

## **COMPREHENSIVE PLAN UPDATE**

City Of Bel Aire, KS

### **SCOPE OF SERVICES – DRAFT**

**October 10, 2022**

#### **Task 1: Community Understanding**

- Data Analysis – Multistudio will develop a data request checklist to go over with City staff and identify key information and mapping needed for the plan update. Multistudio will review the data prepared by the city staff for this section of the revised plan.
- Planning Commission Workshop - Multistudio will facilitate a Planning Commission work session to identify and confirm issues and opportunities facing Bel Aire today and anticipated in the future.
- Issues and Opportunities – based on the review of information and the Planning Commission discussion, a list and descriptions of the primary issues and opportunities facing Bel Aire will be compiled and mapped, where applicable.
- Community Survey #1 - The issues and opportunities identified will provide the basis for the creation of a community survey, non-scientific, to be electronically distributed to the community. The results of the survey will be compiled and summarized by Multistudio.

#### **Task 2: Vision**

- Vision and Goals – Multistudio will prepare a Draft Vision Statement and Community Goals, based on the information topics identified in Task 1. The vision will provide the desired future of the community, and the goals will provide the targets that the community will aim for as they evolve as a community, and work towards the implementation of the vision.
- Planning Commission – The Planning Commission will review, edit and confirm the Vision and Goals for Bel Aire.

#### **Task 3: City Frameworks**

- Principles and Policies – The vision and goals will provide the direction to address the broader issues and opportunities identified in Task 1 through the crafting of principles and policies for the City of Bel Aire. The principles and policies will also be used as decision-making criteria for future issues and opportunities that arise.
- Community Survey #2 – The community will have the opportunity to review the community vision, goals and draft frameworks through the distribution of a second survey.
- Public Open House – A community open house will be held to allow residents to review information prepared to date, including the community understanding, vision and goals, and principles and policies.

#### Task 4: Implementation

- Task 4 will focus on the application of the principles and policies to specific issues and opportunity areas identified in Task 1, by creating recommendations and strategies for change within the City.
- Planning Commission Workshop – The Planning Commission will review and edit a completed draft of the plan document, including the implementation section.

#### Task 5: Adoption

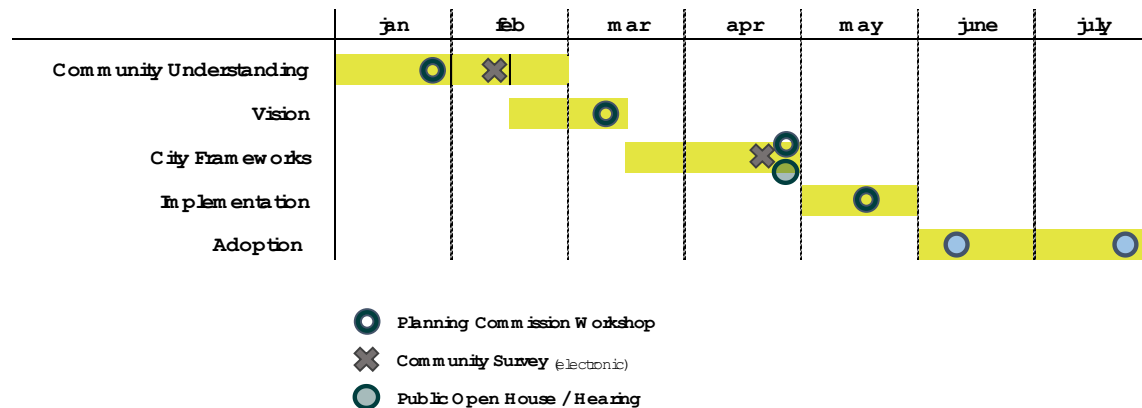
- Public Hearing Process – Multistudio will assist with the adoption process at the Planning Commission and City Council.
- Final Plan – based upon the feedback received from the public hearing process a final plan will be prepared, both hardcopy and electronic.

#### City Responsibilities:

The City will take responsibilities for the following activities during the planning process.

- Provide meeting space for Planning Commission meetings and public forums, if necessary.
- Compile and provide, or provide access to, necessary information as requested by Multistudio, including mapping information.
- Staff will review and comment on draft plans.

#### PROJECT SCHEDULE



#### FEE ESTIMATE:

Task 1: Community Understanding	\$7,660
Task 2: Vision	\$4,690
Task 3: City Frameworks	\$12,025
Task 4: Implementation	\$9,090
Task 5: Adoption	\$3,090
FEE:	\$36,555

EXPENSES*:	\$3,260
<b>TOTAL FEE:</b>	<b>\$39,815</b>

\* Expenses identified are a not-to-exceed amount for the planning process.

**Additional Services:** (At the request of the City of Bel Aire)

If additional workshops or meetings with the Planning Commission or public are necessary to inform the implementation recommendations, those services will be scoped and billed at an agreed up on amount between the City and Multistudio.