

Scope of Work

Phase I- Discovery Phase (Months 1-3 Feb-April 2022)

1.0 Comp Plan Steering Committee Selection Meeting/Scope Adjustment

1.1 Analyze/Review Existing Planning Documents, Compile/Analysis Relevant Data, Update of Key Issues, Trends

2004 Comp Plan

Compile/Analysis relevant data

Key issue trends (transportation, economic development, recreation)

1.2 Site Visit/Kick-off meeting of Steering Committee (SC Meeting #1)/ Info Sharing, Insights, Visioning Prep

Consultant team introduced

Meeting prep, materials

Review scope, timeline, meetings, logo/brand

Review data collected, provide summary

Review best practices for key issues

Plan visioning events

Phase 2- Collaborative/ Visioning (Months 4-7 May-August 2022)

2.1 Public Visioning Event

Meeting prep, materials, power point

Facilitate conversation

Identify consistent themes and common perceptions

2.2 Public Visioning Debrief and Workshop Organization

Organize visioning data, planning themes

Workshop preparation

Meeting prep, materials

Summarize meeting results

Create draft vision statement (s) around key issues

2.3 Draft Survey Review and Workshop Prep- SC #2

Review sample surveys, finalize questions

Talk workshop logistics, format

2.4 Community Survey

Develop survey questions to obtain public input

Distribute online and paper copies

Tabulate and summarize results

2.5 Review Survey results and Workshop prep- SC #3

Phase 3- Plan Development Workshop/ Draft Plan Prep (Months 8-13 Sept- Dec2022/Jan-Feb 2023)

3.1 Stakeholder Workshops

Meeting prep, materials, power point

Suggested transportation, economic development, recreation

Summarize workshops

3.2 Draft Plan Prep and Preliminary Approval

Summarize all data

Provide narrative and attachments

Future Land Use Map (GIS)

Create GIS Story Map

Create Implementation Strategy Matrix, aligning goals, time lines, action steps, responsible parties, funding sources

Create renderings, preliminary estimates of cost for proposed projects

Recommend changes to policy/legislation/zoning code

3.3 Review of Draft Plan- SC Meeting#4

Phase 4- Public Review/ Final Adoption (Month 14-15 March-April 2023)

4.1 Public Review/ Forum

Select date, time, location for public forum

Press releases, social media promotion, custom flyers

Power Point Presentation

Update Plan for any changes

4.2 Signing Party SC Meeting #5

4.3 Final Adoption

Set review/approvals

Deliverables (10 color, hard copies; 1 print-ready electronic copy (pdf and editable); 11x17 Implementation Matrix, Power Point Presentation)