

RRC SELF-EVALUATION



A tool for Michigan communities
seeking RRC certification

RRC SELF-EVALUATION FORM

The Redevelopment Ready Communities* (RRC) best practices self-evaluation is a tool for communities seeking RRC certification¹. Any community looking to formally engage in the program must completely fill out¹ the self-evaluation to demonstrate that they are taking proactive steps to achieve certification. Communities who do not plan to pursue RRC certification can also use the self-evaluation document as a guide to measure and improve local development processes.

This tool should be used to determine which of the [RRC best practices](#) are being met, and those that are not. It can act as a guide to identify action items, and as a work plan to assign tasks and deadlines to accomplish evaluation criteria. Though the self-evaluation guide does assist communities to measure themselves to the RRC best practices, a community can only receive RRC certification through a formal evaluation by RRC staff.

Ideally, the self-evaluation is completed with input from all parties involved in development. A successful approach often involves an internal team including the manager or supervisor and staff from the planning, building, zoning, and economic development departments.

The following are instructions for completing the self-evaluation;

- Collaborate with all necessary departments to ensure the self-evaluation process goes smoothly.
- Review each criteria and check the box designating completion.
- Add a description in the comment box explaining how the criteria is being met, or if it is not, how the community plans to meet it.
- For completed tasks, provide a link and/or documentation of the work in the comments section. Attaching documents to an email is also acceptable.
- Identify next steps, key stakeholders and time lines to complete missing criteria.

The self-evaluation guide is broken up for each of the six best practices. Please refer to the RRC best practices document and follow along for maximum efficiency. If during the self-evaluation process something is unclear or a question arises, contact your [CA Team specialist](#).

¹ Self-evaluations should be thoroughly completed and as detailed as possible. Completing a self-evaluation indicates that the community has filled out all sections in the self-evaluation. It does not mean that the community has to meet all of the criteria prior to formal engagement in the program.

BEST PRACTICE ONE: Community plans and public outreach

Community name:			
Name of person (s) completing self-evaluation:			
MASTER PLAN			
1	When was your master plan last updated?		
	Please provide a master plan PDF or web link:		
2	Does your community annually report on the master plan's progress to the governing body?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Describe when and how your community annually reports on master plan progress?		
3	When will you next update your master plan?		

DOWNTOWN PLAN AND CORRIDOR PLAN (if applicable)			
1	Do you have a downtown plan and/or a DDA/TIF plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Please provide a downtown plan and/or DDA/TIF PDF or web link:		
2	When will you next update your downtown plan?		
3	Do you have a corridor plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Please provide a corridor plan PDF or web link:		
4	When do you estimate you will adopt or update your corridor plan?		

CAPITAL IMPROVEMENTS PLAN			
1	Has the governing body adopted a capital improvements plan (CIP) detailing a minimum of six years of projects and improvements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes, please provide a PDF or web link:		
2	Is the CIP reviewed annually?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes, when:		
3	When do you estimate you will adopt or update your CIP?		

BEST PRACTICE ONE: Community plans and public outreach

PUBLIC PARTICIPATION				
1	Does your community have a documented public participation strategy for engaging a diverse set of community stakeholders?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes, please provide a PDF or web link:			
2	Describe recent public engagement efforts in your community:			
3	Are third party consultants required to follow the public participation strategy?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	What basic methods have your community used? <input type="checkbox"/> Open Meetings Act <input type="checkbox"/> Local cable notification <input type="checkbox"/> Flier posting on community hall door <input type="checkbox"/> Newspaper posting <input type="checkbox"/> Postcard mailings <input type="checkbox"/> Announcements at governing body meetings <input type="checkbox"/> Website posting <input type="checkbox"/> Attachments to water bills			
5	What proactive methods have your community used? <input type="checkbox"/> Individual mailings <input type="checkbox"/> Focus groups <input type="checkbox"/> One-on-one interviews <input type="checkbox"/> Charrettes <input type="checkbox"/> Social networking <input type="checkbox"/> Crowd-sourcing <input type="checkbox"/> Community workshops <input type="checkbox"/> Canvassing			
6	How does your community track the success of community engagement efforts?			
7	How does your community share the results of public participation processes?			
8	Please list your key stakeholders for public participation:			

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BEST PRACTICE TWO: Zoning regulations

ZONING REGULATIONS			
1	Please provide your community's zoning ordinance PDF or web link:		
2	Has the community reviewed the master plan's zoning plan to determine if changes to the zoning map or ordinance text are necessary to implement the master plan vision?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	Has the community reviewed the zoning district intent statements to ensure they reflect the master plan's land-use recommendations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	Does your community have a complete streets policy ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Please provide PDF or web link:		
5	Is the zoning ordinance user-friendly, portraying clear definitions and requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6	Is the zoning ordinance available in hard copies at convenient locations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7	Are there any key challenges or issues with your existing zoning code?		
	What would be included in your next update?		
8	When do you estimate you will next update your zoning ordinance?		

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BEST PRACTICE THREE: Development review process

DEVELOPMENT REVIEW PROCESS			
1	Are your planning and zoning services done: <input type="checkbox"/> in-house <input type="checkbox"/> contracted out?		
	Name of consultant:		
2	Are your building services (i.e., plan review, inspections) done: <input type="checkbox"/> in-house <input type="checkbox"/> contracted out?		
	Name of consultant:		
3	What departments/representatives engage in joint site plan reviews?		
4	Where are internal development review roles, responsibilities and timelines documented?		
	Please provide a PDF or web link:		
5	Does the community define and offer conceptual site plan review meetings for applicants?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Please explain in detail or provide a PDF or web link:		
6	How does the community inform potential applicants of required application materials? <input type="checkbox"/> Posted online <input type="checkbox"/> Internal checklist <input type="checkbox"/> It's only in the zoning ordinance <input type="checkbox"/> Other		
7	Does your community encourage applicants to solicit feedback from neighboring businesses, residents and/or community groups?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes, please explain:		
8	Site plans for permitted uses are approved: <input type="checkbox"/> administratively <input type="checkbox"/> by the planning commission		
9	How does community development staff coordinate with permitting and inspections staff to ensure a smooth and timely development process?		

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BEST PRACTICE THREE: Development review process

10	What kind of tracking mechanism does the community use for projects through the site plan review and permitting/inspections process?
14	Who has your community identified and trained to perform project intake and point of contact responsibilities? <i>Responsibilities include: receiving and processing applications and site plans; maintaining contact with the applicant; facilitating meetings, processing applications after approval; and coordinating projects with permitting and inspections staff</i>
15	Please list any challenges or key issues your community faces in regard to your development review process:

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BEST PRACTICE THREE: Development review process

GUIDE TO DEVELOPMENT			
1	Does your community maintain an online guide to development that explains policies, procedures, and steps to obtain approvals?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	<p>Which of the following does your community's online guide to development include?</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Relevant contact information <input type="checkbox"/> Relevant meeting schedules <input type="checkbox"/> Easy-to-follow step-by-step flowcharts <input type="checkbox"/> Conceptual meeting procedures <input type="checkbox"/> Relevant ordinances to review prior to site plan submission. <input type="checkbox"/> Site plan review requirements and application. <input type="checkbox"/> Clear explanation for site plans that can be approved administratively. </div> <div style="width: 50%;"> <input type="checkbox"/> Rezoning request process and application <input type="checkbox"/> Variance request process and application <input type="checkbox"/> Special land use request process and application <input type="checkbox"/> Fee schedule <input type="checkbox"/> Special meeting procedures <input type="checkbox"/> Financial assistance tools <input type="checkbox"/> Design guidelines and related processes <input type="checkbox"/> Building permit requirements and applications </div> </div>		
3	Does your community annually review the fee schedule?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	When was it last amended?		
4	Does your community accept credit card payments for services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5	<p>What are your key next steps to ensure the development review process meets the best practice criteria?</p> <p>Provide PDFs or web links to the documents listed above:</p> 		
6	<p>Please list any challenges or key issues your community faces in regard to having an online guide to development:</p> 		

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BEST PRACTICE FOUR: Recruitment and education

NEW APPOINTED/ELECTED OFFICIALS				
1	Does the community outline expectations and desired skill sets for open board and commission seats?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, how:			
2	Are the applications for board and commission positions accessible online?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If so, please provide web link:			
3	Does the community provide orientation packets to all appointed and elected members of development related boards and commissions?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes, please provide a list of all information provided in the orientation packet:			
4	Does the community have an annual training budget allocated for elected and appointed officials and staff?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
5	How does your community track attendance for trainings for staff, elected and appointed officials?			
6	How does your community identify training needs and trainings that assist in accomplishing stated goals and objectives?			
7	How does your community notify and encourage staff and elected and appointed officials to attend trainings?			

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BEST PRACTICE FOUR: Recruitment and education

COMMUNICATION			
1	How does the community share information between elected and appointed officials and staff?		
2	Does the community conduct collaborative work sessions and joint trainings on development topics?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	How is training information shared with those not in attendance?		
4	Does the planning commission prepare an annual report for the governing body?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes, please provide a PDF or web link:		
5	Please identify any challenges or key issues your community has in regard to training or collaboration:		

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BEST PRACTICE FIVE: Redevelopment Ready Sites®

REDEVELOPMENT READY SITES®			
1	Does the community maintain a list of priority sites?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	Is this priority site information available to the public?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes, please provide PDF or web link:		
3	Has your community developed a vision for the priority redevelopment sites that includes outcomes and specific development criteria?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	Has the community identified champions for the redevelopment site(s)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Has the community deemed their priority redevelopment sites controversial?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5	If yes, how has the community required or provided additional public engagement:		
	Has the community identified negotiable development tools, resources and financial incentives for prioritized redevelopment sites?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6	If yes, how is the availability of these tools, resources and incentives made available to the public:		
7	Has your community assembled a "Property Information Package" (PIP) for at least one of your community's redevelopment sites—which includes or identifies the criteria listed in the best practices?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8	If your community has compiled a PIP, how is it actively marketed?		
9	Please describe any challenges or key issues related to redevelopment sites in your community:		

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BEST PRACTICE SIX: Community prosperity

ECONOMIC DEVELOPMENT STRATEGY			
1	Does your community have an approved economic development strategy ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes, please provide a PDF or web link:		
2	Does your community annually report progress made on the economic development strategy to the governing body?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	Did your community participate in the development of your regional economic development strategy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
MARKETING AND PROMOTION			
1	Does your community have a marketing strategy ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes, please provide a PDF or web link:		
2	Please explain how your community coordinates marketing efforts with local, regional and state partners:		
3	Please explain any challenges or key issues your community has regarding marketing and promotion:		
WEBSITE			
1	Does your community's website contain or link to the following planning, zoning and development information: <div style="display: flex; flex-wrap: wrap; padding: 5px;"> <div style="width: 33%;"><input type="checkbox"/> Master plan and amendments</div> <div style="width: 33%;"><input type="checkbox"/> Zoning ordinance</div> <div style="width: 33%;"><input type="checkbox"/> Board and commission applications</div> <div style="width: 33%;"><input type="checkbox"/> Downtown plan</div> <div style="width: 33%;"><input type="checkbox"/> Guide to Development</div> <div style="width: 33%;"><input type="checkbox"/> Property information packages</div> <div style="width: 33%;"><input type="checkbox"/> Corridor plan</div> <div style="width: 33%;"><input type="checkbox"/> Online payment option</div> <div style="width: 33%;"><input type="checkbox"/> Economic development strategy</div> <div style="width: 33%;"><input type="checkbox"/> Capital improvements plan</div> <div style="width: 33%;"><input type="checkbox"/> Partner organizations</div> </div>		

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I certify that the RRC self- evaluation has been completed accurately.

Signature

Now that you have completed the RRC self-evaluation, here are the next steps to become formally engaged in the program:

- Representative from your community attends all six of the [RRC best practice training series sessions](#).
- Email this completed form to your [CA Team specialist](#).
- Governing body adopts a resolution of intent to participate in the RRC program.