

2007 Minor Code Amendment Project Summary of Process and Schedule

PROJECT BACKGROUND AND PURPOSE

The city of Eugene completed a major update of its land use code in 2001. Since the adoption of the new code, the City Council has directed staff to undertake a process to make a number of strategic improvements. Phase 1 of that effort was completed in 2005. Those amendments focused on minor “clean-up” items, primarily identified by city staff.

This project represents Phase 2 of the code amendment project. It is intended to primarily address issues raised by community members: neighborhoods, the development community, and other stakeholders. As such, the early steps of Phase 2 have involved considerable public outreach to establish a list of potential amendments. It was anticipated that the list of issues raised by the community would be far greater than the project scope could accommodate. Therefore, one of the key tasks involves the prioritization of the suggested list of amendments and creation of a list of those proposed amendments which can be done this year within the scope of this project.

Two consulting firms (Angelo Planning Group and Zenn & Associates) were selected to work with the City on this project. The tasks or steps outlined for the project are summarized below:

- Scoping of potential amendments - One of the early steps in the process has been to provide an opportunity for the community to share their suggestions on how the Land Use Code could be improved.
- Prioritizing potential amendments - Once the list of amendments has been assembled, the next step is to prioritize the list of suggested amendments and develop a working list of potential amendments that can be accommodated within the scope of the project.
- Development of code amendment concepts – Potential solutions to address the various priority items will be developed. It is anticipated that these solutions would be presented more as concepts than precise code language.
- Planning Commission public hearing process - Following input on the draft solutions, the more specific language for the priority code amendments will be developed and the Planning Commission will hold work sessions and conduct a public hearing to provide additional opportunity for community members to comment on proposed amendments.
- City Council public hearing process - The City Council will then hold work sessions and conduct a public hearing to consider the recommendation of the Planning Commission, allowing additional opportunity for public comment.

PROJECT SCHEDULE - OVERVIEW

The project schedule is designed to accomplish the tasks described above by the Fall of 2007. As shown in Figure 1 (attached), the 2007 Minor Code Amendment Project has a strong emphasis on public involvement and community input. The general intent with this process is to move forward in the project, then allow a complete feedback loop for all involved to refine decisions and direction before moving forward again. In using an “adaptive management” approach to the public participation process for this project, we hope to retain the flexibility needed to address concerns, questions and issues raised by the community, Planning Commission and City Council.

Recognizing that the input at each activity can impact the following activities, the project team has provided general anticipated time periods as guidelines for the process. The project team will announce specific scheduled meeting dates as soon as they are determined. Flexibility in meeting scheduling allows the process to be responsive to public input.

In the section below, activity descriptions, details, objectives and key decision points are provided:

Meeting #1: Initial Stakeholder (September 28, 2006)

Description: The project team met with stakeholder representatives (Chamber, neighborhoods, homebuilders, and environmental interests) to discuss and refine project and public outreach approaches. The project team followed-up this meeting with calls to the meeting participants, from which the outreach program was refined and posted on the project website.

Objective: Refine, if necessary, the community involvement program for this project

Outcome: Refined outreach program to include two additional open houses early in the project to gather input

Meeting #2 and #3: Open Houses (December 7, 2006 and January 18, 2007)

Description: The project team held open houses to solicit and log suggested code changes and evaluation criteria items from attendees. The latest "library" of code changes was available for the public to review at each of these meetings. The meetings were designed to offer opportunities for individuals to discuss issues with the project team members and other stakeholders.

Objectives: Inform participants about the process

- Involve participants in development of collected suggestions for library
- Continue to collect suggestions for evaluation criteria

Outcome: These meetings served to inform and involve participants and have been successful in collecting input. To date, nearly 200 suggested amendments have been added to the library.

Meeting #4: Community Forum (Tentative date: April 5, 2007)

Description: Based on criteria suggestions, the project team will prepare and present several approaches to prioritizing lists of suggested changes. This meeting will offer the opportunity to discuss these approaches with community members and stakeholders prior to Planning Commission roundtable discussions. The project team will use this meeting to get input on the prioritization options from attendees. This input will be included as part of the upcoming presentations to the Planning Commission.

Objectives: Inform participants about library submissions and criteria suggestions to date

- Consult with participants about alternatives for prioritization of suggested code amendments
- Involve participants in decisions about upcoming community meetings

Anticipated Outcome: Obtain input on the prioritization options from attendees to share with the Planning Commission.

Planning Commission Roundtable (date TBD)

The Planning Commission Roundtable will provide informal and interactive opportunity for communication between attendees and the Planning Commission. The Planning Commission will

provide information to the public about their process and how code changes will be prioritized. The Planning Commission will provide their suggested code changes at this meeting.

- Objectives:** Inform Planning Commission about library submissions and criteria suggestions to date
- Provide a means for the public to collaborate with Planning Commission about alternatives for prioritization of suggested code amendments
 - Inform Planning Commission about community input to date regarding the library, alternatives for prioritization and involvement
 - Set date for final submissions to library of suggested code amendments, if appropriate (NOTE: the current schedule calls for all suggested code amendments to be submitted the day following the Planning Commission Roundtable)

Anticipated Outcome: Selection of prioritized list or suggestions to further evaluate list.

Outcome: Adjustments to public involvement process, if necessary

Meeting #5 Community Forum / Planning Commission process

Description: Depending on the outcomes of, and suggestions from, the Planning Commission Roundtable, these meetings could be held jointly to optimize meeting participants' time. The Planning Commission would gather additional input as requested at the previous meeting to move closer to a decision on selection of potential code item amendments. As with the Planning Commission portion of this gathering, the community portion also would further discussions regarding a final list of code amendment to address. If there is general agreement from the Planning Commission on many of the items to address, further discussions among both the Planning Commission and Community participants could provide additional direction on how to best address these items.

- Objectives:** Continue to collaborate with Planning Commission and community members about suggested code amendments to address (if not finalized at this point)
Involve community and Planning Commission in discussion to obtain additional direction on how best to address agreed upon (if any) items

Anticipated Outcome:

Selection of list of code amendment to address

City Council Check In (date TBD)

Description: The project team will present findings to date to City Council

Objectives: Inform Council about progress to date from the project team, community and Planning Commission.

Anticipated Outcome: Authorization to proceed with developing the draft code amendment language for the list of code amendments.

Meeting #6: Community Forum (date TBD)

Description: This meeting will offer amendment drafts for community review, comment and discussion. The meeting will focus on challenges and issues related to the amendment drafts. The format of this meeting will depend on the evaluation of the first joint Planning Commission/ community meeting(s). Under any circumstance, this meeting will provide additional opportunities for community input to address outstanding issues. .

- Objectives** Inform Planning Commission and community members about progress on amendments
- Address questions related code changes
 - Involve participants in identifying critical issues related to these changes

Anticipated Outcome: Approvals on amendment changes where agreement is reached
Identification of upcoming review loop for items on which additional discussion still needs to occur.

Public Hearings (date(s) TBD)

Description and objectives: Planning Commission public hearings will provide a final opportunity to provide input and comment on proposed code amendment language prior to Planning Commission recommendations to City Council. City Council public hearings will provide a final opportunity to provide input and comment on the proposed code amendments prior to adoption.

Anticipated Outcome: PC recommendations to City Council
CC adoption of proposed amendments

2007 Minor Code Amendment Project Process Chart and Tentative Schedule

