

**TOWN OF LYONS**

# **WORKSHOP AGENDA**

**Planning and Community Development Commission**

**Monday, January 11, 2021 – 7:00 PM**

Join Zoom Meeting

<https://us02web.zoom.us/j/83344896462?pwd=bGt5WmtTYkkwRkRoczliV0U5RE9TZz09>

Meeting ID: 833 4489 6462

Passcode: 420620

One tap mobile

+12532158782,,83344896462# US (Tacoma)

+13462487799,,83344896462# US (Houston)

1. Roll Call
2. Staff Updates
  - 2.I. Welcome, Philip Strom!
3. Audience Business
4. General Business
  - 4.I. BOT/PCDC Joint Meeting (1/4) Debrief Discussion

Documents:

[1\\_PCDC BOT JOINT MEETING DEBRIEF\\_COVER SHEET.PDF](#)

- 4.I.i. Comprehensive Plan
    - 4.I.ii. Development Plan Review Process Evaluation Subcommittee
    - 4.I.iii. Other Topics From Meeting
  - 4.II. Comprehensive Plan Strategy – Clarion Input

Documents:

[2\\_COMP PLAN - CLARION INPUT\\_COVER SHEET.PDF](#)  
[2-1\\_ATT 1\\_CLARION PERLIMINARY SCOPE 090320.PDF](#)  
[2-2\\_ATT 2\\_DARCIE WHITE \(CLARION\) ADDITIONAL INFO.PDF](#)

- 4.III. Discussion RE: Inviting Of Other Commissions For Introduction And Identifying Intersections With PCDC

Documents:

[3\\_DISCUSSION ON INVITING OTHER COMMISSIONS\\_COVER SHEET.PDF](#)

5. Commissioner Reports

6. Adjourn



# STAFF REPORT

## PLANNING AND COMMUNITY DEVELOPMENT COMMISSION

JANUARY 11, 2021

### ITEM NAME

---

BOT/PCDC Joint Meeting (1/4) Debrief Discussion

### STAFF

---

Reyana Jones, Historic Preservationist/Planner; Philip Strom, Interim Town Planner

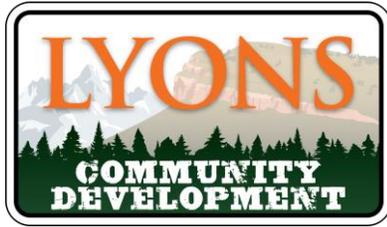
### INFORMATION

---

*The PCDC and Board of Trustees held a joint meeting/workshop on January 4, 2020. The following is a summary of the discussion that occurred during that meeting, organized by topic.*

#### Comprehensive Plan

- Overview
  - Chair Oetting and Commissioner Farrell presented the many options that the PCDC has explored regarding the approach to pursuing the comprehensive plan update. Members of the PCDC and Trustees discussed the merits and detriments of various options.
  - Commissioners and Trustees seemed to agree that some combination of options #3 (start sooner in 2021 and split budget 2021-2022) and #5 (start the rolling update) is preferable.
- Comments
  - Commissioner Hamrick suggested doing phases 1-3 in 2021, leaving the drafting/adoption portion, Phase 4, for 2022 because that part is about \$32k, very close to the deficit (\$116k - \$80k [from 2021 budget] = \$36k).
  - Trustee Rogin questioned whether Clarion billed by actuals or by project, which would impact how the Town could allocate funds.
  - Mayor Pro-Tem Browning suggested breaking off the Transportation Plan and applying for a grant specifically for that portion.
    - Commissioner Farrell noted that there are some economies of scale at work that make bundling the transportation element with the comp plan much more affordable than doing it alone.
  - Trustee Waugh suggested spending the full \$80k in 2021, applying for a grant to help with the 2022 portion, then initiating a rolling update plan moving forward.
  - Trustee Lowell recommended the addition of a “not to exceed X in 2021” clause to the contract with Clarion.
  - Trustee Karavas recommended making sure deliverables from Clarion are well-defined.
    - Commissioner Dreistadt suggested one deliverable we could request is a schedule of the sequence in which future plans should be completed in the professional opinion of Clarion’s team.



# STAFF REPORT PLANNING AND COMMUNITY DEVELOPMENT COMMISSION JANUARY 11, 2021

## Development Plan Review Process Evaluation

- Overview
  - Mayor Pro-Tem Browning, Trustee Waugh, and others expressed frustration at the arduousness of the Development Plan Review process, and especially the Commercial and Mixed-Use Design Guidelines/Standards evaluation process, and suggested the process be evaluated to streamline the process and make it clearer.
- Comments
  - Chair Oetting noted that the Farmette Pole Barn project could be used as a case study in this process evaluation.

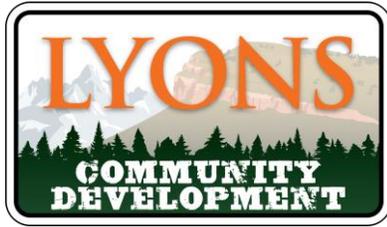
## Other Topics

- Downtown Design Guidelines
  - Trustee Miller noted that she believes that history is important, but she thinks that owners should be able to decide on the appearance of their buildings; she likes the mix of appearances the town has and doesn't want to see everything looking the same.
  - Mayor Pro-Tem Browning echoed that, suggesting that the Downtown Design Guidelines should not be a priority; he did not support the Commercial and Mixed-Use Design Guidelines when they were being approved.
  - Trustee Rogin suggested that the timing of the Downtown Design Guidelines would make most sense after the HPC finishes the historic preservation ordinance update because the guidelines would help with design review for renovations to historic buildings downtown.
  - Mayor Angelo emphasized that as written, the Downtown Design Guidelines would reduce buildable square-footage for everyone with property downtown.
  - Staff (Yani Jones) agreed that as written, the Downtown Design Guidelines do not make it clear which standards would apply to designated historic buildings vs. other construction.
- Fire
  - There was overall agreement that the work of the Fire Task Force is highly important.
  - Mayor Angelo also would like the issue of hydrant pressure addressed because it is impacting development.
- Eastern Corridor
  - There was some discussion related to the Eastern Corridor being a priority area, especially as it is related to: Transportation planning, Annexation, CMUDG.

## COMMISSION ACTION

---

This is a workshop/discussion item for the PCDC. Commissioners should direct Staff of any follow-up reports or actions they would like performed as an outcome of their discussion.



# STAFF REPORT

## PLANNING AND COMMUNITY DEVELOPMENT COMMISSION

JANUARY 11, 2021

### ITEM NAME

---

Comprehensive Plan – Clarion Input

### STAFF

---

Reyana Jones, Historic Preservationist/Planner  
Philip Strom, Interim Town Planner

### INFORMATION

---

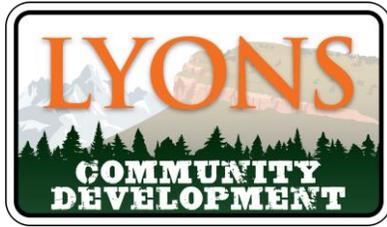
On Friday, January 8, 2021, Staff (Yani Jones and Philip Strom) and Commissioner Farrell met with Darcie White of Clarion Associates to discuss the feedback from the PCDC/BOT Joint Meeting related to our comprehensive plan update strategy, especially the prospect of splitting the budget between 2021 and 2022 and a future rolling update.

Clarion bills monthly based on time spent and percent complete, so they can be very flexible with timing. She expects that the proposed schedule in the preliminary scope document (Attachment 1) would be pushed back about two months, making the start in March, provided that the approach and budget are solidified by them by the PCDC and BOT.

Because the Town budget for 2022 is unknown, and the Board of Trustees has not yet committed to allocating additional funds for the comprehensive plan in 2022, White recommended planning for the scenario that no funds can be allocated in 2022 and no grant funding is awarded to ensure the Town will have a viable path forward. She suggested that perhaps everything except for part of Phase 4 could be completed in 2021; then, if funding is not possible in 2022, the Town would still have a full draft to present to the public for input, tweak as necessary, and put through the adoption process without Clarion's support.

White added that one area of the proposed budget from Clarion that could be amended is the role of the Brendle Group. Considering Erica Heller's departure from that firm, their main role would be identifying sustainability metrics and monitoring for the Action Plan. White suggests that this portion could be delayed for the purposes of cost savings, and that Clarion could take on some of the tasks assigned to them in the budget, such as the general development of the Action Plan. The absence of the sustainability expertise of the Brendle Group could impact other parts of the plan.

Regarding the prospect of shifting to a rolling update in the future, White noted that after the new comp plan is complete, only certain sections in the plan should need to change unless an event occurs that makes the plan no longer relevant to the town and its people; the goals in the plan should remain stable for a long time, except in exceptional circumstances. She explained that a rolling update to the comp plan, occurring every couple of years, would refresh data in the plan, trends sections, and demographic information, as well as changes in the Action Plan section for boards and commissions. This approach would depend heavily on Staff time and targeted employment of consultants to obtain updated data, which may be less costly in the short-term, but could end up being more costly in the long-term.



# STAFF REPORT PLANNING AND COMMUNITY DEVELOPMENT COMMISSION JANUARY 11, 2021

## **COMMISSION ACTION**

---

This is a workshop/discussion item for the PCDC. Commissioners should evaluate the information presented here and from Darcie White (Attachment 2) in addition to the feedback from the BOT/PCDC Joint Meeting and direct Staff what is their preferred approach. Staff will convey that information to White, who will formalize a revised proposal for PCDC review/approval. Commissioners should anticipate attending a special meeting prior to the January 25 PCDC meeting to consider the proposal and to request any changes. The PCDC will review the final revised proposal at the January 25 meeting, and, if accepted by the PCDC, it will be presented to the BOT at their February 1 meeting for their final approval.

## **ATTACHMENTS**

---

1. Clarion Preliminary Scope
2. Darcie White (Clarion) Additional Information

# TOWN OF LYONS COMPREHENSIVE PLAN UPDATE

## PRELIMINARY SCOPE OF WORK

Draft: September 3, 2020

### **I**NTRODUCTION

Our approach for this project, as detailed in this scope of work, consists of four phases:

1. Issues and Opportunities
2. Plan and Policy Framework
3. Growth Area Scenarios and Strategies
4. Draft Plan and Adoption

The tasks outlined in this scope of work will be completed over a twelve-month period beginning in January 2021 and ending in January 2022 with adoption of a new Comprehensive Plan. A more detailed timeline illustrating key milestones and community/stakeholder engagement opportunities is provided on page ten.

For the purposes of this preliminary scope of work, we have assumed that community and stakeholder engagement will be conducted using a combination of virtual and in-person strategies. We will work with the Town to refine this approach upon project initiation based on the level of social distancing that is required at that time. We will hold bi-weekly check-in meetings (via Microsoft Teams or Zoom) with Town staff for the duration of the process, or as needed.

## **PHASE 1: ISSUES AND OPPORTUNITIES**

### **Objectives**

- Conduct initial stakeholder engagement
- Document trends and key issues
- Identify expected outcomes

### **1.1 Kick-off Meeting(s) and Data Gathering**

As a first step in the process, the consultant team will meet with Town staff to confirm objectives for the process, confirm the roles of the consultants and Town staff, establish protocols to be followed during the project by the consultant team, and gather technical data, related plans and studies, and other information needed to inform the process. As part of this initial meeting (or a separate meeting), the consultant team will tour the Town of Lyons with Town staff, with an eye toward building a deeper understanding of future growth area opportunities and constraints, infrastructure issues, and other issues and opportunities relevant to the Comprehensive Plan update.

## 1.2 Document Review and Policy Scan

In preparation for initial stakeholder meetings during Task 1.3, the consultant team will review all relevant documents and background information provided by Town staff—including the results of work completed by Town staff and the Comprehensive Plan Subcommittee to date (e.g., Comp Plan Report Card, Comprehensive Plan Subcommittee Challenges, Wants, and Needs). With guidance from Town staff, the consultant team will also conduct a more in-depth “policy scan” of the 2010 Comprehensive Plan and other plans and studies that function as supporting elements of the Comprehensive Plan (or that have significant overlap in terms of the topics addressed). At minimum, we would anticipate that plans and studies to be incorporated as part of the policy scan will include:

- Town of Lyons Comprehensive Plan (2010);
- Lyons Primary Planning Area Master Plan (2017);
- Lyons Hazard Identification and Risk Assessment (2017);
- Lyons Recovery Action Plan (2014);
- Environmental Sustainability Action Plan (2013); and
- Parks, Open Space, and Trails Master Plan (2008).

The results of the policy scan will be a consolidated set of goals and policies by Comprehensive Plan element that can be used to inform subsequent steps in the process. This process will allow us to identify areas of overlapping policy direction, as well as potential conflicts or gaps to be addressed as part of the Comprehensive Plan process, based on APA’s Sustaining Places Best Practices for Comprehensive Plans framework.

## 1.3 Initial Stakeholder Meetings/Focus Groups

The consultant team will conduct an initial set of stakeholder meetings, using the results of the policy scan as a framework for discussion. An agenda for these meetings will be developed in collaboration with Town staff; however, we anticipate this initial set of meetings will include:

- Meetings with the Comprehensive Plan Subcommittee (comprised of representatives from the Town’s Boards and Commissions), and the Technical Advisory Committee (comprised of representatives from Town departments);
- Stakeholder interviews/focus groups (e.g., Board of Trustees members, Planning & Community Development Commission members, regional partners, recovery staff, and other stakeholders/groups as identified by Town staff); and
- Debrief meeting with Town staff to discuss key themes and next steps.

We anticipate that stakeholder meetings will be conducted over the course of two to three days. Following the meetings, the consultant team will prepare a brief summary of issues and opportunities to document the input that was provided.

## 1.4 Project Branding and Webpage

The consultant team will work with Town staff to develop content for a project webpage that will be hosted on the Town’s website. The project webpage will serve as the main information portal for the project and will be the primary source of information for the community to learn about where we are in

the overall project timeline and about upcoming engagement events. Once established, the consultant team will rely on Town staff to update the webpage as necessary during the course of the Comprehensive Plan update. The consultant team will develop a project logo and branding templates to create a distinct identity for the project that can be reflected in all work products and materials.

## **1.5 Community Engagement Plan**

The consultant team will work closely with Town staff to prepare a Community Engagement Plan (CEP) designed to creatively engage a broad spectrum of the community throughout the Comprehensive Plan update process. The CEP will:

- Outline groups and audiences to be engaged during each community outreach series.
- Identify specific tools and techniques that will be used during each round of outreach activities.
- Identify strategies, approaches, and tools for engaging with members of the community who are traditionally left out of the planning process.
- Confirm the date, location, and preliminary schedule of activities for each public engagement event.
- Develop a social media strategy building on the Town's existing social media presence on Facebook (and other platforms as appropriate) to build awareness of the project, inform the community of project related news and milestones, and to advertise upcoming events or engagement opportunities.

The CEP will be posted to the project webpage and updated as necessary throughout the process.

## **1.6 Community Survey**

The consultant team, with input from Town staff will develop an online survey asking residents, business owners, and other stakeholders to respond to some basic questions about the issues and opportunities facing the community, and their hopes and dreams for the future of the Town of Lyons. Responses will provide us with initial ideas about the topics that are of greatest concern to the community. In addition, the survey will give us an opportunity to introduce the Comprehensive Plan update process to the community. Specifics of the survey, in terms of timing and content, will be fleshed out as part of the Community Engagement Plan. The survey will be provided in English and Spanish.

## **1.7 Community Profile Report**

The consultant team will prepare a brief community profile report to establish a clear understanding of current conditions in Lyons and inform community discussions throughout the Comprehensive Plan update process. The report will include an analysis of demographics trends (such as population counts and characteristics), housing trends, and land use/development trends. Additional topics may be identified through conversations with Town staff. To the extent possible, we will draw data from existing Town reports, studies, and other resources.

<b>PHASE 1 SUMMARY</b>		
<b>Tasks</b>	<b>Consultant team Responsibilities/Deliverables</b>	<b>Town of Lyons Staff Responsibilities/Deliverables</b>
<b>1.1 Kick-off Meeting(s) and Data Gathering</b>	<ul style="list-style-type: none"> <li>Coordinate with staff on initial kick-off activities; participate in tour</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate with consultant team on initial kick-off activities; organize tour</li> <li>Set up Dropbox (or Sharepoint) folder containing all project-related documents and data for use by the consultant team</li> </ul>
<b>1.2 Document Review and Policy Scan</b>	<ul style="list-style-type: none"> <li>Review documents identified by Town staff</li> <li>Conduct policy scan</li> </ul>	<ul style="list-style-type: none"> <li>Review and provide input draft policy scan</li> </ul>
<b>1.3 Initial Stakeholder Meetings/Focus Groups</b>	<ul style="list-style-type: none"> <li>Develop draft/final agenda and materials for meetings</li> <li>Provide Town staff with an initial list of stakeholders or other groups/people that would be helpful for us to meet with (either one-on-one or in a larger focus group)</li> <li>Finalize draft agendas and meeting materials</li> </ul>	<ul style="list-style-type: none"> <li>Review draft agendas and meeting materials</li> <li>Schedule stakeholder/committee meetings</li> <li>Coordinate meeting logistics with participants</li> </ul>
<b>1.4 Project Branding and Webpage</b>	<ul style="list-style-type: none"> <li>Develop project logo and style guide</li> <li>Webpage materials for initial set up</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate with consultant team to create a project webpage on the Town's website</li> <li>Maintain project webpage for duration of the process</li> </ul>
<b>1.5 Community Engagement Plan</b>	<ul style="list-style-type: none"> <li>Draft/final Community Engagement Plan</li> </ul>	<ul style="list-style-type: none"> <li>Provide list of stakeholder groups to be included</li> <li>Review/provide input on Community Engagement Plan</li> </ul>
<b>1.6 Community Survey</b>	<ul style="list-style-type: none"> <li>Prepare draft survey; refine and launch</li> <li>Develop materials/draft posts for Town staff</li> <li>Summary of community survey results</li> </ul>	<ul style="list-style-type: none"> <li>Review and provide input on draft survey</li> <li>Assist in getting the word out about the survey (e.g. distributing flyers, sending out e-mails to community groups)</li> </ul>
<b>1.7 Community Profile Report</b>	<ul style="list-style-type: none"> <li>Develop an annotated outline of the Community Profile Report</li> <li>Collect supplemental data, as available</li> <li>Prepare draft/final Community Profile Report</li> </ul>	<ul style="list-style-type: none"> <li>Provide data and other background materials to consultant team</li> <li>Review and provide a consolidated set of input on outline and draft Community Profile Report</li> </ul>

## **PHASE 2: PLAN AND POLICY FRAMEWORK**

### **Objectives**

- Update existing Town goals and policies on Comprehensive Plan topics to align with the community's vision for the future
- Understand community priorities and preferences for addressing major issues and opportunities

## 2.1 Preliminary Plan and Policy Framework

Based on the feedback received as part of Phase 1—and the policy scan—the consultant team will work with Town staff to prepare a preliminary plan and policy framework for further discussion. The plan and policy framework will include:

- A preliminary set of guiding principles, goals, and policies to support each goal;
- A proposed organization/outline for the Comprehensive Plan (element-based or topical/theme-based);
- Commentary to highlight general areas of agreement (based on input to date) and where more in depth discussion will be needed during subsequent steps of the process.

The plan and policy framework will expand the range of topics addressed in the 2010 Comprehensive Plan to more explicitly address the focus areas identified in the RFQ—livable built environment, harmony with nature, resilient economy, interwoven equity, healthy community, and responsible regionalism—as well as others that emerge through the process.

## 2.2 Community/Stakeholder Engagement Series #1

The primary purpose of this round of engagement will be to present the results of the Phase 1 work and engagement, and to seek input on the Preliminary Plan and Policy Framework. A summary of input received during this outreach series will be prepared and posted to the project website.

PHASE 2 SUMMARY		
Tasks	Consultant team Responsibilities/ Deliverables	Town of Lyons Staff Responsibilities/Deliverables
<b>2.1 Plan and Policy Framework</b>	<ul style="list-style-type: none"> <li>• Prepare a draft/final plan and policy framework based on input received</li> </ul>	<ul style="list-style-type: none"> <li>• Review and provide input on the preliminary plan and policy framework</li> </ul>
<b>2.2 Community Engagement Series #1</b>	<ul style="list-style-type: none"> <li>• Develop agenda and materials for the community meeting(s) and online input opportunity</li> <li>• Summarize input received</li> <li>• Presentation for BOT/PCDC updates</li> <li>• Summary of input received during the community engagement series</li> </ul>	<ul style="list-style-type: none"> <li>• Identify a location/venue for community meeting(s)</li> <li>• Review and provide input on the draft agenda and activities planned</li> <li>• Distribute marketing materials promoting the online activity or conduct additional outreach/engagement activities, as needed</li> </ul>

## PHASE 3: GROWTH AREA SCENARIOS AND STRATEGIES

*Tentative Timeline: July - September 2021*

### Objectives

- Evaluate key choices and trade-offs associated with plausible scenarios for each of the Town's primary growth areas
- Define and document growth parameters for the Future Land Use Plan

### 3.1 Growth Area Scenario Workshop: Key Choices and Trade-offs

The consultant team will work with staff to prepare for and host a two-day workshop to explore key choices and trade-offs for each of the Town's four primary growth areas: Downtown, Eastern Corridor, Apple Valley, and South St. Vrain. For each planning subarea, project team members will:

- Identify issues/opportunities based on the unique characteristics of each growth area (e.g., circulation and access, IGA considerations, infrastructure and services, hazard prone areas and development constraints identified as part of the 2017 Risk Assessment);
- Highlight potential trade-offs/implications associated with different choices in each area as they relate to Lyons' goals and overall needs in different areas and sustainability/resiliency considerations for each (e.g., housing, economic development, transportation); and
- Evaluate how different choices will impact future growth capacity and long-term buildout of the community and address residential and non-residential needs.

Scenarios assembled for this task will build from work completed as part of the 2017 Lyons Primary Planning Area Master Plan, and other more recent plans and studies, as appropriate. Additional growth-related questions may also be explored as part of this workshop, based on input received during earlier phases, for example, infill and redevelopment potential in Town Residential areas. A key outcome of this task will be a preferred multimodal transportation framework for the Eastern Corridor.

### 3.2 Draft Future Land Use Plan

In conjunction with the development of the plan and policy framework, the consultant team will work closely with Town staff to prepare a preliminary draft Future Land Use Plan. The Future Land Use Plan will reflect physical conditions and planning influences within the City and the Three-mile area Plan in accordance with CRS 31-12-105(e), as well as preferred directions that emerge from the Growth Area Scenario Workshop existing.

The preliminary draft Future Land Use Plan will be comprised of the Future Land Use map and accompanying land use category descriptions which identify a desired land use mix, defining characteristics, and overall density range. Land use categories will build from the 2010 Comprehensive Plan, as well as input received as part of the Comprehensive Plan update.

### 3.3 Check-in Meetings

Consultant team members will meet with elected and appointed officials, the Comprehensive Plan Subcommittee, and the Technical Advisory Committee; at this stage to seek input on preliminary

preferred directions for the each of the growth areas before a consolidated draft of the Comprehensive Plan is assembled in Phase 4.

## **PHASE 4: DRAFT PLAN AND ADOPTION**

*Tentative Timeline: October 2021- January 2022*

### **Objectives**

- Develop and evaluate action priorities to support the implementation of the Comprehensive Plan
- Assemble and finalize the draft plan through public review and adoption process
- Identify a manageable set of metrics to help track progress over time

### **4.1 Draft Comprehensive Plan**

The consultant team will prepare a preliminary draft of the Comprehensive Plan for that consolidates and incorporates all materials and input generated through the process:

- Preliminary plan and policy framework;
- Future Land Use Plan and Land Use Categories;
- Growth Area Preferred Directions (3-mile Plan);
- Action Priorities (as defined in Task 4.2); and
- Community Profile (as an appendix).

This document will include supporting maps, graphics, photos, and other visual aids to ensure it is an understandable and useable document for all members of the community.

### **4.2 Action Plan**

As a component of the draft Comprehensive Plan, the consultant team will develop a detailed set of Action Priorities to outline specific steps to implement the plan over time. The Action Priorities section of the plan will identify specific priority actions for the near term, as well as actions that, based on organizational capacity, are anticipated to follow as priorities in medium and longer time frames. It will identify responsible Town parties as well as indicate potential regional and community partners and funding sources, as applicable. During community engagement series #3, the Action Priorities will be used to convey priorities as well as realistic expectations for what the Town can accomplish with staffing and resources. Community partners such as active volunteer groups, businesses, and others will be encouraged to identify what actions that can take on to accelerate implementation of individual actions. The Action Priorities will be appended to the Comprehensive Plan as a living document intended to be updated every few years in response to changing conditions, funding opportunities, and accomplishments.

### **4.3 Community Engagement Series #3**

A final round of community engagement will be conducted to seek input on the draft Comprehensive Plan and Acton Priorities. Engagement activities will focus on the Action Priorities since this piece of the Comprehensive Plan will be new to the community. All input collected during this engagement series will be incorporated into the draft Comprehensive Plan, as appropriate. A follow-up online review

activity will be developed to provide those unable to attend the meetings a chance to weigh in on the draft Comprehensive Plan.

#### 4.4 Metrics and Monitoring

After the community has provided input to the Draft Comprehensive Plan and Action Priorities, the consultant team will work with Town staff, the Comprehensive Plan Subcommittee, and the Technical Advisory Committee to develop a succinct set of metrics for assessing its effectiveness at achieving identified goals and objectives. We anticipate the metrics will address a diverse set of community goals similar to the diversity of focus areas identified in the RFP, such as environment, economy, and equity. Tracking metrics over time will help the Town understand and report to the community on how well the actions and strategies identified in the plan are working to achieve the plan priorities and goals. Selection of metrics will consider what data is readily available and meaningful as indicators of progress.

#### 4.5 Adoption Draft Comprehensive Plan

Based on input received during Community Engagement Series #3, the consultant team will work with Town staff to assemble an adoption draft of the Comprehensive Plan.

#### 4.6 Adoption Hearings (Optional)

If desired, key members of the consultant team will support Town staff in public hearings on the draft plan.

PHASE 4 SUMMARY		
Tasks	Consultant Team Responsibilities/Deliverables	Town of Lyons Staff Responsibilities/Deliverables
<b>4.1 Draft Comprehensive Plan</b>	<ul style="list-style-type: none"> <li>Assemble a draft Comprehensive Plan document that incorporates individual components of the plan that have been developed to date.</li> </ul>	<ul style="list-style-type: none"> <li>Review and provide input on the draft Comprehensive Plan</li> <li>Provide photos (as needed) for inclusion in the draft Comprehensive Plan</li> <li>Facilitate wider town staff and stakeholder review of draft Comprehensive Plan</li> <li>Coordinate collection of photos for draft Comprehensive Plan</li> </ul>
<b>4.2 Action Plan</b>	<ul style="list-style-type: none"> <li>Prepare a draft/final Action Plan based on input received to date</li> </ul>	<ul style="list-style-type: none"> <li>Review and provide input on the Action Plan.</li> </ul>
<b>4.3 Community Engagement Series #3</b>	<ul style="list-style-type: none"> <li>Draft/final agenda for community meetings</li> <li>Presentation and material to support the community engagement activities</li> <li>Summary of input received during the community engagement series</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate location/venue for community meeting(s)</li> <li>Review and provide input on the draft agenda and activities planned for the community meeting(s)</li> <li>Review and provide input on the online activity</li> </ul>
<b>4.4 Metrics and Monitoring</b>	<ul style="list-style-type: none"> <li>Draft metrics for review</li> </ul>	<ul style="list-style-type: none"> <li>Review and provide input on draft metrics</li> </ul>

<b>PHASE 4 SUMMARY</b>		
<b>Tasks</b>	<b>Consultant Team Responsibilities/ Deliverables</b>	<b>Town of Lyons Staff Responsibilities/Deliverables</b>
<b>4.5 Adoption Draft Comprehensive Plan</b>	<ul style="list-style-type: none"> <li>Assemble draft Comprehensive Plan based on input received during Task 4.3</li> </ul>	<ul style="list-style-type: none"> <li>Review and provide input on the adoption draft of the Comprehensive Plan</li> <li>Participate in adoption hearings</li> </ul>
<b>4.6 Adoption Hearings</b>	<ul style="list-style-type: none"> <li>Optional task to be assigned</li> </ul>	<ul style="list-style-type: none"> <li>Participate in adoption hearings</li> </ul>

## PRELIMINARY TIMELINE AND COMMUNITY/STAKEHOLDER ENGAGEMENT MILESTONES

The graphic below illustrates key milestones and community/stakeholder engagement opportunities during the process. While the details of each engagement opportunity will be articulated as part of the Community Engagement Plan (to be developed during Phase 1), each “round” of community/stakeholder engagement will include a series of events and activities. Generally, this will include:

- Community meeting(s)/event(s)
- Board of Trustees/Planning & Community Development Commission Meeting(s);
- Comprehensive Plan Subcommittee Meeting;
- Technical Advisory Committee meeting; and
- An online activity

Phase	2021												2022	
	J	F	M	A	M	J	J	A	S	O	N	D	J	F
<b>1: Issues and Opportunities</b>														
<b>2: Plan and Policy Framework</b>														
<b>3: Growth Area Scenarios and Strategies</b>														
<b>4: Draft Plan and Adoption</b>														

-  Kickoff Meetings
-  Community/Stakeholder Engagement
-  Adoption Hearings



**For the best experience, open this PDF portfolio in  
Acrobat X or Adobe Reader X, or later.**

[Get Adobe Reader Now!](#)



# STAFF REPORT

## PLANNING AND COMMUNITY DEVELOPMENT COMMISSION

JANUARY 11, 2021

### **ITEM NAME**

---

Discussion RE: Inviting of Other Commissions for Introduction and Identifying Intersections with PCDC

### **STAFF**

---

Reyana Jones, Historic Preservationist/Planner  
Agenda Request from Commissioner Farrell

### **INFORMATION**

---

Commissioner Farrell received a request from the Ecology Advisory Board asking that the PCDC involve them earlier on in development processes that could have an impact on open space, natural resources, etc.

So it becomes more readily apparent when consultations like the one proposed by the EAB would be useful and necessary, Commissioner Farrell would like to discuss the prospect of inviting representatives from each commission to a PCDC meeting to introduce themselves/the work of their commission and identify ways in which their work and PCDC work intersect.

### **COMMISSION ACTION**

---

This is a workshop/discussion item for the PCDC. Commissioners should direct Staff of any follow-up reports or actions they would like performed as an outcome of their discussion.