

# MEMO

**DATE:** April 8, 2013

**TO:** Planning Commission Members

**FROM:** Patrick R. Zenner, Development Services Manager

**Re:** Comprehensive Plan Completion Schedule

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Attached please find a “draft” Columbia Imagined completion schedule. The timeline outlined in the schedule of events is based on the discussion that occurred at the April 4 work session and shows completing the public forum/engagement sessions prior to the end of May. Successfully completion of this schedule is based upon the Commission’s ability to complete its review of the draft document at its April 18 work session.

Please feel free to contact me with questions.

# Columbia Imagined Phase VI Timeline

Week of	Tasks
<b>Apr 8-12</b>	<ol style="list-style-type: none"> <li>1. Appendix Completion</li> <li>2. Develop advertising proofs</li> <li>3. Complete outstanding edits</li> </ol>
<b>Apr 15-19</b>	<ol style="list-style-type: none"> <li>1. PZC final draft presentation (4/18)</li> <li>2. Survey Monkey survey format (public comments, implementation table priorities)</li> <li>3. Prepare public forum ads for Tribune</li> <li>4. Update Columbia Imagined website, City Calendar, distribute notices to Listserv and stakeholder groups</li> </ol>
<b>Apr 22-26</b>	<ol style="list-style-type: none"> <li>1. Public forum presentation preparation (display boards &amp; land use policy/FLUM ppt)</li> <li>2. Notified PZC &amp; CPTF of joint meeting on 5/1 at 5:30 pm Room 1A</li> <li>3. Release complete edited final draft on-line for public review &amp; at library (4/26)</li> <li>4. Distribute complete edited final draft to PZC and CPTF (4/26)</li> </ol>
<b>Apr 29 – May 3</b>	<ol style="list-style-type: none"> <li>1. Joint CPTF &amp; PZC meeting 5/1 @ 5:30 Room 1A</li> <li>2. Finalize public forum materials &amp; ppt</li> <li>3. Mail public notice (4/29) for Sunday 5/5 insertion, notify Listserv and stakeholder groups</li> </ol>
<b>May 6-10</b>	<ol style="list-style-type: none"> <li>1. Public Forum meeting 5:30 – 7:00 Activity and Recreation Center (ARC) (5/7)</li> <li>2. Public Forum meeting 5:30 – 7:00 Activity and Recreation Center (ARC) (5/8)</li> <li>3. Mail public notice (5/6) for Sunday 5/12 insertion, notify Listserv and stakeholder groups</li> </ol>
<b>May 13-17</b>	<ol style="list-style-type: none"> <li>1. Mail public hearing ad for PZC meeting on June 6 (May 17) for May 21 insertion</li> <li>2. Public Forum meeting 5:30 – 7:00 City Hall Lobby/Rooms 1A-1B (5/14)</li> <li>3. Public Forum meeting 5:30 – 7:00 City Hall Lobby/Rooms 1A-1B (5/15)</li> </ol>
<b>May 20-24</b>	<ol style="list-style-type: none"> <li>1. Optional Public Hearing Week if May 6-10 is not held</li> <li>2. Prepare PZC Public Hearing Plan Draft</li> <li>3. Close survey monkey (5/20) and compile results</li> </ol>
<b>May 27-31</b>	<ol style="list-style-type: none"> <li>1. PZC Public Hearing Plan Draft posted (5/31)</li> <li>2. PZC packet distribution (5/31)</li> </ol>
<b>June 3-7</b>	<ol style="list-style-type: none"> <li>1. PZC public hearing (6/6)</li> </ol>
<b>June 17</b>	<ol style="list-style-type: none"> <li>1. Council ordinance introduction</li> </ol>