



## Legislation Details (With Text)

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**On agenda:** 9/29/2020      **Final action:**  
**Title:** Comprehensive Plan Update and Process  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Planning Commission Comments

Date	Ver.	Action By	Action	Result
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### SUBJECT:

**Comprehensive Plan Update and Process**  
**DEPARTMENT:** Planning and Development

**PRESENTER:** Fred Starr, Director of Planning and Development  
Deborah Bachelder, Planning Manager, Deputy Director

### TIME ESTIMATE:

**STAFF RECOMMENDATION:**  
N/A

### SUMMARY AND BACKGROUND OF SUBJECT MATTER:

The Board of Trustees has prioritized an update of the Town Comprehensive Plan for 2021. The purpose of the study session discussion is to verify with the Board of Trustees their expectations for the:

- Format of the updated document;
- Extent of public outreach;
- Use of an outside consultant;
- Timeline for the project; and,
- Budget for the project.

In December 2005 a Comprehensive Plan was adopted that significantly changed the written text and map formats and content from the previous Comprehensive Plans. This major update was based on extensive public outreach and coordination with the Planning Commission, Board of Trustees and

advisory boards. An outside consultant was hired to lead the Town through the 19-month update process. The public outreach aspect included:

- Creating a steering committee of 2 Planning Commissioners, 2 Board of Trustee members, members from Town advisory boards, the Chamber of Commerce, and 3 citizens.
- Several presentations at joint study sessions for the Planning Commission and Board of Trustees.
- Presentation of draft materials at open houses and Town events.

Since the adoption of the 2005 Comprehensive Plan, the Town has initiated four amendments to the document with limited public outreach. The last staff initiated amendment occurred in 2016. The Comprehensive Plan document recommends an updated process at least every 5 years. If we update the Comprehensive Plan next year we will be at that 5-year time frame. We would like the Board of Trustees' direction on whether to pursue a completely new Comprehensive Plan document and map, or a significant update to the existing documents.

Over the past few years, Planning and Development has been involved in discussions regarding the need for updates to the Comprehensive Plan and the future development plans for the Town with the Board of Trustees, Planning Commission, other Town departments, developers, business representatives, and the public. Based on these discussions and the growth of the community in the last 15 years, staff supports a significant Comprehensive Plan update that we believe should include extensive public outreach. Although some aspects of public outreach have been curtailed during this time, staff believes that it is still possible to provide outreach in meaningful ways by:

- Posting updates on draft progress to our website and through email notices and newsletters;
- Providing for public input through on-line surveys;
- Provide outreach and updates at a booth at public events like farmer's market or other events that might be permitted in 2021;
- Creating a steering committee similar in nature to the 2005 committee that can have virtual meetings to coordinate with a consultant; and,
- Holding joint study sessions with the Planning Commission and Board of Trustees.

Staff also supports an update process that includes identification of areas where the Town would like more intensive Sub-Area Plans be pursued in the future. This will help for budgeting and prioritizing future projects that may be similar to the Town Center process we engaged in in 2019. Staff anticipates there may be a need for future Sub-Area Plans for the Old Town area and along our I-25 frontage.

To accomplish this significant Comprehensive Plan update, staff recommends hiring an outside consultant to take the lead in conjunction with the Planning Division overseeing the project and coordinating with the consultant. The proposed 2021 budget for the Town includes a line item for these consulting services in the amount of \$400,000.

The inclusion of extensive public outreach to the significant Comprehensive Plan update requires a schedule that will accommodate these activities. The 2005 update took 19 months. If the Board of Trustees anticipates a completely new Comprehensive Plan with extensive public outreach, staff would recommend an 18 to 24-month time frame. If the Board of Trustees anticipates an update to the existing Comprehensive Plan document with extensive public outreach, staff would recommend a

12 to 18-month time frame from the date the consultant starts work on the project.

The Planning Commission held a study session on August 19<sup>th</sup> to discuss options they would like considered for the Comprehensive Plan update. A memo summarizing their discussion is attached. Some of the Planning Commission members will be attending and participating in this study session.

**ATTACHMENTS:**

1. Planning Commission Memo Comments