



American Planning Association

Chapters and Divisions Style Guide & UX Documentation

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American Planning Association

Making Great Communities Happen

Document Purpose

The purpose of this document is to define, document, and standardize the use of UX and design elements for APA chapter and division websites. The document covers general UI guidelines and rules for creating various page types. This document will primarily be used by chapter and division web administrators.



American Planning Association

Making Great Communities Happen

1.0 |

General UI Guidelines

1.1 | Pattern Libraries

The site was designed and developed based on the atomic design concept where the focus is on developing UI elements and re-usable patterns as opposed to designing page by page. Sandstorm has developed and organized these patterns into pattern libraries. The pattern library has been divided into two sets with each set having multiple versions.

The **first set** is recommended for developers. The first set is built in usable, responsive HTML, which show both the rendered designs and the code that's necessary to create each pattern.

The **second set** of Pattern Libraries are the flat image files and are intended for content editors. These can be used to see various patterns interacting with each other. These are updated more frequently.

First Set:

[Pattern Library 1](#)

[Pattern Library 2](#)

[Pattern Library 3](#)

[Pattern Library 4](#)

[Pattern Library 5](#)

Recommended for: *Developers*

Second Set:

[Pattern Library 6](#)

Recommended for: *Content Editors*

1.3 | Visual Hierarchy

The content of a page should be organized to follow a visual hierarchy. The visual hierarchy provides guidance to the site visitor as to what content is the most important. One method for identifying the visual hierarchy is to think “mobile first” where all of the content on the page is organized in order of importance from top to bottom, in a single column.

When creating a page ask yourself the following questions, and make sure to address each content need or task.

What is the purpose of this page?

Who is my audience?

What is the most important content on the page?

What do I want the site visitor to do on this page? What is the call to action?

Where should a site visitor go from here?

1.4 | Headings

Headings come in **6 different sizes** (H1-H6) and are each used in specific scenarios. As a rule of thumb, each page should use an H1 for the page title, then an H2 for the next level of headings, then H3 and so on, in order.

While it is not a hard and fast rule, **you should generally avoid using these out of order**, meaning you would not use an H3 on a page, unless it is a sub-heading of an H2. Of course, certain exceptions can be made based on the patterns provided.

Additional Notes:

- **Underlined H2's** should only be used for headers of **'Feature' content**
- The **only headers** that should ever appear as **links** are **H4's and H5's**
- The **'Featured' H3's** should only be used in the Featured section at the **top of Section Overview pages**.

Sample Header (50pt)

<h1>

Sample Header (26pt)

<h2>

SAMPLE HEADER (18PT)

<h3>

Sample Header (45pt)

featured <h3>

Sample Header (18pt) ([Can be link.](#))

<h4>

Sample Header (16pt) ([Can be link.](#))

<h5>

SAMPLE HEADER (12PT)

<h6>

1.4 | Headings (cont.)

H1: Sans-serif | 50pt | #666666

This is only used for page titles and should not be used in the body of the page. There should only be one H1 per page which is generated by the CMS.

H2: Sans-serif | 26pt | #666666

These are used as headers for new sections on a page.

H3: Sans-serif | 18pt | #666 | uppercase | semi-bold

H3 Featured: Sans-serif | 45pt | #666666

These have 2 use cases. The most common use-case is when a section needs additional headers within itself. The second use-case is for the featured section found on overview pages.

H4: Sans-serif | 18pt | #666666

These are typically used when a link is also acting as a header (i.e. list of blogs).

H5: Sans-serif | 16pt | #666666 | bold

These are used as headers to smaller sections of content found within larger sections.

H6: Sans-serif | 12pt | #666666 | uppercase | bold

These headers should be used for secondary details accompanying another header (i.e. Date, Location, etc.).

1.5 | Body Copy & Featured Body Copy

Most of the site's body copy will use our standard styling.

Featured sections, when used at the top of a page will use the featured body copy style.

Body Copy: *Serif* | 16pt | #666

This is our standard serif font. Most large sections of copy around the site will use this default styling.

Featured Body Copy: *Sans-serif* | 18pt | #666

This styling uses our sans-serif font and a larger font size. When a section of copy needs to have more emphasis than other sections on a page, we use this styling. You only use the 'featured' styling once on a page, at the top, in the page's featured section. If the page doesn't have a featured section, you can use the normal body copy.

Body Copy

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'Featured' Body Copy

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1.7 | Buttons

Buttons come in various sizes and styles throughout the site. This section breaks down the rules around each and when to use which style.

Primary Button:

This is our most common button, and is always solid blue (#00595). We use this button for most situations (i.e. ‘Subscribe Now’, ‘Join Now’, ‘Learn More’) If you only have one button on a page, it should be the primary button.

Secondary Button:

We typically use the secondary button style when when we have a pair of buttons, and the action of one should be more important than the action of another (i.e. Sign Up vs. Skip) Whichever action is **less important**, should get **this style**.

SM / MD / LG Sizes:

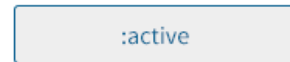
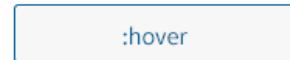
The buttons come in 3 different sizes. The **LG** button (18pt font size) is only used on ‘feature’ sections, at the top of overview pages. The **MD** button (16pt) is our most common size, and typically should be what is used around the site. The **SM** button (14pt) is only used when it is found on a content card or when paired with a form input.

Most buttons are typically left-aligned with the content with which they are paired.

Primary Color



Secondary Color



Button Sizes



1.8 | Photos & Photo Captions

Photos:

If a photo is used in the middle of a large section of text, it is best if it is equal in width to the text. If the photo is tall, making it the same width could cause the photo's height to grow too much. For these situations we recommend centering the photo within the section.

Captions / Credits:

Captions and photo credits are to be used directly under the photo, in a gray box. They're styled in our sans-serif font, and set to 13pt font size. The line height should be 16pt. A photo does not have to include a caption or credit.

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Image: Aerial view of the port of Redwood City in San Mateo County, California. Photo from U.S. Army Corps of Engineers Digital Visual Library.

1.9 | Advertisements

The CMS and page templates determine where ads are placed on the page, with the exception of section overview pages. An ad replacement code is used within the WYSIWYG to place the ads on section overview pages.

Sidebar:

Sidebar ads are reserved for vertically taller ads, or for our set of 3 box ads. These are placed on the page, directly **below any featured content** area. These ads are separated from the main content by a 1px border.

Bottom of Page:

This space is reserved for horizontally wider ads, as well as our row of three. This section is separated from the main content by a double divider line between the ads and page content.

Sidebar Ad

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Ad Below Content

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1.11 | Horizontal Divider: Single & Double

The APA site features horizontal dividers throughout every page. The single and double dividers each have very specific situations in which they are used.

Single Divider:

Single Dividers are used to separate 2 pieces of content, that are both within the same section. Some examples of this are:

- A header being separated from the body content within the same section (i.e. Event Feature)
- Body content being separated from a 'learn more' link.
- Multiple posts being separated from each other within a single list

Chapter News



JANUARY 05, 2016

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JANUARY 08-10, 2016

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View all Chapter News

1.11 | Horizontal Divider: Single & Double (cont.)

Double Divider:

Double Dividers are used to separate 2 sections from each other. We like to think of these as a 'hard stop' that visually shows the user a one section has ended, and another is beginning. Some rules around the double dividers:

- You should never use 2 double dividers in a row, without any content between them
- The tops of most pages should use a double divider to separate the page header (breadcrumbs, page title, social media, etc.) from the body content. The main exception to this rule is the Section Overview pages. Because they have an image at the top, they do not need a double divider.
- The bottom of a page uses our double divider to show the user the page content has ended
- 'Features' are considered a section, and need to follow the same double divider rule before/after, when applicable (even if the 'Feature' is on a card)

JANUARY 08-10, 2016

Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

View all Chapter News

Upcoming Events



JANUARY 05, 2016

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1.12 | Call Out

When content needs to be called out from the rest of the content with which it appears, we have 2 ways to do this. The ‘Call Out’ variation, and the ‘Pull Quote’ variation.

Call Out:

Call Outs are typically found in the middle of content when a certain piece of information needs special attention, or extra information that’s important to the content needs to be presented. Call Outs are always placed on our gray cards and can include an image, header, sub-header, and description. These are somewhat similar to our ‘Features’, because the content can contain the same elements. We recommend using these sparingly so the important elements retain their hierarchy, and to keep the information on them brief.

Pull Quote:

Pull Quotes are can be used to highlight a certain quote that has some important. Pull quotes are slightly indented from the rest of the content, and have a blue bar along the left edge. These should be in our sans-serif font to help them stand out from the rest of the paragraph.

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Call Out Header

SUB-HEADER EXAMPLE

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2.0 |

Home Page

2.1 | Hero Feature (Chapter)

The Hero Feature on the homepage is a different pattern than feature areas used in other parts of the site.

Masthead Photo:

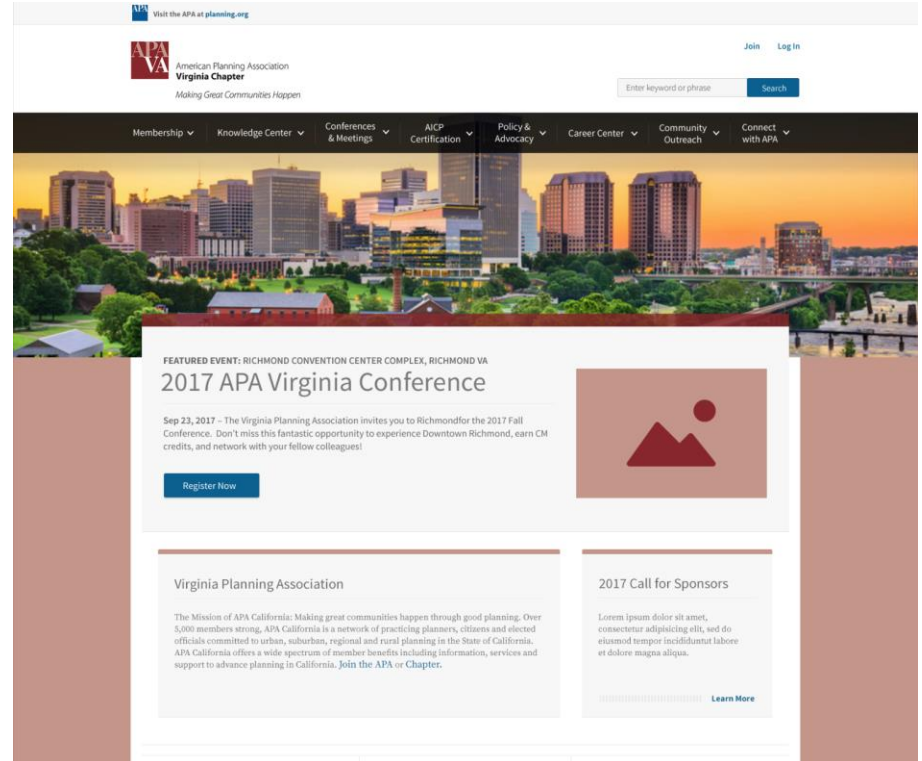
This photo should be an atmospheric photo so it does not take away focus from the content found on the Hero-Feature Card.

Hero-Feature Card:

The Hero-Feature Card uses our LG button, and feature body copy (See sections 1.3 & 1.5). The content area on the card takes up 75% of the card, leaving the other 25% for a video. The video should have a brief i.e. (1 sentence) description below it to provide some context.

Secondary-Feature Card(s):

The Secondary-Feature section for our Chapter are split into 2 cards. The card to the left takes up 75% of the width, and will always hold content about the chapter. This should be limited to a header and some body copy. The card to the right takes up 25% of the width, and can hold different content based on the chapter's needs. Potential content includes: Event CTA, testimonial/quote, link to previous event, or a join CTA.



2.1 | Hero Feature (Division)

The Hero Feature on the homepage is a different pattern than feature areas used in other parts of the site.

Masthead Photo:

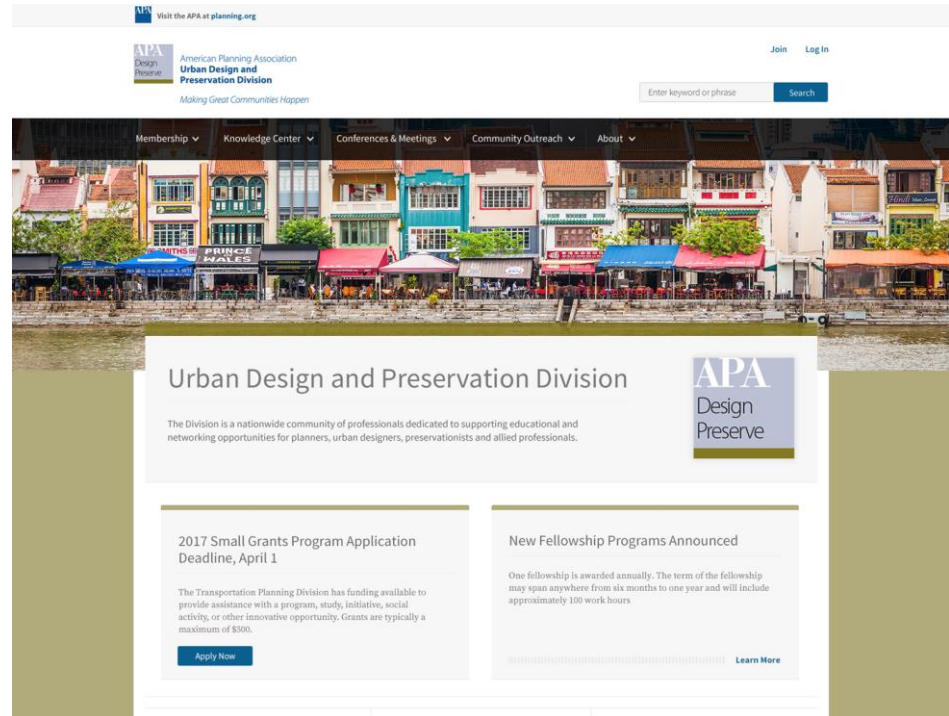
This photo should be an atmospheric photo so it does not take away focus from the content found on the Hero-Feature Card.

Hero-Feature Card:

The Hero-Feature Card uses our LG button, and feature body copy (See sections 1.3 & 1.5). The content area on the card takes up 75% of the card, leaving the other 25% for a video. The video should have a brief i.e. (1 sentence) description below it to provide some context.

Secondary-Feature Card(s):

The Secondary-Feature Card has the ability for the content to fluctuate based on the needs of the Division. Their will always 2 cards, side-by-side, that fill 50% of the section width. The content will always have a header and body copy. The card can also have either a MD button, or a 'call-to-action' link at the bottom, but should never have both.



2.2 | Featured Media: Video/Image

The Featured Video is found at the bottom of the homepage and can come in a couple of different layouts depending on the focus of the content with which it is paired.

Featured Media - Video:

The Featured Video pattern consists of a video thumbnail, a play button, and a banner at the bottom containing a 'call-to-action' link that (generally) will lead users to more videos.

Image Gallery:

The Featured Image pattern consists of a photo thumbnail and a banner at the bottom containing a 'call-to-action' link that (generally) will lead users to more viewing more photos in from the gallery.

Video

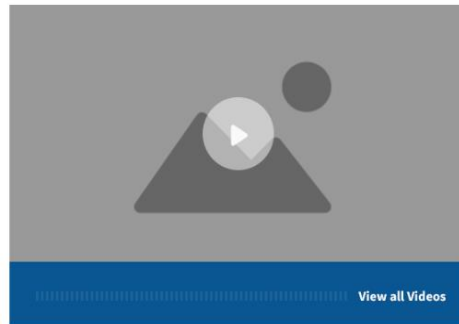
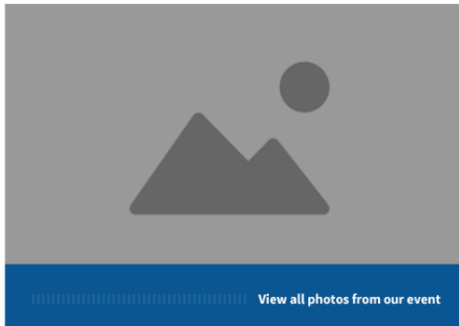


Photo Gallery



3.0 |

Section Overview Pages

The purpose of the section overview page is to feature key or timely content from within a section of the site (knowledge center, policy and advocacy, etc) and provide an overview of the content within that section. While there is a place for unique content on these pages, most of the content should introduce information that lives deeper within that section. A good rule of thumb is that every sub-page (L2) of a section should have a block or zone on the section overview page

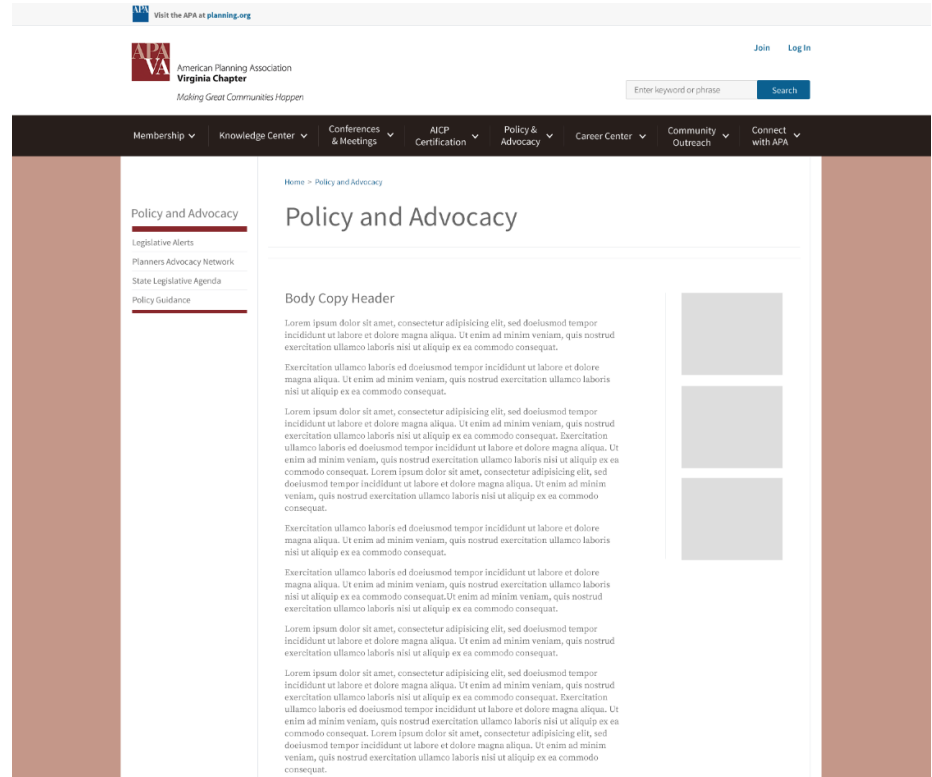
3.1 | Section Overview Pages - Page Hierarchy

Section Overview pages provide an overview of the content within that section. The order of content should be:

1. Body Copy
2. Zones for sub-pages within section

The content and patterns found on section overview pages can vary. Some general rules:

- The end of any section is followed by our double-line divider.
- Two sections that share the same hierarchy, location on the page, and height of content, can be placed side-by-side (2 columns). These side-by-sides will share the same double-line divider, spanning across both columns.
- Long 'lists' of content (i.e. A list of blog posts) should use this same side-by-side approach.

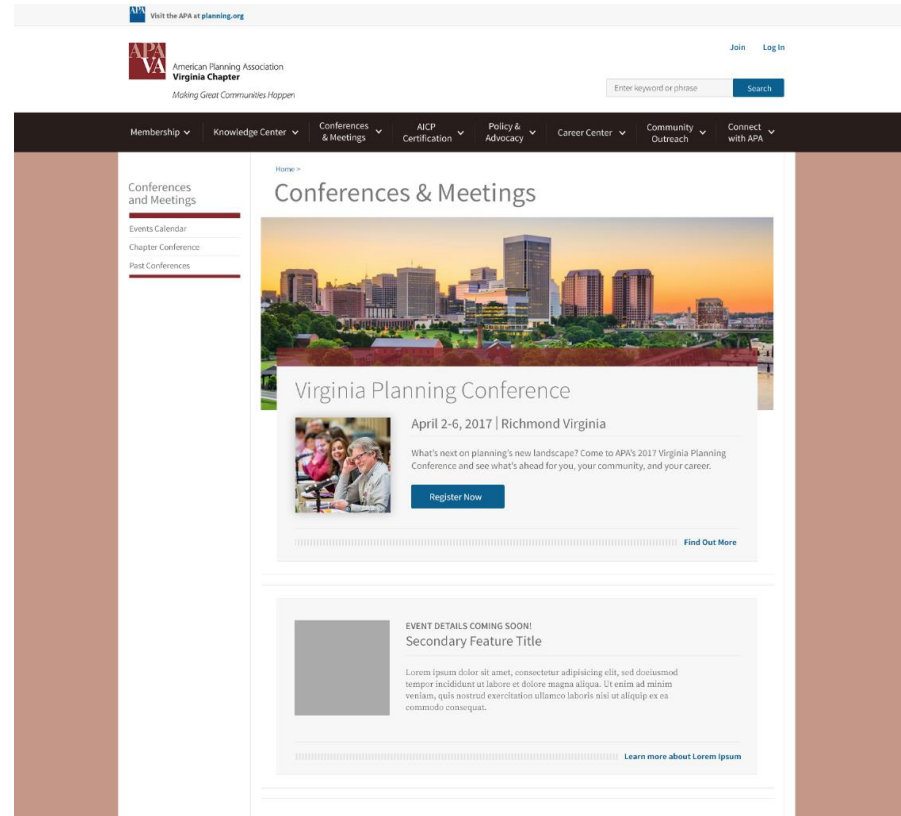


3.1 | Conferences and Meetings Page - Page Hierarchy

The Conferences and Meetings Section Overview page is unique version of the section overview page with a large featured content section at the top and a spot for a secondary featured event. The order of content should be:

1. Primary Feature
2. Secondary Event Feature
3. Body Copy
4. Dynamic List of Events

- The primary feature follows the same layout as the primary feature on the homepage. The hero image should be related to the featured event.
- The secondary event feature appears below the primary feature and is a variation on the primary feature pattern
- The dynamic list of events is automatically generated by the CMS based on individual events created in the CMS.



3.2 | Conferences and Meetings - Primary Feature

Primary Feature:

The Primary Feature area stands out from the rest of the content with a gray 'card' background. The card has a colored bar at the top above the title (**H3**) of the featured event. Underneath the event title, the card has an image with some content. The content has a 'sub-header' (typically a date and location), a brief description, and a call to action button, followed by a 'learn more' link.

Use the primary feature for announcing your annual meeting or another important event.

After the featured area, we use our double-line divider to separate this section from the rest of the page.

[Home >](#)

Conferences & Meetings



Virginia Planning Conference

April 2-6, 2017 | Richmond Virginia



What's next on planning's new landscape? Come to APA's 2017 Virginia Planning Conference and see what's ahead for you, your community, and your career.

[Register Now](#)

[Find Out More](#)

3.3 | Conferences and Meetings - Secondary Feature

Secondary Event Feature:

The Conferences and Meetings section overview page has an additional optional card for featuring a second event. This pattern should only be used in conjunction with a primary event feature. For example, use the primary event feature to feature your annual conference and the secondary event feature to highlight an upcoming meeting.

The Secondary Feature area stands out from the rest of the content with a gray 'card' background. Underneath the event title, the card has an image with some content. The content has a 'sub-header' (typically a date and location), a brief description, followed by a 'learn more' link.



3.5 | Full-Width Content Sections

Most sections have enough content that they will span the full-width of the content area. We have given a max-width of 750px to our <p> tags however, so that paragraphs never become too wide for readers to read effectively.

[Home](#) > [Knowledge Center](#) > [Blog](#)



[Bookmark this page](#)  | [My APA Bookmark](#)

Some Blog Title

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3.7 | Half-Width Content Sections (*cont.*)

A – Same Content:

The header, and learn more link, of this section should span both columns, with no vertical divider separating them.

Blog Posts

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[See all Blog Posts](#)

4.0 |

General Content Pages

4.1 | Images

Images can be used on our Content Pages to visually break up the section, while assisting in explaining the content.

Some general rules with using images:

- Images should span the full width of the content with which they're placed, and if possible, should not be too tall vertically. Images that are too tall will push important content too far down the page.
- Our images can come with a gray bar at the bottom that has important information relating to the image (i.e. Image credits, description, etc)

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4.2 | Floated Images with Text

Sometimes a section of text will need an image that is not the full width of the content area. For these instances, we float the smaller image to the right and allow the content to wrap around it.

Some general rules to follow when using this pattern:

- We recommend always floating the image to the right. Because the content is floated to the left, it can wrap around the image, which will reduce a large amount of unnecessary space from breaking the content up.
- We recommend giving 30px margin around the top, left, and bottom sides of the image. This give the image enough whitespace from the text, while also allowing it to align ,on the right edge, with the content block.
- We recommend only using this pattern for smaller images. An image that's too large will squish the content next to it too much.

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4.3 | Image Sizes and Uploading

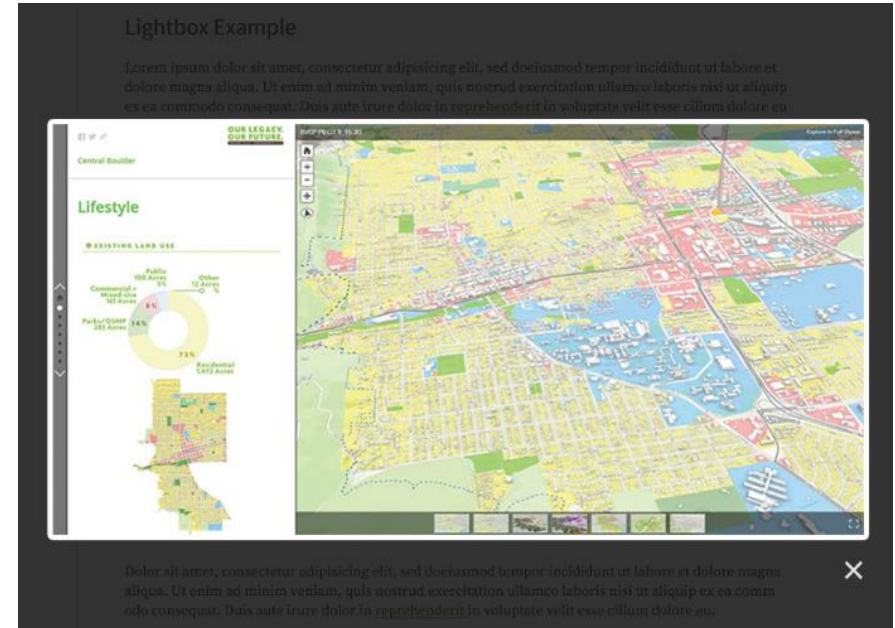
These are the recommended ideal image sizes to fit the template.

Variations from these will work as well, if needed.

- Homepage Featured Image:** 1248px wide, 335px tall
- Landing Page Featured Image:** 970px wide, 370px tall
- Content Page Image** (like if you had an article and had a rectangular image in it): 1000px wide, 700px tall
- Inset Images in All Cases:** 400px x 400px
- Images Over Feeds on Homepage:** 800px wide, 360px tall

—Note: Uploading Images: Please uniquely name the file that will be uploaded using a standard convention. Example: “UDP_Membership_Membership-Landing_Inset-1” ...meaning the file will be uploaded to the Urban Design and Preservation Division’s site under the membership tab, and on the membership landing/overview page as the first inset image that will appear. This will ensure that photos and documents do not get overwritten by other users of other sites.

—Additionally, save photos and files under your chapter’s or division’s collection when uploading.



4.4 | Tables

Tables are used to display a lot of information in a neat/orderly way. Tables should be used to display tabular data (data that is structured in rows and/or columns), not as a tool for formatting text or generating page layouts.

Some general rules with using tables:

- We use a green background for the row that contains our table headers
- Each row uses alternating background colors (white/light-gray/white/light-gray/etc.)

Table Header

[illegible]

7.0 |

Lists of Items

7.1 | Lists of Items - Page Structure

Simple Lists:

Simple lists consist of a header (h2 or h3) and links to pages deeper within the site structure or files. Simple lists are used for lists of news articles, press releases, resources, and job announcements. Lists can be in a single full width column, a 2-column layout, or within ½ or ⅓ column sections/tracery.

Reference

List of Links Regular

List of Links Small

List of Links with Text

List of Links (Regular)

[Consectetur Adipiscing Elit](#)

[Sed do Eiusmod Tempor Incidunt](#)

[Ut Enim ad Minim Veniam, Quis Nostrud
Exercitation Ullamco](#)

List of Links (Small)

[Consectetur Adipiscing Elit](#)

[Sed do Eiusmod Tempor Incidunt](#)

[Ut Enim ad Minim Veniam, Quis Nostrud
Exercitation Ullamco](#)

List of Links (With Text)

[Consectetur Adipiscing Elit](#)

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[Ut Enim ad Minim Veniam, Quis Nostrud Exercitation Ullamco](#)

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7.2 | 2 Column Lists

2 Column Lists:

When we have a long list of links, we can break them into 2 columns, each taking up 50% of their container width. This will ensure we don't have large gaps of unnecessary white space next to a long list of links.

The two columns will have a single header that should span the full width, and be followed by our horizontal divider line below them. They should not be separated by a vertical divider.

Columns Of Links

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Tempor Incidunt

Sed Quis Nostrud Exercitation Ullamco

7.3 | Lists of People / Bios

Certain 'Event' pages, as well as the 'About' page, have a section where they need to feature certain people. For these areas we've created the 'Bio' pattern.

Some general rules with using this pattern:

- To allow enough space around the image, and the content, these sections should be in a single column, stretching full-width.
- Between the image and the content should be 30px margin..

The elements of a bio should always be listed in this order:

Bio Detail: *Sans-serif | 12pt | #666 | uppercase | semi-bold*

Use this line to list secondary details about the person being featured (i.e. Job Title).

Bio Name: *Sans-serif | 18pt | #666 | regular*

Use this line to list the name of the person being featured.

Bio Description: *Serif | 16pt | #666 | regular*

Use this section to write descriptive text about the person being featured.

Board Members



APA PRESIDENT

Carol Rhea, FAICP

Carol Rhea is a founding partner of the Orion Planning Group, and previously created and staffed Rhea Consulting. In addition to her work as a consultant, Rhea has worked as a city, county, regional, and state planner. Her passion is helping local governments build planning capacity, and working with small to medium-sized communities to address planning challenges. She has a history of volunteer work that includes serving as a planning commissioner, on a historic foundation board, and in many leadership roles within APA.



NBHS ISTE NATUS ERROR SIT VOLUPTATEM ACCUSANTUM DOLOREMQUE

Benjamin Franklin

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LAUDANTUM TOTAM REM APERIAM

Thomas Jefferson

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7.4 | Lists of Images or Videos

List of videos:

The 'list of videos' pattern should be used on pages where multiple videos need to be displayed. The video title, and a brief description, should be right above the video. There should be extra margin below the video to separate itself from the next video.

List of images:

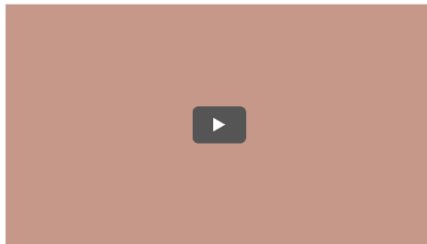
The 'list of images' pattern features a photo with a small section below (on a gray background) that should be used for a caption.

List of Videos

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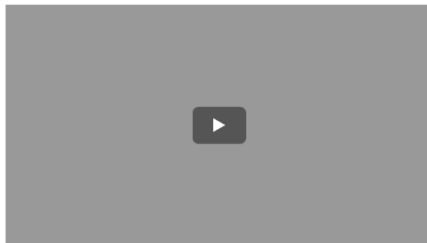
VIDEO 1 TITLE

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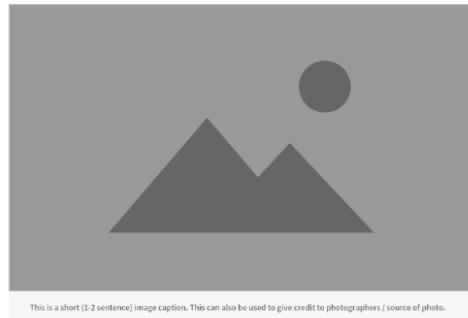
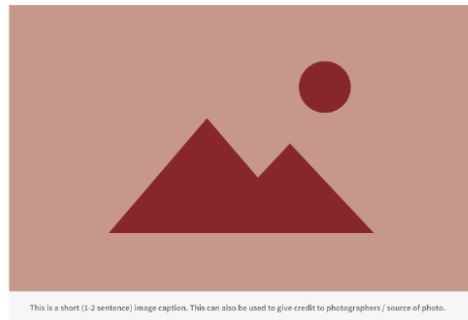
VIDEO 2 TITLE

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List of Photographs

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7.5 | Lists of Events

Lists of Events

The list of events is dynamically generated by the CMS and uses the same format as the planning.org site.

DECEMBER 17, 2015 | TAMPA BAY TIMES (FL)

[Daniel Burnham Forum](#)

Description goes here. It can be a few lines. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo.

Type: [Forum](#)

DECEMBER 17, 2015 | NEW YORK TIMES (NY)

[Planners Day at Capital Hill](#)

Description goes here. It can be a few lines. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo.

Type: [Forum](#)

DECEMBER 17, 2015 | CHICAGO TRIBUNE (IL)

[Policy & Advocacy Conference](#)

Description goes here. It can be a few lines. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean euismod bibendum laoreet. Proin gravida dolor sit amet lacus accumsan et viverra justo commodo.

Type: [Conference](#)

[View Calendar of Events](#)

8.0 |

Individual Event Page

Pages for the events that fall under 'Conferences and Meetings' section. These are managed and created by content authors and should have a template in the CMS with the following fields.

- Title
- Featured copy
- Date
- Location
- CM info
- Body copy (WYSIWYG)

8.1 | Individual Event - Page Structure

Event pages use a 2 column layout with intro text.

On mobile the left column is hidden.

Left Column:

The left column includes the local navigation.

Header:

The header contains the event title and a featured copy section that is determined by a field in the CMS. The header includes the following elements.

- Breadcrumbs
- Social sharing and My APA Bookmark links
- H1/Page title
- Feature Copy
- Double horizontal line

Conferences
& Meetings

Events Calendar

Chapter Conference

Past Conferences

[Home](#) > [Conferences & Meetings](#) >

Waterfronts that Work Summit

APA Virginia Chapter

#9121016

Thursday, March 16, 2017, 6 p.m.

Thursday, March 16, 2017, 8 p.m. EDT

Richmond, VA United States

CM | 2

You cannot log or evaluate future events.

OVERVIEW

Richmond's riverfronts are booming. With rapid changes, how can our rivers continue to balance a diverse mix of uses? What should new development look like? How can new development and existing uses help improve the City's air and water quality? To help us answer these questions, we've invited five other U.S. cities to share lessons they've learned from their own efforts to improve their waterfronts. Join us for an evening of open conversation and inspiring ideas to help shape the future of our own riverfronts

SPEAKERS

Uwe Brandes

Uwe S. Brandes has over 20 years of experience in the planning, design and construction of new buildings, public infrastructure and the urban landscape. He is professor of practice and founder of the Master's program in urban planning at Georgetown University and principal of Brandes Partners LLP, an urban ...

[Read More](#)

Charles Graves, III

Charles C. Graves III is the Director of the Department of City Planning for the City of Cincinnati. Mr. Graves previously worked as the Deputy Director of Long Range Planning in the office of Planning for Washington D.C., where he helped develop the Comprehensive Plan for the city. In ...

[Read More](#)

8.1 | Individual Event - Page Structure (cont.)

Center Column - Event Description:

The main body of the page consists of the event description content written and entered by the content author, as well as the date and location of the event.

Center Column - Images and Video:

An optional section of the page for showing images, photos, and/or audio that relates to the event.

SAVE THE DATE

September 18, 2016 • Washington, D.C.



President Obama often notes that a person's zip code shouldn't decide their destiny. In the last year, the Administration has focused on new approaches to promoting economic mobility, access to opportunity, and inclusive growth. Cities and regions across the country are working hard to identify policies and strategies that not only spur economic growth but also expand access to opportunity for all residents. The challenge of inclusive growth and building more just communities and regions is a defining issue for planning.

To support local efforts to create and foster communities of opportunity, the Department of Housing and Urban Development Secretary Julian Castro launched an initiative earlier this year to identify local best practices and policy innovations. Working with APA, HUD convened a series of meetings that brought together elected officials with local affordable housing providers, planners and local civic leaders to discuss successful approaches and continuing barriers to housing affordability, fair housing, economic mobility and neighborhood revitalization.

HUD, APA and other partners have been working to catalogue proven local ideas to spur on the development of communities of opportunity – places where families can access quality schools, walk safely to and from the grocery store, and live in housing that is not only affordable but nearby transit options.



American Planning Association

Making Great Communities Happen