



Planning Commission Meeting Agenda

ASHLAND PLANNING COMMISSION STUDY SESSION MEETING AGENDA

Tuesday, August 27, 2024

Note: Anyone wishing to speak at any Planning Commission meeting is encouraged to do so. If you wish to speak, please rise and, after you have been recognized by the Chair, give your name and complete address for the record. You will then be allowed to speak. Please note the public testimony may be limited by the Chair.

I. CALL TO ORDER

7:00 p.m., Civic Center Council Chambers, 1175 E. Main Street

II. ANNOUNCEMENTS

1. Staff Announcements
2. Advisory Committee Liaison Reports

III. PUBLIC FORUM

Note: If you wish to discuss an agenda item, please contact PC-public-testimony@ashland.or.us by August 27, 2024, 10 a.m. to register to participate electronically. To speak to an agenda item in person you must fill out a speaker request form at the meeting and will then be recognized by the Chair to provide your public testimony. Written testimony can be submitted in advance or in person at the meeting. If you are interested in watching the meeting via Zoom, please utilize the following link: <https://zoom.us/j/99313976245>

IV. OTHER BUSINESS

1. Manufactured Home Park Zone - Update

V. OPEN DISCUSSION

VI. ADJOURNMENT

Next Meeting Date: September 10, 2024

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please email planning@ashlandoregon.gov. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title 1).



OTHER BUSINESS

Manufactured Home Park Zone - Update

Memo

DATE: August 27, 2024
TO: Planning Commissioners
FROM: Brandon Goldman, Community Development Director
RE: Manufactured Home Park Zone – Update

Introduction

This memo provides an overview of the City of Ashland's efforts to develop a Manufactured Home Park Zone (MHPZ) ordinance, which is a key component of the City's Housing Production Strategy (HPS). The project aims to preserve existing manufactured home parks (MHPs), thereby enhancing affordability and retaining housing options in Ashland.

Background

As part of the Housing Production Strategy, the City of Ashland has identified manufactured home parks as a vital source of naturally occurring affordable housing. The strategy emphasizes the need to protect these parks from redevelopment pressures that could diminish their availability. To support this goal, the City successfully applied for a technical assistance grant from the Oregon Department of Land Conservation and Development (DLCD). This grant will facilitate the development of a new zoning designation specifically for Manufactured Home Parks (MHPZ).

DLCD Technical Assistance and Consultant Engagement

The DLCD has awarded the City of Ashland a technical assistance grant to fund the development of the MHPZ ordinance. To accomplish this, DLCD is contracting with 3J Consulting, a firm specializing in land use planning and code development. 3J Consulting will conduct a thorough code audit, review existing regulations, and draft new code language to establish the MHPZ. This work is essential to ensuring that manufactured home parks remain a protected and viable source of affordable housing in Ashland, aligning with the objectives set forth in the Housing Production Strategy.

Project Purpose and Work Program

The MHPZ ordinance development project aims to create a development code amendment that not only complies with but exceeds housing-related statutes, facilitating the production or retention of diverse housing options within Ashland. The new zoning designation is intended to preserve existing manufactured home parks and potentially allow for higher-density development within these zones to accommodate smaller manufactured homes.

COMMUNITY DEVELOPMENT DEPARTMENT

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A significant component of the project is the code audit, where 3J Consulting will review Ashland's existing zoning ordinances, planning documents, and recent development data. This audit will identify any legal or policy issues related to manufactured home parks and provide the foundation for drafting the new MHPZ ordinance. The existing Manufacture Hope Park Development Standards (18.2.3.180) regulate parks located in Ashland's R-2 (Multifamily Zone). This existing code section will likely be a good basis for evaluating the provisions of a new stand-alone zoning designation. Below is a summary of the existing standards within the Ashland Land Use Ordinance.

Manufactured Housing Developments (Summary of Section 18.2.3.180)

Purpose

The section aims to promote appropriate land use for manufactured housing developments, ensure pleasing design standards, provide sufficient open space, adequate access, and parking, and ensure utility services are up to city standards.

General Provisions

- **Location:** Manufactured housing developments are permitted only in R-1-3.5 and R-2 zones, excluding Historic District Overlays.
- **Regulations:** Developments must adhere to both city ordinances and Oregon state regulations (ORS 446), with city requirements taking precedence if stricter.

Approval Procedure

- **Current Approval Process:** The approval process for manufactured housing developments follows the same procedure as the Performance Standards Option (Outline Plan and Final Plan).

Design Standards

- **Minimum Court Size:** Developments must occupy at least one acre.
- **Density:** Maximum density is eight units per acre, with smaller units counting as 0.75 of a unit.
- **Lot Size:** Minimum site size is 2,000 square feet, with specific width and depth requirements.
- **Setbacks:** Exterior and interior setbacks are defined, including a minimum separation between units.
- **Street Standards:** Public and private streets have specified design requirements, including width and turnaround provisions.
- **Parking:** No longer required within the City of Ashland.
- **Utilities:** Provisions for utilities must meet city and state standards, with all lines placed underground.
- **Landscaping and Open Space:** Developments must have substantial landscaping, with a minimum of five percent of the total lot area designated as open space.

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- **Play Areas:** Developments with children must provide a designated play area.

Unit Standards

- **Size and Design:** Units must be at least 650 square feet and 12 feet wide, placed on permanent foundations, and comply with Oregon's building standards.
- **Utilities and Thermal Requirements:** Units must be equipped with city utilities and meet thermal envelope standards equivalent to those for single-family homes.
- **Additional Requirements:** Each unit must have a deck or patio and comply with parking and placement standards.

Nonconforming Situations

- **Regulations:** Nonconforming developments and units may continue under specific conditions but cannot be expanded without conforming to current standards.

Once the code audit is completed, 3J Consulting will draft the new code language for the MHPZ. This draft language will be developed in consultation with City staff and informed by the audit findings and stakeholder input.

The final phase of the project will involve revising the draft code based on feedback from the project's ad-hoc Management Advisory Committee (MHPZ-MAC), Housing and Human Services Advisory Committee (HHSAC), Planning Commission, and City Council. This ensures that the final ordinance is well-vetted and meets the community's needs.

Public Engagement

Public engagement is a crucial element of the MHPZ ordinance development project. The City of Ashland is committed to ensuring that the community, especially those most affected by housing affordability issues, has ample opportunity to participate in the process. Public involvement will include:

- **Early Public Engagement Before the Planning Commission:** The Planning Commission will be involved early in the project to provide guidance and gather public input on the draft MHPZ ordinance. This early engagement will be essential in shaping the code amendments to reflect the needs and priorities of the community.
- **Manufactured Housing Park Zone Management Advisory Committee (MAC) Meetings:** These meetings will involve stakeholders from various sectors, including residents of manufactured home parks, housing advocates, and community members. The MHPZ-MAC will provide valuable input at key stages of the project.

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- **Housing and Human Services Advisory Committee (HHSAC) Meetings:** The HHSAC will review and provide feedback on the draft and final code amendments, offering another platform for public engagement.
- **Public Meetings and Online Open Houses:** These events will allow residents to review and comment on proposed changes. The online open house will be particularly valuable for those who prefer to engage remotely.

Public Hearing Procedure for Ordinance Adoption

The formal adoption of the MHPZ ordinance will follow a structured public hearing procedure to ensure comprehensive public involvement and transparency:

1. **Formal Public Hearing Before the HHSAC:** The draft ordinance will first be presented at a public hearing before the Housing and Human Services Advisory Committee, providing an opportunity for public and stakeholder feedback. The HHSAC will then make formal recommendations.
2. **Formal Public Hearing Before the Planning Commission:** After the HHSAC hearing, the Planning Commission will hold a public hearing to review the draft ordinance. The Commission will consider public comments and recommend any necessary adjustments before forwarding the draft to the City Council.
3. **Formal Public Hearing Before the City Council:** The final stage of the adoption process involves a public hearing before the City Council. The Council will review recommendations from the HHSAC and Planning Commission, consider additional public input, and make the final decision on adopting the MHPZ ordinance.

Throughout this process, public notices will be issued, and meeting agendas will be widely distributed to encourage maximum participation. The City will also maintain a project webpage with regular updates and opportunities for public comment.

Study Session Topic: Discussion on Potential MHPZ Sites and Design Standards

The primary purpose of this study session is to familiarize the Planning Commission with the Manufactured Home Park Zone (MHPZ) project, including an understanding of existing park standards, identifying potential areas for the application of this new zoning designation, and discussing the implications of future code changes such as density, housing site dimensions, unit size, and design standards. This foundational knowledge will be essential as the consultants engage with the Commission and the public in the upcoming phases of the project.

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Potential MHPZ Sites: Potential sites for the MHPZ within the City Limits and the Urban Growth Boundary (UGB) include existing manufactured home parks that could benefit from the new zoning designation. Consideration will be given to the underlying zoning of Manufactured Home Parks within the City, and the Comprehensive Plan designation for parks within the UGB that could be annexed into the City, allowing the application of the MHPZ upon annexation.

- **Density and Design Standards:** The Commission will consider issues related to park density and design standards within the MHPZ. Topics for discussion include the appropriate density levels that balance the need for housing options with the character of surrounding areas and design standards that ensure high-quality living environments for residents. This includes considerations for open space, setbacks, parking, and other essential elements.
- **Land Use Code Reference:** The current regulations outlined in **Ashland Municipal Code Section 18.2.3.180** (Manufactured Housing Developments) will be referenced as a basis for these discussions. This section provides existing guidelines on the location, density, and design standards for manufactured housing developments and will serve as a foundation for future discussions and the upcoming code audit by 3J Consulting.

Next Steps

The DLCD and 3J Consulting are in the final stages of executing a contract to commence work on the MHPZ ordinance development project. Once the contract is finalized, a kickoff meeting will be scheduled between 3J Consulting, DLCD, and City Staff to review the final scope of work. This meeting is expected to occur within the next 30 days and will set the stage for the project's detailed work program, including timelines, deliverables, and coordination efforts.

Conclusion

The development of the Manufactured Home Park Zone (MHPZ) ordinance is a significant step forward in preserving affordable housing in Ashland. With the support of the DLCD and the expertise of 3J Consulting, the City is well-positioned to create a zoning framework that safeguards these essential housing resources.

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18.2.3.180 Manufactured Housing Developments

A. Purpose. The purpose of this section is to encourage the most appropriate use of land for manufactured housing development purposes, to encourage design standards which will create pleasing appearances, to provide sufficient open space for light, air, and recreation, to provide adequate access to manufactured housing sites, and to refer minimum utility service facilities to appropriate City codes.

B. General Provisions.

1. Manufactured housing development may be located or relocated only in R-1-3.5 and R-2 zones.
2. No manufactured housing developments may be located, relocated, or increased in size or number of units within any other zone.
3. No manufactured housing developments may be located within the Historic District Overlay.
4. Manufactured housing developments shall be subject to regulations of this chapter and shall be located only on sites approved for use under the provisions of such chapter. No person shall establish, operate, manage, maintain, alter, or enlarge any manufactured housing development contrary to the provisions of this ordinance.
5. In addition to the requirements of this chapter, all manufactured housing developments shall conform to the regulations of ORS [446](#), together with such administrative rules as may be adopted from time to time, except where such regulations are exceeded by the requirements of this chapter, in which case the more stringent requirements shall apply.

C. Procedure for Approval. The procedure for approving a manufactured home development is the same as for the Performance Standards Option (Outline Plan and Final Plan), pursuant to chapter [18.3.9](#).

D. Manufactured Housing Development Design Standards.

1. Minimum Court Size. A manufactured housing development shall occupy a site of not less than one acre in size.
2. Density. The maximum density permitted shall be eight manufactured housing units per acre of developed court area. Manufactured housing which is 14 feet wide or less, or which is less than 800 square feet in size will count as 0.75 units for this calculation.
3. Manufactured Housing Sites or Lots. All manufactured housing sites or lots must be at least 2,000 square feet in size, at least 35 feet wide, and at least 40 feet deep.
4. Lot Coverage. Maximum lot coverage of any individual manufactured housing lot or site shall be 65 percent in the R-2 zone and 55 percent in the R-1-3.5 zone. In addition, the general lot coverage requirements of the parent zone shall also be complied with for the entire project site.

5. Setbacks.

- a. Exterior Setbacks. Manufactured housing sites along the exterior boundary of the court shall have the same setbacks as required in the parent zone, and no less than a minimum of five feet from a property boundary line.
- b. Interior Front Yard Setbacks. There shall be a front yard on each manufactured home lot or space of at least ten feet.
- c. Interior Side and Rear Yard Setbacks. There shall be side or rear yards of at least five feet. There shall be a minimum separation of ten feet between manufactured housing units.

6. Street Standards. Public streets shall comply with the design standards contained in chapter [18.4.6](#). Private streets shall be a minimum of 20 feet in width, and constructed to the same standards as specified for an alley. A private street may be a dead-end street no more than 300 feet in depth from a higher order road. Adequate turn-around shall be provided according to standards established by the Planning Commission.

7. Sidewalk Standards. Every manufactured housing development shall have a permanent pedestrian walkway at least 48 inches wide connecting all manufactured housing units to public or private streets, common open spaces, parks, and commonly owned buildings and facilities.

8. Utilities. Provisions for electric, water, and sanitary service shall be made in accordance with established City procedures and law, including number, size, quality, and location of fixtures, connections, and facilities. Telephone and electric lines shall be placed underground.

9. Landscaping.

- a. All areas of the development not occupied by paved roadways, pathways, parking areas, or not occupied by other facilities shall be landscaped. Areas that contain significant natural vegetation may be left in a natural state, if approved on the final landscaping plans.
- b. Manufactured housing developments located in an R-1-3.5 zone shall have 45 percent of the entire site landscaped. Developments located in the R-2 zone shall have 35 percent of the entire site landscaped.

10. Fencing. Fencing shall comply with all fencing requirements as per section [18.4.4.060](#).

11. Common Open Space. All developments are required to provide a minimum of five percent of the total lot area in common open space.

12. Play Area. If the manufactured housing development accommodates children less than 14 years of age, a separate general play area a minimum of 2,500 square feet in size, or 100 square feet of play area per unit, whichever is greater, shall be provided.

E. Manufactured Housing Unit Standards. All manufactured housing units located in approved manufactured housing developments shall comply with all of the following requirements.

1. Manufactured housing units shall be a minimum of 650 square feet in size.
2. Manufactured housing units shall be at least 12 feet wide.
3. Manufactured housing units shall have the Oregon Department of Commerce “Insignia of Compliance.” The Building Official shall inspect the manufactured housing unit and occupancy shall be approved only if the Building Official has determined that the manufactured housing unit has a valid insignia of compliance and has not deteriorated beyond an acceptable level of compliance.
4. Manufactured housing units shall be placed on permanent foundations, with wheels and hitches removed, be fully skirted or bermed, and shall have no uncovered openings except for vents of sufficient strength to support the loads imposed by the manufactured housing unit, based on accepted engineering design standards, as approved by the Building Official.
5. Manufactured housing units shall be provided with City water, sewer, electricity, telephone, and storm drainage, with easements dedicated where necessary.
6. Manufactured housing units shall comply with the thermal envelope requirements for heat loss required by the building code for single-family detached homes.
7. Manufactured housing units shall have a deck or patio area adjacent to the home. The deck or patio shall be constructed of a permanent material and shall be at least 80 square feet in size, with a minimum width of eight feet in its least dimension.
8. Notwithstanding the above, any manufactured home legally located within the Ashland Urban Growth Boundary prior to July 1, 1990, may be relocated to an approved manufactured home development, subject to a fire and life safety inspection by the Building Official.

F. Storage and Temporary Occupancy of Manufactured Homes.

1. A no-charge permit from the Staff Advisor is required for the storage of any manufactured housing unit on the home premises of the owner for any length of time when not used for living purposes; provided, however, that all units so stored shall abide by the yard requirements for accessory buildings in this chapter.
2. No manufactured housing unit shall be stored on a public street except for temporary maneuvering purposes.
3. For temporary occupancy of a manufactured housing unit, see subsection [18.2.2.030.H.3](#).

G. Nonconforming Manufactured Housing Developments. Notwithstanding the provisions of chapter [18.1.4](#), Nonconforming Situations, manufactured housing development and an individual manufactured housing unit utilized for living purposes on the effective date of this ordinance or of amendments thereto, which do not conform to the regulations of this chapter, shall be deemed to be nonconforming and may be continued, subject to the following regulations:

1. Routine maintenance and repairs may be performed within the manufactured housing development or upon individual manufactured housing units.
2. No nonconforming manufactured housing development shall be enlarged, remodeled, or modernized except in conformance with all requirements of this chapter, except that an area of less than two acres for a development to be enlarged, remodeled, or modernized may be approved through the conditional use permit procedure contained in this ordinance.
3. No manufactured housing unit shall be located on the site of, or substituted for, a nonconforming manufactured housing unit, the use of which has been discontinued, except within a manufactured housing development holding a certificate of sanitation issued by the Board of Health, State of Oregon, issued prior to the effective date of this chapter. Relocation of existing units within the Ashland Urban Growth Boundary is exempted as provided in subsection [18.2.3.180.E.8](#).
4. If a nonconforming manufactured housing development holding a certificate of sanitation issued by the Board of Health, State of Oregon, ceases operation for a period of six months or more, said development shall be considered abandoned and shall be reinstituted only in conformance with the requirements of this chapter.

H. Special Conditions. For the mitigation of adverse impacts, the City may impose conditions, including, but not limited to, requiring view-obscuring shrubbery, walls, or fences, and requiring retention of specified trees, rocks, water ponds or courses, or other natural features. (Ord. 3229 § 3, amended, 12/19/2023; Ord. 3191 § 4, amended, 11/17/2020)

The Ashland Land Use Ordinance is current through Ordinance 3229, passed December 19, 2023.

Disclaimer: The City Recorder's office has the official version of the Ashland Land Use Ordinance. Users should contact the City Recorder's office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.ashlandoregon.gov](http://www.ashlandoregon.gov)

[City Telephone: 541.488.5307](tel:541.488.5307)

[Hosted by General Code.](#)



City of Ashland Manufactured Dwelling Park Zone – Code Development

Scope of Work

Project Purpose: The purpose of this Project is to prepare hearings-ready development code amendments to comply with and exceed housing-related statutes and facilitate housing production, affordability, and choice. Amendments will include a new zoning designation for Manufactured Home Parks in accordance with House Bill 2001. A new Manufactured Home Parks zone is intended to preserve existing parks and explore allowances for higher manufactured home densities within this designated zone.

As these are the study session meetings in which draft code amendments would be presented in advance of preparing the final draft and adoption ready ordinance amendments, I believe the consultant's virtual attendance and presentation at those Task 3 meetings would be valuable for the committee, commission, and council's to understand the code revisions proposed, and also for 3J to hear from these bodies directly to inform the preparation of the final code amendments for adoption of a MDPZ (Task 4 and 5).

Task 1: Project Management:

The City and consultant will hold a kickoff meeting for the consultant to become familiar with local conditions and planning documents, for City staff and the consultant to confirm the project objectives and refine the project schedule, and for City staff to prepare for the project. The consultant will contact City staff via conference or video call to establish project expectations and familiarize themselves with city-specific concerns. The consultant will verify the action items identified through this initial meeting with City staff and will develop and share a proposed schedule for the actions required for the completion of all tasks, building on the task timeline included in this scope.

City staff and the consultant will participate in monthly phone calls or virtual meetings to monitor progress on key tasks throughout the course of the project.

The consultant will prepare monthly progress reports and invoices that describe the activities undertaken and track expenditures and hours.

Task 1 Consultant Deliverables:

- 1.1 Summary of major tasks and action items for the Project
- 1.2 Proposed Project schedule
- 1.3 Project Management Team meetings agendas and notes (via email)

Task 1 Local Government Deliverables:

- 1.1 Copy of relevant comprehensive plan and code sections, or other relevant City data or documents



1.2 Set up and maintain project web page (City Staff)

1.2 Form Management Advisory Committee (stakeholder task force MAC) (City Staff)

1.3 Establish public meeting schedule with review by Committee on Citizen Involvement (CCI – Planning Commission)

Timeline: June 2024 – April 2025

Task2: Code Audit and Code Concepts:

The consultant will review the City’s comprehensive plan, zoning ordinance, related maps, other land development documents and regulations, recent residential development permit data, and any notable land use decisions to identify legal or policy issues related to Manufactured Home Parks. The consultant will prepare draft code audit findings and recommendations.

The consultant will meet with City staff to review the code audit. The consultant, in consultation with City staff, will develop a final code audit and code concepts memo.

City staff will coordinate the Management Advisory Committee (MAC) meeting #1 and public meeting #1, the consultant team will attend run the meetings (Virtual Meetings). The consultant will conduct up to three (3) stakeholder interviews.

Task 2 Consultant Deliverables:

2.1 Gather information on existing Ashland manufactured parks including zoning, housing densities and natural hazard areas. This includes GIS mapping and zoning analysis.

2.2 Case Studies Manufactured Home Park Zones

2.3 Draft Code Audit findings and recommendations (Code Concepts)

2.4 Stakeholder Interviews (3)

2.5 Final Code Audit findings and recommendations (Code Concepts)

2.6 Presentation materials to explain required middle housing elements, findings, and recommendations to the advisory committee (MAC #1), the public, and interest groups

2.7 Management Advisory Committee #1 meeting summary

2.8 Public meeting #1 summary

Task 2 Local Government Deliverables:

2.1 Management Advisory Committee (MAC) appointments

2.2 Management Advisory Committee (MAC#1) meeting notice

2.3 Public meeting notice

Timeline: July 2024 – September 2024



Task 3: Draft Code Amendments:

Based upon the final code audit and code concepts, the consultant will draft a new zoning designation for Manufactured Home Parks for inclusion in the city zoning ordinance, map, and other development codes to address what was identified in Task 2.

City staff will coordinate the MAC meeting #2, the consultant team will attend run the meeting (Virtual Meeting). City staff will coordinate the Housing and Human Services Advisory Committee (HHSAC) meeting #1, the consultant team will attend run the meeting (Virtual Meeting). City staff will coordinate the Planning Commission and City Council meetings (PC Meeting #1, CC Meeting #1), the consultant team will attend run the meeting (Virtual Meeting).

Task 3 Consultant Deliverable:

- 3.1 Draft updates to the zoning ordinance, other development codes (if any), and comprehensive plan (if required)
- 3.2 Draft revisions to Zoning Map and Comprehensive Plan Map
- 3.3 Presentation materials to explain draft updates to the advisory committee, the public, and interest groups (MAC #2, HHSAC #1, PC #1, CC#1)
- 3.4 MAC meeting #2 summary

Task 3 Local Government Deliverables:

- 3.1 MAC meeting notice and agenda
- 3.2 HHSAC meeting notice and agenda
- 3.3 HHSAC meeting summary (HHSAC Meeting #1)
- 3.4 Planning Commission – Study Session (PC Meeting #1)
- 3.5 City Council – Study Session (CC Meeting # 1)

Timeline: October 2024 – December 2025

Task 4: Final code amendments:

The consultant, in consultation with City staff, will consider advisory committee, Housing and Human Services Advisory Committee, Planning Commission, and City Council comments and make any necessary revisions when preparing a new zoning designation for Manufactured Home Parks to City's zoning ordinance.

City staff will coordinate the MAC meeting #3, the consultant team will attend run the meeting (virtual). The consultant team will prepare and host an Online Open House (Public Meeting #2). City staff will coordinate, attend and run the HHSAC meeting #2. City staff will coordinate, attend and run the Planning Commission and City Council meetings (PC Meeting #2, CC Meeting #2).

Task 4 Consultant Deliverables:



- 4.1 Final adoption ready zoning ordinance, other development codes (if any), and comprehensive plan (if required)
- 4.2 Final adoption ready Zoning Map and Comprehensive Plan Map
- 4.3 MAC meeting #3 summary
- 4.4 Online Open House (Public Meeting #2)
- 4.5 Presentation materials to explain final draft updates to the advisory committee, Commission and Council Study Sessions, the public, and interest groups (Virtual Public Open House; MAC #3; HHSC#2; PC #2, CC#2)

Task 4 Local Government Deliverables:

- 4.1 MAC meeting notice and agenda
- 4.2 HHSAC meeting notice and agenda
- 4.3 HHSAC meeting summary (HHSAC Meeting #2)
- 4.4 Planning Commission – Study Session (PC Meeting #2)
- 4.5 City Council – Study Session (CC Meeting #2)

Timeline: January 2025 – March 2025

Task 5: Formal Adoption Process:

The consultant, in consultation with City staff, will prepare presentation materials for the formal adoption of the Manufactured Home Park zoning ordinance.

City staff will coordinate, attend and run the Housing and HHSAC public hearing, meeting #3. City staff will coordinate, attend and run the Planning Commission and City Council public hearings, the consultant team will participate in the hearings virtually (PC Meeting #3, CC Meetings #3 and #4).

Task 5 Consultant Deliverable:

- 5.1 Presentation materials to explain final draft updates to the hearings body or bodies (HHSC#3; PC #3, CC#3 and #4)

Task 5 Local Government Deliverables:

- 5.1 Hearings notices, agendas, and minutes (HHSC#3; PC #3, CC#3)
- 5.2 Public Noticing; Direct Mailing to residents; 45-day notice to DLCD
- 5.3 HHSAC Meeting #3 summary
- 5.4 Planning Commission public hearing (PC Meeting #3)
- 5.5 City Council public hearing - First Reading (CC Meeting #3)



5.6 City Council public hearing - Second Reading (CC Meeting #4)

5.7 Adoption notice to DLCD

Timeline: March 2025 – May 2025