


**PLANNING AND DEVELOPMENT DEPARTMENT
MEMORANDUM 16-01**

DATE: February 1st, 2016
TO: Honorable Mayor Joyce Downing and City Council Members
FROM: David Willett, Acting City Manager
Brook Svoboda, Director of Planning and Development 
SUBJECT: 2016 Project Workplan Assignments

BACKGROUND

For 2016 there are several major projects that are scheduled for Council study sessions. The current projects were programmed with Council participating in time intensive exercises, such as workshops, and design charettes.¹ There are several projects identified in 2016 that have also assumed a Council intensive role. Based on the number of meetings programed for these projects the Council Study Session docket would be filled with these projects.²

Staff is concerned that the amount of time and effort required for these projects cannot reasonably be achieved under the Study Session format. In an effort to manage Council expectations and address project schedules, Staff has drafted the following workplan, for Council's Consideration, with the intent to:

- Reduce the amount of time intensive Council exercises
- Keep Council fully informed for each project
- Ensure Council feedback and direction at key milestones/decision making points
- Maintain project schedules/meet Council expectations for timelines.

PROPOSED FRAMEWORK FOR MAJOR PROJECTS

Staff is proposing that time/labor intensive exercises currently programed for Council be assigned to one of the following: a Steering Committee, Planning Commission, or NURA.

Here some principles that would apply:

- Council would receive all information (packets) at the same time as the assigned group
- Each group would have at least one (1) Council member (Planning Commission/NURA) or up to two (2) for Steering Committee(s)
- Steering Committee: Composition of each committee would vary and established by Council
- All meetings open to individual Council members
- Call up Provision: Refer the project to Council for direction/clarification before moving forward.

¹ These exercises are generally 2-3 hour in duration. Because of time constraints, Staff has attempted to compress these into 30-45 minute presentations/discussions with mixed results.

² There are 15 meetings identified for major projects (currently underway) and 10-15 additional meetings for for 2016 projects. This does not include minor (one time) project/items. There are currently 11 (planning related) items to be scheduled for study session in 2016.

PLANNING COMMISSION	NURA	STEERING COMMITTEE
Civic Campus Master Plan ³	Civic Campus Master Plan	Justice Center
Zoning Code Re-write	Citywide Sustainability Assessment	Branding
Station Area Master Plan 112 th Ave	Karl's Farm	Chicken and Bees
Bike Ped Mobility	Marketplace	
Sustainability Program		
Sign Code		
HEAL		

COUNCIL UPDATES

In addition to the above, the Staff would provide scheduled updates to Council at a regular meetings, much like the finance and economic reports do now. The reporting would provide status updates on what has been covered, key project milestones accomplished and upcoming events activities and actions, as well as project schedule.

RECOMMENDATION

Staff is seeking to gain consensus to reassign these projects as depicted above.

STAFF REFERENCE

Brook Svoboda, Director of Planning and Development bsvoboda@northglenn.org or 303.450.8937

³ This would be a joint effort between PC and NURA