Date: February 28, 2024
To: City Council
From: Greg Hannan, Community Development Director; Nick Sugar, City Planner
CC: Thomas J. Sheridan, City Manager

Re: 2024 Comprehensive Plan and Land Development Code Update

2024 Comprehensive Plan Update Adoption Process:
The Comprehensive Plan Steering Committee recently completed an Open House on January 31st to present the draft findings of the plan to the community. The Committee held a meeting on February 21st to review the community responses and to determine any adjustments needed to the findings. The upcoming schedule for the committee is as follows:

March 20, 2024: Meeting to review the draft plan
April 17, 2024: Meeting to review the draft plan
May 15, 2024:   Meeting to accept the draft and forward to City Council

 A joint meeting of the Planning Commission and City Council is tentatively within the scope of services for OHM Advisors. Staff anticipates this could be a meeting between the Planning Commission, City Council, the Steering Committee Chair & Vice Chair, and OHM Advisors to formally kick off the adoption process. This would be an opportunity for Council to ask any question regarding the document or process and to provide any desired direction to the Planning Commission prior to them holding a public hearing, reviewing the proposed plan, and providing recommendation back to the City Council.

Adoption Process (TENTATIVE) The following is provided for discussion:

May 15, 2024:   Steering Committee acceptance of the draft and forwarding to Council

May 28, 2024:   Council first reading and referral to the Planning Commission

June 10, 2024:   Joint session of Council and Planning Commission

July 8, 2024:   Planning Commission Public Hearing and discussion

August 12, 2024:   Planning Commission discussion and recommendation to City Council

August 26, 2024:   Planning Commission special session (if requested)

Sept 10, 2024:   Council workshop discussion

Sept 17, 2024:   Council Second reading and Public Hearing

Sept 24, 2024:   Council workshop discussion

October 1, 2024:   Council third reading and possible action

Land Development Code Update

City Council and the Planning Commission have discussed an anticipated significant update or rewrite of the Land Development Code. Community Development has budgeted $100,000 within the 2024 budget for the hiring of a consultant. Staff has competed some high-level research of the general scope for such a project by engaging with some peer communities. Based on such staff has proposed the below timeline:

> Consultant Selection: June 2024 – Nov 2024 (6 months)
> Code Drafting: Nov 2024- Apr 2026 (18 months)
> Code Adoption: Apr 2026 – Nov 2026 (8 months)

Staff offers the following brief points for discussion:

Committee: The Planning Commission and staff suggest appointing a subcommittee to guide the effort, as it would be a significant undertaking. Since this will involve more detailed, technical review it would be beneficial to have subcommittee members with prior exposure to the Land Development Code. The composition of the subcommittee could include members of the PC, AHBR, BZBA, Park Board, Environmental Awareness Committee and Economic Growth Board. The subcommittee could consist of a relatively small size of 5-7 to assist with meeting coordination and discussion.

Consultant: Due to the significant time required for the effort it is important to have outside assistance. A consultant would provide industry expertise including best practices, preferred legal methods, reference points from other communities, document preparation, etc.

Process: The subcommittee could guide an eighteen-month process with monthly meetings. Significant research and drafting of text would occur between meetings.

Engagement: Subcommittee meetings could be public, similar to the Comprehensive Plan Steering Committee with minutes and videos would be provided online. The subcommittee and staff could draft a quarterly memo updating the Planning Commission and City Council.