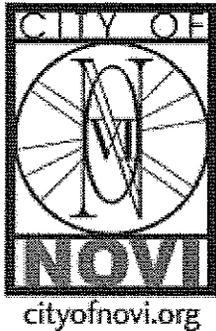


MEMORANDUM



TO: MASTER PLAN AND ZONING COMMITTEE MEMBERS
FROM: MARK SPENCER, AICP, PLANNER
SUBJECT: MASTER PLAN REVIEW PROCESS
DATE: JULY 29, 2009

Mark Spencer

In order to provide additional clarity to the Master Plan and Zoning Committee about the Master Plan Review, the Planning Staff has prepared this short memo to explain the balance of the process.

1. As part of the entire Master Plan review process, the Planning Staff has prepared for the Master Plan and Zoning Committee several reports for specific study areas that explore different future land use options, including no future land use changes.
2. After the Master Plan and Zoning Committee members review and discuss Staff's set of options or Committee Member options for a study area, the Planning Staff will ask the Members to come to a consensus on the preferred options. These preferences will become the set of options to send through the balance of the process.
3. After receiving all of the Committee's preferences from these initial reviews, Staff will prepare a set of materials to help gather public input. Staff will review these materials with the Committee and present a brief overview of these materials to the Planning Commission. Neither the Committee nor the Planning Commission will be asked to make any amendment recommendations at this time.
4. Staff proposes that public input will include an open house/input session and a questionnaire for the event and web site. The questionnaire will solicit feedback on the acceptability of a set of uses in each of the study areas. As was done for the 2007 Master Plan review, open house, stations will be set up for each study area and the general City wide proposals to receive public comment on the options and to answer questions about the options.
5. Next, Staff will report the results of the public input to the Master Plan and Zoning Committee, possibly present other alternatives based on the public input and ask the Committee to finalize its recommended alternatives.
6. Then these recommendations will be forwarded along with the set of reports to the Planning Commission. The Planning Commission will be asked to make recommendations to the Committee to draft a final report and set of proposed amendments.
7. Staff will draft a Master Plan review and amendments for Committee review and adoption. The review will consolidate the public input and the reports, include a set of findings supporting the proposed amendments and include a final set of proposed amendments.
8. After approval by the Committee, the Master Plan review and proposed amendments will be forwarded to the Planning Commission. The review and proposed amendments will then be presented at a public hearing for Planning Commission approval.

9. When approved by the Planning Commission, the review and proposed amendments will be forwarded to City Council to approve distributing them for neighboring community, county, utility company and other public comments.
10. After the close of the comment period, the Committee will review the comments and make a recommendation to the Planning Commission to modify or accept the proposed amendments.
11. At a public hearing, the Planning Commission will be asked to approve the proposed amendments to the Master Plan.