



# RetoolCOS: Schedule

(updated 09/29/20)

## 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	
<b>Phase 1: Research, Evaluation &amp; Project Planning</b>																								
<b>1.1 RESEARCH</b>																								
Project Kickoff Mtgs																								
Public Engagement Plan																								
Project Website																								
<b>1.2 EVALUATION</b>																								
Supplemental Interviews																								
Online Survey																								
<b>1.3 PROJECT PLAN</b>																								
Staff Draft																								
Public Draft																								
Public/Stakeholder Engagement																								
<b>Phase 2: Draft UDC Modules</b>																								
<b>2.1 DISTRICTS &amp; USES</b>																								
Staff Draft																								
Public Draft																								

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	
Public/Stakeholder Engagement																								
<b>2.2 DEVELOPMENT &amp; DESIGN STANDARDS</b>																								
Staff Draft																								
Public Draft																								
Public/Stakeholder Engagement																								
<b>2.3 PROCEDURES</b>																								
Conversion Zoning Map																								
Staff Draft																								
Public Draft																								
Public/Stakeholder Engagement																								
<b>Phase 3: Consolidated Draft UDC</b>																								
Staff Draft UDO																								
Public Draft UDO																								
Public/Stakeholder Engagement																								
<b>Phase 4: Final Draft &amp; Adoption<sup>1</sup></b>																								
Final Draft UDO																								
Planning Commission																								
City Council Hearing																								
<b>Phase 5: Implementation<sup>2</sup></b>																								
Trainings																								
Interactive Code																								
<span style="display: inline-block; width: 15px; height: 15px; background-color: #0070C0; border: 1px solid black; margin-right: 5px;"></span> = General <span style="display: inline-block; width: 15px; height: 15px; background-color: #FFA500; border: 1px solid black; margin-left: 20px; margin-right: 5px;"></span> =Public/Stakeholder Engagement Opportunities																								

<sup>1</sup> Assumes that one public hearing each will occur for Planning Commission and City Council. Final adoption dates to be determined.

<sup>2</sup> To be determined following adoption.

## Detailed Dates and Deliverables

Phase/Task/Deliverable	Responsible	Dates / Status
<b>Phase 1: Research, Evaluation and Project Planning (October 2019 – February 2020)</b>		
<b>1.1 RESEARCH</b>		
<b>Project Kickoff Meetings</b>		
<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
<b>Public Participation Plan</b>	Clarion	Completed December 2019
<b>Web Page Development</b>	Staff/Consultant	Completed November 2019
<b>1.2 EVALUATION</b>		
<b>Supplemental Stakeholder Interviews</b>	Clarion	Scheduled for December 19, 2019
<i>Additional interviews</i>	Clarion	At City request by phone or during scheduled visits
<b>Initial Online Survey</b>	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
<b>1.3 PROJECT PLAN</b>		
<b>Project Plan Draft</b>		
<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 10<sup>th</sup> Work Session)</i>	Staff	January 29, 2020 (Noon)
<i>Public Draft</i>	Clarion/Staff	February 11, 2020
<i>Packets due for City Council (February 24<sup>th</sup> Work Session)</i>	Staff/Clarion	February 12, 2020 (Noon)
<i>E-blast/social media notifications out</i>	Staff	Week of February 3, 2020

Phase/Task/Deliverable	Responsible	Dates / Status
<i>Draft distributed to committees with agenda</i>	Staff	February 11, 2020
<i>Draft posted on project webpage</i>	Staff	February 19, 2020
<b>Public/Stakeholder Engagement (Project Plan)</b>		
<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
<b>Phase 2: Draft UDC Modules (April 2020- February 2021)</b>		
<b>2.1 DISTRICTS AND USES</b>		
<b>Module 1 Draft (Districts and Uses)</b>		
<i>Packets due for City Council (March 9<sup>th</sup> or March 23<sup>rd</sup> 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 13<sup>th</sup> 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 11<sup>th</sup> Work Session)</i>	Staff	April 29, 2020 (Noon)
<i>Draft posted on project webpage</i>	Staff	May 6, 2020
<b>Public/Stakeholder Engagement (Module 1: Districts and Uses)</b>		
<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

Phase/Task/Deliverable	Responsible	Dates / Status
<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
<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
<b>2.2 DEVELOPMENT AND DESIGN STANDARDS</b>		
<b>Module 2 Draft (Development and Design Standards)</b>		
<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	October 23, 2020
<i>Final staff comments to Clarion: Module 2</i>	Staff	October 23, 2020
<i>E-blast/social media notifications out</i>	Staff	Week of November 6, 2020
<i>Public Draft: Module 2</i>	Clarion/Staff	October 29, 2020
<i>Draft distributed to committees with agenda</i>	Staff	October 30, 2020
<i>Packets due for City Council (November 23<sup>rd</sup> Work Session)</i>	Staff	November 11, 2020 (Noon)
<i>Packets due for City Council (December 7<sup>th</sup> Work Session)</i>	Staff	November 25, 2020 (Noon)
<b>Public/Stakeholder Engagement (Module 2: Development and Design Standards)</b>		
<i>Technical Committee Meeting (Module 2)</i>	Clarion/Staff	November 17, 2020
<i>Advisory Committee Meeting (Module 2)</i>	Clarion/Staff	November 17, 2020
<i>Public Open House (Module 2)</i>	Clarion/Staff	November 17, 2020
<i>Draft posted on project webpage</i>	Staff	November 18, 2020
<i>Planning Commission (CPC) update (Module 2)</i>	Staff	November 19, 2020
<i>City Council Work Session (Module 2)</i>	Staff	November 23, 2020
<i>Technical Committee Meeting (Continue discussion on Module 2, as needed)</i>	Staff	December 1, 2020
<i>Advisory Committee Meeting (Continue discussion on Module 2, as needed)</i>	Staff	December 1, 2021

Phase/Task/Deliverable	Responsible	Dates / Status
<i>City Council Work Session (Continue discussion on Module 2, as needed-)</i>	Clarion/Staff	December 7, 2020
<i>Online input opportunity (Module 2)</i>	Clarion/Staff	November 18-December 30, 2020
<i>Summary of key themes from public/stakeholder engagement (Module 2)</i>	Clarion/Staff	January 8, 2021
<b>2.3 REVIEW AND APPROVAL PROCEDURES</b>		
<b>Module 3 Draft (Review and Approval Procedures)</b>		
<i>Staff Draft: Module 3</i>	Clarion	November 13, 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: Module 3</i>	Staff	December 4, 2020
<i>Packets due for City Council (December 21<sup>st</sup> Work Session)</i>	Staff	December 9, 2020 (Noon)
<i>E-blast/social media notifications out</i>	Staff	Week of December 21, 2020
<i>Public Draft: Module 3</i>	Clarion/Staff	December 22, 2020
<i>Module 3 Draft distributed to committees with agenda</i>	Staff	December 23, 2020
<i>Packets due for City Council (January 11<sup>th</sup> Work Session)</i>	Staff	December 30, 2020 (Noon)
<i>Draft posted on project webpage</i>	Staff	January 6, 2021
<i>Packets due for City Council (January 25<sup>th</sup> Work Session)</i>	Staff	January 24, 2021 (Noon)
<b>Public/Stakeholder Engagement (Module 3: Review and Approval Procedures)</b>		
<i>Planning Commission (CPC) update (General Status Update)</i>	Staff	December 10, 2020
<i>City Council Work Session (General Status Update)</i>	Staff/Clarion	December 21, 2020
<i>Technical Committee Meeting (Module 3)</i>	Clarion/Staff	January 5, 2021
<i>Advisory Committee Meeting (Module 3)</i>	Clarion/Staff	January 5, 2021
<i>Public Open House (Module 3)</i>	Clarion/Staff	January 5, 2021
<i>City Council Work Session (Module 3)</i>	Clarion/Staff	January 11, 2021
<i>Planning Commission (CPC) update (Module 3))</i>	Staff	January 14, 2021
<i>Online input opportunity (Module 3)</i>	Clarion/Staff	January 6-January 22, 2021
<i>Technical Committee Meeting (Continue discussion on Module 3, as needed)</i>	Staff	January 19, 2021
<i>Advisory Committee Meeting (Continue discussion on Module 3, as needed)</i>	Staff	January 19, 2021
<i>Summary of key themes from public/stakeholder engagement (Module 3)</i>	Staff/Clarion	January 29, 2021
<i>City Council Work Session (Continue discussion on Module 3, as needed)</i>	Clarion/staff	January 25, 2021

Phase/Task/Deliverable	Responsible	Dates / Status
<i>Planning Commission update (Continue discussion on Module 3, as needed)</i>	Staff	February 11, 2021
<i>City Council Work Session (Continue discussion on Module 3, as needed)</i>	Clarion/staff	February 22, 2021
<b>Phase 3: Consolidated Draft UDC</b>		
<b>Consolidated Draft UDC</b>		
<i>Staff Draft: Consolidated Draft UDC</i>	Clarion	February 5, 2021
<i>Draft materials for Consolidated Draft engagement to staff for review (webpage updates, 1-pager overview, online survey, committee agenda(s))</i>	Clarion	February 19, 2021
<i>Staff comments to Clarion: Consolidated Draft UDC</i>	Staff	February 19, 2021
<i>Public Draft: Consolidated Draft UDC</i>	Clarion/Staff	March 5, 2021
<i>E-blast/social media notifications out</i>	Staff	Week of March 8, 2021
<i>Draft distributed to committees with agenda</i>	Staff	March 6, 2021
<i>Packets due for City Council (March 22<sup>nd</sup> Work Session)</i>	Staff	March 10, 2021 (Noon)
<i>Draft posted on project webpage</i>	Staff	March 17, 2021
<b>Consolidated Draft Public/Stakeholder Engagement</b>		
<i>Technical Committee Meeting (Consolidated Draft UDC)</i>	Clarion/Staff	March 16, 2021
<i>Advisory Committee Meeting (Consolidated Draft UDC)</i>	Clarion/Staff	March 16, 2021
<i>Public Open House (Consolidated Draft UDC)</i>	Clarion/Staff	March 16, 2021
<i>Planning Commission update (Consolidated Draft UDC)</i>	Staff	March 18, 2021
<i>City Council Work Session (Consolidated Draft UDC)</i>	Clarion/Staff	March 22, 2021
<i>Technical Committee Meeting (Continue discussion on Consolidated Draft)</i>	Staff	March 30, 2021
<i>Advisory Committee Meeting (Continue discussion on Consolidated Draft)</i>	Staff	March 30, 2021
<i>Online input opportunity (Consolidated Draft UDC)</i>	Clarion/Staff	March 17—April 2, 2021
<i>Summary of key themes from public/stakeholder engagement (Consolidated Draft)</i>	Staff/Clarion	April 9, 2021
<i>City Council Work Session (General Status Update)</i>	Staff	April 12, 2021

Phase/Task/Deliverable	Responsible	Dates / Status
<b>Phase 4: Final Draft and Adoption</b>		
<b>Final Draft UDO</b>		
<i>Staff Draft: Final Draft UDC</i>	Clarion	April 30, 2021
<i>Staff comments to Clarion: Final Draft UDC</i>	Staff	May 14, 2021
<i>Public Draft: Final Draft UDC</i>	Clarion/Staff	May 28, 2021
<i>Draft materials for adoption process engagement to staff for review (webpage updates, 1-pager overview, online survey)</i>	Clarion	TBD
<i>E-blast/social media notifications</i>	Staff	TBD
<i>City Council Work Session (Consolidated Draft)</i>	Staff	TBD
<i>Technical Committee Meeting (General Status Update)</i>	Staff	TBD
<i>Advisory Committee Meeting (General Status Update)</i>	Staff	TBD
<i>Draft posted on project webpage</i>	Staff	TBD
<b>Adoption Hearings (To be determined)</b>		
<b>Planning Commission</b>		
<i>CPC Packet Due</i>	Staff	
<i>CPC Briefing – No Formal Vote</i>	Staff	
<i>CPC Work Session</i>	Staff	
<i>Special Hearing – Formal Vote</i>	Staff	
<b>City Council</b>		
<i>Final City Council Work Session</i>	Staff	
<i>Agenda Prep</i>	Staff	
<i>Agenda Published</i>	Staff	
<i>Work Session</i>	Staff	
<i>1<sup>st</sup> Reading</i>	Staff	
<i>2<sup>nd</sup> Reading</i>	Staff	



Phase/Task/Deliverable	Responsible	Dates / Status
<b>Phase 5: Implementation (To be determined)</b>		
<b>Trainings</b>		
<b>Interactive Code</b>		