



Status	Date	Time	Trip	Activity	Lead	Purpose Deliverable
Phase 1: Project Orientation and Analysis						
√	Mon. Oct. 17	2:00 – 3:30 pm	--	Project Kickoff: Teleconference	KKC	<ul style="list-style-type: none"> ➤ Coordinate the transfer of electronic and hard copy data (RFIs) ➤ Review and discuss the project schedule, communication protocol, and contracts
√	Wed. Nov. 9	10:15 am – 4:45 pm	Trip # 1	Community Development Services Staff and Public Affairs Officer County Tour	County	<ul style="list-style-type: none"> ➤ County staff led tour of County sites for KKC to understand county land use dynamics ➤ Compile photographic inventory, areas of special concern, example sites. ➤ Discussion of key issues during on-site tour
		6:00 – 8:00 pm		Stakeholder Sessions (1-2) <i>Invite Commission and Commission members</i>	KKC/County	<ul style="list-style-type: none"> ➤ Overview of project schedule, scope, and understanding ➤ Facilitate discussion with stakeholders about existing conditions and preferred changes
	Thurs. Nov. 10	8:30 am – 11:30 am		Stakeholder Listening Sessions (3-5) <i>Invite Commission and Commission members</i>	KKC/County	<ul style="list-style-type: none"> ➤ Overview of project schedule, scope, and understanding ➤ Facilitate discussion with stakeholders about existing conditions and preferred changes
		11:45 am – 12:45		Community Development Services Staff Meeting	KKC/County	<ul style="list-style-type: none"> ➤ Review of Critical Points from tour and Stakeholder Listening Sessions ➤ KKC Question and Answer Session with Community Development Services Staff
		1:00 – 2:30 pm		Board of County Commissioners Introductory Lunch Meeting	KKC/County	<ul style="list-style-type: none"> ➤ Overview of Project Goals and Schedule ➤ Discuss initial observations from stakeholder listening sessions ➤ Discuss Strategic Approach and Ordinance Outline
		4:45 – 6:00 pm		Planning Commission Introductory Dinner Meeting	KKC/County	<ul style="list-style-type: none"> ➤ Overview of Project Goals and Schedule ➤ Discussion initial observations from stakeholder listening sessions ➤ Discuss Strategic Approach and Ordinance Outline



√	Mon. Nov. 21	--	--	Deliverables	KKC	➤ Summary of Stakeholder Listening Sessions
	TBD	TBD	--	Staff Teleconference	KKC	<ul style="list-style-type: none"> ➤ Questions of County staff in preparation for Strategic Approach and Ordinance Outline ➤ Preparations for Trip#2
	Mon. Dec. 12 Thurs. Dec. 15	--	--	Deliverables	KKC	➤ Strategic Approach and Ordinance Outline
	Wed. Jan. 4	10:00 am	--	Staff Teleconference	KKC/County	➤ Discussion of Proposed Strategic Approach and Ordinance Outline

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	Wed. Jan. 11	--	--	Deliverables	KKC	➤ Revised Strategic Approach and Ordinance Outline
	Wed. Jan. 25	10:30 – 12:30 pm	Trip #2	Field Reconnaissance	KKC	<ul style="list-style-type: none"> ➤ Site Visits to Additional Locations not visited during initial visit ➤ Compile photographic inventory, areas of special concern, example sites.
		1:00 – 3:00 pm		Interviews with County Staff and Other Local Agency Staff	KKC/County	➤ Schedule time with any County Staff members integral to LUDC Adoption and Enforcement
		3:30 – 5:00 pm		Stakeholder Meeting	KKC/County	➤ Meetings with local stakeholders to update on ordinance status and to solicit input.
		6:00 – 7:30 pm		"Open Door" Public Meeting	KKC/County	➤ Meetings with members of the public to update on ordinance status and to solicit input.



	Thurs. Jan. 26	8:30 am – 10:30		Interviews with County Staff and Other Local Agency Staff	KKC/County	➤ Schedule time with any County Staff members integral to LUDC Adoption and Enforcement
		11:00 am – Noon		Community Development Services Staff Meeting	KKC/County	➤ Preparation for meeting with Board of County Commissioners
		1:00 – 2:30 pm		Board of County Commissioner (BOCC) Update and Feedback Session	KKC/County	➤ PowerPoint Presentation of Strategic Approach and Annotated Outline ➤ Questions of County Commissioners pertaining to Module #1 Drafting
		3:00 – 4:00 pm		Community Development Services Staff Meeting	KKC/County	➤ Preparation for meeting with Planning Commission
		4:45 – 6:00 pm		Planning Commission Update and Feedback Session	KKC/County	➤ PowerPoint Presentation of Strategic Approach and Annotated Outline ➤ Questions of County Commissioners pertaining to Module #1 Drafting
Tues. Jan. 31	10:00 am	--	Staff Teleconference (if necessary)	KKC/County	➤ Follow-up to BOCC and Planning Commission discussion and direction for Module #1 Drafting	

Phase 2: Drafting of the Land Use Development Code

Module #1

	Feb. – May	--	--	Land Use Development Code: Module #1 Drafting	KKC	➤ Draft Module #1 ➤ Coordinate and train County staff on use and management of enCodePlus™ .
	Mon. Mar. 6	--	--	Deliverable - Staff conducts initial "red flag" review - Staff starts work on written comments in enCodePlus	KKC	➤ Draft Module #1
	Mon. Mar. 20	--	--	Staff Deliverable: Module #1 Red Flag Comments	County	➤ Module #1 Red Flag Comments



	Tues. Mar. 21	2:00 pm	--	Staff Teleconference	KKC/County	➤ Discussion of Initial Staff Comments
	Mon. Apr. 3	--	--	Deliverable	KKC	➤ Red Flag Revised Module #1 ➤ Presentation Materials for Trip
	Wed. Apr. 12	10:30 am – 1:30 pm	Trip #3	Field Reconnaissance	KKC	➤ Remaining site visits (as necessary) ➤ Compile photographic inventory
		2:00 – 3:30 pm		Stakeholder Meeting	KKC/County	➤ Meetings with local stakeholders to update on ordinance status and to solicit input.
		4:30 – 6:00 pm		“Open Door” Public Meeting	KKC/County	➤ Meetings with members of the public to update on ordinance status and to solicit input.
	Thurs. Apr. 13	9:00 am - Noon		Community Development Services Staff Meeting	KKC/County	➤ Questions of County staff pertaining to Revised Module #1 ➤ Preparation for Board of County Commissioner Meeting
		1:00 – 2:30 pm		Board of County Commissioner (BOCC) Update and Feedback Session	KKC/County	➤ PowerPoint Presentation of Module #1 ➤ Questions of County Commissioners pertaining to Module #1 Drafting
		3:00 – 4:00 pm		Community Development Services Staff Meeting	KKC/County	➤ Preparation for Planning Commission meeting
		4:45 – 6:00 pm		Planning Commission Update and Review Session	KKC/County	➤ PowerPoint Presentation of Module #1 ➤ Questions of Planning Commissioners pertaining to Module #1 Drafting



	Tues. Apr. 18	10:00 am	--	Staff Teleconference (if necessary)	KKC/County	➤ Follow-up to BOCC and Planning Commission discussion and direction for Module #1 Revised Draft
	Mon. Apr. 24	--	--	Staff Deliverable: Module #1 complete written comments in enCodePlus	County	➤ Consolidated comments provided by the County's designated Project Director.
	Mon. May 8	--	--	Deliverable	KKC	➤ Revised Draft Module #1
Module #2						
	May – Aug.	--	--	Land Use Development Code: Module #2 Drafting	KKC	➤ Draft Module #2
	Thurs. May 11	2:00 pm	--	Staff Teleconference (if necessary)	KKC/County	➤ Work through identified issues with Module #2
	Mon, June 5	--	--	Deliverables - Staff conducts initial “red flag” review - Staff starts work on written comments in enCodePlus	KKC	➤ Preliminary Draft Module #2
	Mon. June 19	--	--	Staff Deliverable: Module #2 Red Flag Comments	County	➤ Module #2 Red Flag Comments
	Tues. June 20	10:00 am	--	Staff Teleconference(s): Red flag review comments from staff	KKC/County	➤ Discuss initial staff comments on Module #2
	Mon. July 3	--	--	Deliverable	KKC	➤ Red Flag Revised Module #2 ➤ Presentation Materials for Trip
	Wed. July 12	10:30 am – 1:30 pm	Trip #4	Field Reconnaissance	KKC	➤ Additional site visits as necessary ➤ Compile photographic inventory, areas of special concern, and example sites.
		2:00 – 3:30 pm		Stakeholder Meeting	KKC/County	➤ Meetings with local stakeholders to update on ordinance status and to solicit input.
		4:30 – 6:00 pm		“Open Door” Public Meetings	KKC/County	➤ Meetings with members of the public to update on ordinance status and to solicit input.



Thurs. July 13	9:00 am – Noon		Community Development Services Staff Meeting	KKC/County	<ul style="list-style-type: none"> ➤ Questions of County staff pertaining to Module #2 Drafting ➤ Preparations for Board of County Commissioners meeting 	
	1:00 – 2:30 pm		Board of County Commissioner (BOCC) Update and Feedback Session	KKC/County	<ul style="list-style-type: none"> ➤ PowerPoint Presentation of Module #2 ➤ Questions of County Commissioners pertaining to Module #2 Drafting 	
	3:00 – 4:00 pm		Community Development Services Staff Meeting	KKC/County	<ul style="list-style-type: none"> ➤ Preparation for Planning Commission meeting 	
	4:45 – 6:00 pm		Planning Commission Update and Review Session	KKC/County	<ul style="list-style-type: none"> ➤ PowerPoint Presentation of Module #2 ➤ Questions of Planning Commissioners pertaining to Module #2 Drafting 	
Tues. July 18	10:00 am	--	Staff Teleconference (if necessary)	KKC/County	<ul style="list-style-type: none"> ➤ Follow-up to BOCC and Planning Commission discussion and direction for Module #2 Revised Draft 	
Mon. July 31	--	--	<i>Staff Deliverable: Module #2 complete written comments in enCodePlus</i>	County	<ul style="list-style-type: none"> ➤ Consolidated comments provided by the County's designated Project Director. 	
Mon. Aug. 14	--	--	Deliverable	KKC	<ul style="list-style-type: none"> ➤ Revised Draft Module #2 	
Module #3						
Aug. – Nov.	--	--	Land Use Development Code: Module #3 Drafting	KKC	<ul style="list-style-type: none"> ➤ Draft Module #3 	
Mon, Sept. 18	--	--	Deliverable - Staff conducts initial “red flag” review - Staff starts work on written comments in enCodePlus	KKC	<ul style="list-style-type: none"> ➤ Preliminary Draft Module #3 	
Mon. Sept. 25	--	--	<i>Staff Deliverable: Module #3 Red Flag Comments</i>	County	<ul style="list-style-type: none"> ➤ <i>Module #3 Red Flag Comments</i> 	



	Tues. Sept. 26	2:00 pm	--	Staff Teleconference(s): Red Flag Review Comments from Staff	KKC	➤ Discuss staff comments on Module #3
	Mon. Oct. 9	--	--	Deliverable	KKC	➤ Red Flag Revised Module #3
	Wed., Oct. 25	10:30 am – 1:30 pm	Trip #5	Field Reconnaissance	KKC	➤ Additional site visits as necessary ➤ Compile photographic inventory, areas of special concern, and example sites.
		2:00 – 3:30 pm		Stakeholder Meeting	KKC/County	➤ Meetings with local stakeholders to update on ordinance status and to solicit input.
		4:30 – 6:00 pm		“Open Door” Public Meetings	KKC/County	➤ Meetings with members of the public to update on ordinance status and to solicit input.
	Thurs. Oct. 26	9:00 – 12:00 am		Community Development Services Staff Meeting	KKC/County	➤ Questions of County staff pertaining to Module #3 Drafting ➤ Preparation for Board of County Commissioners meeting
		1:00 – 2:30 pm		Board of County Commissioner (BOCC) Update and Feedback Session	KKC/County	➤ PowerPoint Presentation of Module #3 ➤ Questions of County Commissioners pertaining to Module #2 Drafting
		3:00 – 4:00 pm		Community Development Services Staff Meeting	KKC/County	➤ Preparation for Planning Commission meeting
		4:45 – 6:00 pm		Planning Commission Update and Review Session	KKC/County	➤ PowerPoint Presentation of Module #3 ➤ Questions of Planning Commissioners pertaining to Module #3 Drafting
Tues. Oct. 31	10:00 am		Staff Teleconference (if necessary)	KKC/County	➤ Follow up to BOCC and Planning Commission discussion and direction for Module # Drafting	



Mon. Nov. 6	--	--	Staff Deliverable: Module #3 complete written comments in enCodePlus	County	➤ Consolidated comments provided by the County's designated Project Director.
Mon. Nov. 20	--	--	Deliverable	KKC	➤ Revised Module #3
Tues. Nov. 21	2:00 pm	--	Staff Teleconference	KKC/County	➤ Discuss Necessary Changes for Public Hearing Draft
Mon. Dec. 11	--	--	Deliverable	KKC	➤ Public Hearing Draft

**Phase 3: Public Review and Comment & Phase 4: Adoption and Training
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Thurs. Jan. 11	11:00 am - Noon	Trip #6: Zoning	Community Development Services Staff Meeting	KKC/County	➤ Prepare for Public Hearing at Planning Commission
	1:00 – 5:00 pm		On-site Code Training	KKC	➤ Prepare County staff for adoption of LUDC
	6:00 pm		Public Hearing at Planning and Zoning Commission	KKC/County	➤ Receive Public Comment ➤ Review, Discuss and Recommend to the Board of County Commissioners
Tues. Jan. 16	10:00 am	--	Staff Teleconference, as necessary	KKC/County	➤ Discuss Board of County Commissioners Public Review Meeting
Mon. Jan. 22	1:00 – 5:00 pm	Trip #7: Zoning	On-site Code Training	KKC	➤ Prepare County staff for adoption of LUDC
Tues. Jan. 23	8:30 – 9:30 am		Community Development Services Staff Meeting	KKC/County	➤ Prepare for Public Hearing at Board of County Commissioners Meeting
	10:00 am		Public Hearing at Board of County Commissioners	KKC/County	➤ Receive Public Comment ➤ Review, Discuss, and Recommend for Adoption
Thurs. Jan. 25	10:00 am		Staff Teleconference, as necessary	KKC/County	➤ Discuss County Commission Adoption Meeting



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	Mon. Feb. 12	1:00 – 5:00 pm	Trip #8: Zoning	On-site Code Training	KKC	➤ Prepare County staff for adoption of the LUDC
	Tues, Feb. 13	8:30 – 9:30 am		Community Development Services Staff Meeting	KKC/County	➤ Prepare for Adoption Meeting of Land Use and Development Code
		10:00 am		Board of County Commissioners Meeting: Adoption	KKC/County	➤ Consider Adoption of Updated Land Use and Development Code