

REPUBLIC OF KENYA

COUNTY EXEMPLAR FORMAT OF A SPATIAL PLAN





NATIONAL LAND COMMISSION

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FOREWORD

The Council of Governors and the National Land Commission recognize the fundamental role of County Spatial Plans as premier plans that will set the development agenda for the Counties. Preparation of these plans should be undertaken in a systematic, structured and transparent manner. Equally, the end product of the county spatial planning process should be handy, user-friendly and clear to allow for ease of reference by all stakeholders including planners, monitoring and oversight agencies, the professionals in the land sector and County Assemblies. It is for this reason, that the Council of Governors and the National Land Commission have developed, through a collaborative effort, this exemplar format of a county spatial plan.

The outline is in furtherance to the County Spatial Planning: Monitoring and Oversight Guidelines issued under Gazette Notice No. 142 of 15th January 2016 and the County Spatial Planning Guidelines, 2018. The outline has been prepared in cognizance of the Inter-Governmental Relations Act 2012 section 20 (1) (b) (c) that provides for **“Sharing of information on the performance of the counties in the execution of their functions with the objective of learning and promotion of best practices and where necessary, initiating preventive or corrective action”**. In addition Article 67(2) (h) requires the National Land Commission to monitor and have oversight responsibilities over land use planning throughout the Country.

Findings from monitoring of land use planning in the counties by the National Land Commission and periodic feedback received by the Council of Governors over the last five years has shown the need to standardize the way in which the county spatial plans are presented. Further, during recent engagements with County Government officials on county spatial planning, there was explicit request to provide guidance on the way that county spatial plans should be presented. We therefore recommend this outline to all counties as a shared reference in presenting county spatial plans throughout the country.



Prof. Muhammad Swazuri, OGW
Chairman, National Land Commission

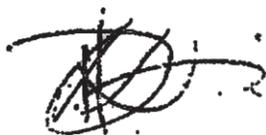


H.E. FCPA Wycliffe Ambetsa Oparanya, EGH CGJ
Chairman, Council of Governors

ACKNOWLEDGMENT

The preparation of this document was through a collaborative effort between the National Land Commission and the Council of Governors. I wish to commend the efforts by the joint team which included: From the National Land Commission, Dr. Herbert Musoga, PhD, Director Land Use Planning, (Team Leader); Mrs. Rose Kitur, Deputy Director Land Use Planning; Christopher Kitonga, Principal Land Use Planner, Alice Kaumba, Chief Land use Planner; Sylvester Ouka; Ebole Syumbu; from the Council of Governors, Lena Mulyungi, Program Officer, Nichodemus Mbwika, Planner and Evans Kipruto.

The Council of Governors and the National Land Commission are committed to provide requisite guidance and assistance to the county governments in ensuring the delivery of good quality and up to standard county spatial plans. The two institutions commit to work jointly in this endeavor and invite the county governments to cooperate so that this intention is realized. We recommend this outline to all the County Governments as a shared guide in presenting the county spatial plans.



Prof. David N. Kuria
Ag. Chief Executive Officer/Secretary
National Land Commission

1.0 INTRODUCTION

1.1 Preamble

This outline comes as a response to a felt need expressed by the County Governments during the County Spatial Planning awareness creation and capacity building workshops mounted by the Council of Governors with the support of the National Land Commission and the Ministry of Lands and Physical Planning in September 2018. The document provides additional guidance with respect to formatting of County Spatial Plans in order to standardize the manner in which the county spatial plans are presented. A standardized format will ensure user-friendliness, clarity in expected outputs and ease of monitoring, evaluation and peer review processes. This will also guarantee openness, transparency and objectivity in promoting good practices for conformity assessment.

This outline should be applied together with the County Spatial Planning Monitoring and Oversight Guidelines (Gazette Notice No. 142 of 15th January 2016) and the County Spatial Planning Guidelines of 2018.

The outline has been prepared in cognizance of the Inter-Governmental Relations Act 2012 section 20 (1) (b) (c) that provides for “Sharing of information on the performance of the counties in the execution of their functions with the objective of learning and promotion of best practices and where necessary, initiating preventive or corrective action”. In addition Article 67(2) (h) requires the National Land Commission to monitor and have oversight responsibilities over land use planning throughout the Country. As well Section 110(2) (c) (iv) of the County Governments Act 2012 provides further reference.

1.2 Specific Objectives of the outline

The specific objectives of the outline are:

- Provide guidance on how to present County Spatial Plans in a way that is consistent with the expectations of section 110 of the County Governments Act 2012 and the values of standard good land use planning practices;
- Provide a shared reference that further clarifies on the expectations of the County Spatial Planning process for the County Governments, practicing planners and the monitoring and oversight agencies;
- To ensure quality and user-friendly plans that will facilitate peer review, evaluation and continuous improvement.

1.3 Who are the Targeted Users of the outline?

The outline will be useful to the following:

- County planners in supervising consultants involved in preparing County Spatial Plans;
- Consulting Planners contracted to prepare County Spatial Plans;
- Council of Governors in facilitating peer to peer reviews among the County Governments on County Spatial Plans;
- County assemblies as they consider the plans for approval

- Procuring entities as they develop TOR's and evaluate completed work
- The National Land Commission in Monitoring and Overseeing County Spatial Plan preparation, review and implementation;

1.4 How is the outline organized?

This document provides guidance and direction on eight aspects of presenting the County Spatial plan, namely:

- Preliminary Pages – cover page, Approval Page, Foreword, Acknowledgement, Executive summary
- Part 1: **Introduction** - stating the background and the scope of the plan
- Part 2: **Situation** - analysis of key thematic areas
- Part 3: **Synthesis** - of emerging issues and scenario building
- Part 4: **Plan Proposals**
- Part 5: **Spatial Development Framework and Action Plans**
- Part 6: **Implementation Framework**
- **Appendices**

2.0 PRELIMINARY PAGES

2.1 Cover Page

The cover page of a CSP will include the following:

- Title of the plan
- Time frame of the plan
- Pictorial representation of specific strategic highlights in the plan
- The county logo

2.2 Approval Page

Process of approving CSP:

- County Executive Committee Member (CECM) responsible for physical/land use planning submits the plan to the county executive committee for adoption
- The plan is forwarded to the county assembly for consideration and approval
- The county assembly approves
- the plan is sent back to the Governor for endorsement

The plan approval page shall have:

- Certification by the county director in charge of physical/Land use planning
- Recommendation by the CECM
- County assembly Hansard number and date
- Governor's endorsement (signature)

APPROVAL PAGE FORMAT

Certificate

I certify that the plan has been prepared as per section 110 of the County Governments Act, planning standards and guidelines

Signature _____

Date _____

County Director Land use planning

Recommended

Signature _____

Date _____

County Executive Committee Member Land use planning

Approval

Hansard No. _____

Date _____

County assembly

Endorsed

Signature _____

Date _____

H.E The Governor

2.3 Foreword by H.E. the Governor

The Foreword may contain the following but not limited to:

- An affirmation of the vision of the county encapsulated in the plan
- A brief statement stating the governor's commitment in the implementation of the CSP and to rally everyone to adhere to the plan

- The Governor's signature

2.4 Acknowledgement

The Acknowledgement by the CECM responsible for Land use /physical planning. It may acknowledge institutions and individuals in the county and outside who have contributed to the preparation of the plan for example-

- The county planning team
- The Consultant if applicable
- The partners
- stakeholders
- The county assembly

2.5 Executive Summary

The executive summary may contain-

- Constitutional, policy and legal framework
- The purpose, scope, vision and objectives of the plan
- Opportunities and challenges in the county
- Planning approach
- The highlights of key plan proposals
- The strategic direction for the county
- Implementation framework

2.6 ACRONYMS

2.7 TABLE OF CONTENTS

2.8 LIST OF FIGURES

2.9 LIST OF TABLES

2.10 LIST OF MAPS

Part I-
INTRODUCTION



CHAPTER 1: BACKGROUND

Purpose of the Plan

Vision

- The vision should describe and illustrate the desired future to make it more vivid, real and compelling to serve as an impetus for the present actions. It is meant to help the stakeholders have a glimpse of the desired future state of the county

Objectives

- The CSP should define the spatial development agenda of the county. (Objectives and vision)
- Objectives are the means of realizing the shared vision. They are derived from the vision and based on thematic areas.
- They are short statements that describe the action that should be undertaken to realize the vision.
- They should be SMART as much as possible. They must be understood by all stakeholders and be easy to explain.
- They provide a standard for measuring the extent to which the intentions of preparing a plan have been attained.

Scope of the Plan

- The geographical coverage,
- Time frame and
- The issues to be addressed in the plan

The Organization of the Plan

This document will be divided into seven parts:

- Part 1: Introduction - stating the background and the scope of the plan
- Part 2: Situation - analysis of key thematic areas
- Part 3: Synthesis - of emerging issues and scenario building
- Part 4: Plan Proposals
- Part 5: Spatial Development Framework and Action Plans
- Part 6: Implementation Framework
- Appendices

CHAPTER 2: PLANNING CONTEXT

Location and Size

- Location of the county in supra-national, national and regional context.
- Longitudes and latitudes
- Size – the area of the county

Administrative units

- Administrative units and supported with maps

Methodology

- Approach used in plan preparation
- Strategy for stakeholder participation (Stakeholder analysis and mapping)
- Planning process

Constitutional, Policy and Legal Framework

- Constitutional, relevant policies and legal context

Linkages to Other Plans

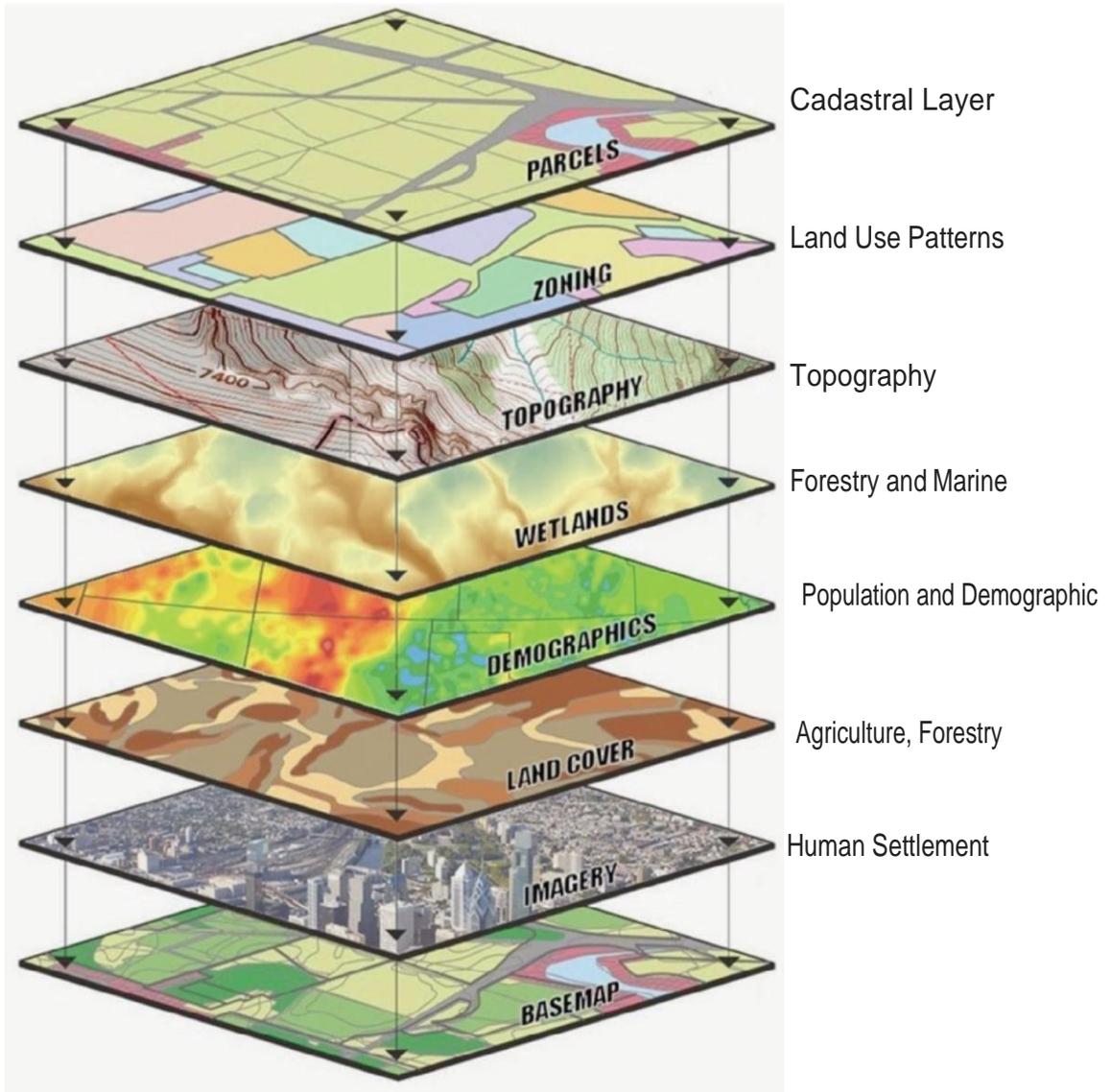
- Linkages to other existing plans (National, regional and county plans)
- Ongoing planning development initiatives

Part 2 -
**SITUATION
ANALYSIS**



CHAPTER 3: BASE MAP

- These are maps depicting the existing situation of the county at the time of the initiation of the planning process.
- Base maps should have essential element layers like topographic features, cadaster information, roads, rivers, contours, administrative boundaries and existing developments.



CHAPTER 4: PHYSIOGRAPHIC CHARACTERISTICS

- This will be a description of the physical features of the county accompanied by clear maps that illustrate their characteristics.
- Map out and analyze the physiographic characteristics
 - a. Topography
 - b. Geology
 - c. Hydrology
 - d. Soils
 - e. Land Forms
 - f. Climate
 - g. Emerging planning issues opportunities and challenges

CHAPTER 5 – POPULATION AND DEMOGRAPHY

Population

- Size & density
- Distribution
- Structure
- Projections

Demography

- Indicators of well-being:
 - Literacy
 - Life expectancy
 - Mortality
 - Morbidity
 - fertility
 - Income levels

Social Analysis

- Culture and heritage
- Religion
- Marginalized and minorities
 - a. Identify and map out minorities and marginalized groups in the communities
 - b. Provide the justifications for categorizing why an area is under-developed and marginalized
- Emerging planning issues, opportunities and challenges

CHAPTER 6: LAND

Land tenure

- Categorization/ownership
- Classification of community, private and public land in the county
- Analysis of conversion of land from one category to another

Land use

- Current land use patterns- The CSP should have a land use map showing the existing distribution of activities to help the county set out policies. Analyze factors that leads to land use change patterns
- Land values
- Land capability and suitability analysis
- Emerging planning issues opportunities and challenges

CHAPTER 7: ENVIRONMENT AND NATURAL RESOURCES

Environment

- Appraisal of national policies on environment
- Identify and map environmentally sensitive areas i.e. riparian reserves, wetlands, catchment areas

Green and Open Spaces

- Identify, assess and map all green and open spaces in the county
- Classify all the green spaces in the county
- Project future space requirement for the green and open spaces
- Pollution- map and describe the sources and types of pollution
- Prominent Flora and fauna (bio-diversity)- vegetation cover, plant species, Tree coverage and endangered species
- Distinctive ecosystems (e.g. Marine and deserts ecosystems) Identify and map out
- Emerging planning issues opportunities and challenges

Climate Change and Disaster Management

- Climate trends and patterns
- Identify and map out areas prone to disaster
- Map out trends of disaster occurrences
- Identify the causes and effects of climate change in the county
- Project trends in climate change
- Emerging development issues opportunities and challenges

Natural Resources

- Inventory and distribution;
- Identify and map natural resources within the county (forests, wildlife habitats, water bodies, minerals and airspace)
- mapping, identifying and management of natural resources and environment
- Natural capital assessment
- Trend analysis
- Emerging development issues opportunities and challenges

CHAPTER 8 – HUMAN SETTLEMENTS AND URBANIZATION

Patterns and Trends of Human Settlements

- Migration trends
- Identify, assess and map the existing settlement patterns and the use of land

Rural Settlements

- Housing
- Recreation and open spaces

Urbanization

- Trends
- Delineate urban edges
- Functional specialization of urban centers
- Identify and map all urban areas in the county
- Do an assessment of the urban areas in the county to determine their zones of influence
- Develop a criteria for delineating the urban edges of urban areas within the jurisdiction of the county
- Identify development nodes in the county
- Analyze the services available in the urban areas
- identify the existing hierarchy of the urban areas in the county

Housing

- Describe house typologies
- Supply, demand analysis
- Emerging planning issues opportunities and challenges

CHAPTER 9– TRANSPORT, INFRASTRUCTURE AND SERVICES

- Identify, map out and analyze the different types of transport, infrastructure, communication and services
- Identify gaps in the provision of transport, infrastructure, communication and services
- Identify under-developed and marginalized areas in the county
- apply performance standards

Transport Network and Distribution

✓ Road

- Classification, types and condition of roads in the county
- Road network
- Accessibility index
- Quality
- Densities /traffic volumes
- Connectivity
- Projections

✓ Air

- Accessibility index
- Quality
- Densities /traffic volumes
- Connectivity
- Projections
- Map and analyze air services and infrastructure

✓ Water

- Accessibility index
- Quality
- Densities /traffic volumes
- Connectivity
- Projections
- Map and analyze water services and infrastructure

✓ Rail

- Rail Network
- Accessibility Index
- Quality
- Densities /Traffic Volumes
- Projections
- Connectivity

- ✓ **Others**
 - Emerging planning issues (opportunities and challenges)

Information and Communication Technology

- ✓ **Modes of communication**
 - Fiber
 - Telecommunication
 - Courier
 - Posts
- ✓ **Network**
 - Distribution
 - Access
 - Projection
 - Emerging planning issues (opportunities and challenges)

Energy

- Energy sources
- Distribution
- Energy demand and supply analysis
- Projections
- Emerging planning issues (opportunities and challenges)

Water

- ✓ **Sources**
- Identify and Map out the different water sources -water bodies, reservoirs, dams, boreholes
- Distribution access
 - water potentials
 - Supply and demand
 - Projections
 - Emerging planning issues (opportunities and challenges)

Waste Management and Sanitation

Solid Waste management

- Types and volumes of wastes produced
- Sources of waste
- Distribution of waste management infrastructure
- disposal mechanism
- Projection
- Emerging planning issues (opportunities and challenges)

Liquid Waste management

- volumes of wastes produced
- Sources of waste
- Distribution of liquid waste management infrastructure
- liquid waste disposal mechanism
- Projection of required infrastructure
- Emerging planning issues (opportunities and challenges)

Sanitation

- Quality of water
- Human and animal waste disposal mechanisms
- Storm water drainage systems
- Emerging planning issues (challenges and opportunity)
- Clean water access
- Hygiene practices (improper waste disposal)

Social Infrastructure

- Identify, map and analyze social infrastructure in the county
- Identify under-served and marginalized areas in the county
- Identify gaps in the provision of social amenities (Use the service standards)
- Education facilities
- Health
- Rehabilitation centers
- Children homes
- Elderly care center
- Cultural and religious facilities
- Cemetery and crematoriums
- Law and order -Security facilities, courts, prisons
- Libraries
- Recreation- Social halls, stadia, theatres, community playgrounds, etc.
- Other Community facilities
- Emerging planning issues (opportunities and challenges)

CHAPTER 10 – ECONOMIC BASE

- County GDP (sector contributions)
- Major drivers of economy in the county
- Contribution of the county to the national GDP

Agriculture

- Land size and distribution
- Production trends and value
- Value chains Earnings from agriculture, numbers employed, potential
- Threats
- Planned initiatives
- Marketing
- Livestock
- Crop production
- Fish production
- Food security
- Emerging planning issues (opportunities and challenges)

Mining

- Types and distribution of minerals
- Mineral capital assessment
- This is an analysis of the direct and indirect benefits that the minerals provide to the county's economy and people health and happiness

Tourism and Hospitality

- Identify and map out the tourism attraction sites within the county
- Identify and map out hospitality facilities with the county
- Analysis of the hospitality industry
 - a. Potential – in terms of attraction
 - b. Numbers of employed
 - c. Earnings
 - d. Number of visitors and origin
 - e. Tourism circuits
 - f. Facilities/infrastructure to facilitate tourism
 - g. Threats
- Emerging planning issues (opportunities and challenges)

Industries

- Identify, map and categorize the industries
- Identify and map out special economic zones, exclusive economic zones and export processing zones

- Forward and backward linkages analysis-
 - a. sourcing of raw materials
 - b. distribution of industries
 - c. imports and exports
 - d. environmental effects
 - e. Employment and earnings
- Emerging development issues (opportunities and challenges)

Trade and commerce

- Number of businesses,
- distribution,
- types, volumes and value of products and services
- Number of people employed.
- Business associations (KEPSA, KNCCI)
- Financial institutions
- Closed and open markets
- SMEs and MSEs
- Regional economic blocs- competitive advantage
- Emerging planning issues (opportunities and challenges)

Employment

- Earnings
- Distribution
- Public service
- Private sector
- Informal sector
- Emerging planning issues (opportunities and challenges)

CHAPTER 11 – GOVERNANCE

- ✓ Levels of governance-for delivery of public service
 - a. National Institutions
 - b. County Institutions
 - c. Urban Institutions

Administrative structure

Relationships- institutional set up for plan preparation, implementation and review in the county

Public participation in decision making

Information sharing

Human resource capacities and facilitation in planning and implementation

- Emerging planning issues (opportunities and challenges)

Part 3-
SYNTHESIS



CHAPTER 12 - SUMMARY OF PLANNING ISSUES

Opportunities

Challenges/Gaps

Potentials (Along the thematic areas)

CHAPTER 13 – SCENARIOBUILDING

- Spatial overlays to identify key scenarios to facilitate the key sectors and drivers of the economy
 - a. suitable sites for development
 - b. Concentration/clustering of issues to be addressed
- Structuring elements
- Physical features
- Existing physical and anticipated developments
- Strategic Projects in neighboring counties
- Strategic projects of national interest
- Drivers of the economy

Development of alternative scenarios

Evaluation of the alternative scenarios

Part 4-
PLAN PROPOSALS



OVERVIEW

Plan Proposals - Plan proposals comprise policies, strategies and actions and a spatial structure which lead to the actualization of the desired future state. The plan proposals should provide for:

- A spatial structure depicting the vision of the county and prescribing land use zonation and land development standards;
- Land realignment, amalgamation, redevelopment, regeneration and infrastructure and service provision layout;
- Linkages to national development proposals and those of the inter and intra county development;
- A balanced system of human settlements and delineate the urban limits of the municipalities within the county and mechanisms of dealing with the rural urban interfaces;
- Harmonized system of county communication, infrastructure and related services of both urban and rural;
- A framework for integrated urban and rural areas development for efficient economic, social activity and care for the environment;
- A viable system of green and open spaces for a functioning eco-system;
- Space for tree cover of at least ten percent of the land area of county as required in Article 69 of the Constitution;
- Reservations for public security and critical national infrastructure, utilities and services;
- Protection of the historical and cultural heritage, artefacts and sites within the county;
- Preconditions for integrating under-developed and marginalized areas to bring them to the level generally enjoyed by the rest of the county;
- Guidelines for land use management system; control, regulate land use and land use changes through zoning schemes and performance standards;
- A framework for public and private land development and infrastructure investment;
- Areas where strategic intervention is required;
 - o Provide pictorial and graphical illustration of the expected sustainable development outcomes
 - o 3D models and rendering based on cad systems portraying pictorial graphical illustrations
 - o Identify strategic infrastructure, investment and land uses
 - o Satisfy the needs of the present without compromising the capacity of future generations,
 - o Guarantee the balance between economic growth, care for the environment and social well-being.
 - o An operational GIS Lab to make it possible to capture, digitize, retrieve, store, manipulate, disseminate and share information
- Facilitate further decentralization of planning services in the counties

CHAPTER 14: POLICIES, STRATEGIES AND ACTIONS

Social Development

- ✓ Outline actions, strategies to address the concerns of the minorities and marginalized
 - Health
 - Education
 - Social amenities
 - Recreation

Objectives; Policies; Strategies; actions

Environment and Natural Resources

- Green and open spaces
- Recreation
- Natural resources
- Pollution mitigation
- Climate change and disaster management

Objectives; Policies; Strategies; actions

Water and sanitation

- Water distribution
- Sewerage systems
- Storm water drainage systems

Objectives; Policies; Strategies; actions

Economic Development

- Tourism
- Fishing
- Trade and Commerce
- Agriculture and rural development
- Mining
- Industrialization
- Food security
- Others

Objectives; Policies; Strategies; actions

Human Settlements

- Urban Development Framework
- Rural Development Framework

Objectives; Policies; Strategies; actions

Transport, Communication and Infrastructure

- a. Propose possible inter-linkages between urban areas and rural areas
- b. Identify critical infrastructure that are proposed in the national level plans and integrate them to the county spatial plan.
- c. Propose and secure additional critical infrastructure
 - Road,
 - Rail,
 - Air,
 - Pipeline,
 - Water,
 - Telecommunication
 - Energy
 - Others

Objectives; Policies; Strategies; actions

Governance

- ✓ The constitution of Kenya 2010 guides the two levels of government to relate on the basis of consultation and cooperation.
 - Human resource capacities and facilitation in planning and implementation
 - Information dissemination
 - Public participation
 - Consultation and cooperation between governments

Objectives; Policies; Strategies; actions

Part 5 -
**SPATIAL
DEVELOPMENT
FRAMEWORK AND ACTION
PLANS**



CHAPTER 15: SPATIAL DEVELOPMENT FRAMEWORK

- should have a detailed land use/structure plan/ zoning plan map accompanied by statements defining the objectives, policies and strategies for each zone in the county supported with a matrix explaining the same
- The plan should project the future land requirements for the key sectors

Land use/zoning plan

- Propose strategies to increase tree cover in the county
- should set out a framework for optimum utilization of land through the use of zones, permitted uses, development regulations,
- Should clearly detail the programs proposed in the land use plan

(Objectives; Policies; Strategies; actions); Development standards for every land use zone

Proposed format may include:

LAND USE ZONE	KEY DEFINING ELEMENT OF THE ZONE	PERMITTED USE	LAND USE REGULATIONS
---------------	----------------------------------	---------------	----------------------

CHAPTER 16: ACTION PLANS

- Should have a detailed map and 3D renderings with pictorial representation graphics supporting the plans

Areas of Strategic Actions e.g.

- Tourism promotion Areas
- Special Economic Zones
- Re-settlement Areas
- Conservation Areas
- Urban Promotion Areas

Part 6-
**PLAN
IMPLEMENTATION**



CHAPTER 17: PLAN IMPLEMENTATION STRATEGY

Implementation framework provides for:

- Programs and projects for the development of land
- Areas for priority spending
- Capital investment framework (capital investment plan)
- Monitoring and evaluation framework - presented as an outline of processes and procedures of tracking the implementation of the County Spatial Plan.

APPENDICES

- Detailed description of the public consultation and stakeholder process
- Attendance list of stakeholder supported with pictorial evidence
- Population statistics
- Key references
- Research tools
- Schedules
- Detailed Subject Maps
- Comments /suggestions and notices



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