

## ATTACHMENT #4

### **Summary<sup>1</sup> of Planning Commission Recommendation to City Council for the Land Development Code (LDC) Review Process**

1. Source of input to Planning Commission and mode of input:
  - City Boards & Commissions (selected by City Council); meeting reports
  - Other groups (selected by City Council); meeting reports
  - Public; comments on website, and attendance at above meetings, community meetings and public hearing.
2. Task definition, e.g., questions, sections of LDC to review (identified by City Council); communicated by mayor by letter & at task orientation meeting.
3. Consulting options, if needed, for Planning Commission: Advisory Group, 1000 Friends.
4. Time-line for process with City Council receiving recommended LDC in Oct.
5. Planning Commission communication with City Council
  - Monthly updates on progress and emerging policy issues to be addressed
  - Final recommendation will include policy issues to be addressed by City Council, i.e., policies appropriate for City Council decisions, and pros and cons of options for each policy issue.
6. Planning Commission assumes role/responsibility in the educational efforts regarding the public once completed.

<sup>1</sup> See details of the recommended process on attached pages.

## **Land Development Code (LDC) Review Process: Recommendations submitted by Planning Commission (5-26-09)**

### PLANNING PHASE (May-June):

May 21: Email sent to designated Boards/Commissions inviting them to an orientation to the LDC by Dan Olson during the scheduled May 26 Planning Commission meeting.

May 22: Current draft of LDC posted on website accessible to all community.

As soon as possible, 1) the LDC overview is posted to the City website, relevant boards and commissions receive disk/electronic copy and a copy of the City's Land Use Principles, and 2) city staff set up a system on the web to receive general public comments

May 26: LDC Orientation for designated Boards/Commissions at the scheduled Planning Commission meeting.

June 1: Council reviews recommendations on LDC review and approves a final process, including their list of the relevant Boards/Commissions, and any local stakeholder groups from whom Council will request input on the LDC.

### INPUT PHASE (June-July):

June 2: Letter from Mayor Rossing to the Chairs of designated boards/commissions and other groups to be identified by the City Council, requesting their review of the LDC and outlining the LDC process as follows:

- 1). Request review and comments on the LDC by July 31, noting that the review may involve 1-2 meetings, and can be accomplished in a scheduled meeting or one called specifically to review the document;
- 2). Outline the complete Time Line of the LDC Review Process;
- 3). Include the specific guidelines for the type of input requested of each designated group (as determined by Erica, Betsey and Dan);
- 4). Suggest that boards/commissions consider inviting local residents with professional expertise that would inform the boards/commission's review of the LDC and whose expertise is not represented on other boards/commissions;
- 5) Request that the city boards/commissions allow generous time for a "public comment period" at the beginning of the meeting(s) designated for LDC;
- 6). Ask city boards/commission chairs to notify City Staff as soon as possible, of the meeting date(s) for the LDC review so that these dates can be publicized.

Guidelines for Input on the LDC for all designated groups and advisory bodies as well as the general public are as follows:

1. Input to the LDC should be guided first and foremost by the Goals, Objectives and Strategies set forth in the Comprehensive Plan;
2. Consensus is sought from groups, so that group comments are submitted rather than comments from many individual Commission/group members;
3. On issues where opinion is strongly divided and consensus cannot be reached, commissions and groups are asked to submit the major opposing arguments;
4. To facilitate the consideration of input, specific instructions will be provided by city staff and City Council representatives on the format of input and comments: e.g. using numbered section headings to facilitate reference;
5. Comments from groups/commissions should be submitted electronically to Chair of the Planning Commission, Greg Colby by July 31 and copied to the Commission/Board's City Council Liaison and the City Planner;
6. Closing assurance/disclaimer: obviously not all input will be incorporated into the final draft of the LDC, but input will be considered thoughtfully by the PC and CC in the REVIEW PHASE (outlined below) and incorporated, or not, in light of their consistency with the Comp Plan.

June 2: City staff notify local press of the LDC Review Process and opportunities for public input on the LDC including: 1) posting comments on the LDC web site; 2) offering comments during the public comment periods of designated commission/board meetings where the LDC will be reviewed; 3) contributing ideas at the community meetings to be held in August; and, 4) participating in the Official Public Hearing that the Planning Commission will hold, as required by law, once a final draft of the LDC is ready for submission to the City Council for approval in the Fall (date to be announced).

June 8 (or as soon as the commission review dates are set) Mayor sends letter to public via the City Commons, and all local media outlining the opportunities for public input (outlined in previous paragraph);

Mid-June – July 31:

City Boards/Commissions as well as any non-Advisory stakeholder groups, meet to review proposed code and submit comments to the Planning Commission Chair, as outlined above.

July 31: Deadline for input.

Re-assessment of the LDC by PC and CC: (a half-time pause to consider any needed changes in the PC process as outlined above).

July 31: Mayor sends letter to commissions/boards and other participating groups, and a letter to the editor of the local newspaper thanking the public for input during the INPUT PHASE, and outlining the REVIEW PHASE and upcoming opportunities for further comment at the Public Hearing. Repeat the caveat that not all recommendations can be incorporated, but that the CC and the PC are weighing each comment carefully.

REVIEW PHASE (August- October)

- Planning Commission meets throughout the summer to modify the code based on input from Advisory Group which have not yet been addressed, as well as comments from relevant groups once submitted.
- Planning Commission meets to review comments from designated Commissions and groups.
- Planning Commission calls on members of the Land Use Advisory Group (LUAG) for consultations as needed.
- Community Meetings held (to be announced by Dan Olson)
- Planning Commission reviews comments from Community Meetings.
- Planning Commission holds official Public hearing as required by statute.
- City Council holds joint work sessions with PC (per Brian O'Connell's experience elsewhere) to review and discuss the LDC
- City Council considers need for possible extensive technical rewriting of parts of the code that may not be able to be completed in-house

#### November

- City Council adopts the LDC

#### Throughout the process:

- The Planning Commission will make a monthly report to the City Council to update Council members on the progress of the LDC review, and to keep them informed of the list of emerging policy issues relating to it.
- When appropriate, PC will assume responsibility in the "education" task regarding the LDC.