



Agenda Statement

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Title: Report: Comprehensive Plan Update RFP & Timeline

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Date	Ver.	Action By	Action	Result
10/15/2019	1	City Council	received and filed	

ITEM TITLE:

Report: Comprehensive Plan Update RFP & Timeline

SUBMITTED BY: Kate Huber, Interim Planning Director

FISCAL NOTES:

Expenditure Required: N/A
Unencumbered Balance: N/A
Funding Source: N/A

RECOMMENDATION:

Report only.

SUMMARY STATEMENT:

Staff is in the process of reviewing and finalizing the Request for Proposal for the Comprehensive Plan update.

Previously, the department that managed the Comprehensive Plan RFP and contract was Economic Development. Administration has determined that the RFP will now be managed by the Planning Department. The Economic Development Department will be involved when necessary.

Before bringing the RFP to Council for approval, staff will ask the Comprehensive Plan Advisory Committee (CPAC) for feedback. The CPAC is a dedicated group of community members with diverse business and community interests, appointed by Council, to provide input through the Comprehensive Plan update process. This group will continue to play a crucial role in the planning process and staff hopes that the same committee members will continue to serve.

Staff is working to schedule a CPAC meeting at the end of October or the beginning of November to gather feedback on the Comprehensive Plan Update RFP. The CPAC is a large group and we will work to find a date to suit all or as many committee members as possible.

Staff will bring a final Comprehensive Plan RFP to City Council at the next available council meeting following the CPAC meeting.