

## Flow Chart for Ordinance Development

This proposal is submitted for discussion in the interest of helping the planning commission become more efficient in developing land use ordinance language. This flowchart is generic and can be simplified for non-controversial items and may involve additional steps for more complex topics.

Month Zero - initial action request from commissioner or public. State the problem to be solved or overarching goal and put on agenda for next month. If appropriate assign to staff or a committee to prepare background information for the next meeting.

Month 1 - Presentation from staff or committee. Informal commission discussion of the issues. Attempt to put in layperson language the key points for the proposed ordinance. Open floor to informal input from stakeholders and the public. Assign task of writing up clear summary of discussion and working conclusions. Assign to committee any issues that need more information gathering.

FOR MORE CONTROVERSIAL ITEMS - add one to two months for a planning commission working meeting or developing a proposal or list of alternatives for community forum discussion.

Month 2 - Discussion of any items left pending from the previous meeting. Agenda item to make motion adopting a layperson statement of goals and criteria for the ordinance. Assign responsibility for converting the layperson statement into formal ordinance language. Schedule draft ordinance language for public hearing. Schedule presentation to Town Council based on layperson language goals.

Month 3 - Presentation to planning commission on the draft ordinance language and any new information received since last meeting. Hold the formal public hearing and accept input. Discuss public comments and make any motions to amend ordinance language. Send draft ordinance to town attorney for review.

Month 4 - Agenda item to approve draft ordinance language and send to Town Council with a request to schedule a Town Council public hearing. ALTERNATIVELY if the motion to approve fails or there have been substantive changes to the goals of the ordinance it will be necessary to go back to "Month 3" and repeat process.

Month 5 - Presentation to Town Council regarding the formal ordinance language and input received from the public and town attorney. Town Council holds public hearing. Town Council decides whether to schedule a vote or send back to Planning Commission for revision.

Month 6 - Vote on ordinance by Town Council.