



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Historic Advisory Board

FROM: Zach Higgins, AICP Community Development Director
Alexandra Cramer, Planner/Project Manager

DATE: August 5th, 2024

SUBJECT: Discussion and Possible Action Regarding Strategic Planning Consulting Services

SUMMARY

The Historic Advisory Board's (HAB) current workplan is due for an update. With many new members joining in the last two years, there is an opportunity to reimagine our goals and strategies. To facilitate this process, staff has been exploring the possibility of engaging a consulting service to lead us through strategic planning sessions.

The proposed consultation would involve:

- Two visionary workshops to help brainstorm and define goals
- Guidance in translating ideas into actionable initiatives
- Expert advice on advancing existing projects and exploring new opportunities

Staff has reached out to several qualified consultants, requesting quotes for these services. The deadline for submissions is Monday, August 5th. At the upcoming meeting, staff hopes to present these options for the HAB's consideration.

The proposed timeline for the workshops, should the HAB decide to proceed, would be between September and November of this year.

STAFF RECOMMENDATION

Staff recommends that the Historic Advisory Board review the consulting service options that will be presented at the upcoming meeting and provide direction on how to proceed. If the HAB decides to proceed with a consulting service, staff recommends that the HAB consider formally reallocating funds from another budget line item to the Annual Work Plan and Budget Planning line item to cover the costs of the service.

ATTACHMENT(S)

Pending