



RetoolCOS: Schedule

(updated 07-26-21)

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 - Completed																								
COMPLETED																								
Phase 2: Draft UDC Modules																								
2.1 DISTRICTS & USES																								
COMPLETED																								
2.2 DEVELOPMENT & DESIGN STANDARDS																								
COMPLETED																								
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																								

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

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	
Final Draft UDC																								
Planning Commission																								
City Council Hearing																								
Phase 5: Implementation																								
Trainings																								
Interactive Code																								
<div style="display: flex; justify-content: space-between;"> = General =Public/Stakeholder Engagement Opportunities </div>																								

Detailed Dates and Deliverables

Phase/Task/Deliverable	Responsible	Dates / Status
Phase 1: Research, Evaluation and Project Planning (October 2019 – February 2020)		
1.1 RESEARCH		
		Completed November 2019
1.2 EVALUATION		
		Completed January 24, 2020
1.3 PROJECT PLAN		
		Completed March 6, 2020
Phase 2: Draft UDC Modules (April 2020- February 2021)		
2.1 DISTRICTS AND USES		
Module 1 Draft (Districts and Uses)		
		Completed May 22, 2020
2.2 DEVELOPMENT AND DESIGN STANDARDS		
Module 2 Draft (Development and Design Standards)		
<i>Staff Draft- Module 2</i>	Clarion	June 12, 2020 – Revised February 24, 2021
<i>Staff comments to Clarion: Module 2</i>	Staff	June 26, 2020 – Revised February 24, 2021
<i>Draft distributed to committees with agenda</i>	Staff	July 10, 2020 – Revised March 8, 2021

Phase/Task/Deliverable	Responsible	Dates / Status
<i>E-blast/social media notifications out</i>	Staff	Week of March 8, 2021
<i>Draft materials for Module 2 engagement to staff for review (webpage updates, 1-pager overview, committee agenda(s))</i>	Clarion	Week of June 22, 2020 – Revised March 17, 2021
<i>Public Draft: Module 2</i>	Clarion/Staff	July 10, 2020 – Revised March 25, 2021
<i>Draft posted on project webpage</i>	Staff	July 22, 2020 – Revised March 25, 2021
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>Advisory Committee Meeting (Module 2)</i>	Clarion/Staff	July 21, 2020 – Additional March 16, 2021
<i>Technical Committee Meeting (Module 2)</i>	Clarion/Staff	July 21, 2020 – Additional March 24, 2021
<i>Public Open House (Module 2)</i>	Clarion/Staff/Public	July 21, 2020 – Additional March 24, 2021
<i>Online input opportunity (Module 2)</i>	Public	July 22-Aug. 7, 2020 – Additional March 25-- April 21, 2021
<i>City Council Work Session (General Status Update)</i>	Staff	July 27, 2020 -- Additional April 12, 2021
<i>Technical Committee Meeting (Continue discussion on Module 2– AS NEEDED)</i>	Staff	August 4, 2020 – Additional April 20, 2021
<i>Advisory Committee Meeting (Continue discussion on Module 2– AS NEEDED)</i>	Staff	August 4, 2020 – Additional April 20, 2021
<i>Informal Planning Commission (CPC) update (Module 2)</i>	Staff	May 13, 2021
<i>City Council Work Session (Module 2)</i>	Staff	June 7, 2021
<i>Informal Planning Commission (CPC) update (Module 2 – AS NEEDED)</i>	Staff	August 13, 2020 – Additional June 10, 2021
<i>City Council Work Session (Module 2 – AS NEEDED)</i>	Staff	June 21, 2021
<i>Informal Planning Commission (CPC) update (Module 2 – AS NEEDED)</i>	Staff	September 10, 2020 – Additional July 8, 2021
<i>City Council Work Session (Module 2 – AS NEEDED)</i>	Clarion/staff	August 24, 2020–Additional First Meeting in July 2021
2.3 REVIEW AND APPROVAL PROCEDURES		
Module 3 Draft (Review and Approval Procedures)		
<i>Staff Draft: Module 3</i>	Clarion	Delivered November 25, 2020
<i>Staff comments to Clarion: Module 3</i>	Staff	June 1, 2021
<i>Public Draft: Module 3</i>	Staff	June 15, 2021
<i>Module 3 Draft distributed to committees with agenda</i>	Staff	Week of June 15, 2021
<i>Draft posted on project webpage</i>	Clarion	June 21, 2021

Phase/Task/Deliverable	Responsible	Dates / Status
<i>Draft materials for Module 3 engagement to staff for review (webpage updates, 1-pager overview, committee agenda(s))</i>	Clarion/Staff	July 1, 2021
Public/Stakeholder Engagement (Module 3: Review and Approval Procedures)		
<i>Technical Committee Meeting (Module 3)</i>	Clarion/Staff	July 6, 2021
<i>Advisory Committee Meeting (Module 3)</i>	Clarion/Staff	July 6, 2021
<i>Public Open House (Module 3)</i>	Clarion/Staff	July 6, 2021
<i>Online input opportunity (Module 3)</i>	Public	July 1 – July 22, 2021
<i>Informal Planning Commission (CPC) update (Module 3)</i>	Staff	July 22, 2021
<i>Summary of key themes from public/stakeholder engagement (Module 3)</i>	Clarion/Staff	Week of July 22, 2021
<i>City Council Work Session (Module 3)</i>	Staff	July 26, 2021
<i>Technical Committee Meeting (Continue discussion on Module 3– AS NEEDED)</i>	Staff	August 3, 2021
<i>Advisory Committee Meeting (Continue discussion on Module 3– AS NEEDED)</i>	Staff	August 3, 2021
<i>City Council Work Session (Continue discussion on Module 3– AS NEEDED)</i>	Staff	August 3, 2021
Phase 3: Consolidated Draft UDC		
Consolidated Draft UDC		
<i>Staff Draft: Consolidated Draft UDC</i>	Clarion	August 17, 2021
<i>Staff comments to Clarion: Consolidated Draft UDC</i>	Staff	September 7, 2021
<i>Public Draft: Consolidated Draft UDC</i>	Clarion	September 21, 2021
<i>Consolidated Draft distributed to committees with agenda</i>	Staff	Week of September 21, 2021
<i>Consolidated Draft posted on project webpage</i>	Staff	September 28, 2021
<i>Draft materials for Consolidated Draft engagement to staff for review (webpage updates, 1-pager overview, committee agenda(s))</i>	Clarion/Staff	Week of September 28
Consolidated Draft Public/Stakeholder Engagement		
<i>Technical Committee Meeting (Consol Draft)</i>	Clarion/Staff	October 5, 2021
<i>Advisory Committee Meeting (Consol Draft)</i>	Clarion/Staff	October 5, 2021
<i>Public Open House (Consol Draft)</i>	Clarion/Staff	October 5, 2021
<i>Online input opportunity (Consol Draft)</i>	Staff	September 28, 2021 -- November 2, 2021
<i>Informal Planning Commission (CPC) update (Consol Draft)</i>	Staff	October 21, 2021
<i>City Council Work Session (Consol Draft)</i>	Clarion/Staff	October 12 OR 25, 2021

Phase/Task/Deliverable	Responsible	Dates / Status
<i>Technical Committee Meeting (Continue discussion on Module 3– AS NEEDED)</i>	Staff	October 26, 2021
<i>Advisory Committee Meeting (Continue discussion on Module 3– AS NEEDED)</i>	Staff	October 26, 2021
<i>City Council (Continue discussion on Module 3– AS NEEDED)</i>	Staff	November 8, 2021
Phase 4: Final Draft and Adoption		
Final Draft UDC		
<i>Staff Draft: Final Draft</i>	Clarion	November 15, 2021
<i>Staff comments to Clarion: Final Draft</i>	Staff	December 6, 2021
<i>Public Draft: Final Draft</i>	Clarion	December 19, 2021
<i>Final Draft distributed to committees with agenda</i>	Staff	January 10, 2022
<i>Draft materials for Final Draft engagement to staff for review (webpage updates, 1-pager overview, committee agenda(s))</i>	Staff	Week of January 10, 2022
<i>Technical Committee Meeting (Final Draft)</i>	Clarion/Staff	January 31, 2022
<i>Advisory Committee Meeting (Final Draft)</i>	Clarion/Staff	January 31, 2022
<i>Draft posted on website (Final Draft)</i>	Staff	February 1, 2022
Adoption Hearings		
Planning Commission		
<i>CPC Packet Due</i>	Staff	January 10, 2022
<i>CPC Briefing – No Formal Vote</i>	Staff/Clarion (as needed)	February 17, 2022
<i>CPC – Formal Vote</i>	Staff/Clarion	March 17, 2022
City Council		
<i>Final City Council Work Session</i>	Staff/Clarion (as	January 24 2022
<i>1st Reading Cover memo upload (noon)</i>	Staff	February 22, 2022
<i>1st Reading Agenda Published</i>	Staff	March 2, 2022
<i>City Council Work Session</i>	Staff/Clarion (as needed)	April 11, 2022
<i>1st Reading</i>	Staff/Clarion	April 26, 2022
<i>2nd Reading</i>	Staff/Clarion (as needed)	May 10, 2022
Phase 5: Implementation		
Trainings		Late April – May 2022
Interactive Code		June – October 2022

