

# **APPENDIX D**

## ***GLOSSARY OF PLANNING TERMS***

## **A**

### **Action Plan**

That part of a comprehensive plan that spells out in some detail how the plan's vision or goals are to be achieved. This includes a description of the responsible party, the specific actions to be taken and the time frame for completing the action. The time frame of the plan is usually between one and five years.

### **Affordable Housing**

Housing capable of being purchased or rented by a household with low or moderate income, based on a household's ability to make monthly payments necessary to obtain housing. Housing is considered affordable when a household pays less than 30 percent of its gross monthly income for housing including utilities.

### **Agriculture**

The production of food and fiber, including the growing of crops and/or the grazing of animals on prime or improved pasture land.

### **Annex**

To incorporate a land area into an existing district or municipality, with a resulting change in the boundaries of the annexing jurisdiction.

## **B**

### **Building**

Any structure used or intended for supporting or sheltering any use or occupancy.

## **C**

### **Capacity**

Maximum holding or service ability, as used for transportation, utilities, parks and other public facilities.

### **Capital improvement plan**

A long-range schedule or budget, usually five years in length with annual updates, for capital expenditures. It includes a listing of capital projects, priorities, estimated costs, identification of methods of financing and a time schedule for completion. Capital improvements can include public land, facilities and buildings such as sanitary and storm sewer facilities, water systems, roads and highways, sidewalks, and parks and open space. A capital improvement plan is one of the major tools for implementing comprehensive plans.

**Citizens**

As used in this guide in discussing citizen participation programs, the corporations, government agencies, interest groups and individuals of a community.

**City Council**

Seven-member elected body of City residents responsible for governing the City and making decisions regarding the provision of City services and resolution of civic issues.

**Commercial uses**

Activities within land areas that are predominantly connected with the sale, rental and distribution of products, or performance of services.

**Community Facility**

Facility in which public services for residents are provided, including recreational and cultural services, and services for youth and seniors.

**Community Development Block Grant (CDBG)**

Grant program administered by the US Department of Housing and Urban Development (HUD) and the Indiana Office of Community and Rural Affairs. Grants must primarily be used to benefit very low- and low-income households with emphasis on housing and public improvement projects.

**Comprehensive plan**

The official public document adopted by a community as the policy guide for decisions about its future development and redevelopment. It consists of a vision for the community, background data, goals, policy statements, standards and programs for guiding the physical, social and economic development of a community. A comprehensive plan usually includes, but is not limited to, a land use plan, transportation

**Corridors**

A corridor is a path used by people as they traverse the community. Corridors can include roads, sidewalks, bike paths, rivers, and streams. The quality of the experience of the traveler along these corridors helps to define the image of the community.

**D**

**Demographics**

The statistical study of human populations with reference to characteristics and distribution of the population.

**Density**

The number of dwelling units permitted per net acre of land.

**Development**

The act, process or result of developing. Development includes such actions as the division of land, the installation of sewer and water lines, the construction of sidewalks and streets, the cutting of trees, the building of structures.

**Downtown**

An area of the City/Town that includes the Central Business District.

**Dwelling Unit**

A living facility that includes provisions for sleeping, eating, cooking and sanitation for not more than one family, or a congregate residence for 10 or less persons.

**Dwelling, Multi-Family:** A building or portion thereof designed for occupancy by 3 or more families living independently of each other, with the number of families in residence not exceeding the number of dwelling units provided.

**Dwelling, Single-Family:** A detached building, townhouse, condominium rowhouse, or manufactured dwelling, other than a mobile home or trailer house, designed for and occupied by not more than one family.

**Dwelling, Two-Family (Duplex):** A building with two dwelling units designed for and occupied by not more than 2 families living independently of each other.

**F**

**Family**

Two or more persons related by birth, marriage or adoption [U.S. Bureau of the Census].

**G**

**Gateway**

A point along a roadway at which a motorist or pedestrian gains a sense of having entered the City/Town or a particular part of the City/Town. This impression can be imparted through such things as signs, monuments, landscaping, a change in development character, or a natural feature such as a creek.

**General Fund**

Component of Town budget generated by sales tax, property tax, utility tax, and other miscellaneous sources, and used to fund general Town Services and debt service.

**Goal**

A statement that describes, usually in general terms, a desired future condition. Goals are often about long-term expectations rather than short-term concerns.

**Greenbelts/Greenways**

These are undeveloped open space, natural areas, including agricultural lands, golf courses and other recreational uses, wildlife corridors and similar uses.

**Growth management**

The use by a community of a range of techniques to determine the amount, direction, rate and type of growth desired and to channel that growth into designated areas.

**H**

**Household**

A household includes all the persons who occupy a housing unit. The occupants may be a single family, one person living alone, two or more families living together, or any other group of related or unrelated persons who share living arrangements.

**I**

**Impact**

The effect of any direct, man-made actions or indirect repercussions of man-made actions on existing physical, environmental, social, or economic conditions.

**Implementation**

An action, procedure, program or technique that involves the carrying out of policies.

**Infrastructure**

Public facilities and services needed to support and sustain industry, residence, commerce and all other land use activities. It includes transportation, water and sewer, energy, telecommunications, recycling and solid waste disposal, parks and other public spaces, schools, police and fire protection, and health and welfare services.

## **L**

### **Land use map**

A map, usually officially adopted, that geographically and specifically locates existing and future land uses such as residential, commercial, industrial and institutional (public areas and buildings) that have been established in the land use plan.

### **Land use plan**

A basic element of a comprehensive plan that designates the present and future location, form, class and extent (size) within a planning jurisdiction for residential, commercial, industrial and institutional (public areas and buildings) use or reuse. The land use plan includes a map and a written description of the different land use areas or districts. The land use plan serves as the guide for official land use decisions.

### **Local government**

In the context of this guide, local government may be a city, town or county.

### **Local Street**

Local streets have the primary function of providing access to adjacent land. Service to through-traffic movement on local streets is deliberately discouraged by design. Residential local streets serve a traffic function as well as being important to neighborhood identity.

### **Low-Income**

Households with incomes between 51 and 80 percent of the area-wide median family income. Thresholds vary depending on the number of persons in the household.

## **M**

### **Mixed Use**

A development type in which various uses, such as office, retail, and residential, are combined in the same building or within separate buildings on the same site or on nearby sites.

### **Moderate-Income**

Households with incomes between 81 and 120 percent of the area-wide median family income. Thresholds vary depending on the number of persons in the household.

### **Multifamily Housing**

Most zoning maps contain districts where multifamily housing is permitted by the zoning law under the district regulations. Buildings with three or more dwelling units are permitted to be constructed, such as garden apartments or multiple story apartment buildings.

## **N**

### **Neighborhood**

An area made up of one or more subdivisions or housing developments with geographic features or manmade features such as major roads or rail lines that provide distinctive boundaries to the area.

## **O**

### **Objectives**

These are similar to goals but much more specific. They are attainable, measurable and are to be achieved within a stated period of time.

### **Open space**

Land set aside and permanently restricted for conservation, agriculture or recreation purposes by a municipality, nonprofit conservation organization or land trust, homeowners association, or person. Open Space may include woodlands, pasture, landscaped yards, gardens or play areas, golf courses, walking and riding trails, and similar areas as appropriate to the site, but shall not include structures such as tennis courts, buildings, swimming pools or other impervious areas. Open Space may be open for public use or access to such areas may be restricted

### **Ordinance**

A term for a law or regulation officially adopted by a lesser unit of government such as a county board, town board or city council.

## **P**

### **Park**

Open space land on which the primary purpose is managed for recreational uses.

### **Pedestrian-oriented**

Form of development that makes the street environment inviting for pedestrians; for commercial areas may be characterized by special sidewalk pavement, zero front and side yard setbacks, buildings of varied architectural styles, street-facing window displays, an absence of front

yard parking, benches and other amenities; for residential areas may be characterized by sidewalks, parkways, front porches, low fences, lighting and other amenities.

**Planning**

Legal process for deciding future use of the land in a community.

**Planning Area**

The geographic area covered by the Comprehensive Plan; corresponds to all land within the City/Town limits.

**Planning commission**

An appointed body that is the legal entity through which planning is carried out. It is advisory to the city council, town board or county board. In cities and towns, it may be called the planning agency

**Policy**

A course of action or specific rule of conduct to be followed in achieving goals and objectives.

**Prime Farmland**

Indicates farmland that has the best combination of physical and chemical characteristics for the production of crops.

**Public facilities**

Institutional, academic, governmental and community service uses, either publicly owned or operated, by public nonprofit organizations; or facilities including transportation, sewer, schools, cemeteries, airports, drainage, potable water and parks and recreation systems or facilities.

**Q**

**Quality of Life**

The attributes or amenities that combine to make an area a good place to live. Examples include the availability of political, educational, and social support systems; good relations among constituent groups; a healthy physical environment; and economic opportunities for both individuals and businesses.

## **R**

### **Recreation - active**

Includes activities such as swimming, skating, hiking, biking, fitness trails, frisbee or conventional golf, baseball, basketball, etc.

### **Recreation – passive**

Reading, sitting on a park bench, viewing scenery, picnicking and/or visiting with friends.

### **Residential District**

Zone established for housing of various densities and varieties.

### **Retail**

Activities which include the sale, lease or rent of new or used products to the general public or the provisions of product repair or services for consumer and business goods. Hotels or motels, restaurants or firms involved in the provisions of personal services or office space are not considered retail uses.

### **Revitalization**

Restoring new life or vigor to an economically depressed area, sometimes through public improvements that spark private investment.

### **Roads**

Streets, roads and highways.

### **Rural**

Refers to the patterns of land use and development in the comprehensive plan that foster traditional rural lifestyles, rural-based economies, and opportunities to both live and work in rural areas; that provide visual landscapes that are traditionally found in rural areas and communities; and that reduce the inappropriate conversion of undeveloped land into sprawling, low-density development.

## **S**

### **Sidewalk**

A walkway separated from the roadway with a curb, constructed of concrete or other durable surface, and designed for pedestrian use.

### **Sign**

Any medium, including its structure and component parts, which is used or intended to be used to attract attention to the subject matter for advertising purposes.

**Single Family Dwelling**

A structure containing one or more single family units occupying the building from ground to roof.

**Streets (Functional Classifications):**

**Arterial**

Major roadway mainly serving through-traffic; takes traffic to and from expressways and freeways; provides access to adjacent properties.

**Collector Street**

Roadway that collects and distributes local traffic to and from arterial streets, and provides access to adjacent properties.

**Local Street**

Minor roadway that provides access to adjacent properties only.

**Streetscape**

Describes all the physical elements that appear in the cross-section of a street right-of-way. May include sidewalks, planter strips, bike lanes, travel lanes, median strip, and lighting.

**Subdivision Control Ordinance**

The control of the division of a tract of land by requiring development according to design standards and procedures adopted by local ordinance.

**Sustainability**

A concept that allows for a comfortable way of living by achieving a realistic and achievable balance between the resource demands of environmental, economic and social requirements. An aspect of development and land use that minimizes the use of resources, conserves ecosystems, and creates healthy built environments and landscapes for present and future generations.

**U**

**Urban**

Generally, an area having the characteristics of a city, with intensive development and a full or extensive range of public facilities and services.

**Urbanization**

Refers to growth that makes intensive use of land for the location of buildings and impermeable surfaces to such a degree as to be incompatible with the use of such land for the production of food or other agricultural products, or the extraction of mineral resources.

## **V**

### **Vision**

A description of a realistic and credible desired future for a community or organization. A vision is a key part of a strategic planning process.

## **W**

### **Wetland**

An area inundated or saturated by surface or ground water at a frequency sufficient to support vegetation types adapted to wet soil conditions. Wetlands include bogs, fens, marshes and swamps.

## **Z**

### **Zoning**

The division of a community (city, town or county) by local legislative regulation into areas or zones that implement the comprehensive plan.

### **Zoning ordinance**

The legally established text for implementing the vision, goals and policies of a comprehensive plan. Zoning regulates the use of land within the community's jurisdiction.