

Draft Work Plan

General Approach: (Similar to how Planning Commission developed the update to the Comprehensive Plan)

- (1) Staff brings work forward in packages by topic areas. Recommendations based on Interim Report direction where available.
 - Topics scheduled to hear foundational pieces first (e.g., height and sub-areas), and considering complexity of topics and requirements for outside consultant work.
- (2) Joint Commission discusses and gives staff preliminary direction.
- (3) Staff brings adjusted material back at subsequent meeting for a *preliminary “thumbs up”*; Subcommittees formed to work issues in interim if needed.
- (4) “Thumbs up” material is added to package/list for next public hearing.
- (5) Two public hearings, separate and in addition to Joint Commission “Study Sessions” (which are without public comment), conducted before final Planning Commission recommendation.
- (6) No final recommendations until end of the process.

NOTES:

- *All agenda packets will include copies of public comment received since last meeting, with opportunity to discuss.*
- *Each substantive item briefing will incorporate suggested adjustments to Comprehensive Plan policies.*
- *Staff will keep a running list of information requests and follow up actions/information.*
- *Written monthly updates will be provided to the City Council.*

DRAFT Work Plan Calendar – Meetings, Agenda Items, Public Outreach/Input Opportunities

Month	Joint Commission Meetings, Council Meetings, and Public Outreach/Input	Subcommittees, Other “schedule tools”	Outside Consultant Work
OCTOBER	<p>Meeting #1 (October 7)</p> <ul style="list-style-type: none"> • Introductions • Public Comment • Interim Report <p>Meeting #2 (Oct. 21):</p> <ul style="list-style-type: none"> • Public Comment • Joint Commission Operating Rules • Work Plan Review/recommendation to City Council <ul style="list-style-type: none"> • Council Action Nov. 5 • Town Center Vision <ul style="list-style-type: none"> • Existing visuals, recommended additional visuals • Public communication piece format, messaging <p><i>Recommendations to Council: Work Plan, Vision Communication piece (preferred formats, additional visuals recommended)</i></p>	<p>Create subcommittee to work on communications</p>	
	<p>Council action on Work Plan and Requests for Additional Consultant Work (Nov. 2)</p> <p>Meeting #3 (Saturday – Long Meeting) STUDY SESSION</p> <ul style="list-style-type: none"> • Subareas • Building Heights • Setbacks and other architectural building design standards <p>Review and sign-off on Vision Communication Piece (using existing draft updated Town Center vision statement text)</p> <p>Council action to extend Moratorium (Nov. 16)</p> <p>VISION COMMUNICATION PIECE CIRCULATED/PUBLISHED</p>	<p>Create subcommittee on architectural design standards, and? TCLG to provide input on visuals for vision communications piece.</p>	<p>Firm engaged to do additional visuals (1) for communication piece; (2) for design code.</p>
NOVEMBER	<p>Council action to extend Moratorium (Nov. 16)</p> <p>VISION COMMUNICATION PIECE CIRCULATED/PUBLISHED</p> <p>Meeting #4 (December 2) STUDY SESSION</p> <ul style="list-style-type: none"> • Incentives Program: Introductory discussion • Open Space • <i>Follow up discussion/ Prelim. Thumbs up? : Subareas, Building Heights</i> 		
DECEMBER			<p>Possible panel discussion with developers/others with low-rise mixed-use development experience</p>

Month	Joint Commission Meetings, Council Meetings, and Public Outreach/Input	Subcommittees, Other "schedule tools"	Outside Consultant Work
JANUARY	<p>Meeting #5 (December 16) STUDY SESSION</p> <ul style="list-style-type: none"> • <i>Incentives Program: discussion & approve direction to consultant</i> • Street Standards • Land Uses/ Retail Frontages • Re-cap 2015 Traffic Study (completed for comp. plan update) 		<p>Review of Incentives approach initiated.</p> <p>Review of Retail Frontage Requirements initiated</p>
	<p>Meeting #6 (January __) STUDY SESSION</p> <ul style="list-style-type: none"> • Review of input on vision communication piece • <i>Follow-up discussion/Prelim Thumbs up?: Land Uses/ Retail Frontage and Street Standards</i> • <i>Follow-up discussion/Prelim Thumbs up?: Setbacks and other architectural building design standards</i> <p>PUBLIC HEARING #1 (January)</p> <ul style="list-style-type: none"> • Vision Statement • Building Heights, subareas • Land Uses/Retail Frontage • Setbacks & architectural design standards • Street standards 	Create Vision Statement Subcommittee	
FEBRUARY	<p>Council Retreat – Presentation from/ Discussion with Joint Commission (January __)</p> <p>Meeting # 7 (January __) STUDY SESSION</p> <ul style="list-style-type: none"> • Review of comments from Public Session, Council retreat, direction to staff. • Purpose & Intent language. • <i>Direction on any revisions to vision statement (Subcommittee report)</i> • Incentives Report from Consultant, direction to staff. 		<p>Incentives review Presented</p>
	<p>Meeting # 8 (February __) STUDY SESSION</p> <ul style="list-style-type: none"> • Retail Frontage Report from consultant presented, direction to staff • Parking standards • Presentation on current traffic analysis/projections. • Other code provisions reviewed 		<p>Retail Frontage Requirements review presented.</p> <p>Presentation on traffic analysis/projections.</p>

Month	Joint Commission Meetings, Council Meetings, and Public Outreach/Input	Subcommittees, Other "schedule tools"	Outside Consultant Work
	Meeting #9 (February __) STUDY SESSION <ul style="list-style-type: none"> • <i>Follow-up and Discussion/Prelim Thumbs up?: Incentives Program requirements</i> • <i>Follow-up and discussion/Prelim Thumbs up?: Retail Frontage requirements</i> • <i>Follow-up and discussion/Prelim Thumbs up?: Parking Standards</i> 		
MARCH	Meeting #10 STUDY SESSION <ul style="list-style-type: none"> • Carryover from Meeting #9 as needed • Review of all draft code provisions • Prepare for Public Hearing #2 PUBLIC HEARING #2 <ul style="list-style-type: none"> • Full code and Town Center-related Comprehensive Plan amendment package (new items: Incentives Program, Retail Frontage, purpose, intent, other code adjustments) 		Traffic analysis initiated
APRIL	Meeting #11 STUDY SESSION <ul style="list-style-type: none"> • Review of input from Public Hearing • Report on traffic study • Direction to Staff on all Code amendments PUBLIC HEARING #3 on formal package to be recommended		Traffic analysis completed
MAY – JUNE	Meeting #12 ACTION MEETING Final recommendations on code amendments and Comprehensive Plan amendment Council review of proposed code, comprehensive plan begins		