

Project Schedule & Work Plan - **Proposal Revised: July 2017**

TASKS		Meetings and Presentations				Consultant Input (<i>Hours per Task</i>)				2017									2018												2019			
		Working Group (+ Staff)	Staff	Civic Engagement Group	Public	DPZ Lead	HFA Sub	GPG Sub	Norman Garrick Eng. Sub	Q2			Q3			Q4			Q1			Q2			Q3			Q4			Q1			
										1. Apr	2. May	3. June	4. July	5. Aug	6. Sept	7. Oct	8. Nov	9. Dec	10. Jan	11. Feb	12. Mar	13. Apr	14. May	15. June	16. July	17. Aug	18. Sept	19. Oct	20. Nov	21. Dec	22. Jan	23. Feb	24. Mar	
Comprehensive Update to the Zoning Code & Subdivision Regulations																																		
Phase I	Assessment and Analysis (Month 1 - 4)	6 mtgs.	As needed	2 mtg.	1 mtg.	Hours	Hours	Hours	Hours	Phase I																								
Task 1	Project Start-up	1 mtg.	✓			32	20	0	0																									
Task 2	Interactive Analysis of Project Background Materials	2 mtgs.	✓	•		68	100	40	15			•																						
Task 3	Draft Assessment and Analysis Findings	1 mtg.	✓		1 mtg.	68	40	10	20			•																						
Task 4	Final Assessment and Analysis Findings	1 mtg.	✓	•		66	40	8	15						•																			
Task 5	Revisions to the Project Schedule and Other adjustments	1 mtg.	✓			4	4	0	0			•																						
Phase 2	Drafting New Zoning Regulations (Month 5 - 18)	8 mtgs.	As needed	4 mtgs.	2 mtgs.	Hours	Hours	Hours	Hours							Phase 2																		
Task 6	Draft Zoning Ordinance Development	2 mtgs.	✓	•	1 mtg.	300	100	0	8										•															
Task 7	Draft Zoning Map Development	2 mtgs.	✓	•		200	70	8	2									•																
Task 8	Testing of Sample Condition Types	1 mtg.	✓			20	80	40	8													•												
Task 9	Revised Draft Ordinance and Map	1 mtg.	✓	•		108	40	10	2																			•						
Task 10	Final Presentation	2 mtg.	✓	•	1 mtg.	16	8	0	4																		•							
Phase 3	Adoption Process (Month 19 - 24)	1 mtg.	As needed	TBD	TBD	Hours	Hours	Hours	Hours																		Phase 3							
Task 11	Technical Support	1 mtg.	✓			20	40	10	10																							•		
Task 12	Presentation Aids and Graphics		✓			20	40	0	0																							•		
Task 13	Public Meetings		✓			10	20	0	0																							•		
Phase 4	Implementation (Month 19 - 24)	1 mtg.	As needed	N/A	N/A	Hours	Hours	Hours	Hours																		Phase 4							
Task 14	Training Sessions	1 mtg.	✓			10	45	0	0																							•		
Task 15	Guidebook and Handout					20	45	0	0																							•		

Project Management / Ongoing Tasks for all Phases

- Prepare support materials and graphics for meetings and public outreach
- Coordinate with Staff before meetings to determine roles and approach
- Follow up with Staff after meetings to clarify next steps
- Phone conversations, email communication, and briefings (as needed)
- Six quarterly meetings with Civic Engagement Committee - (1) Q2 June 17 / (2) Q3 Sept 17 / (3 - 6) TBD, thru Q3, 18
- Two-day Public Engagement meeting, date to be determined