

MEMO

To: City Council

Fr: Mayor Taylor

Dt: March 19, 2014

Re: General Plan Review Process

Ron, Rob, and I have met several times to develop a process for reviewing the General Plan. We are ready to begin this process, and would like to finalize an initial plan for moving forward during our next City Council meeting (March 25). Below is what we are proposing to start our discussion in this regard. Please bring your ideas and suggestions to the March 25 meeting.

Review Process/Calendar

1. Joint Council-Planning Commission work session to brainstorm scope and refine plan (Mid-late April).
2. Select a General Plan consultant to facilitate process and write plan updates (May-June).
3. Create a Steering Committee to guide process (a joint committee of elected officials, planning commissioners, residents, business community, and trails/parks representative). Steering committee refines City Council guidance into key areas for review (June-August).
4. Input from residents is gathered via surveys and highly publicized Open House events (August-September).
5. Consultant, Steering Committee, and Planning Commission work to create an updated General Plan Recommendation.
6. The recommendation comes to the City Council for further refining and approval (Spring 2015).

Grant Applications/Additional Details

Please see the attached documents for more explanation about the process and potential calendar. Please note the calendar is just a framework. The steps are more important than the dates at this point. The two attached documents were submitted to

the Wasatch Front Regional Council as part of a grant application to help us pay for the cost of the General Plan review and the development of a Downtown plan. Rob Scott has put a lot of thought and effort into developing these proposals and grant applications. We are really fortunate to have his expertise in the City and he will be an excellent asset during the review process.

Steering Committee

Based on our previous discussion about the General Plan review in our first work session, it sounded important to all of us that elected officials be involved throughout the review process. Therefore, we are proposing a Steering Committee to guide the review process. This would be a committee of residents, elected and appointed officials, and staff to guide the consultant and the process. I propose the committee be composed as follows:

- Mayor (1) *Chairman*
- City Council (2)
- Planning Commission (3)
- Business Community/Economic Development Committee (2)
- Parks/Trails Representative (1)
- Residents (3-5)
- Staff (City Manager, Planner, and Attorney)

Total: 12-14 members + staff

The purpose of this Committee would be to steer the process and to identify the key areas for review, provide recommendations for addressing the issues, and to help ensure resident input and involvement. The consultant would ultimately be responsible for the heavy lifting and for writing the plan updates. The updates would then go the Planning Commission for a recommendation, and then make their way to the full City Council.

The full Council would be involved in the outreach efforts and especially the Open House events. Also, the entire Council would be involved in recommending persons for the Committee.

Please be ready for discussion during the March 25 meeting. If you have any questions prior, please send to us and we'll get answers and additional information for you.