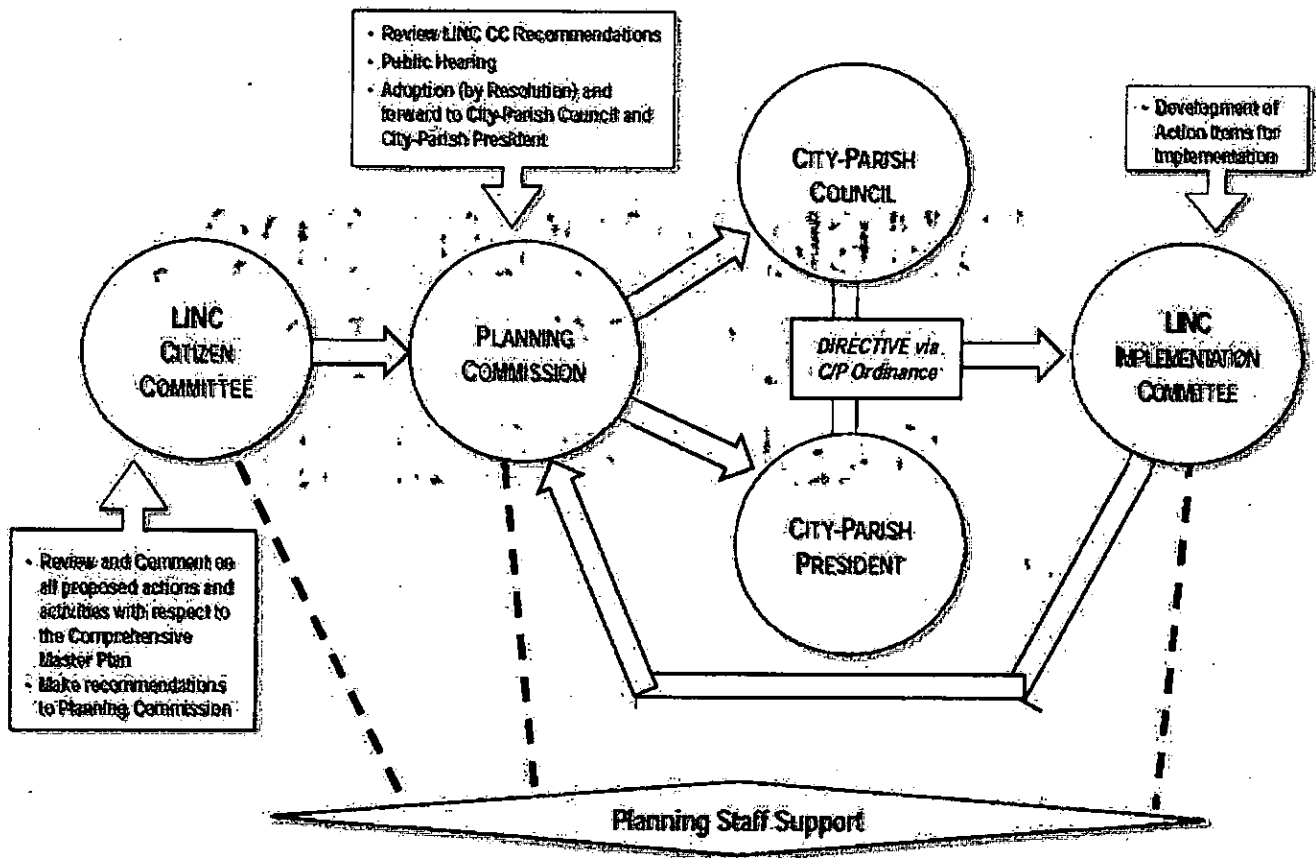
2.2 LINC Comprehensive Master Plan Process

Translating the LINC Comprehensive Master Plan's vision, goals, policies and strategies into the day-to-day operations and actions of government departments, external agencies and private sector organizations is the primary challenge of the collaborative effort. Implementation of the plan requires translating key plan elements into thoughtful and practical action. When group consensus is achieved and cooperation and coordination are effectively executed, neighborhoods, local communities, municipalities and parishes are recipients.

Collaborative efforts will be successful if a clear vision of implementation steps is established. Success will occur when participants employ a broad range of strategies, tools and techniques. Implementation of the plan is a deliberate process. Action steps are needed to reflect community resources and personnel limitations.

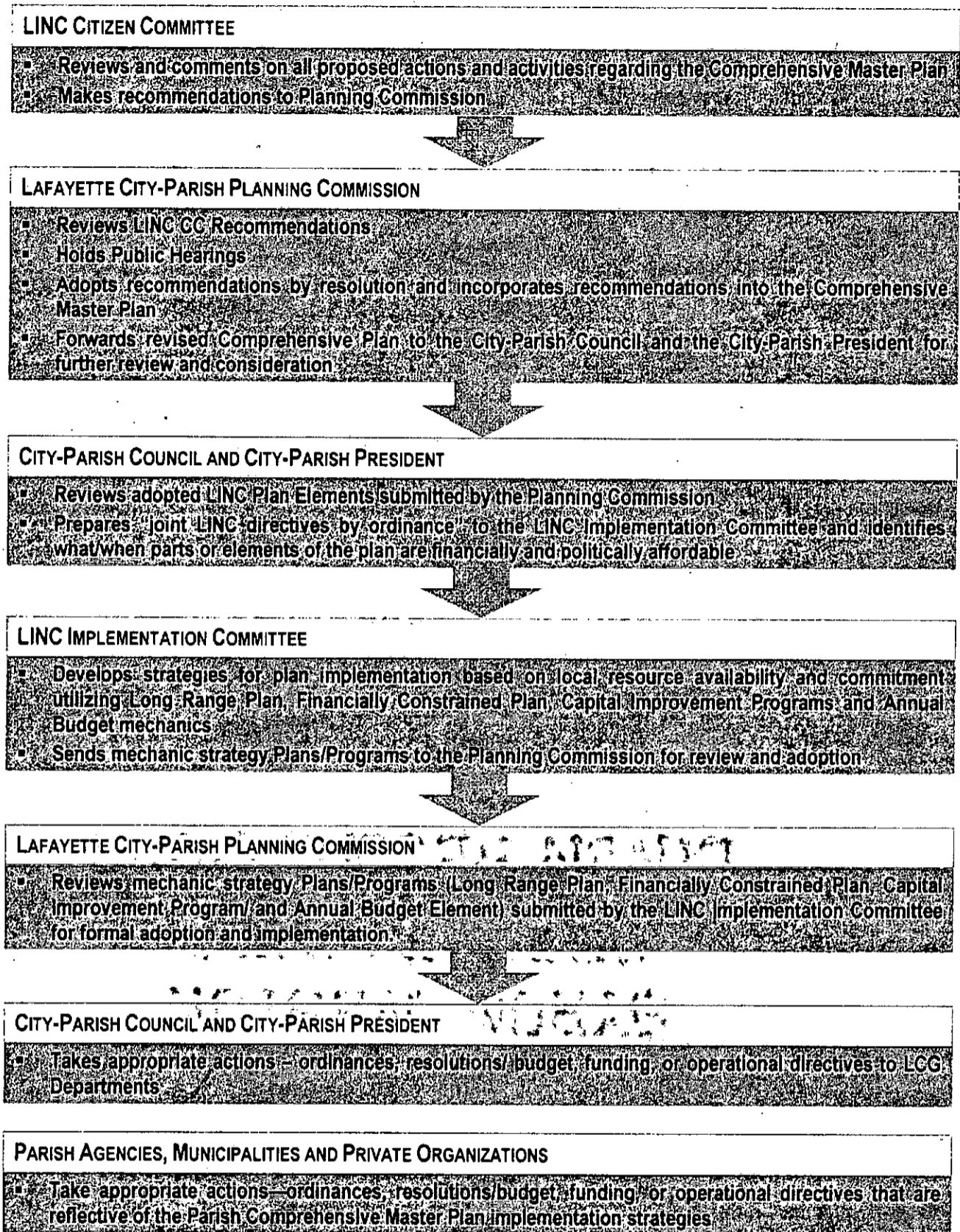
The LINC Comprehensive Master Plan Process is presented in two forms – a diagram and a process chart.

LINC Comprehensive Master Plan Process



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LINC Comprehensive Master Plan Process Chart



LAFAYETTE CONSOLIDATED GOVERNMENT
INTERNAL MEMORANDUM

RECEIVED

MAY 05 2009

Traffic & Transportation Department
Office of the Director (597)
Telephone: 291-8546 e-mail: ttramel@lafayettegov.com
Lafayette Consolidated Government
Chief Administrative Officer
Fax: 291-8019

TO: Dee Stanley DATE: May 4, 2009
FROM: Tony Tramel
SUBJ: Proposed Ordinance - Collaboration Process for Preparing, Adopting, and Implementing the LINC Comprehensive Master Plan for Lafayette Parish

BACKGROUND

Many people have worked to advance the Lafayette IN a Century (LINC) Comprehensive Master Plan since 1997. LINC recommendations were adopted by the Lafayette City-Parish Planning Commission on September 5, 2007. To advance from recommendations to implementable action will require effective collaboration among decision-makers in Lafayette Parish.

Implementing the LINC Comprehensive Master Plan is a challenge. Success of the LINC Comprehensive Master Plan relies upon building consensus, requiring coordination, expanding communication, and encouraging collaboration within government, between governments, and between public and private sectors.

ANALYSIS/METHODOLOGY

The proposed LINC Collaboration Process (See Exhibit One) is a set of protocols that will be followed to advance the LINC Comprehensive Master Plan into realization.

The collaboration process calls for the evolution of two already existing committees.

- The LINC Steering Committee to evolve into a citizens committee; and
- The Comprehensive Plan Implementation Committee to gain new representation that will assist in developing, recommending and implementing strategies to be scheduled, funded, and enacted.

The collaboration process clearly defines the responsibilities of the major players in the planning process and creates a new level of communication and partnership between the Lafayette City-Parish Planning Commission, the Lafayette City-Parish Council, and The Lafayette Consolidated Government Administration.

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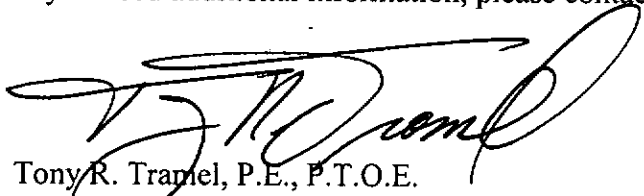
FINDINGS/CONCLUSIONS

Translating the LINC Comprehensive Master Plan's vision, goals, policies and strategies into the day-to-day operations and actions of government departments, external agencies and private sector organizations is the primary challenge of the collaborative effort. Implementation of the plan requires translating key plan elements into thoughtful and practical action. When group consensus is achieved and cooperation and coordination are effectively executed, neighborhoods, local communities, municipalities and parishes are recipients.

RECOMMENDATION

Attached is an ordinance adopting a collaboration process for preparing, adopting, and implementing the LINC Comprehensive Master Plan for Lafayette Parish. If you concur, I am requesting this ordinance be forwarded to the Lafayette City-Parish Council for introduction on May 19, 2009 and final adoption on June 2, 2009.

If you need additional information, please contact me at 291-8546.



Tony R. Tranel, P.E., P.T.O.E.
Director of Traffic & Transportation

TRT/bd:cp

Attachments

c: Mike Hollier

LAFAYETTE CITY/PARISH COUNCIL MEETING

AGENDA ITEM SUBMITTAL FORM

1) **JUSTIFICATION FOR REQUEST:** An ordinance of the Lafayette City-Parish Council adopting the LINC Collaboration Process for preparing, adopting, and implementing the LINC Comprehensive Master Plan for Lafayette Parish.

ACTION REQUESTED: Approval by the Lafayette City-Parish Council

If this involves a budget revision, please complete a budgetary revision form.

3) **REQUESTED ACTION OF COUNCIL:**

A) **INTRODUCTION:** May 19, 2009

B) **FINAL ADOPTION:** June 2, 2009

4) **DOCUMENTATION INCLUDED WITH THIS REQUEST:**

- A) Cover Memo from Director
- B) Submittal Item Justification Form
- C) Ordinance
- D) Exhibit One: Collaboration Process for preparing, adopting and implementing the LINC Comprehensive Master Plan for Lafayette Parish

5) **FISCAL IMPACT:**

 Fiscal Impact (Explain

 No Fiscal Impact

6) **RECOMMENDED BY:**

[Signature] 5/4/09
Director of Traffic and Transportation

[Signature] 5/5/09
Chief Administrative Officer

DISPOSITION OF ORDINANCE NO. O-102-2009

1. This ordinance was introduced: Final disposition by Council:
- | | |
|--|--|
| <u>May 19</u> , 2009 | <u>June 2</u> , 2009 |
| YEAS: Morrison, Castille, Shelvin
Boudreaux, Bellard, Doré, Bertrand, Patin,
Theriot | YEAS: Morrison, Castille, Shelvin,
Boudreaux, Doré, Bertrand, Patin |
| NAYS: None | NAYS: Bellard |
| ABSENT: None | ABSENT: Theriot |
| RECUSE/ABSTAIN: None | RECUSE/ABSTAIN: None |

AMENDMENT:

2. Notice of Public Hearing: This ordinance was published by Title and Notice of Public Hearing was published in the Advertiser on May 22, 2009.
3. This ordinance was presented to the President for his approval on June 4, 2009 at 8:05 o'clock a.m.

Norma A. Auger
CLERK OF THE COUNCIL

4. Disposition by President:

I hereby:

- A. Approve this ordinance, the 8 day of JUNE, 2009, at 4:00 o'clock p.m.
- B. Veto this ordinance, the _____ day of _____, 2009, at _____ o'clock _____m., veto message is attached.
- C. Line item veto certain items this _____ day of _____, 2009 at _____ o'clock _____m., veto message is attached.

[Signature]
PRESIDENT

5. Returned to Council office with/without veto message on June 9, 2009, at 8:00 o'clock a.m.

6. Reconsideration by Council (if vetoed):

On _____, 2009, the Council did/refused to adopt this ordinance after the President's veto.

Norma A. Auger
CLERK OF THE COUNCIL

7. Full Publication:

Full publication of this ordinance was made in the Advertiser on June 5, 2009.

NOTE: If no approval nor veto of President appears, and ten days have elapsed since this ordinance was presented to him for action, same has been automatically approved.