UrbanPlan Site Plan Builder
Web Site Instructions

The UrbanPlan Site Plan Builder enables the Financial Analyst to record your team's current plan at the end of each class to help with set up at the beginning of each class and it also allows your team to test different scenarios outside of class (when no Legos are available to you). In addition, the site plan builder web site generates a site plan that is included in your packet to the City Council and

To access the Site Plan Builder, visit urbanplansitebuilder.uli.org

- We recommend that you use Chrome as your browser, but Firefox and Edge also work. The web site is not currently supported by Internet Explorer
- The web site works with both PCs and MACs
- It is important to note that **only one** student can edit the site plan at a time

Starting a new site plan

- You will see that you have three choices when you first arrive at the UrbanPlan Site Plan Builder web site: 1) Start a new plan, 2) Retrieve an existing plan, and 3) Forgot your site plan code.
- To get started, click on "Start a new plan"

- Enter a name for your site plan
- It is recommended that each name you give to a site plan is descriptive and matches the name you give the corresponding Financial Model
- Enter your email address twice
- Then select your country (United States or Canada)
- Click on "Create Plan"
- You will then be taken to the web page to start building out your site plan
- Separately, a link will be sent to your email address so that you can access this plan again, edit it in the future, or share with a teammate

Getting oriented to the site plan

- First, take note that the Elmwood District and the 5 ½ blocks that you need to program are visible on the left-hand side of the screen within the dashed line that marks the boundary of the district
- On the right-hand side, you will see a menu of all the building types and open space options
- Along the top, you will see a Help button, the name you gave to this site plan, and a suite of options:
    - Reset plan – if you click this, the entire site plan is wiped clean
    - Print – use this to print a hard copy or print to PDF
    - Share – if you click this, you have the option to generate an editable link or a share-only link (noting that only one student can edit the site plan at a time)
    - Save – you will notice that the web site periodically saves the site plan, but you might want to hit save periodically to make sure you don't lose your plan

Building out the site plan

- All of the building types, parking, and open space icons are visible on the right-hand side of the page
- The parking required for the office icons and retail icons are located in those sections. The parking does not automatically move to the site plan when you select office or retail, so you will need to drag the corresponding parking to the block in which you place an office or retail icon
- All three existing buildings will be present when you start building out the site plan
    - Since York Dry Goods cannot be demolished, you will note that it is always visible in the plan
    - If you want to demolish Phoenix Hotel or Victorian Row, click on the building and hit the trash can icon below the building
    - If you want to restore either Phoenix Hotel or Victorian Row, locate the Restore banner at the bottom of the right-hand column of icons and click on either Phoenix Hotel or Victorian Row
- To build out each block, drag the building that you want to place from the Right column menu and click it into place in the block
- If you want to rotate a building, parking, or open space icon, click on the icon and rotate it by using the arrows below the icon
- The web site allows you to make mistakes, such as not placing the correct parking with the corresponding building icon or placing building icons outside of a block's boundaries, so it will be up to you to make sure your site plan is correct

Saving the Site Plan

- Save each site plan using the SAVE icon on the top right
- You will notice that the web site periodically saves the site plan, but it is recommended that you actively save the site plan as well

Printing the Site Plan

- You will need to print the site plan in color for your City Council packet using the PRINT icon on the top right
- Edit the site plan before you print, so that the name of the site plan is replaced with your Team Name
- You can directly print to your local printer or to a PDF file
- Be sure to make sure that the page is oriented to portrait and that the site plan will fit on the page (usually this is done automatically, but in some browsers you might need to format it that way)