University of Illinois  
UP 447 Land Use Planning Workshop  
Fall 2013  
Department of Urban and Regional Planning  
Instructor: Bruce Knight, FAICP  

Course Syllabus  

Introduction:  
The intent of this course is to provide a “real life” experience for seniors in the program for a Bachelor of Arts in Urban and Regional Planning. The curriculum allows application of the skills and knowledge learned in prior coursework to real planning problems. The primary activities involve working in teams with significant initiative from students to program, organize, and carry out a planning project. Secondary goals include developing communication skills used by planners, and developing a better understanding of the day to day responsibilities of a practicing planner. 

The general structure of the course includes writing a proposal on a specified planning project, developing a work program and working in teams to develop a recommended “land use and implementation plan” for an area in or around the City of Champaign.  

Books:  
The book required for the class is:  
1. Planning in Plain English by Natalie Macris (Please order online from http://www.planning.org/store/books/)  

Major Assignments:  
1. Request for Proposals (RFP) – Each student will be responsible for writing a proposal in response to an RFP issued by the instructor on behalf of the City of Champaign. The RFP will be handed out at the September 4 class. Each student will prepare a proposal. Proposals will be due at the beginning of class on September 11. Based on the individual responses, project teams will be formed.  

2. Phase 1 – Data Collection  
   a. Work Program - A project work program shall be submitted which includes:  
      * A clear project goal (S.M.A.R.T. - Specific, measurable, agreed upon, realistic and time-framed)  
      * Milestones (at which time team meetings will be held with the instructor)
Gantt diagram of activities with scheduled dates for completion of each task (using Microsoft Project or another software program).

A work breakdown structure with roles and responsibilities for all team members

b. **Report of Existing Conditions** - Utilizing existing data sources to the extent possible, and supplementing them with data collected in the field as needed, each team shall collect data and prepare a report on existing conditions, including (at a minimum):
   * History/background of the area
   * Existing Land Use and Zoning (including property surrounding study area)
   * Property Characteristics, ownership, building and site conditions
   * Demographic information
   * Public infrastructure
   * Public Safety (crime statistics, fire calls, etc.)
   * Intergovernmental issues (if any)

3. **Phase 2 – Issue Identification**

   a. **Strengths, Weaknesses, Opportunities and Threats** – Utilizing photographs of the area, identify strengths, weaknesses, opportunities and threats to be addressed through the planning process.

   b. **Key Person interviews** - Interviews will be conducted with a list of persons who are likely to have a stake in establishing, or participating the future direction of the study area.

   c. **Issues and Forces Map** – Develop a map that identifies visually the issues and forces that need to be considered when developing a plan for the area.

   d. **Visioning Workshop** – Conduct a visioning workshop to identify the strategic issues impacting the study area. Draft a vision statement, which describes the long-range vision for the study area.

   e. **Goals and Objectives** – Draft goals and objectives for the study area that describe how the vision for the area will be achieved.

4. **Phase 3 – Plan Development**

   a. **Recommended Land Use Plan** - The land use plan for the study area will include the following elements (at a minimum):
      * Land Use Alternatives
      * Evaluation of alternatives
      * Recommended Plan
b. **Implementation Plan** - An implementation plan shall be developed to support the recommended Land Use Plan. The Plan shall include the following elements (at a minimum):

* Recommended Zoning
* Transportation Plan
* Open Space Plan
* Service Delivery Plan
* Capital Improvements Plan

c. **Team Project Presentation** - Each team will finish with a presentation on its recommended plan and preparation of a final written report.

**Resources:**

The following resources are available to the class for use on the project:


Other information will be provided on an as needed basis.

**Course Philosophy/Expectations:**

The instructor is a practicing planner working for the City of Champaign. You are seniors in Urban Planning who will soon be looking for jobs or moving on to graduate school. The philosophy of this course is to try and give students the closest thing to a “real life” planning experience possible within the limits of an academic environment. I expect that students will conduct themselves as professionals working on a “real life” planning project. Part of the mission of this class is to give students an understanding of what they might expect upon graduation. **To help accomplish this, it is expected that students will:**

- arrive at class on time, unless other arrangements have been made with me;
- actively participate in discussions and ask questions;
- pay attention to the instructor and other presenters;
- fulfill your individual assignments as part of the team (you will be evaluated by your team);
• use Planning in Plain English to learn to write clearly, and edit/proof work before it is submitted to correct typographical and grammatical errors;
• request permission before making contact or requesting information from any person off-campus;
• Schedule appointments in advance when meeting with people off-campus and conduct yourself in a professional manner. Professional manner includes appropriate dress and behavior, and coming adequately prepared to ensure an efficient meeting; and
• Include on all written assignments or presentation graphics for the course the name of the course and the department, to make it clear that it is student work.

A tentative schedule for the class is attached to the syllabus. Some class periods will be available for team work on projects, but all students are expected to attend every class for any new instructions, status reports on team progress and individual meetings with the instructor. These meetings will be used to review progress on the team’s work program, address questions or issues facing the team and review individual roles and responsibilities. If you are not able to attend a class, please notify the instructor in advance.

**Grading:**

Grades will be given based on the following percentage breakdown:

- Attendance and participation in class/team meetings 10%
- Miscellaneous assignments, quizzes, etc. 5%
- Proposal 10%
- Work Program 5%
- Report on Existing Conditions 15%
- Issue identification projects (strengths, weaknesses, opportunities and threats; key person interviews; visioning workshop; issues and forces map & goals and objectives): 15%
- Final Project: 40%
  - Team Presentation 20%
  - Land Use and implementation 20%
  - Plan

Written work submitted will be considered as a draft. Upon review, it will be returned with comments and may be resubmitted to earn a higher grade. Final grades will reflect an averaging of the two scores. Team members will be asked to evaluate each other at the end of the semester and information received will be used in determination of the final grade.
Instructor

The instructor for this class is Bruce Knight FAICP, Planning Director for the City of Champaign.

A biography is attached.

I am available during the scheduled class time, via email (baknight@illinois.edu or bruce.knight@ci.champaign.il.us), and during scheduled appointments. You may also attempt to reach me by telephone (403-8804). To make appointments, please call 403-8800. Because I am a practicing planner with a busy schedule, it is crucial that you call as far in advance as possible, but no less than 24 hours. You may also use class time to schedule appointments with me.
Resume for
Bruce A. Knight FAICP

I. Professional Experience:
   A. Current:
      • 1988 to present - Planning Director, City of Champaign, Illinois. Responsible for leading an eleven person, two division department in achieving its mission to engage in responsible and responsive planning to enhance the quality of life in the community by promoting the wellness of existing neighborhoods, protecting property values by encouraging compatible development, and providing for the future growth and stability of the City of Champaign.
      • 1997 to present – Adjunct Lecturer, University of Illinois. Responsible for annually teaching a senior level Land Use Workshop with the intent to provide “real life” experience for seniors in the Bachelor of Arts in Urban and Regional Planning curriculum allowing application of the skills and knowledge learned in prior coursework to a real planning problem.

   B. Prior:
      • 1984 to 88 – City Planner/Assistant Director of Community Development, City of Liberty, Missouri.
      • 1981 to 84 – Associate Planner, Urban Planning Division, City of Iowa City, Iowa,
      • 1979 to 81 – Planner/Program Analyst, Community Development Block Grant Division, City of Iowa City, Iowa
      • 1977 to 79 – Regional Planner, Mid-Iowa Development Association Council of Governments.

II. Education:
   • 1977 - Bachelor of Science in Urban Planning, Iowa State University.
   • 1984 - Master of Arts in Public Affairs, University of Iowa.