



DEPARTMENT OF COMMUNITY PLANNING & BUILDING
MEMORANDUM

TO: Planning Commission
VIA: Mary Beth Cook, Acting Director *MBC*
VIA: Carolyn Sunderland, AICP, Planning Commission Administrator *[Signature]*
FROM: Jenny Plummer-Welker, AICP, Long Range Planner *[Signature]*
DATE: May 10, 2016
SUBJECT: Calvert County Comprehensive Plan Update & Zoning Ordinance Rewrite – Schedule

Background:

The Calvert County Planning Commission (PC) and Community Planning & Building (CPB) and Parsons Brinckerhoff staff met during the PC's meeting on March 16, 2016. The PC reviewed the draft work plan for the Calvert County Comprehensive Plan Update & Zoning Ordinance Rewrite. Based upon the work plan, Parsons Brinckerhoff developed a revised schedule.

At the PC's April 20, 2016, Jacquelyn Seneschal presented the revised schedule during the slide presentation (slide attached).

Phase 1 – Identify Issues	Fall 2015 – Fall 2016
Phase 2 – Develop Plan and Ordinance	Fall 2016 – Fall 2017
Phase 3 – Adoption	Fall 2017 – Spring 2018

Discussion:

Parsons Brinckerhoff staff has provided the revised schedule in two formats. One format is a chart showing the three major phases of the project and the associated deliverables (dated 4-18-2016). The other format is a matrix that shows the timeline for the three major phases and the time period when the deliverables would be developed and delivered.

Recommendation:

For your information.

Attachments (3)

cc: Board of County Commissioners
County Staff: Danita Boonchaisri, Patricia Haddon, Tay Harris and Will Selman
WSP | Parsons Brinckerhoff Staff: Jacquelyn Seneschal and Holly Storck

We are here

Schedule

Identify Issues

- ★ Initial meetings, analysis of existing conditions
- 1st round of public meetings
- Joint work session between PC and BOCC

Fall 2015 –
Fall 2016

Develop Plan and Ordinance

- Issue development with stakeholders and interested persons
- 2nd round of public meetings
- Draft plan, review and joint work session about Plan
- Draft zoning ordinance, review and joint work session about zoning ordinance

Fall 2016 –
Fall 2017

Adoption

- Revised draft plan
- Revised draft ordinance
- Joint work session, public hearing and adoption for plan
- Joint work session, public hearing and adoption for zoning ordinance

Fall 2017 –
Spring 2018



Calvert County Comprehensive Plan and Zoning Ordinance Schedule – Revised 4-18-2016

	Month	Associated Deliverables
Identify Issues	December 2015	<ul style="list-style-type: none"> • Kick-off meeting • Draft community involvement approach
	April 2016	<ul style="list-style-type: none"> • Materials for and attendance at Planning Commission meeting • Introductory presentation
	July 2016	<ul style="list-style-type: none"> • Draft comprehensive plan existing conditions report • Development capacity memorandum • Business recruitment and retention memorandum
	October 2016	<ul style="list-style-type: none"> • Materials for and attendance at Planning Commission meeting • Materials for and attendance at first public meeting • Draft zoning analysis report • Materials for and attendance at joint work session with Planning Commission and Board of Commissioners
Develop Plan and Ordinance	November 2016	<ul style="list-style-type: none"> • Three draft key planning issue white papers and discussion guide • Materials for and attendance at three focus topic meetings
	January 2017	<ul style="list-style-type: none"> • Two draft key planning issue white papers and discussion guide • Materials for and attendance at two focus topic meetings
	March 2017	<ul style="list-style-type: none"> • Summary of key planning issue outcomes • Draft future land use map and memorandum • Draft strategies memorandum
	April 2017	<ul style="list-style-type: none"> • Materials for and attendance at second public meeting • Materials for and attendance at Planning Commission meeting
	June 2017	<ul style="list-style-type: none"> • Draft comprehensive plan • Materials for and attendance at Planning Commission meeting
	September 2017	<ul style="list-style-type: none"> • Second draft comprehensive plan • Draft proposed Growth Tier Map • Materials for and attendance at joint Planning Commission and Board of Commissioners meetings
	November 2017	<ul style="list-style-type: none"> • Initial draft zoning ordinance with summary memo of key recommendations • Draft zoning map • Materials for and attendance at joint Planning Commission and Board of Commissioners meeting
	January 2018	<ul style="list-style-type: none"> • Third draft comprehensive plan • Second draft zoning ordinance
Adopt Plan and Ordinance	March 2018	<ul style="list-style-type: none"> • Materials for and attendance at joint Planning Commission and Board of Commissioners comprehensive plan work session • Materials for and attendance at joint Planning Commission and Board of Commissioners comprehensive plan public hearing • Fourth draft comprehensive plan
	May 2018	<ul style="list-style-type: none"> • Third draft zoning ordinance • Materials for and attendance at joint Planning Commission and Board of Commissioners zoning work session • Materials for and attendance at joint Board of Commissioners/ Planning Commission zoning public hearing • Fourth draft zoning ordinance • Second draft zoning map

