

Public Involvement Plan

**City of Edmond, OK
Development Code Update**

December 2022



Contents

Project Overview.....	1
Roles and Responsibilities.....	1
Consultant Team.....	1
City Staff.....	1
Planning Commission, City Council and Central Edmond Urban District Board.....	1
Key Stakeholders.....	1
Edmond Community.....	1
Public involvement goals.....	2
Goal 1.....	2
Goal 2.....	2
Goal 3.....	2
Outreach Strategies and Schedule	2
Project Website.....	2
Media Outreach.....	2
Focus Groups and Stakeholder Interviews.....	3
Joint Meetings.....	3
Advisory Committee Meetings.....	3
Staff Workshops.....	3
Community Open House.....	4
Outreach Schedule.....	5

Project Overview

The City of Edmond, OK is undertaking an update to its Development Code. The Development Code includes regulations that govern the use and development of land within the City limits and the surrounding area (in some cases). To review the City's current code, please visit www.Municode.com or click [here](#).

This Public Involvement Plan is developed at the beginning of the process to outline the overall engagement goals and strategies that will be enacted throughout the update process.

Roles and Responsibilities

Consultant Team

Freese and Nichols, Inc. (FNI) serves as the prime consultant leading the update process. FNI's team includes a combination of urban planners and engineers who specialize in the development of land use regulations. FNI is supported by EGC Planning and the Center for Economic Development Law (CEDL) for code research, production tasks, and legal review respectively.

City Staff

Members of the City's Planning Department will comprise the Core Team, who will work closely with the Consultant Team to provide initial review and comment on draft amendments. Representatives from various departments including Engineering, Building and Fire Code Services, and Urban Forestry will also be actively involved throughout the process, serving as a Technical Advisory Team. The Core Team is encouraged to meet with the Technical Advisory Team before meetings with the Consultant Team to discuss draft documents and ensure consensus among the City Staff. Additionally, the Technical Advisory Team members are invited to join the Core Team/Consultant Team meetings if a particular topic is of interest.

Planning Commission, City Council, and Central Edmond Urban District Board

FNI will provide content and support for City Staff to update the Planning Commission, City Council and the Central Edmond Urban District Board on the status of the Development Code Update project periodically to ensure these decision-makers are up-to-speed on the process. These updates will serve as an opportunity to solicit policy guidance from these elected and appointed individuals.

Key Stakeholders

Key stakeholders are those who frequently use or may be affected by the Code. Examples of such stakeholders include local homebuilders' associations, local contractors, local/regional developers, design professionals, and large property owners with anticipated developments. Additionally, external agencies that may be affected by the Code update will be contacted at applicable points throughout the process to discuss any overlapping issues.

Edmond Community

The entire Edmond community is encouraged to participate in this process. Community-wide engagements will occur during Phase 2, Phase 3, and Phase 4 through a combination of in-person meetings and online activities. FNI will provide materials such as flyers for the City to use current communication channels to notify the community of engagement opportunities. Draft documents and open comments will be available on the project website throughout

the entire course of the project. Informational materials will also be added to the project website as they are developed to help increase public awareness and understanding of the update effort.

Public involvement goals

Goal 1: Incorporate the vision established by The Edmond Plan, the City's Comprehensive Plan and implement recommendations from the City's adopted plans and policies addressing growth and development

This Code update will build on the recommendations, policies, and actions established through the Edmond Plan and the East Edmond Plan 2050, and other planning efforts. This approach uses the valuable input already provided by the community and clearly demonstrates that the City is committed to implementing the community's vision and goals.

Goal 2: Engage key stakeholders at the beginning and end of the process.

As previously mentioned, key stakeholders are those who frequently use or may be affected by the Code. Most of these users are familiar with the City's Code and can provide invaluable input regarding strengths and weaknesses of the existing Code and feedback on proposed improvements.

Involving these stakeholders at the beginning of the process helps to ensure that their input is considered throughout the update process. Circling back to the same stakeholders toward the end of the process provides an opportunity to confirm that their cited concerns have been effectively addressed in the draft Code.

Goal 3: Invite community-wide input while providing transparency and education.

The community is encouraged to monitor and participate in the update process via the project website – <https://freese.mysocialpinpoint.com/edmondcodeupdate>.

Outreach Strategies and Schedule

Project Website

Lead: FNI

Purpose: Provide a single destination for information about the project, draft materials, and engagement opportunities.

Tasks:

- Prepare and maintain a website to inform and engage the community – English/Spanish (FNI)
- Host two virtual Community Open House engagement events (FNI)
- Post the approved Diagnostic Report (after City Council's approval) and draft Development Code (after City Council's initial review) on the website for public comment (FNI)

Media Outreach

Lead: City Staff with FNI support

Purpose: Increase awareness of the Code update process and encourage participation in community events.

Tasks:

- Prepare content for one-page draft press releases – English/Spanish (FNI)
- Prepare flyers for social media – English/Spanish (FNI)
- Share updates with media outlets that coincide with community events, including but not limited to the City of Edmond Facebook, Edmond Local, U Central Radio, etc.

Focus Groups and Stakeholder Interviews

Lead: FNI

Purpose: As part of Phase 1, collect input on possible issues resulting from the Code today and brainstorm potential solutions. As part of Phase 3, review the draft Code and solicit feedback.

Tasks:

- Identify stakeholder interview participants (City Staff)
- Prepare meeting materials/questionnaires (FNI)
- Capture input (FNI)

Joint Planning Commission (PC), Central Edmond Urban District Board (CEUDB), and City Council Meetings

Lead: FNI with City Staff support

Purpose: Provide periodic updates to the PC, CEUDB, and City Council periodically to confirm direction and gather feedback at key points throughout the process.

Tasks:

- Provide status updates and solicit feedback at PC, CEUDB, and City Council joint meetings in accordance with the project schedule and occurring in conjunction with City Staff meetings (FNI)

Advisory Committee Meetings

Lead: City Staff with FNI support

Purpose: Review key components incrementally throughout the code analysis and code drafting process and support continuous stakeholder feedback.

Tasks:

- Establish a committee (Staff with FNI Support)
- Provide status updates at Advisory Committee meetings every other month (FNI)
- Provide monthly one-page reports outlining recent project efforts and upcoming deliverables to inform the Advisory Committee updates (FNI)

Staff Workshops

Lead: FNI

Purpose: Discuss technical issues and provide orientation to code amendments and map concepts before drafting content.

Tasks:

- Provide draft materials to City Staff for internal reviews (FNI)

- Gather feedback from Staff (FNI)

Community Open House

Lead: FNI

Purpose: Gather community perspectives about the project through a virtual and in-person open house.

Tasks:

- Inform the community about the Code Update
- Provide status updates and an overview of the project to the community
- Incorporate community input into the project during Phase 2 of the project

Outreach Schedule

The Comprehensive Plan process incorporated a substantial amount of public input to develop The Edmond Plan, which includes a wide range of recommendations that will be implemented through this Code update. Focused public engagement activities are distributed evenly across the four phases of the Code update project as shown in the project schedule below.

		Tasks	2022		2023												2024											
			N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	
All		Project Management, Internal Coordination and Quality Assurance																										
		Biweekly-Monthly Project Status Meetings	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	
		Project Website																										
Diagnostic Report	Phase 1	Project Orientation, Kickoff and Tour (internal stakeholder meetings)																										
		Conduct detailed review of existing code and relevant plans																										
		Conduct stakeholder interviews (Focus groups)																										
		Prepare the draft diagnostic report (issues/problems definition)																										
		Revise the draft diagnostic report; add recommended actions and stop-gap amendments																										
		PC, CEUDB, and City Council joint meeting to affirm diagnostic report																										
		PC, CEUDB, and CC review and adoption of stop-gap amendments																										
Update Development Codes	Phase 2	Workplan preparation for Phase 2																										
		UDC Outline, Document Setup																										
		Draft General Provisions and Procedures Element (Module Review Process)																										
		Draft Subdivision-Related Element (Module Review Process)																										
		Draft Zoning-Related Element (Module Review Process)																										
		Draft Environmental and Stormwater-Related Element (Module Review Process)																										
		Mid-project update for Planning Commission, Central Edmond Urban District Board, and City Council																										
		Draft Other Development Regulations Element (Module Review Process)																										
		Full Discussion Draft																										
		Code Testing																										
		Revised Draft																										
		Phase 2 engagement activities:																										
		Project website; logo/brand development																										
		Staff workshops																										
		Advisory Committee meetings																										
		Community Open House (online and in-person options)																										

* Indicates in-person meeting

PC: Planning Commission
CC: City Council

CEUDB: Central Edmond Urban District Board

Public Involvement Plan

		Tasks	2022		2023												2024											
			N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	
Mapping Updates	Phase 3	Workplan preparation for Phase 3																										
		Prepare draft map; review with Staff and Advisory Committee																										
		Prepare revised map for community review																										
		Phase 3 engagement activities:																										
		Staff workshops																										
		Advisory Committee meetings																										
		Community Open House (online and in-person options)																										
Adoption	Phase 4	Workplan preparation for Phase 4																										
		Final draft code and maps																										
		Public Meetings/Hearings - PC, CEUDB, CC																										
		Adoption Public Hearings - CC																										
		Final revisions and deliverables																										
		Project Close-out (after adoption)																										

PC: Planning Commission

CC: City Council

CEUDB: Central Edmond Urban District Board