



RetoolCOS: Schedule (updated 01/24/20)

Project Timeline

An overview of the overall project timeline for the zoning and subdivision code rewrite, is provided below, based on a set number of public/stakeholder engagement opportunities and adoption hearings. A more-detailed breakdown of dates and deliverables is provided starting on page 3.

Tasks	2019			2020												2021								
	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	
Phase 1: Research, Evaluation & Project Planning																								
1.1 RESEARCH																								
Project Kickoff Mtgs																								
Public Engagement Plan																								
Project Website																								
1.2 EVALUATION																								
Supplemental Interviews																								
Online Survey																								
1.3 PROJECT PLAN																								
Staff Draft																								
Public Draft																								
Public/Stakeholder Engagement																								
Phase 2: Draft UDC Modules																								
2.1 DISTRICTS & USES																								
Staff Draft																								
Public Draft																								

	2019			2020												2021								
Tasks	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	
Public/Stakeholder Engagement																								
2.2 DEVELOPMENT & DESIGN STANDARDS																								
Staff Draft																								
Public Draft																								
Public/Stakeholder Engagement																								
2.3 PROCEDURES																								
Conversion Zoning Map																								
Staff Draft																								
Public Draft																								
Public/Stakeholder Engagement																								
Phase 3: Consolidated Draft UDC																								
Staff Draft UDC																								
Public Draft UDC																								
Public/Stakeholder Engagement																								
Phase 4: Final Draft & Adoption¹																								
Final Draft UDC																								
Planning Commission																								
City Council Hearing																								
Phase 5: Implementation																								
Trainings																								
Interactive Code																								

= General
 =Public/Stakeholder Engagement Opportunities

¹ Assumes that one public hearing each will occur for Planning Commission and City Council.

Detailed Dates and Deliverables

Phase/Task/Deliverable	Responsible	Dates / Status
Phase 1: Research, Evaluation and Project Planning (October 2019 – February 2020)		
1.1 RESEARCH		
Project Kickoff Meetings		
<i>Staff/Technical Advisory Committee Meeting</i>	Staff/Clarion	Completed December 2, 2019
<i>Advisory Committee Meeting</i>	Staff/Clarion	Completed December 3, 2019
<i>City Council briefings</i>	Clarion	Completed December 3-4, 2019
<i>Initial Stakeholder Interviews</i>	Clarion	Completed December 2-4, 2019
<i>Public Open House (Project Kickoff)</i>	Staff/Clarion	Completed December 3, 2019
Public Participation Plan	Clarion	Completed December 2019
Web Page Development	Staff/Consultant	Completed November 2019
1.2 EVALUATION		
Supplemental Stakeholder Interviews	Clarion	Scheduled for December 19, 2019
<i>Additional interviews</i>	Clarion	At City request by phone or during scheduled visits
Initial Online Survey	Clarion/Staff	Completed December 2, 2019
<i>Survey period closes</i>	Staff	January 17, 2020
<i>Document results/prepare summary of common themes</i>	Staff	January 24, 2020
1.3 PROJECT PLAN		
Project Plan Draft		
<i>Staff Draft</i>	Clarion	January 24, 2020
<i>Draft materials for public engagement on Project Plan to staff for review (webpage updates, 1-pager overview, online survey, committee agenda(s))</i>	Clarion	January 31, 2020
<i>Staff comments to Clarion</i>	Staff	January 31, 2020
<i>Packets due for City Council (February 10th Work Session)</i>	Staff	January 29, 2020 (Noon)
<i>Public Draft</i>	Clarion/Staff	February 11, 2020
<i>Packets due for City Council (February 24th Work Session)</i>	Staff/Clarion	February 12, 2020 (Noon)
<i>E-blast/social media notifications out</i>	Staff	Week of February 3, 2020
<i>Draft distributed to committees with agenda</i>	Staff	February 11, 2020
<i>Draft posted on project webpage</i>	Staff	February 19, 2020

Phase/Task/Deliverable	Responsible	Dates / Status
Public/Stakeholder Engagement (Project Plan)		
<i>City Council Work Session (Project Schedule)</i>	Staff	February 10, 2020
<i>Planning Commission (CPC) update (Project Schedule)</i>	Clarion/Staff	February 13, 2020
<i>HBA Policy Meeting</i>	Clarion/Staff	February 13, 2020 (Tentative)
<i>Technical Committee Meeting (Project Plan)</i>	Clarion/Staff	February 18, 2020
<i>Advisory Committee Meeting (Project Plan)</i>	Clarion/Staff	February 18, 2020
<i>Public Open House (Project Plan)</i>	Clarion/Staff	February 18, 2020
<i>City Council update (Project Plan)</i>	Clarion/Staff	February 24, 2020
<i>Online input opportunity (Project Plan)</i>	Clarion/Staff	February 19 – March 4, 2020
<i>Summary of key themes from public/stakeholder engagement (Project Plan)</i>	Staff/Clarion	March 6, 2020
Phase 2: Draft JDC Modules (April 2020- February 2021)		
2.1 DISTRICTS AND USES		
Module 1 Draft (Districts and Uses)		
<i>Packets due for City Council (March 9th or March 23rd Work Session)</i>	Staff	February 26 or March 11, 2020 (Noon)
<i>Staff Draft: Module 1</i>	Clarion	March 20, 2020
<i>Draft materials for Module 1 engagement to staff for review (webpage updates, 1-pager overview, online survey, committee agenda(s))</i>	Clarion	March 27, 2020
<i>Packets due for City Council (April 13th Work Session)</i>	Staff	April 1, 2020 (Noon)
<i>Staff comments to Clarion</i>	Staff	April 3, 2020
<i>E-blast/social media notifications out</i>	Staff	Week of April 13, 2020
<i>Public Draft: Module 1</i>	Clarion/Staff	April 17, 2020
<i>Draft distributed to committees with agenda</i>	Staff	April 21, 2020
<i>Packets due for City Council (May 11th Work Session)</i>	Staff	April 29, 2020 (Noon)
<i>Draft posted on project webpage</i>	Staff	May 6, 2020
Public/Stakeholder Engagement (Module 1: Districts and Uses)		
<i>City Council Work Session (General Status Update)</i>	Staff	March 9 or March 23, 2020
<i>Planning Commission (CPC) update (General Status Update)</i>	Staff	March 12, 2020
<i>Planning Commission (CPC) update (General Status Update)</i>	Staff	April 9, 2020
<i>City Council Work Session (General Status Update)</i>	Staff	April 13, 2020

Phase/Task/Deliverable	Responsible	Dates / Status
<i>Technical Committee Meeting (Module 1)</i>	Clarion/Staff	May 5, 2020
<i>Advisory Committee Meeting (Module 1)</i>	Clarion/Staff	May 5, 2020
<i>Public Open House (Module 1)</i>	Clarion/Staff	May 5, 2020
<i>City Council Work Session (Module 1)</i>	Clarion/Staff	May 11, 2020
<i>Planning Commission (CPC) update (Module 1)</i>	Staff	May 14, 2020
<i>Online input opportunity (Module 1)</i>	Clarion/Staff	May 6 – May 20, 2020
<i>Summary of key themes from public/stakeholder engagement (Module 1)</i>	Staff/Clarion	May 22, 2020
2.2 DEVELOPMENT AND DESIGN STANDARDS		
Module 2 Draft (Development and Design Standards)		
<i>Packets due for City Council (June 8th Work Session)</i>	Staff	May 27, 2020 (Noon)
<i>Staff Draft- Module 2</i>	Clarion	June 12, 2020
<i>Draft materials for Module 2 engagement to staff for review (webpage updates, 1-pager overview, online survey, committee agenda(s))</i>	Clarion	June 19, 2020
<i>Staff comments to Clarion: Module 2</i>	Staff	June 26, 2020
<i>E-blast/social media notifications out</i>	Staff	Week of June 22, 2020
<i>Public Draft: Module 2</i>	Clarion/Staff	July 10, 2020
<i>Draft distributed to committees with agenda</i>	Staff	July 10, 2020
<i>Draft posted on project webpage</i>	Staff	July 22, 2020
<i>Packets due for City Council (August 10th Work Session)</i>	Staff	July 29, 2020 (Noon)
<i>Packets due for City Council (August 24th Work Session)</i>	Staff	August 12, 2020 (Noon)
Public/Stakeholder Engagement (Module 2: Development and Design Standards)		
<i>City Council Work Session (General Status Update)</i>	Staff	June 8, 2020
<i>Planning Commission (CPC) update (General Status Update)</i>	Staff	June 11, 2020
<i>Planning Commission (CPC) update (General Status Update)</i>	Staff	July 9, 2020
<i>Technical Committee Meeting (Module 2)</i>	Clarion/Staff	July 21, 2020
<i>Advisory Committee Meeting (Module 2)</i>	Clarion/Staff	July 21, 2020
<i>Public Open House (Module 2)</i>	Clarion/Staff	July 21, 2020
<i>City Council Work Session (Module 2-)</i>	Clarion/Staff	July 27, 2020
<i>Online input opportunity (Module 2)</i>	Clarion/Staff	July 22-August 7, 2020

Phase/Task/Deliverable	Responsible	Dates / Status
<i>Summary of key themes from public/stakeholder engagement (Module 2)</i>	Clarion/Staff	August 14, 2020
<i>Technical Committee Meeting (Continue discussion on Module 2, as needed)</i>	Staff	August 4, 2020
<i>Advisory Committee Meeting (Continue discussion on Module 2, as needed)</i>	Staff	August 4, 2020
<i>City Council Work Session (Continue discussion on Module 2, as needed)</i>	Clarion/staff	August 10, 2020
<i>Planning Commission (CPC) update (Continue discussion on Module 2, as needed)</i>	Staff	August 13, 2020
<i>City Council Work Session (Continue discussion on Module 2, as needed)</i>	Clarion/staff	August 24, 2020
<i>Planning Commission (CPC) update (Continue discussion on Module 2, as needed))</i>	Staff	September 10, 2020
2.3 REVIEW AND APPROVAL PROCEDURES		
Module 3 Draft (Review and Approval Procedures)		
<i>Packets due for City Council (September 21st Work Session)</i>	Staff	September 9, 2020 (Noon)
<i>Staff Draft: Module 3</i>	Clarion	August 28, 2020
<i>Draft materials for Module 3 engagement to staff for review (webpage updates, 1-pager overview, online survey, committee agenda(s))</i>	Clarion	September 11, 2020
<i>Staff comments to Clarion: Module 3</i>	Staff	September 11, 2020
<i>E-blast/social media notifications out</i>	Staff	Week of September 21, 2020
<i>Public Draft: Module 3</i>	Clarion/Staff	September 25, 2020
<i>Module 3 Draft distributed to committees with agenda</i>	Staff	September 29, 2020
<i>Packets due for City Council (October 12th Work Session)</i>	Staff	September 30, 2020 (Noon)
<i>Draft posted on project webpage</i>	Staff	October 7, 2020
<i>Packets due for City Council (November 23rd Work Session)</i>	Staff	November 11, 2020 (Noon)
Public/Stakeholder Engagement (Module 3: Review and Approval Procedures)		
<i>City Council Work Session (General Status Update)</i>	Staff/Clarion	September 21, 2020
<i>Technical Committee Meeting (Module 3)</i>	Clarion/Staff	October 6, 2020
<i>Advisory Committee Meeting (Module 3)</i>	Clarion/Staff	October 6, 2020
<i>Public Open House (Module 3)</i>	Clarion/Staff	October 6, 2020
<i>Planning Commission (CPC) update (Module 3))</i>	Staff	October 8, 2020
<i>City Council Work Session (Module 3)</i>	Clarion/Staff	October 12, 2020
<i>Online input opportunity (Module 3)</i>	Clarion/Staff	October 7-October 21, 2020
<i>Summary of key themes from public/stakeholder engagement (Module 3)</i>	Staff/Clarion	October 28, 2020

Phase/Task/Deliverable	Responsible	Dates / Status
<i>Technical Committee Meeting (Continue discussion on Module 3, as needed)</i>	Staff	November 10, 2020
<i>Advisory Committee Meeting (Continue discussion on Module 3, as needed)</i>	Staff	November 10, 2020
<i>Planning Commission update (Continue discussion on Module 3, as needed)</i>	Staff	November 12, 2020
<i>City Council Work Session (Continue discussion on Module 3, as needed)</i>	Clarion/staff	November 9, 2020
Phase 3: Consolidated Draft UDC		
Consolidated Draft UDC		
<i>Staff Draft: Consolidated Draft UDC</i>	Clarion	November 20, 2020
<i>Draft materials for Module 3 engagement to staff for review (webpage updates, 1-pager overview, online survey, committee agenda(s))</i>	Clarion	December 4, 2020
<i>Staff comments to Clarion: Consolidated Draft UDC</i>	Staff	December 4, 2020
<i>E-blast/social media notifications out</i>	Staff	Week of December 30, 2020
<i>Public Draft: Consolidated Draft UDC</i>	Clarion/Staff	December 23, 2020
<i>Packets due for City Council (January 11th Work Session)</i>	Staff	December 30, 2020 (Noon)
<i>Draft distributed to committees with agenda</i>	Staff	December 30, 2020
<i>Draft posted on project webpage</i>	Staff	January 6, 2021
Consolidated Draft Public/Stakeholder Engagement		
<i>Technical Committee Meeting (Consolidated Draft UDC)</i>	Clarion/Staff	January 5, 2021
<i>Advisory Committee Meeting (Consolidated Draft UDC)</i>	Clarion/Staff	January 5, 2021
<i>Public Open House (Consolidated Draft UDC)</i>	Clarion/Staff	January 5, 2021
<i>Planning Commission update (Consolidated Draft UDC)</i>	Staff	January 14, 2021
<i>City Council Work Session (Consolidated Draft UDC)</i>	Clarion/Staff	January 11, 2021
<i>Technical Committee Meeting (Continue discussion on Consolidated Draft)</i>	Staff	January 19, 2021
<i>Advisory Committee Meeting (Continue discussion on Consolidated Draft)</i>	Staff	January 19, 2021
<i>Online input opportunity (Consolidated Draft UDC)</i>	Clarion/Staff	January 6-January 20, 2021
<i>Summary of key themes from public/stakeholder engagement (Consolidated Draft)</i>	Staff/Clarion	January 22, 2021

Phase/Task/Deliverable	Responsible	Dates / Status
Phase 4: Final Draft and Adoption		
Final Draft UDC		
<i>Staff Draft: Final Draft UDC</i>	Clarion	January 18, 2021
<i>Draft materials for adoption process engagement to staff for review (webpage updates, 1-pager overview, online survey)</i>	Clarion	January 25, 2021
<i>Staff comments to Clarion: Final Draft UDC</i>	Staff	January 29, 2021
<i>E-blast/social media notifications</i>	Staff	Week of February 9, 2021
<i>City Council Work Session (General Status Update)</i>	Staff	February 8, 2021
<i>Technical Committee Meeting (General Status Update)</i>	Staff	February 9, 2021
<i>Advisory Committee Meeting (General Status Update)</i>	Staff	February 9, 2021
<i>Public Draft: Final Draft UDC</i>	Clarion/Staff	February 8, 2021
<i>Draft posted on project webpage</i>	Staff	February 9, 2021
Adoption Hearings		
Planning Commission		
<i>CPC Packet Due</i>	Staff	February 9, 2021
<i>CPC Briefing – No Formal Vote</i>	Staff/Clarion	February 18, 2021
<i>CPC Work Session</i>	Staff	February 22, 2019
<i>Special Hearing – Formal Vote</i>	Staff	March 11, 2021
City Council		
<i>Final City Council Work Session</i>	Staff/Clarion	March 8, 2021
<i>Agenda Prep</i>	Staff	March 15, 2021
<i>Agenda Published</i>	Staff	March 17, 2021
<i>Work Session</i>	Staff/Clarion (as needed)	March 22, 2021
<i>1st Reading</i>	Staff/Clarion (as needed)	March 23, 2021
<i>2nd Reading</i>	Staff/Clarion (as needed)	April 13, 2021
Phase 5: Implementation		
Trainings		Late-April- May 2021
Interactive Code		May 2021-August 2021