



MEMORANDUM

To: Planning Commission

From: India Adams-Jacobs, MPA, ICMA-CM, Town Manager/Zoning Administrator

Date: June 6, 2025

Subject: Comprehensive Plan Update

I am writing to update you on our efforts to secure professional assistance for the upcoming Comprehensive Plan update. In response to our ongoing discussions, I am in the process of obtaining a quote from qualified consultants to assist with the following key tasks:

- Facilitation of One Public Meeting: Ensuring robust community engagement and input.
- Plan Revision: Incorporating feedback and recommended changes into a draft Comprehensive Plan.
- State Law Compliance: Reviewing and updating the plan as necessary to ensure compliance with the minimum requirements set forth by state law.

This approach will help ensure that our Comprehensive Plan not only reflects the community's vision but also remains compliant with all applicable regulations.