



MATANUSKA-SUSITNA BOROUGH

Planning and Land Use Department Planning Division

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Guidelines for the Topics Addressed, Format and Layout/Size of Community Based Comprehensive Plans Planning Commission Resolution 07-03 (AM)

(1) Topics addressed: A plan should contain, at a minimum:

- Brief history of the area
- Inventory of existing conditions
- List of issues and concerns
- Goals, objectives and recommendations for:
 - ◇ Land Use
 - ◇ Transportation, including CIP recommendations
 - ◇ Public Facilities, including emergency preparedness
 - ◇ Green infrastructure
 - ◇ Watershed/Water quality protection
 - ◇ Additional topics may be included such as economic development, recreation and open space, governance, etc. if requested

(2) Format: The format of the plan should generally conform to the following outline:

(A) Executive Summary, consisting of:

- ◇ Preface – Purpose of planning, and the borough planning process (provided by MSB)
- ◇ Time line summary of planning effort
- ◇ Study area
- ◇ List of planning team members
- ◇ Vision statement

(B) PART I – History, inventory of existing conditions and regulations:

(C) PART II - The plan

List of issues and concerns, goals, objectives and recommendations (and projections, if desired) for each of the topics outlined in **(1) Topics Addressed**. Goals, objectives and recommendations should be consistent with the 1970 MSB comprehensive plan and its updates.

(D) PART III – Implementation measures, responsibilities and schedule summary.

(E) PART IV – Appendices, lists and maps

(3) Layout and size: The plan should be formatted to fit on 8½ X 11 portrait paper, in a format that is compatible with standard word processing systems. It should contain footers that identify the community plan name, date adopted, and chapter/page number. Maps and photos should be provided digitally in a format compatible with current borough GIS systems, may be in color or black and white, and should generally be prepared to fit either on 8½ X 11 or 11 X 17 paper. Efforts should be made to keep the plan concise, and to reduce redundancies.