

Request for Proposals

Housing Code Development



L A P I N E

O R E G O N

Closing Date & Time: April 1, 2026 (4:00 pm local time)

Tentative Schedule of Events

Legal advertisement	March 1 & 2, 2026
RFP posted on website	February 26, 2026
Clarification inquiries	March 25, 2026
Proposals due	April 1, 2026 (4:00 pm local time)
Council award (tentative)	April 8, 2026

City of La Pine
16345 Sixth Street / PO Box 2460
La Pine, OR 97739
www.lapineoregon.gov

**CITY OF LA PINE
NOTICE AND REQUEST FOR PROPOSALS FOR:**

HOUSING CODE DEVELOPMENT

Proposals due 4:00 p.m. April 1, 2026

The City of La Pine is soliciting proposals from qualified consulting firms to lead a housing code amendment work program, as detailed within the City’s Request for Proposal (RFP). Interested firms can obtain a copy of the RFP and any addenda by visiting www.lapineoregon.gov, and clicking on the Business & Development Tab, then on the “Bids & RFPs” link.

Sealed RFPs must be received by Brent Bybee, Community Development Director, at 16345 Sixth Street on or before 4:00 p.m. (local time) on April 1, 2026. Envelopes should be clearly marked “**HOUSING CODE DEVELOPMENT**”. Please provide one (1) digital copy (no email submittals), one (1) original hard copy, and three (3) hard copies of the Proposal. The original should be marked “Original” and must bear an original ink signature by an individual authorized to represent the Proposer. Late submissions will not be accepted.

The City of La Pine reserves the right to reject proposals not in compliance with the prescribed procedures and requirements set forth in the RFP and may reject for good cause any or all response upon a finding of the City that it is in the public interest to do so.

All requests for clarification must be submitted in writing no later than March 25, 2026, to Brent Bybee at:

- Email: bbybee@lapineoregon.gov (*preferred method*)

Mail: City of La Pine
Community Development Department
Attn: Brent Bybee
PO Box 2460
La Pine, OR 97739

PUBLISH:	Bend Bulletin	Sunday, March 1, 2026
	Daily Journal of Commerce	Sunday, March 2, 2026
	www.lapineoregon.gov	Thursday, February 26, 2026

Table of Contents

SECTION 1. BACKGROUND	4
General Information About the City	4
SECTION 2. GENERAL REQUEST FOR PROPOSAL INFORMATION.....	4
Introduction (See Attachment A - Implementation Work Plan).....	4
Housing Code Amendment.....	4
General Background/Backdrop.....	5
Project Scope and Objectives.....	5
Work Plan (See Attachment B – Housing Code Amendment Conceptual Timeline).....	5
Deliverables.....	6
City Point of Contact and Requests for Clarification.....	6
Responding to the RFP.....	6
Tentative Schedule for Selection Process.....	7
Proposal Evaluation.....	7
Contract Duration.....	8
Contract Fees.....	8
Acceptance or Rejection of Negotiation of Proposals.....	8
Notice of Award and Appeal Process.....	9
SECTION 3. SCOPE OF CONSULTANT SERVICES.....	9
General.....	9
Minimum Qualifications.....	9
Basic Reports to be Issued.....	9
Assistance to be Provided by the City.....	9
SECTION 4. PROPOSAL REQUIREMENTS.....	9
Letter of Transmittal.....	10
Table of Contents.....	10
Executive Summary.....	10
Experience, Technical and Other Qualifications (20 points).....	10
Response to Scope of Consultant Services (20 points).....	10
References (10 points).....	10
Compensation.....	11
Additional Information.....	11
ATTACHMENT A – Work Plan Program.....	12
ATTACHMENT B – POTENTIAL PROJECT TIMELINE.....	16



INFORMATION AND INSTRUCTIONS TO APPLICANTS:

REQUEST FOR PROPOSALS FOR HOUSING CODE AMENDMENT

The City of La Pine (hereinafter “City”) is seeking proposals from qualified Land Use Consultant (hereinafter “Consultant”) to provide consulting on the Housing Code Amendment. The City intends to select only one Consultant to provide services.

SECTION 1. BACKGROUND

General Information About the City

La Pine is Oregon’s newest city incorporated in late-2006. The City is located in Deschutes County, Oregon, south of Bend and Sunriver. La Pine is a rural community nestled along the Little Deschutes River, surrounded by the Deschutes National Forest, Newberry National Volcanic Monument, and countless Cascade Lakes. The City operates under the Council/Manager form of government. The City Council consists of the mayor and four council members elected at large. The City Manager is appointed by the City Council to serve as the administrative head of the government. Municipal services are provided by City employees and headed by the City Manager.

The City of La Pine has approximately 15 employees and an annual budget of about \$31 million. The professional staff is recognized for being innovative, collaborative and customer oriented.

SECTION 2. GENERAL REQUEST FOR PROPOSAL INFORMATION

Introduction (See Attachment A - Implementation Work Plan)

The City of La Pine is seeking a professional land use planning consultant to lead the preparation of hearings-ready recommendations for comprehensive plan and development code amendments to comply with housing laws, address permitting and land use barriers to housing production, and facilitate housing production, affordability, and choice with a focus on public involvement and participation. The update should be conducted in a manner that is thoroughly informed by staff and stakeholders, and approved or adopted by all reviewing bodies.

The update process should be designed to be open, transparent, and inclusive to consistently and creatively seek input and involve community stakeholders in every step of the planning process. The Plan will provide direction to City officials, staff, residents and the development community to implement the community’s vision.

Housing Code Amendment

The purpose of this Project is to work with various stakeholders throughout the city to prepare hearings-ready recommendations for comprehensive plan and development code amendments to comply with housing laws, address permitting and land use barriers to housing production, and facilitate housing production, affordability, and choice. The Plan will provide the City with final draft amendments to the City

of La Pine’s zoning ordinance, other development codes (if any), and comprehensive plan (if required), addressing issues identified during engagement. Final code update materials will be delivered to the City of La Pine and the HAPO for courtesy review. The City of La Pine and HAPO will provide annotated comments to the consultant for final amendments before adoption.

General Background/Backdrop

- According to the Portland State Population Research Center, La Pine experienced 52% growth from 2010 to 2022, ranking 7th in the state for growth.
- La Pine’s current population is approximately 2,838 residents, as of July 1st, 2022.
- Portland State conservatively forecasts the population to increase in La Pine by 87% in the next 25 years.
- With housing and land costs in the city remaining below average for the Central Oregon region, individuals who cannot afford housing in some of the larger cities in the region are choosing to live in La Pine.
- The lands surrounding La Pine are a recreational destination for many different outdoor activities.

Project Scope and Objectives

- Plan responds to needs and conditions that currently exist.
- Plan and associated research are informed by existing plans, accurate data and metrics.
- Plan incorporates current opportunities and challenges to strengthen the livability of the community.
- Robust participation represents a community driven planning process that is open, transparent and inclusive.
- Consistently and creatively seek input and involve all stakeholders in every step of the planning process.
- Plan and process aligns with applicable adopted plans, policies, plans, priorities, and regulations.
- Plan meets all applicable local and state regulations and policies.

Work Plan (See Attachment B – Housing Code Amendment Conceptual Timeline)

It is anticipated that the consultant would generally perform the following tasks needed to result in an updated Plan:

- Review the City of La Pine’s comprehensive plan, zoning ordinance, and other land development documents and regulations (if any) to identify legal or policy issues related to residential development.
- Work primarily with Advisory Committee, Planning Commission and City Council to establish a communication and information strategy so there is appropriate elected official / community involvement throughout the planning process for the Plan update.
- Facilitate a creative public outreach and participatory process to gather community input:
 - Facilitate and conduct public meetings and hearings with frequency, timing, and at locations to generate the best results.
 - Develop dialog about housing affordability and having housing choices for all income levels.
 - Engage the Advisory Committee, Planning Commission and City Council on a variety of issues, for example: housing production, affordability, and choice.
 - A public involvement and participation process that assists the staff and culminates in the adoption of updated codes.
- Formulate and recommend objectives and strategies based on the results of the participatory process. Develop an implementation timeline.

Deliverables

As part of this project, the successful consultant shall be responsible for the submittal and execution of the following:

1. **Progress Reports and Research:** The consultant shall be responsible for submitting monthly progress reports and research information relative to the project. Consultant shall provide research suitable to enable completion of the project. As mentioned, posting incremental public input results on the project website is strongly desired to see where input is shaping the code update.
2. **Meetings:** The consultant will be responsible for meeting (in person or tele-conference) with City staff and Technical Advisory Committee on a regular basis. The number and frequency of the meetings will be determined in consultation with both staff and the consultant before the project starts. The purpose of the meetings will be to establish objectives, discuss alternatives, provide direction, and review progress.
3. **Final Work Product:** A public involvement and participation process that assists the staff and culminates in the adoption of updated code.

City Point of Contact and Requests for Clarification

Questions, inquiries, or comments regarding this Request for Proposal (RFP), must be submitted in writing no later than end of day on Wednesday, March 25, 2026 and shall be directed to:

Email: bbybee@lapineoregon.gov (*preferred method*)

Mail: City of La Pine
Community Development Department
Attn: Brent Bybee
PO Box 2460
La Pine, OR 97739

Any questions or comments directed by a Proposer to persons outside of the individual listed above are inappropriate and such activity may result in that proposal being deemed non-responsive.

Note: Additional information, the current Comprehensive Plan, and maps are accessible on the City website at: www.lapineoregon.gov

Responding to the RFP

Proposals should be submitted in a sealed envelope, or other sealed container, which is clearly marked "**HOUSING CODE DEVELOPMENT**". Please provide one (1) digital copy, one (1) original hard copy and three (3) hard copies of the Proposal. The original should be marked "Original" and must bear an original ink signature by an individual authorized to represent the Proposer. Please indicate if you would like the device on which the digital copy is submitted returned to you.

Emailed proposals will not be accepted.

Hard copy or digital proposals should be addressed to:

City of La Pine
Community Development Department

Attn: Brent Bybee
PO Box 2460
La Pine, OR 97739

Submission Date and Time: Wednesday, April 1, 2026, at 4:00 p.m. local time.

LATE SUBMISSIONS WILL NOT BE ACCEPTED

No faxed materials will be accepted. Postmarks are not considered proof of delivery. If the proposal is hand delivered, it must be delivered to and stamped by personnel at City Hall.

The proposal should address, at a minimum, the information requested in Proposal Requirements (Section 4).

Any addenda or amendments to this RFP will be in writing and posted on the City's website (www.lapineoregon.gov), under the Business & Development tab, then Bids & RFPs. It will be the responsibility of potential proposers to check the website for addenda or amendments. No proposal will be considered that is not responsive to any issued amendments.

Tentative Schedule for Selection Process

Legal advertisement	March 1 & 2, 2026
RFP posted on website	February 26, 2026
Clarification inquiries	March 25, 2026
Proposals due	April 1, 2026 (4:00 pm local time)
Council award (tentative)	April 8, 2026

Note: *This is the City's desired schedule. The City reserves the right to modify the schedule.*

The City reserves the right to reject any or all proposals, to waive any irregularities in the request for proposal, to accept or reject any item or combination of items in a proposal, to request additional information or clarifications from respondents, and to negotiate or hold interviews with any one or more of the respondents. By requesting proposals, the City is in no way obligated to award a contract or to pay expenses of the proposing firms in connections with the preparation or submission of a proposal. Furthermore, the City reserves the right to reject any and all proposals prior to execution of a contract, with no penalty to the City of La Pine.

Proposal Evaluation

The City intends to select the most qualified consultant that exhibits the strongest ability to provide the highest quality service. Proposals will be ranked according to the following:

<u>Points</u>	<u>Criteria</u>
20	Experience and qualifications of firm and individuals to be assigned to the project/Plan update
20	Understanding of the project, comprehensiveness, and creativity of public involvement strategies.
10	Expertise/experience including references from similar engagements.

The Evaluation Committee reserves the right to select a short list of the highest scoring proposers for interviews. Additionally, the Evaluation Committee may require submission of supplemental materials. Interviews will be ranked based upon the following:

Understanding and Approach	25 points
<u>Agent/Firm Capabilities</u>	<u>25 points</u>
Total	50 points

The City reserves the right to modify or incorporate additional steps in the evaluation process in the interest of having a thorough and comprehensive body of information in order to make a recommendation.

Upon completion of the evaluation process by the Evaluation Committee, the City will advise the proposers of the selection and negotiate the appropriate agreement(s) with the highest ranked proposer to finalize a contract. If a contract cannot be successfully negotiated with the highest ranked proposer, then negotiations will be terminated with that proposer and the City will enter negotiations with the next highest ranked proposer until an agreement is reached or an impasse is declared.

The agreement(s) will define the extent of services to be rendered, method and amount of compensation. The successful proposer agrees to enter into a contract with the City. The City reserves the right to negotiate a final contract that is in the best interest of the City. The proposal will become a part of the agreement. The Consultant will serve at the pleasure of the Community Development Director and City Manager.

Once a tentative agreement is prepared, it will be presented to the City Council to award the professional services contract. Final award will be subject to the execution of the contract.

FAILURE TO INCLUDE ALL INFORMATION REQUESTED AND/OR FAILURE TO PROVIDE EVIDENCE THAT THE APPLICANT MEETS THE MINIMUM QUALIFICATIONS LISTED HEREIN SHALL CAUSE SUCH PROPOSAL TO BE REJECTED AND NOT BE EVALUATED OR CONSIDERED IN THE SELECTION PROCESS.

Contract Duration

The selected consultant shall be designated as the City’s Consultant for one (2) year term with one (1) optional six (6) month extension.

Contract Fees

La Pine City Council must approve the contract prior to commencement of work. Up to 90% of the total fee may be billed through interim or progress billings prior to issuance of the final product. Should circumstances arise during the project that require significant additional work to be performed in excess of the amounts set forth in the contract, additional costs shall be negotiated prior to commencement of the work.

Acceptance or Rejection of Negotiation of Proposals

The City reserves the right to reject any or all proposals, to waive any irregularities in the request for proposal, to accept or reject any item or combination of items in a proposal, to request additional information or clarifications from respondents, and to negotiate or hold interviews with any one or more of the respondents. By requesting proposals, the City is in no way obligated to award a contract or to pay expenses of the proposing firms in connections with the preparation or submission of a proposal. Furthermore, the City reserves the right to reject any and all proposals prior to execution of a contract, with no penalty to the City of La Pine.

Notice of Award and Appeal Process

A single Consultant will be identified by the Evaluation Committee and a notification letter will be sent to all proposers. Any proposer wishing to appeal the recommendation must do so in writing and within seven (7) business days of the notice being sent.

SECTION 3. SCOPE OF CONSULTANT SERVICES

General

The City of La Pine is requesting proposals from qualified land use professionals.

Minimum Qualifications

The minimum qualifications for the Consultant contract are as shown below. Applicants not meeting these minimum requirements will not be evaluated nor considered for this contract.

1. Have relevant experience with at least three public sector projects of similar scope or objectives; and
2. Have a minimum of five-years of experience with relevant projects of similar scope of services or objectives.

Basic Reports to be Issued

The City's preference is to complete the project in early 2027. The consultant shall be responsible for submitting monthly progress reports and research information relative to the project. Consultant shall provide research suitable to enable completion of the project. Creating incremental public input results on project website is strongly desired to see where input is shaping the Plan.

Final Work Product: Adoption of updates to the City of La Pine's zoning ordinance, other development codes (if any), and comprehensive plan (if required) related to housing.

Assistance to be Provided by the City

1. Staff and Community Advisory Committee will be the primary contacts to assist the Consultant.
2. Staff will assist Consultant with obtaining all necessary background documents.
3. Staff will assist Consultant with all necessary contacts and logistics to arrange or conduct public meetings.
4. Staff will assemble the list of and recruit potential Advisory Committee members.
5. Staff will be available during all phases of the project to assist in providing technical assistance, information, documentation, and explanations as needed. All requests will first be directed to the Community Development Director.

SECTION 4. PROPOSAL REQUIREMENTS

Proposals shall be prepared simply and sustainably. Provide a straightforward, concise description of the proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be on the completeness, clarity of content and cost effectiveness of the proposal. Proposals should be prepared generally in the following format for the ease of the selection committee in reviewing multiple proposals.

Information included within the Proposal may be used to evaluate your submission as part of any criteria regardless of where that information is found within the Proposal. Information obtained from the Proposal and from any other relevant source may be used in the evaluation and selection process.

Letter of Transmittal

All proposals must include a cover letter addressed to Brent Bybee, Community Development Director, and signed by a duly constituted official legally authorized to bind the applicant to both its proposal and cost schedule. The cover letter must include name, address, and telephone number of the proposer submitting the proposal and name, title, address, telephone number, and email address of the person, or persons to contact who are authorized to represent the proposer and to whom correspondence should be directed.

Table of Contents

Include a clear identification of the material by section and by page number.

Executive Summary

The proposer shall use this section to introduce the scope of the proposal and to summarize the key provisions of the proposal. Provide a statement describing why you or the firm are qualified to perform this work.

Experience, Technical and Other Qualifications (20 points)

List the firm and key personnel qualifications relative to the Scope of Consultant Services (Section 3) of this RFP. Including but not limited to the items listed below:

1. Indicate the location of the office and the number of people, by level, expected to handle the project.
2. Provide a list of the office's current and recent government clients, indicating the type(s) of services performed and the number of years served for each.
3. Provide names of principals, key personnel, and any subcontractors who will be assigned to the project, their experience, qualification, and periods of service with the firm.
4. Identify proposed sub-contractors, if any, and the portion(s) of the engagement for which they will be used.
5. Describe liability insurance coverage arrangements to assure that it is sufficient to cover claims.

Response to Scope of Consultant Services (20 points)

Demonstrate the understanding of the project, approach to public involvement and participation and the City of La Pine's needs. Including but not limited to the items listed below:

1. Explain how you propose to use City personnel to assist you during the project and indicate the approximate time required of City personnel in this capacity.
2. Strategies to engage in a conversation about La Pine's residential housing development needs.
3. Strategies to facilitate a creative outreach and participatory process to gather community.
4. Provide a schedule (calendar) indicating proposed timing of deliverables to the City to ensure adoption of the Amendments by City Council.
5. Formulate and recommend objectives and strategies based on the results of the participatory process. Develop an implementation timeline.

References (10 points)

Provide contact information for at least two municipal clients, current and/or prior, so reference checks can be conducted.

Compensation

Proposals should include cost estimates and other necessary cost information for the project; however compensation will not be the primary factor in the selection of a Consultant.

List the Consulting firm's billing rates for all other applicable professional services for City reference as the City may request additional services which are outside of the Plan update contract.

Additional Information

Any other information that the proposer feels applicable to the evaluation of the Proposal or of their qualifications for accomplishing the insurance services should be included in this section. You may use this section to address those aspects of your services that distinguish you or your firm from others. You might consider include examples of reports or educational bulletins.

ATTACHMENT A – Work Plan Program

Policy Development Code Amendment Work Program

Project Purpose: The purpose of this Project is to prepare hearings-ready recommendations for comprehensive plan and development code amendments to comply with housing laws, address permitting and land use barriers to housing production, and facilitate housing production, affordability, and choice.

Task 1: Project Kick-Off and Management

The purpose of the project kick-off is for the Consultant to become familiar with local conditions and with the City of La Pine's planning documents, for the parties to confirm the objectives of the project and refine the project schedule, and for the City of La Pine to prepare for the Project. The Consultant will contact the City of La Pine via conference call, or in person, to inquire about establishing project expectations and familiarizing themselves with local concerns. Consultant will verify the action items identified through this initial conference call with the City of La Pine and will develop and share a proposed schedule for the actions required for the completion of all tasks. The level of detail required for the proposed project schedule should be determined by mutual agreement by the City of La Pine and the Consultant.

The Consultant will have bi-monthly check-ins with the City of La Pine to discuss major project milestones and work products, address questions, and identify follow-up actions. This task includes ongoing project management as well as additional expenses such as printing, mileage, and lodging for two site visits.

Task 1 Consultant Deliverables:

- Summary of major tasks and action items for the Project
- Proposed Project schedule
- Community Engagement Plan

Task 1 City of La Pine Deliverables:

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

Task 2: Code Audit

The Consultant will review the City of La Pine's comprehensive plan, zoning ordinance, and other land development documents and regulations (if any) to identify legal or policy issues related to residential development. This will include, but is not limited to, the Consultant determining whether the comprehensive plan and zoning code contains:

- Standards permitting the development of housing in compliance with applicable statutes and Administrative Rules (ORS Chapter 92, 197, 197A, 215 (if applicable), and 227 (if applicable); OAR Chapter 660)
- A clear and objective path for approval of residential development
- Standards, conditions, or procedures that have the effect, either in themselves or cumulatively, of discouraging housing through unreasonable cost or delay
- Criteria or procedures related to housing that may create permitting or land use barriers to housing production.

The code audit and concepts will be delivered to the City of La Pine and the Housing Accountability and Production Office (HAPO for courtesy review. The City of La Pine and HAPO will provide annotated comments to the consultant for feedback on the code audit and concepts.)

The City of La Pine will schedule and provide notice and an agenda for an advisory committee meeting and joint City Council/Planning Commission work session to present findings and recommendations of the code review. The Consultant will coordinate with the City of La Pine on meeting arrangements and facilitate the advisory committee meetings.

Following the advisory committee and joint CC/PC work session, the Consultant, in consultation with the City of La Pine, will consider input received and make any necessary revisions to the code concepts, if needed.

Task 2 Consultant Deliverable:

- Code Audit findings and recommendations (Draft and Final Code Audit Memo)
- Presentation materials to explain required middle housing elements, findings, and recommendations to the advisory committee, the public, and interest groups (AC#1, Joint City Council/Planning Commission work session #1)
- Advisory committee meeting notes

Task 2 City of La Pine Deliverables:

- Advisory committee appointments, meeting notices, and agendas
- Joint City Council/Planning Commission meeting notices and agendas
- Public meeting notice(s)
- Feedback on Code Audit findings and recommendations (Draft and Final Code Audit Memo)

Task 3: Code Concepts

After reviewing the findings and recommendations of the code review with the advisory committee and joint City Council/Planning Commission at the first meeting and work session, the Consultant will prepare draft updates to the City of La Pine's zoning ordinance, other development codes (if any), and comprehensive plan (if required), addressing issues identified in Task 2. Draft materials will be delivered to the City of La Pine and the Housing Accountability and Production Office (HAPO) for courtesy review. The City of La Pine and HAPO will provide annotated comments to the consultant for proposed refinements to draft code amendments.

The City of La Pine will schedule a public workshop or open house to present required middle housing elements based on statutes and administrative rules, code audit findings, and recommendations in the form of code concepts. The City of La Pine will solicit input from the public on proposed code concepts. The Consultant will coordinate with the City of La Pine on meeting arrangements and facilitate the public meeting(s).

Following the community engagement, the Consultant, in consultation with the City of La Pine, will consider input received and make any necessary revisions to the code concepts, if needed.

Task 3 Consultant Deliverable:

- Draft Code Concepts to the zoning ordinance, other development codes (if any), and comprehensive plan (if required)
- Presentation materials to explain draft updates to the advisory committee, the public, and interest groups (AC #2, joint CC/PC work session #2)
- Advisory committee meeting notes
- Public workshop or open house materials
- Public meeting summary

Task 3 City of La Pine Deliverables:

- Facilitation of public workshops or open house
- Advisory committee meeting notices and agendas
- Annotated comments on draft updates to the zoning ordinance, other development codes (if any), and comprehensive plan (if required)
- Public meeting notice(s)

Task 4: Code Amendments

After review of the code update with the advisory committee at a second committee meeting, joint City Council/Planning Commission at a second workshop, and public engagement open house, Consultant will prepare final draft amendments to the City of La Pine's zoning ordinance, other development codes (if any), and comprehensive plan (if required), addressing issues identified in Task 2. The final draft document will be delivered in two formats: double underline/strikeout (showing new and deleted text, respectively) to indicate changes from existing code language; and clean text, in a format suitable for adoption. Final code update materials will be delivered to the City of La Pine and the HAPO for courtesy review. The City of La Pine and HAPO will provide annotated comments to the consultant for final amendments before adoption.

The City of La Pine will schedule and provide notice and an agenda for one advisory committee meeting, one joint CC/PC work session, and the public to review the final code update deliverables. The Consultant will coordinate with the City of La Pine on meeting arrangements and facilitate the advisory committee meeting.

Task 4 Consultant Deliverable:

- Final draft updates to the zoning ordinance, other development codes (if any), and comprehensive plan (if required)
- Presentation materials to explain final draft updates to the advisory committee, the public, and interest groups (AC #3, Joint CC/PC work session #3)
- Advisory committee meeting notes
- Adoption-ready Code Amendments
- Presentation materials to explain final draft updates to the hearings body or bodies

Task 4 City of La Pine Deliverables:

- Advisory committee and joint CC/PC work session meeting notices and agendas
- Annotated commentary on final draft updates to the zoning ordinance, other development codes (if any), and comprehensive plan (if required)

Task 5: Adoption

The City of La Pine will schedule and provide notice and an agenda for hearings to adopt updates to the City of La Pine's zoning ordinance, other development codes (if any), and comprehensive plan (if required).

Task 5 City of La Pine Deliverables:

- Hearings notices, agendas, and minutes

ATTACHMENT B – POTENTIAL PROJECT TIMELINE

Task 1: Project Kick-Off & Management

Timeline: 4/2026-12/2026

Deliverables:

- *Summary of major tasks and action items for the Project*
- *Proposed Project schedule*
- *Community Engagement Plan*

Task 2: Code Audit

Timeline: 4/2026-7/2026

Deliverables:

- *Code Audit findings and recommendations (Draft and Final Code Audit Memo)*
- *Presentation materials to explain required middle housing elements, findings and recommendations to the advisory committee, the public and interest groups (AC #1, Joint City Council / Planning Commission work session #1)*
- *Advisory committee meeting notes*

Task 3: Code Concepts

Timeline: 8/2026-12/2026

Deliverables:

- *Draft Code Concepts to the zoning ordinance, other development codes (if any), and comprehensive plan (if any)*
- *Presentation materials to explain draft updates to the advisory committee, the public, and interest groups (AC #2, join CC/PC work session #2)*
- *Advisory committee meeting notes*
- *Public workshop or open house materials*
- *Public meeting summary*

Task 4: Code Amendments

Timeline: 12/2026-02/2027

Deliverables:

- *Final draft updates to the zoning ordinance, other development codes (if any), and comprehensive plan (if required)*
- *Presentation materials to explain final draft updates to the advisory committee, the public and interest groups (AC #3, Joint CC/PC work session #3)*
- *Advisory Committee Meeting notes*
- *Adoption-ready code amendments*
- *Presentation materials to explain final draft updates to the hearings body or bodies*

Task 4: Adoption

Timeline: 03/2027