

Florence Housing Code Update - Timeline & Deadlines *(last update 4.10.19)*

Color Key:	Consultant	CEDC (AKA: Advisory Committee)
	City Staff	Housing Code Update Sub-Committee
	Public Open House	

Task 2: Draft Code Update

1 Preliminary Review of Findings and Recommendations	Due Date	Responsibility
a. Draft Findings & Recommendations	March 8th	Consultant
b. Review draft findings and recommendations	March 12th	City Staff
c. Revised draft findings & recommendations	March 14th	Consultant

2 Community & Economic Development Committee (CEDC) / Advisory Committee Meeting	Due Date	Responsibility
a. Agenda & packets to CEDC	March 15th	City Staff
b. Invite Council & Planning Commission to CEDC Meeting	March 15th	City Staff
b. CEDC Meeting #1		
1. Code Concepts Review		
2. Presentation on ideas & broad scale feedback		
3. Assign members of CEDC, PC, CC (as interested) to participate in Housing Code Update Subcommittee	March 21st at 3:00 p.m.	Consultant & City Staff
c. Summary of CEDC Meeting	March 28th	Consultant

3 Internal Review of Preliminary Housing Code Updates	Due Date	Responsibility
a. Draft Code Update to City Staff	April 25th	Consultant
b. Preliminary Review of Draft Code Update	May 2nd	City Staff
c. Housing Code Subcommittee Meeting #1	May 2nd	City Staff
Introduction to Florence Zoning, Land Use, Planning and Housing Receipt of Code Update Materials	at 3:00 p.m.	
d. Housing Code Subcommittee Meeting #2	May 9th	City Staff
Detailed Review of Housing Code Updates with Staff	at 3:00 p.m.	
e. Code update edits to Consultants	May 10th	City Staff
f. Consultants provide 2nd Draft Code to City	May 15th	Consultant
g. Housing Code Subcommittee Meeting #3	May 16th	City Staff
Plan, Review and prepare recommendation to full CEDC	at 3:00 p.m.	

4 Housing Code Update Sub-Committee Review & Second CEDC Meeting	Due Date	Responsibility
a. Revised code update to Housing Code Sub-Committee	May 17th	City Staff
b. CEDC Meeting #2	May 23rd	
Broad scale review of Housing Code Updates with entire CEDC	at 3:30 p.m.	Consultant & City Staff
c. Summary of CEDC Meeting	May 30th	Consultant

Task 3: Final Code Update

1 Public Open House

	Due Date	Responsibility
a. Schedule public open house, meeting room & logistics	April 10th	City Staff
b. Public Open House presentation materials to city staff	May 13th	Consultants
c. Comments on presentation materials	May 16th	City Staff
d. Public Open House	May 23rd at 5:30 p.m. @ City Hall	Consultant & City Staff
e. Public meeting summary	May 30th	Consultants

2 Final CEDC Meeting

a. Revised code update to City Staff	June 7th	Consultants
b. CEDC Agenda & Meeting materials (including revised code update) to CEDC	June 13th	City Staff
c. CEDC Meeting (3rd)	June 20th at 3:30 p.m.	Consultant & City Staff
1. Last review of proposed code		
2. Recommendation to proceed with Planning Commission / City Council public hearing process		
d. CEDC Meeting Summary	June 27th	Consultants
e. Final Hearings-Ready Documents	June 30th	Consultants

Task 4: Public Hearings Process

1 Public & DLCD Notice

	Due Date	Responsibility
a. Prepare DLCD Notice (35 days prior to 1st Evid. Hearing)	7/1/2019	City Staff
b. Prepare public notices (20-40 days prior to 1st Evid. Hearing)	6/26/19 to 7/16/2019	City Staff

2 Joint Work Session with City Council & Planning Commission

a. Prepare Agenda & Meeting materials for joint work session	July 8th	City Staff
b. Joint Work Session with City Council & Planning Commission	July 15th	City Staff

3 Joint Public Hearing with City Council & Planning Commission

a. Prepare Agenda & Meeting materials for joint public hearing	July 29th	City Staff
b. Joint Public Hearing with City Council & Planning Commission	August 5th	City Staff
1. Approval of Code Amendments		