

**To the Mayor and Members of the City Council****May 17, 2011****Page 1 of 2****SUBJECT: 2012 COMPREHENSIVE PLAN UPDATE PROCESS**

The purpose of this report is to provide the City Council with information about the update process for the 2012 Comprehensive Plan.

On March 1, 2011, the City Council adopted the 2011 Comprehensive Plan. The Planning and Development Department has now started the annual update process for the 2012 Comprehensive Plan. Beginning in 2010, the Planning and Development Department updates the full text of the Comprehensive Plan biennially, in even-numbered years, while continuing to annually update the Population Trends, Economic Trends, and Financial Trends chapters, and the appendices containing the future land use maps, annexation program, and capital improvement program in odd-numbered years. The 2012 Comprehensive Plan will provide reliable information about the City's growth and development, the status of the City's programs and projects, and will identify programs and projects that should be considered for funding in the City's budget and capital improvement program.

On May 25, the Planning and Development Department will brief the City Plan Commission on the update process. The Planning and Development Department also proposes to conduct district-specific work sessions with City Council, City Plan Commission, and Zoning Commission members in July. Planning and Development Department staff will contact each Council member to schedule these work sessions. The proposed schedule to produce the 2012 Comprehensive Plan is attached as Exhibit A.

The Planning and Development Department will encourage public participation in the update process by distributing newsletter articles and summary brochures to community organizations. Staff will also meet individually with interested business organizations and neighborhood associations at their request.

The Planning and Development Department will proceed with the update process as outlined in Exhibit A unless directed otherwise. Should you have any questions, please contact Randle Harwood, Planning and Development Director, at 817-392-6101.

for **Tom Higgins**
Interim City Manager



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EXHIBIT A

Schedule for Production of 2012 Comprehensive Plan

Date	Activity
April 18 – June 8	Planning and Development prepares department review draft of 2012 Comprehensive Plan in cooperation with other departments and agencies .
May 17	City Council receives informal report on plan update process.
May 25	City Plan Commission receives briefing on plan update process.
June 15	Planning and Development distributes via e-mail pertinent chapters of June department review draft to CMO, department heads, and cooperating agencies.
June 15 – 29	CMO, department heads, and cooperating agencies review pertinent chapters .
July	Planning and Development conducts district-specific work sessions with City Council, City Plan Commission, and Zoning Commission members .
August 5	Planning and Development distributes August review draft on CD to City Council, City Plan Commission and Zoning Commission and posts on City website.
August 24	City Plan Commission conducts work session on August review draft and provides comments.
September 6	City Council reviews and comments on August review draft and authorizes release for public review.
Sept. 1 – Nov. 18	Planning and Development briefs interested business organizations and neighborhood groups, as well as other community groups upon request.
November	City Plan Commission and Zoning Commission receive briefing on results of community meetings.
November 29	City Council receives briefing on results of community meetings and authorizes release of public hearing draft .
Nov. 29 – Dec. 9	Planning and Development prepares December public hearing draft of 2012 Comprehensive Plan in cooperation with other departments and agencies .
December 16	Planning and Development distributes December public hearing draft on City website.
January 25, 2012	City Plan Commission conducts public hearing on draft plan and votes to recommend adoption of plan.
February 7	City Council conducts work session on proposed plan.
February 14	City Council conducts public hearing on proposed plan.
February 28	City Council votes on ordinance to adopt plan.
March	Planning and Development prints copies of adopted plan and posts on City website.