

PLANNING COMMISSION WORK SESSION AGENDA

Monday, October 11, 2021 – 6:30 p.m. to 7:30 p.m.

To attend by Zoom:

1. Go to <https://zoom.us/join>
2. Optional call-in phone number: (253) 215-8782
3. Meeting ID: 503 322 3327
4. Meeting Password: 97118

I. PLEDGE OF ALLEGIANCE

II. CALL TO ORDER

III. PUBLIC HEARING: NONE

IV. COMPREHENSIVE PLAN UPDATE DISCUSSION

- Scope of update: compliance with state goals, statutes and rules? Obsolete portions? Omissions? Vision for the community?
- Project administration
- Public involvement
- Background reports
- Schedule
- Budget

IX. COMMISSIONER REPORTS

X. ADJOURNMENT

Example Draft Comp Plan Scope for Garibaldi October 11, 2021

TASK 1. PROJECT MANAGEMENT

Task 1.1 Project Kickoff

Through one phone call and one in-person meeting, prepare for and participate in a kickoff meeting with Redmond staff to review and refine the scope of work, deliverables, schedule and budget, and agree on roles and responsibilities, and communication protocols. Agree on a preliminary list of key stakeholder groups and discuss public engagement and communications tools and strategies. On the same trip, meet with the Steering Committee and Technical Advisory Committee (TAC) to introduce the Comprehensive Plan process, discuss key issues, and review draft Public Involvement Plan elements.

Deliverables – kickoff meeting agendas and notes; refined scope of work, schedule, budget, roles and responsibilities; Steering Committee and TAC meetings and materials (1)

Timeline – April to May 2019

Task 1.2 Project Administration

Hold bi-weekly project management phone calls to track progress on key tasks and deadlines, identify unanticipated issues and develop alternative approaches as needed. Prepare monthly progress reports and invoices that describe the activities undertaken, estimate the percent completion of each task, and track expenditures and hours.

Deliverables – Bi-weekly call agendas and notes

Timeline – Ongoing

TASK 2. COMMUNITY AND STAKEHOLDER ENGAGEMENT

Prepare a Public Involvement Plan to guide outreach efforts throughout the vision process. Encourage community-wide participation by providing many opportunities for public exchange in a variety of formats and locations. The Plan will capitalize on existing City mechanisms for community engagement, establish community engagement objectives, identify the diverse set of stakeholders, and describe the array of tools and activities best suited to inform and engage stakeholders. Provide a detailed written summary of community engagement results.

The Plan will also identify methods of communication to keep community members up-to-date with the project and notify residents, businesses, and other stakeholders about opportunities to be actively involved in the Comprehensive Plan update process. Public involvement and communication tools and activities include, but are not limited to:

Project Advisory Committees

Steering Committee

Facilitate four meetings with a Comprehensive Plan Update Steering Committee that represents a broad cross-section of community interests. The Steering Committee will review and comment on work products, guide engagement efforts, help host public outreach events and activities, act as liaisons to specific constituencies or interest groups, encourage community members to participate in the process, and act as champions of the ultimate Redmond Vision and Comprehensive Plan that emerges from this process. Develop a Steering Committee charter that establishes roles, shared ground rules and decision-making procedures.

Technical Advisory Committee

City staff will form a TAC to work alongside the Steering Committee, reviewing project materials and advising on technical issues throughout the project. The TAC also will meet four times and will consist of agency partners and service providers. To the extent possible, Steering Committee and TAC meetings will be separate but scheduled on the same day. Prepare agendas and other meeting materials for each Steering Committee and TAC meeting. The City will be responsible for communication with members, coordinating meeting logistics, printing materials and preparing meeting summaries. Community Conversations and Interviews. In addition to conducting up to seven (7) phone interviews, Fregonese will prepare Community Conversation Kits and conduct the Community Conversations in a shared effort with Steering Committee members. The conversations will provide community members with information about the project and engage them in discussion about what they value about Redmond today and what could make it a better place to live in the future.

Community Events

Use a variety of activities ranging from an informational booth to intercept interviews at a variety of community events, including Music on the Green, 4th of July, Bacon, Brew & Balloons Fest, and others. Activities will be designed to create awareness of the project and engage youth and adults in identifying what they love about Redmond today and what they would change to make Redmond an even better place to live, work, and play in the future. City staff and Steering Committee members will be the primary staff at these events.

Redmond Summits

Work with City staff and the Steering Committee to host three Redmond Summits. These fun and engaging community events are the main opportunities for Redmond community members to engage and share ideas with their neighbors face-to-face.

Online Engagement

Develop up to three online engagements to supplement in-person public involvement activities. The engagements will provide an alternative opportunity to comment for those who may not come to a meeting or feel comfortable voicing their opinions among others. The online open houses or surveys will coincide with each round of public involvement.

Planning Commission and City Council Briefings

Support City staff in providing regular updates to Planning Commission and City Council throughout the process. These briefings are important touchpoints to ensure elected and appointed officials are engaged in the process and eventual recommendations are supported.

Communication Tools

Work with City staff to use a variety of methods to notify residents about public events and other opportunities to be involved in the process. We seek a proper balance between these tools in order to achieve maximum engagement:

- Comprehensive Plan logo. At the outset of the project, we will create a project identity that is unique and compelling. This “look” will appear on all project materials and provide continuity and visibility for the Comprehensive Plan process.
- Project Website. Support City staff’s efforts to design and administer an informative, accessible, and interactive website. Fregonese will provide content for the site including project overview and timeline, important contacts, schedules for public events, opportunities for public engagement, updates on the project’s status, and the ability to view or download documents.

- Social media. Provide City staff with content for their social media platforms, such as the City's Facebook and Twitter accounts to increase project awareness and provide multiple avenues for community input.
- Media contacts. Prepare media releases to the Redmond Spokesman and other local media outlets for the City to distribute.
- Public information materials. Prepare flyers, newsletters, facts sheets and other materials to educate and inform the public.
- Electronic mailing list. The City will maintain a database of e-mail addresses of people who express interest in the planning process. Fregonese will prepare e-blasts for the City to distribute to help notify people about events and activities. Interested parties will have several opportunities to join the mailing list, such as on the project website and at public meetings and events.

Deliverables – Draft and final Public Involvement Plan; Steering Committee and TAC charters; Outreach and communications materials

Timeline – Ongoing

TASK 3. BACKGROUND REPORTS / REDMOND 2040 VISION

3.1 Background Reports

Research comprehensive plan elements through the review of relevant documents, such as the existing adopted Comprehensive Plan, Transportation System Plan (TSP) update, Economic Opportunities Analysis (EOA), Buildable Lands Inventory (BLI), and Housing Needs Analysis (HNA). Collect demographic and socio-economic data, build a GIS database, and research existing land use, recent commercial and residential development trends, economic, housing, and other significant developments.

Conduct an assessment and opportunities analysis, identifying the amount of development, redevelopment, and preservation that might be expected given the anticipated increase in population and employment forecast along with potential impacts and associated opportunities. Where pertinent information does not exist, work with City staff to conduct targeted research to gather the necessary data.

Prepare a background report that describes the element and underlying topics as they relate to the City of Redmond:

- What are the City's assets?
- What trends are driving how the topic has changed and will continue to change the community?
- What are the opportunities and challenges to realizing the City's vision for the topic?

Write background reports in accessible language and use a combination of narrative, maps, tables, and graphics to convey key information. Prepare a one-page, infographic-rich topic profile to make the information more accessible to the public. This information will be compiled into a Community Profile for use at Redmond Summit #1 and distributed widely through various online and City mechanisms.

The information from past plans, trends, and recent developments will also be used to inform future land use and transportation scenarios through the calibration of Envision Tomorrow's Return on Investment (ROI) model and prototype builder. The assessment of existing conditions and potential redevelopment opportunities, and barriers to development will serve as the basis for the future scenarios and the rest of the project.

3.2 Redmond 2040 Vision

Concurrent with the collection and analysis of background information, the first round of outreach activities, as described in the Public Involvement Plan, will focus on the Redmond 2040 Vision. The community will be asked open-ended questions about what they like about Redmond today and what could be improved in the future. The questions will align with Oregon Statewide Planning Goals/comprehensive plan elements, such as housing, economic development, and parks and recreation. The Fregonese team will organize the information gathered into Comprehensive Plan “topic areas.” This information will be the foundation of the Comprehensive Plan Vision.

Following review from City staff, revise the background reports, topic profiles, and draft Comprehensive Plan Vision. These materials will be refined before presentation to the Steering Committee and TAC for their revisions. On the same trip, host Redmond Summit #1, where community members will review and comment on the draft Vision Statement and participate in discussions to identify preliminary goals for each topic area. This hands-on event will combine education and dialogue about the big questions facing the City. The Summit will feature a map-based game that invites participatory decision making at small group tables, and participants will be given a fun, meaningful way to express their ideas for the opportunities and long-term needs of the City – ranging from future growth to parks and trails, transportation, and natural amenities. The purpose of this charrette-type event will be to identify priorities and opportunities generated by the community that will guide scenario development for the Future Land Use Map update. The Summit will be supplemented by an online tool for community input.

Deliverables – Background reports and Community Profile; Draft vision; Steering Committee and TAC meetings and materials (2); Redmond Summit #1; Online survey to collect additional community input

Timeline – April – August 2019

Task 4 Goals and Policies / Scenario Refinement

Use information gathered in Task 3 to make needed revisions to the Vision, draft goals for the various Comprehensive Plan topic areas/elements, and develop a land use and transportation strategy. Land use and transportation scenarios will be evaluated for targeted economic feasibility using Envision Tomorrow and policies developed to direct and attract desired growth. Envision Tomorrow’s capabilities in the scenario planning process allow our team to help the Redmond community make more informed choices about the future. Using community-generated ideas from the public workshop, in addition to socio-economic analysis and baseline transportation data, we will identify several possible scenario themes for the City of Redmond. Scenario themes might include concepts such as: Continue growing as we have in the past; Attract new talent; Aging in place; Focus on redevelopment; and/or Strong employment and industrial growth. We will use these themes to create 3 to 4 alternative growth scenarios for testing and comparison.

The second round of outreach will focus on community priorities. Vet and refine draft goals and land use scenarios with the Steering Committee and TAC to ensure we are on the right track and asking pertinent questions. At Redmond Summit #2 and through an online engagement tool, participants will validate draft goals and review the scenarios to learn what elements best serve the community’s vision.

Many of the Comprehensive Plan policies and strategies will be built around the lessons learned from the scenario exercise. Topic areas may include housing, trails and recreation, growth management and community design. Land use scenarios also can be used to guide the transportation system alternatives. Work closely with the City to identify transportation needs and strategies that best serve future development. Our team puts a high priority on multi-modal design, including active transportation, emerging technology and trends, commute patterns, and freight mobility. Supplemental activities will be designed to gather input on any community topic areas not (entirely) dependent upon the preferred land use and transportation scenario, such

as policies related public involvement, community culture and health and wellness. Responses will provide the City with the framework needed to guide development of the comprehensive plan.

Deliverables – Draft goals and policies; 3-4 alternative growth scenarios; Steering Committee and TAC meetings and materials; Redmond Summit #2 and online engagement tool; Preferred scenario

Timeline – September – November 2019

Task 5. Comprehensive Plan

Following Redmond Summit #2, work with City staff, the Steering Committee, and TAC to refine the goals and policies that will form the Comprehensive Plan. Work with our team of planners, designers, and analysts to develop models that estimate the capacity of housing and jobs from both new development and redevelopment. The results will include a new future land use map to guide the City's growth for the next 20 years. The Future Land Use Map will be created with guidance from the 2040 Vision and lessons learned from the scenarios.

The quality of development, the location of different land uses, travel patterns, and community resources are directly influenced and affected by land use patterns and policies, the City's regulatory structure, and investments in public infrastructure and partnerships. The Future Land Use Map will illustrate the City's intention for physical development, redevelopment, preservation and conservation, along with desired future land use and development patterns for the City.

Create a Comprehensive Plan document that will incorporate the background reports, vision, goals and policies for each topic area and will ensure that the policies are aligned with Oregon Statewide Planning goals. The document will be visually engaging and easy to read to clearly communicate and illustrate information. The draft Comprehensive Plan will be presented to the Steering Committee and TAC at their final meeting for their review and comment. Redmond Summit #3 will use an open house format to provide the public with a final opportunity to review and comment on all aspects of the draft Comprehensive Plan. Following Summit #3, refine the Plan to reflect community input.

Deliverables – Future land use map; Draft policies; Steering Committee and TAC meetings and materials (4); Vision Summit #3 and online engagement tool; Draft and revised Comprehensive Plan

Timeline – December 2019 – February 2020

Task 6. Adoption

The Comprehensive Plan Vision, goals and policies represent a significant amount of information for the Planning Commission and City Council to digest. A thoughtful and measured adoption process is needed to facilitate their understanding, input and support.

Present the Comprehensive Plan in two to three groupings of chapters to be reviewed at a series of joint Planning Commission and City Council work sessions. Once refinements are made, a final draft of the full Comprehensive Plan will be presented at two hearings; one for the Planning Commission and one for the City Council. Having already reviewed the draft policies and background information for each of the topic areas, these bodies will be familiar with the complete Comprehensive Plan document for adoption.

Deliverables – Three Planning Commission/City Council work sessions and presentations; Planning Commission hearing and presentation (1); City Council hearing and presentation (1)

Timeline – March – May 2020