

## **APPENDIX A - PLANNING PROCESS**

The Metropolitan Planning Department staff and the West Nashville Community created the original West Nashville Community Plan in 1994. At that time, it was called the “Subarea 7 Plan.” An update of the original plan was completed and adopted in 1999. The current update of the West Nashville Community Plan began in September 2008.

### **Pre-Planning and Background Research**

In 2008, Planning Department staff began the update of the 1999 plan by meeting with the Metro Council members whose districts are included in the West Nashville community and meeting with fellow Metro Departments. These meetings help to identify important issues facing the community.

As part of every community plan update, Planning Department staff conducts analysis ranging from assessment of existing land use and zoning, to environmental constraints, to population projections, to market analysis for different economic sectors, to research on existing community character and historic resources. The bulk of this assessment for West Nashville is found in the Appendix C of this document.

### **Public Engagement Process**

The community plan update process is open to all community stakeholders including residents, business owners, property owners, institutional representatives, developers, and elected and appointed officials. To engage a broad audience, Planning Department staff undertakes several notification efforts. Staff sends a letter to every property owner in the study area (in the case of the West Nashville community, this was an 11,300-piece mailing). Staff also contacts any known neighborhood associations, neighborhood watch groups and chambers of commerce or merchants’ associations in the study area. Staff also contacts property owners with significant land holdings. Staff sends press releases to the area media to generate news stories about the community plan update process. Finally, staff uses the Metro Planning Department website ([www.nashville.gov/mpc](http://www.nashville.gov/mpc)) to post regular updates on the update process.

During the planning process for the West Nashville Community Plan, Planning Department staff held a number of public workshops and meetings to discern the community’s vision, balance that vision with sound planning principles, and create a course of action to achieve the common vision. Planning Department staff also included educational meetings to explain to community stakeholders the new Community Character Manual and Community Character Policies that would be used to update the West Nashville Community Plan.

The following is a listing of primary community meetings held during the update process. Additional meetings with the community included meeting with community members at neighborhood association meetings, such as Hillwood Neighborhood Association and Sylvan Park Neighborhood Association.

### **Community Character Manual Educational Meeting**

The first community meeting was held on October 16, 2008. Its purpose was to acquaint and educate community members about the new guide for community planning – *The Community Character Manual – 2008* (CCM). CCM is a functional plan component of Nashville’s *Concept 2010: A General Plan for Nashville and Davidson County*. CCM’s three main functions are to:

- Explain and institute the Community Character Policies that will be applied in each Community Plan;
- Provide direction for the creation of implementation tools such as zoning; and
- Shape the form and character of open space neighborhoods, centers, corridors and districts within communities.

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The Community Character Policies and principles in CCM replaced the land use policy categories and guidelines in the document “Land Use Policy Application” (LUPA), which had been serving as the basis for community planning. The West Nashville Community was the second community update to use the CCM. Therefore, it was important that stakeholders understood how to use the CCM.

#### **Open House Kick-Off**

The second community meeting was held on October 30, 2008. Planning Department staff reviewed the community planning process, its intended goals and products, and the preliminary schedule for the process. Staff talked with the community about urban design principles and defined Metro Nashville/Davidson County’s commitment to *Sustainable Communities*. Based on their quick primer on sustainable development, a survey was conducted to determine what growth and development issues were important to the community. Finally, representatives from several Metro departments were present to respond to initial concerns in an informal, open house-style format.

#### **Vision Workshop**

Metro Planning staff held a Vision Workshop on November 3, 2008, where West Nashville stakeholders met in small groups and discussed issues related to growth, preservation and quality of life. Participants discussed what they liked about their community, what they disliked, and what they would like to *Preserve, Enhance or Create* – the tenants of the new Community Character Manual. During these discussions, stakeholders outlined many issues and started to define the future vision for their community.

#### **Concept Plan**

The West Nashville Concept Plan Workshop, held on December 8, 2008, allowed West Nashville stakeholders to view and comment on the Concept Plan – a graphical representation of what community members said, during the Vision Workshop, that they would like to see preserved, enhanced, or created. The Concept Plan Workshop served as a check point between the Vision Workshop, where community members provide their first impressions on growth, development and preservation, and the Community Character Policy Workshops, where this vision is enshrined in specific policies. A more detailed discussion on the Concept Plan is found in Chapter II.

At the Concept Plan meeting, stakeholders gathered in groups and provided feedback on what was heard correctly during the visioning, what was not heard correctly, and what was missing from the Concept Plan. These comments resulted in changes to the Concept Plan.

#### **Community Character Policy Workshops**

After preparing a Concept Plan, the Planning Department staff created a draft Vision Statement and Development Goals, based on the Concept Plan and what was heard at the Visioning Workshop. The Vision Statement and Development Goals were reviewed by the community as Planning Department staff again worked with residents at two separate Community Character Policy meetings to draft and review the Community Character Policies. Community members met with staff on January 13, 2009, to discuss the Community Character Policies for the West Nashville community. A second meeting was held on February 2, 2009, to discuss refinements to the Community Character Policies including the suggested changes from the previous meeting. Proposed recommendations for transportation (vehicular, bicycle and pedestrian) and open space (parks and greenways) were also presented for comment at the February meeting.

## *West Nashville Community Plan: 2009 Update*

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#### **Wrap-Up Meeting**

On March 2, 2009, a Wrap-Up Meeting was held to review the edited Concept Plan, Vision Statement and Development Goals, and changes made to the Community Character Policies since the last meeting.

#### **Draft Plan**

After the Wrap-Up Meeting, Planning staff combined comments from the previous meetings and made changes to create a Draft Plan that was posted on the Department's web page and placed in the Richland Branch Library prior to the Open House Meetings.

#### **Open House Meetings**

Later in March, informal Open Houses were held in the northern and southern areas of West Nashville to allow community members to review the initial Draft Plan and to provide input regarding their immediate neighborhood or area of interest. The Open Houses were held at the Cohn School Library on March 23, 2009, and at the Gordon Jewish Community Center on March 30, 2009.

#### **Revisions to the Draft Plan**

Planning staff combined comments from the open houses and a workshop with the Planning Commissioners and made changes to refine the Draft Plan. Once again, this revised Draft Plan was posted on the Department's web page and placed in the Richland Branch Library in mid-April. An additional meeting was held in June 2009 to discuss the policy and infrastructure implications for the proposed May Town Center development in Bells Bend.

#### **Metro Planning Commission**

The *West Nashville Community Plan: 2009 Update* was presented to the Metro Planning Commission for public hearing on July, 23, 2009 and was adopted with related amendments to the Major Street Plan and the Collector Street Plan.



*West Nashville Community Plan: 2009 Update*

Appendix

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