

## City of Angleton

Tentative Time Line\*

Task Description	Estimated time frame based on City Council's approval on April 13th and contract finalization.
<b>Task 1 - City of Angleton Diagnostic Report</b>	
<b>Phase I: Diagnostic Report</b>	
1. Review existing documents - Comprehensive Plan, Zoning ordinances, Land Development Code (Chapter 23 of the Code of Ordinances), other chapters of the Code of Ordinances.. Conduct research and comparative analysis.	April 19, 2021 - May 31, 2021
2. <b>Interview City staff</b> to receive their input and ideas on the most pressing issues in the current codes and how to resolve those issues.	April 19, 2021 - May 31, 2021
3. Gather public input. Use methods as directed by staff including <b>web site questionnaires</b> etc.	June 1, 2021 - June 15, 2021
4. Prepare a draft diagnostic report with staff's input.	June 16, 2021 - June 30, 2021
5. Gather input staff on the draft report.	July 1, 2021 - July 8, 2021
6. Incorporate staff' comments and gather public input if required (such as posting on City's website).	July 8, 2021 - July 15, 2021
7. Prepare presentation for Planning and Zoning Commission.	July 16, 2021 - July 31, 2021
6. Share draft report with the <b>Planning and Zoning Commission</b> , and finalize.	August 1, 2021 - August 30, 2021
<b>Phase II: Implementation of Recommendations</b>	
1. Formulate a City Advisory Committee (CAC) comprised of key city staff.	TBD with staff. To commence after August.
2. Gather input from the City Council, Planning and Zoning Commission, CAC, and others as directed by City staff.	
3. Prepare draft codes based on input from CAC, Planning and Zoning Commission and City Council. Consolidate all development related codes currently contained in the Zoning ordinance, the Land Development Code and various sections of the Code of Ordinances in one area.	
4. Present draft codes to CAC, Economic Development Commission, Planning and Zoning Commission, City Council, and others as identified by staff in a <b>work session</b> , and conduct <b>open house</b> (if required) for public review with assistance from staff, to gather input.	
5. Incorporate comments and inout and finalize the development code.	
6. Assist with adoption at <b>public hearing and meetings</b> as directed by staff.	
<b>Task 2 - City of Angleton Administrative Procedures Manual</b>	
1. List all types of approvals, review all procedures	April 19, 2021 - May 31, 2021
2. Conduct interviews with staff to get additional information about the processes and identify areas of improvements	April 19, 2021 - May 31, 2021
3. Prepare a draft for staff review and input	June 1, 2021 - July 15, 2021
4. Staff review and comments	July 16, 2021 - July 31, 2021
4. Finalize the document	August 1, 2021 - August 15, 2021

\* As discussed with staff and subject to change if needed and mutually agreed upon by staff and consultant.