



# CITY OF CAÑON CITY

**City Council**

City Council Chambers  
128 Main St., Cañon City, CO 81212  
(719) 269-9011 • [www.canoncity.org](http://www.canoncity.org)

**GENERAL GOVERNMENT COMMITTEE MEETING  
JOINT MEETING WITH CITY OF CAÑON CITY PLANNING COMMISSION**

**July 8, 2020  
5:00 p.m.**

## **AGENDA**

- 1. CALL TO ORDER: Teleconference**
- 2. ROLL CALL: COUNCIL MEMBERS DENNEHY, GONZALES, JAQUEZ, MEISNER, REED, B. SMITH, MAYOR PRO TEM HAMRICK, MAYOR SMITH.**  
  
**PLANNING COMMISSIONERS CLARK, LEDOUX, MELONI, SHEAGLEY, SMITH B., SMITH R.**
- 3. DISCUSSION:**
  - A. Comprehensive Plan Kick-Off**
- 4. ADJOURN The next scheduled meeting is August 5, 2020.**

**Posted pursuant to code on June 25, 2020  
Cindy Foster Owens, City Clerk**



# CITY OF CAÑON CITY

## Planning and Zoning

P.O. Box 1460 • 128 Main Street  
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TO: Mayor and City Council,  
Planning Commission Members

FROM: Ryan Stevens, City Administrator

PREPARED BY: Patrick Mulready, City Planner

DATE: July 8, 2020

RE: **General Government Committee Study Session:  
Comprehensive Plan and Zoning/Subdivision/Development Regulations Update  
Kick-Off Meeting**

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City Council and Planning Commission will recall that beginning last fall, there was an interest expressed in updating the City's "Frankenstein-ed" Zoning/Subdivision/Development Regulations, and that such an update needed to follow logically from an update to the City's Comprehensive Plan. The Comprehensive Plan is a document in which citizen priorities and goals for multiple facets of municipal government functions is expressed, and which then informs local government decision making in a variety of areas. Cañon City's Comprehensive Plan was last updated in 2001.

Having obtained a grant from the Colorado Department of Local Affairs (DOLA) to help fund the effort, Council authorized staff to move forward with the selection of a consultant through a Request For Proposals (RFP) process to help draft the new Comprehensive Plan, followed by a set of new Zoning, Subdivision and Development Regulations which reflect the priorities and goals of the citizens of Cañon City. The RFP was published the first week of February, and staff conducted a Question & Answer session with potential respondents on February 28<sup>th</sup>. Proposals from interested firms were due to Cañon City on March 30, 2020.

A total of eight (8) Planning firms submitted proposals. A committee comprised of Mayor Pro-Tem John Hamrick, Planning Commission Chair Gerald Meloni, City Administrator Ryan Stevens, City Engineer Adam Lancaster and City Planner Patrick Mulready evaluated these proposals against the RFP and narrowed them down to a list of four firms for interviews. Following Zoom teleconference interviews with the four finalist firms in mid-April, the committee reached a unanimous decision to hire the firm of Houseal Lavigne.

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John Houseal and Josh Koonce, from Houseal Lavigne, will be introducing themselves and the Comprehensive Plan update process to both Planning Commission and City Council at this special joint meeting of both groups.

***Requested Action:** None. This meeting is for informational and participatory purposes*

**ATTACHMENTS:**

Attachment A: Discussion Agenda (Houseal Lavigne)

Attachment B: Comprehensive Plan Logo & Title: "Picture Cañon City 2040, A Pathway To The Future"

Attachment C: Scope of Work

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# **Joint Roundtable**

## **City Council - Planning Commission**

### **Cañon City Comprehensive Plan**

Wednesday, July 8, 2020

#### **MEETING AGENDA**

1. Introductions/Overview
2. Roles and responsibilities
3. Review scope of work and planning process
4. Project Schedule and Upcoming Events
5. General Comments and Questions
6. Workshop Session/Exercise (approx. 45-60 minutes)
7. Next Steps



# PICTURE CANON CITY 2040

— *A pathway to the future* —



# Project Scope of Work

## Cañon City Comprehensive Plan & Development Regulations Update

### Step 1: Project Initiation

To “kick-off” the Cañon City comprehensive planning and development regulations process, the consultant will conduct meetings with key City staff, City Council, and Planning Commission. These meetings will help establish an overall project understanding, timeline, management protocol, and framework and allow City staff and officials (policymakers) the opportunity to identify community issues and opportunities at the onset of the process before community outreach activities commence and initial planning steps are undertaken. It is important that the consultant establish a strong team with City staff and officials and be thought of as an extension of City staff for the duration of the comprehensive planning and code amendment process.

#### 1a: Staff Kick-off Meeting and City Tour

Prior to our first meeting with the Planning Commission and City Council, key members of the Consultant Team will meet with key City staff. This first meeting will allow key members of the Consultant Team to review and discuss matters with City staff. A tour of Cañon City will also be conducted with City staff and the consultant to allow firsthand, “in the field” observation and discussion.

#### 1b: Joint Planning Commission (PC)/City Council (CC) Initiation Meeting & Workshop

A project initiation meeting will be held to set the foundation for the planning program and review and discuss the overall direction and policy issues facing Cañon City. Participants in the project initiation workshop would include City staff, key personnel from the Consultant Team, City Council, and members of the Planning Commission. The purposes of this meeting will be to (a) review overall project objectives; (b) refine the work program for the project; (c) review and establish the roles and responsibilities for all parties involved throughout the process; and (d) establish a schedule for the project. The project initiation meeting will conclude with a Project Initiation Workshop. The workshop is intended to solicit the views of the City Council, Planning Commission members, and staff regarding their concerns and aspirations for Cañon City at the onset of the planning process. It is anticipated that 1a and 1b will take place on the same day.

#### Step 1 Deliverables:

- Summary of Joint PC/CC Workshop

## **Step 2: Existing Conditions Analysis**

This step will include the preparation of an *Existing Conditions Analysis* that will be based on existing land use and transportation data, community facilities, information provided by the City, detailed field reconnaissance conducted by the consultant, market and demographic overview, and a thorough review and synthesis of existing and relevant City plans having a bearing on the development of the new comprehensive plan. The consultant will prepare an *Existing Conditions Analysis* report that will serve as the initial foundation for development of the plan. Step 2 will run concurrently with Step 3, Community Engagement.

### **2a: Relevant Studies, Plans, Reports, and Initiatives**

The consultant will conduct a thorough review of existing relevant plans, studies, and reports. This review process will help determine: 1) recently adopted City policies that need to be reflected in the new Comprehensive Plan, 2) changes within the community that have occurred since the adoption of previous plans, 3) conflicts between or deficiencies within and existing plans, and 4) the validity of previously collected data.

### **2b: Demographics and Market Overview**

The consultant will prepare a demographic analysis of the Cañon City community that will include an analysis of recent trends in population, households, income, age and gender characteristics, racial and ethnic composition, and labor force and employment. The consultant will concurrently formulate a market assessment that will provide an overview of supply and demand trends, as well as the development potential for residential, retail, office, and industrial land uses.

### **2c: Existing Land Use and Development**

The consultant will prepare an existing land-use map comprised of all parcels within the City's planning jurisdiction. The consultant will then analyze this map to identify functional land use areas, compatible and incompatible land use arrangements, and other issues related to existing land-use and development conditions.

### **2d: Current Zoning**

The consultant will next conduct an analysis of Cañon City's current zoning and development controls. This process will: 1) assess how well current regulations affect established City policy and integrate with other ordinances and initiatives; 2) summarize consistencies or inconsistencies in the current code; and 3) evaluate general strengths and weaknesses of existing regulations. While this step will provide an initial overview assessment of zoning and development regulations, a more thorough diagnostic will be conducted in Step 8 of the process.

## **2e: Transportation and Mobility**

The consultant will assess existing transportation facilities in the City's and review existing transportation information from Cañon City, Freemont County, CDOT, and other sources as needed and relevant, as well as data garnered from field observations as part of its analysis of existing conditions related to transportation and mobility.

## **2f: Community Facilities & Infrastructure**

An assessment of the City's facilities, all utilities including stormwater, and infrastructure will be undertaken by the consultant. The consultant anticipates that much of the information related to community facilities will be provided by the City. To supplement this, the consultant can also prepare a facilities survey questionnaire for community service providers and will use the results – together with fieldwork and other research – to prepare a community facilities inventory, including detailed map exhibits. Infrastructure will also be assessed based on information provided by the City.

## **2g: Cultural and Historic Resources**

An assessment of the City's cultural and historic resources will be undertaken as an important component of existing conditions having a bearing on the development of the plan. This assessment will largely be based on information provided by the City and observations and research undertaken by the consultant.

## **2h: Natural Resources, Environmental Features, and Open Space**

The consultant will review, inventory, and analyze the City's environmental features, including areas of natural environment, water features, open spaces, and other special natural and human-made features that add to the City's character. In addition, the consultant will identify problems, concerns, strengths, and opportunities for improvement related to Cañon City's natural environment.

## **2i: Existing Conditions Analysis Report**

The Project Team will outline the results of community outreach activities and the existing conditions analysis in an interim report detailing existing conditions, issues and opportunities that will be addressed in the Plan. This working document will serve as a foundation for future steps in the planning process as the consultant crafts an understanding of major priorities. The draft report will be submitted to staff for review and comment. Appropriate revisions will be made prior to sending it to the PC and CC. The intent of the report is not to provide and an exhaustive inventory of all conditions, but an understanding and assessment of conditions relevant to developing the plan.

## **2j: Joint PC/CC and City Staff Meeting**

A joint PC/CC meeting will be conducted to review and discuss the Existing Conditions Analysis Report. Based on review and discussion, appropriate revisions will be made.

## **Step 2 Deliverables:**

- Existing Conditions Analysis Report



## **Step 3: Community Engagement**

Community outreach and citizen participation is the cornerstone of our proposed planning process. Anticipating high levels of participation from an active and engaged community, our proposed outreach process includes both traditional (face-to-face) and web-based activities to obtain the broadest levels of participation in preparing the Comprehensive Plan and development regulations. Our planning process is designed to promote community involvement and encourage citizen participation. Do-it-Yourself Workshop Kits and point of contact collateral and materials for local events and festivals allow for grassroots/neighborhood involvement. Audience Response Systems (ARS) will also be used to provide interactive real time audience participation where audience feedback is instantly displayed on screen in a gameshow type experience. ARS and traditional visioning techniques will be a part of a fun and interactive visioning charrette designed for both small group and large group activities. Interviews and focus groups will allow for the targeted involvement and inclusion of key stakeholder groups from the Cañon City community.

Outreach activities can be designed to address previously identified community themes and areas of concern, including active transportation and mobility, parks and open space, housing, resiliency, balancing natural environment and development, maintaining community character, enhancing riverfront and downtown opportunities, and more, in addition to more detailed discussion regarding implementation strategies and related community-wide priorities and areas of concern. Community outreach is included throughout the entire planning process, with this step providing the initial participation efforts and laying the foundation for the remaining process. The consultant is committed to creating effective, fun, and responsive community engagement and are willing to work with the City to create the outreach program best suited for the Cañon City comprehensive planning process. Collaboration and coordination will be done with the City's Public Information Officer and Information Technology Manager.

### **3a: Branding and Collateral (electronic and hardcopy for community events, online, social media)**

The consultant will work with City staff to establish a name/brand for the Comprehensive Plan that will then be integrated into community-wide marketing efforts. The graphic design and communications experts on the Consultant team will use their expertise in community-based marketing to create an “identity” for the planning process as well as the plan document. Collateral such as postcards, posters, social media content, and email blasts will be developed for use by the City to better promote the plan and inform and engage the community.

### **3b: Interactive Project Website**

The consultant will design and host an interactive Project Website that is linked to the City's existing website. The project website will provide a “home base” for information regarding the new Comprehensive Plan. This website can be used to post project schedules and meeting dates; display graphics, maps, and draft documents; address frequently asked questions; host a community discussion forum and map.social; contain online community surveys; and provide a variety of other features.

### **3c: Online Community Questionnaire**

The consultant will prepare a web-based questionnaire designed to gather information on those issues and concerns most important to the City's residents, business owners, and stakeholders. This online questionnaire will be posted on the project website. At the close of the survey response period, the consultant will review and summarize results as a gauge of community priorities and issues.

### **3d: map.social (an interactive web-based issues mapping platform)**

The consultant will feature map.social, a web-based community issues mapping tool on the interactive Project website. This tool will allow visitors to the website to identify, map, and comment on areas of concern and valued community assets. Input from residents and stakeholders allows the consultant to create a composite map of community issues to assist with the identification and establishment of community goals and objectives.

### **3e: Business Focus Group/Workshop**

This workshop will be targeted specifically to Cañon City's business owners and corporate citizens, an important stakeholder group. The primary purpose of the workshop is to establish a dialogue and obtain feedback from those members of the business community that have a unique insight and perspective and whose assistance and involvement are crucial to the Plan's ultimate success.

### **3f: Key Person Interviews/Focus Group Discussions (up to 10)**

Stakeholder interviews and focus group discussions allow us to obtain first-hand insight into the community from a diverse array of perspectives. The consultant will conduct confidential interviews and focus group discussions to obtain vital information regarding local issues. The consultant will work with City staff to identify those individuals and groups to be interviewed, but we do recommend a broad sampling of interviewees who possess unique perspectives and special insights into the community. Interviews and focus groups will be approximately 45-60 minutes in length and conducted over a two-day period.

### **3g: DIY Workshop Kits**

The consultant will make DIY workshop kits available to City staff, as well as community groups throughout Cañon City (e.g., chamber organizations, homeowners associations, churches, community organizations, neighborhood groups). DIY workshop kits will allow staff and residents to facilitate their own workshops and gather input from specific segments of the population that may not otherwise participate in more formal planning activities.

### **3h: Community Visioning Charrette (including real time audience response polling)**

A community visioning charrette will be conducted to identify issues and establish a vision(s) for going forward. ARS and traditional visioning techniques will be a part of a fun and interactive visioning charrette designed for both small group and large group activities.

#### **Step 3 Deliverables:**

- Branding for plan and process
- Design of collateral (posters, postcards, social media content, emails)
- Project website
- Online questionnaire
- map.social
- Business workshop summary
- Key person interviews/focus group summary
- Vision Charrette materials
- Summary of community outreach

## **Step 4: Community Vision, Goals, Objectives, and Plan Framework**

The purpose of this step will be to establish an overall “vision” for the City of Cañon City that can provide focus and direction for subsequent planning activities, serve as the “cornerstone” of the consensus building process, identify a path for growth and investment, ensure the Plan is responsive to the needs and aspirations of the community, and sets a path for the effective amendment of the City's land use and development codes. This step will include the creation of a community vision, goals, and objectives, and appropriately incorporate relevant and recent planning policy and objectives and outreach and visioning undertaken in previous steps of the planning process. This step will also include the development of the Comprehensive Plan Framework, including the overall structure of the plan, key elements, themes, and content.

### **4a: Vision Statement**

Following the visioning charrette, the consultant will prepare a preliminary Community Vision Statement. The preliminary Vision Statement will be based on the Visioning charrette, feedback from the community outreach activities, and observations from the consultant. Priority planning topics will also be identified and used to structure the content of the vision statement and provide the framework for goals, objectives, and policies.

### **4b: Goals, Objectives, and Policies**

Based on previous steps in the planning process, the consultant will develop the goals, objectives, and policies to provide more specific focus and direction for developing planning recommendations.

### **4c: Comprehensive Plan Framework**

Based on outreach, vision, goals, objectives, and policies, the consultant will provide a comprehensive plan framework that identifies the plans organization, key elements, themes, and primary content. The draft framework, along with the vision, goals, objectives, and policies will be provided to City staff for review and comment prior to submitting to the PC and CC.

### **4d: Joint PC/CC Meeting**

A joint meeting will be conducted with City staff, Planning Commission, and City Council to review and discuss the vision, goals, objectives, policies, and overall plan framework. Appropriate revisions will be made based on review and discussion.

### **Step 4 Deliverables:**

- Vision statement
- Goals, objectives, policies
- Comprehensive plan framework

## **Step 5: Preliminary Comprehensive Plan Core Elements**

Utilizing work completed in the preceding steps and building upon the community outreach and visioning, draft comprehensive plan core elements will be prepared for local review and consideration. The draft plan elements will meet the requirements set forth by the state of Colorado and include elements identified by Canyon City, including but not limited to: land use and development; transportation (including bike and pedestrian mobility), community facilities and utilities, housing and neighborhoods, economic development, recreation and tourism, environment and sustainability, resiliency, growth and annexation, cultural and historical resources, community character. The land use and development element will clearly identify the different areas and character of development, areas and sites targeted for redevelopment opportunity, areas and sites targeted for conservation and enhancement, and the preferred intensity and character of use and development throughout the City. The land and development element will also include a residential areas framework and a commercial and industrial areas framework. After review and discussion with City staff and Planning Commission, appropriate revisions will be made to the draft core elements, which will serve as a basis for development of a detailed implementation strategy and action framework. The draft plan elements will be highly illustrative, rich in graphics, user-friendly and reflect the highest standards of document design.

### **5a: Prepare preliminary Comprehensive Plan Core Elements**

The draft plan core elements will meet the requirements set forth by the state of Colorado and include elements identified by Canyon City, possibly including but not limited to: land use and development; transportation (including bike and pedestrian mobility), community facilities and utilities, housing and neighborhoods, economic development, recreation and tourism, environment and sustainability, resiliency, growth and annexation, cultural and historical resources, and community character. The draft plan core elements will consist of concise text and be highly illustrative, rich in graphics, and user-friendly.

### **5b: Joint PC/CC Meeting (public comment invited)**

A joint meeting will be conducted with City staff, Planning Commission, and City Council to review and discuss the preliminary core elements. Appropriate revisions will be made based on review and discussion.

### **Step 5 Deliverables:**

- Draft comprehensive plan core elements

## **Step 6: Draft Implementation Strategy and Action Framework**

Building on the vision, goals and objectives, and revised core plan elements, a detailed implementation strategy will be developed that identifies specific projects and actions necessary to realize the vision and goals outlined in the plan, as well as the metrics and performance indicators to allow the City to measure implementation success over time. The implementation strategy will identify the implementation actions to be undertaken, determine prioritization, establish the role of the City and various partners and stakeholders in undertaking key actions, and identify potential sources of funding to help implement the plan and specific implementation tasks.

### **6a: Draft Implementation Strategy and Action Framework/Matrix**

As a component of the Comprehensive Plan, the consultant will prepare an implementation program that will describe the actions required to carry out the policies contained in the plan, including short-, medium-, and long-range strategies and recommendations, priority improvement projects and redevelopment sites, capital improvement projects, funding sources and implementation methods, timing and prioritization, metrics and performance indicators, and general administration and management of the Plan.

### **6b: Joint PC/CC Meeting**

A joint meeting will be conducted with City staff, Planning Commission, and City Council to review and discuss the draft implementation strategy and action framework/matrix. Appropriate revisions will be made based on review and discussion.

### **Step 6 Deliverables:**

- Draft implementation strategy and action framework/matrix

## **Step 7: Draft Plan and Final Plan Adoption (including web-based plan)**

Pulling together the components developed in steps 5, 6, and 7 (vision, goals, and objectives; core plan elements; and implementation strategy and action framework), the consultant will prepare the Draft Comprehensive Plan for local review and consideration. After review and discussion with City staff, City Council, and Planning Commission, and after holding a community open house, appropriate revisions will be made, and the final Comprehensive Plan will be prepared for public hearing. Based on review, discussion, and Planning Council and public feedback during the public hearing, the consultant will revise the document and present the Comprehensive Plan to the City Council for consideration and adoption. The comprehensive plan will be highly illustrative, rich in graphics, user-friendly and reflect the highest standards of document design. After adoption, in addition to the preparation of a final PDF document, the consultant will prepare an interactive web-based plan for publication on the City's website.

### **7a: Prepare Draft Comprehensive Plan**

Based on the work activities of steps 1 through 6, a draft Comprehensive Plan document will be prepared for review and consideration. The draft Plan will be designed not only to serve as a legal document for guiding land use, transportation, community facilities and infrastructure, parks and open space, and the natural environment, but also as a guide for establishing City policy regarding a variety of community components that collectively improves the overall quality of life. The draft Comprehensive Plan will meet all requirements as set forth by the state.

### **7b: Joint PC/CC Meeting**

A joint meeting will be conducted with City staff, Planning Commission, and City Council to review and discuss the draft Comprehensive Plan. Appropriate revisions will be made based on review and discussion.

### **7c: Community Open House**

Prior to the public hearing, a community open house will be held to allow residents to “drop in” and review the draft Comprehensive Plan and ask questions of the members of the Consultant Team and City staff. The Open House format provides an opportunity to see and learn about the City's new Comprehensive Plan before the adoption process begins. Following the community open house, the final Comprehensive Plan will be prepared for public hearing presentation as the adoption process begins.

### **7d: Final Draft Comprehensive Plan to Planning Council (Public Hearing)**

In accordance with the State's statutory requirements, the final Comprehensive Plan will be presented to the Planning Commission at a public hearing. Based on review and discussion, and based on public feedback during the public hearing, a revised final Comprehensive Plan will be prepared for recommendation to the City Council.

### **7e: Final Comprehensive Plan to City Council (Adoption)**

The revised final Comprehensive Plan will be presented to the City Council for consideration and adoption. At the conclusion of the project, all background data and information compiled by the Consultant Team during the course of the study will be forwarded to the City.



## **7f: Preparation of Web-Based Plan**

In addition to a PDF of the final Comprehensive Plan, which will allow for on-screen viewing and easy distribution, the consultant will leverage ArcGIS Online and create an “app”, providing an interactive version of the comprehensive plan. Combined with photos, text, websites, and other media, ArcGIS Online will power interactive maps that can be queried and explored, providing an engaging, “digital” comprehensive plan. Plan content will be interwoven with attractive maps, visuals, and interactive content that simplifies navigation between related, cross-referenced components of the plan.

### **Step 7 Deliverables:**

- Draft comprehensive plan
- Design of open house materials/exhibits
- Final Comprehensive Plan document
- Web-based format comprehensive plan



## **Step 8: Initial Code Assessment & Outline of Code Changes**

A thorough review of the City's existing Land Use and Development Codes will be undertaken to determine strengths and weaknesses of the existing regulations as a baseline for preparing updated codes (zoning, subdivision, land use and development regulations). The existing codes will also be evaluated with regard to how they do or do not support the vision, goals, and objectives of the new Comprehensive Plan. This review and assessment of the existing development codes will entail a detailed chapter-by-chapter, section-by-section review, highlighting areas where the existing regulations, standards, procedures, processes, and other requirements are problematic, when measured against community aspirations, national best practices, and effectively accommodating property investment while safeguarding and ensuring community character and sense of place.

GIS, Pictometry, Google StreetView, and other means will be used to conduct “conformity analysis”/ “testing” of existing conditions against the bulk and use standards of the current code. This level of analysis is important, not only to determine if existing development is consistent with the existing code, but to fully understand the impact of new regulations on existing development, so as not to inadvertently create an excessive amount of legal non-conforming structures.

The findings of the initial code analysis will be packaged into a development code diagnostics report and outline of recommended code changes. It will identify the priority areas related to zoning that must be addressed, the rationale for such determination, and preliminary recommendations for how to proceed, what to prioritize, and approaches to be considered.

### **8a: Additional Code-Focused Stakeholder Interviews via Teleconference (up to 8)**

Additional stakeholder interviews will be conducted via teleconference to obtain feedback and insight into the effectiveness and concerns related to the existing zoning and development regulations. Stakeholders with a unique insight and understanding of the codes should be targeted for interviews, including local builders, developers, architects, and more. conducted over a two-day period.

### **8b: Code Diagnostic Report**

The findings of the additional interviews along with the analysis of the existing zoning ordinance and subdivision and development regulations will be packaged into a zoning diagnostics report. This report will include narrative text, diagrams, tables, maps, renderings, photographs, and other appropriate elements to describe the issues with current regulations, and the concerns and priorities identified by the community.

### **8c: Outline of Code Changes and Organization**

Based on the Diagnostic Report, and outline of code changes and an overall organization of the new UDO will be prepared. The report will provide the key recommendations for moving forward. It will identify the priority areas related to zoning, development regulations and subdivisions that must be addressed, the rationale for such determination, and preliminary recommendations for how to proceed, what to prioritize, and approaches to be considered.

### **8d: Joint PC/CC Meeting**

A joint meeting will be conducted with City staff, Planning Commission, and City Council to review and discuss the Diagnostic Report and Outline of Code Changes and Organization. Discussion and feedback will be used to guide the development of the new code and regulations in step 9. Public feedback should be invited as part of the meeting.

#### **Step 8 Deliverables:**

- Diagnostic report
- Outline of code changes and organization

## **Step 9: Draft and Final Development Code Changes**

The draft code changes (including a revised zoning map) will be prepared for local consideration and discussion, based on feedback from City staff, Planning Commission, City Council, and key stakeholders in previous steps in the planning process. This step will also include the formal public hearing process and, ultimately, the adoption of the new Land Use and Development Code and Map. The proposed and final code changes will be accompanied with an executive summary providing the rationale behind the proposed changes. The updated code will be clearly and concisely written, user-friendly, and incorporate graphics throughout, where appropriate and applicable. A final version of all materials would be provided to accommodate the City's systems and online code publishing provider.

### **9a: District Standards and Uses; Uses Permitted by Special Review (staff & City Attorney review)**

Preliminary District standards, uses, bulk regulation standards, special review standards and all other district specific use and development standards will be developed and submitted for staff review. This will include, but not be limited to standards related to permitted uses, special uses, uses not allowed, height, setbacks, lot coverage, and more. Appropriate revisions will be made based on review and discussion with city staff.

### **9b: Development and Design Standards (parking, signage, landscaping, etc.) (staff & City Attorney review)**

Preliminary “standards of general applicability” will be prepared and submitted to staff for review. This will include, but will not be limited to landscaping, screening/buffering, parking, and loading, lighting, site improvements, and more. Appropriate revisions will be made based on review and discussion with city staff.

### **9c: Joint PC/CC Meeting**

A joint meeting with PC, CC, and City staff will be conducted to review and discuss the draft district standards, uses, bulk regulations, and standards of generally applicability, such as parking, landscaping, lighting, site improvements, and more. Appropriate revisions will be made based on review and discussion. Public feedback is welcome.

### **9d: Administration & Enforcement; Procedures; Definitions; Planned Developments (staff & City Attorney review)**

This task will result in recommendations for application and approval procedures. It will also include flow charts and diagrams clearly articulating such procedures in order to ensure that applicants and code administrators understand who is responsible for various recommendations or approvals. This task will include the review of various procedures and requirements to ensure necessary amendments are put into place to maximize process efficiency and effectiveness for the both the City and applicant. This task will also result in the preliminary “definitions” section of the new ordinance, incorporating new terms that are not sufficiently covered in the current code, and the elimination of antiquated or unnecessary definitions that exist in the current code.

### **9e: Staff & City Attorney Review Meeting (via teleconference)**

A meeting(s) with City staff will be conducted via teleconference to review and discuss the previously submitted draft sections of the amended codes and ordinances. Appropriate revisions will be made based on review and discussion with City staff.

### **9f: Joint PC/CC Meeting**

A joint meeting with PC, CC, and City staff will be conducted to review and discuss the draft amendments to the zoning ordinance, subdivision code, and development regulations. Appropriate revisions will be made based on review and discussion. Public feedback is welcome.

### **9g: Draft Codes and Map**

This step will include the preparation of the amended codes and ordinances and the new/updated zoning map. This deliverable will include all supporting illustrations, graphics, charts and tables, and maps to support the updated regulations in order to maximize user-friendliness and a straight-forward/non-technical approach. As appropriate, the resulting design of the document will closely follow the design vernacular of the new Comprehensive Plan.

### **9h: Planning Commission - Public Hearing**

A public hearing will be conducted with the Planning Commission to consider and recommend action on the draft Zoning Ordinance and Zoning Map.

### **9i: City Council Adoption**

Following the public hearing and the recommendation of the Planning Commission, appropriate revisions will be made, and the Final Updated Ordinances, Development Regulations, and Zoning Map will be presented to the City Council for adoption.

### **9j: Preparation for Online Publication**

The final updated Codes and Ordinances will be prepared for online publication.

### **Step 9 Deliverables:**

- District Standards and Uses; Uses Permitted by Special Review
- Development and Design Standards (parking, landscaping, site improvements, etc.)
- Administration & Enforcement; Procedures; Definitions; Planned Developments
- Draft Codes and Map
- Final Codes and Map
- Preparation for Online Publication