



# STAFF REPORT

## CITY OF GREEN COVE SPRINGS, FLORIDA

**TO:** Planning and Zoning Commission **MEETING DATE:** October 27, 2020  
**FROM:** Michael Daniels, AICP, Planning and Zoning Director  
**SUBJECT:** Comprehensive Plan Update Draft RFP

### BACKGROUND

- Pursuant to the City's new budget, \$75,000 has been allocated to update the City's Comprehensive Plan.
- The City's Current Comprehensive Plan was adopted by City Council on November 21, 2006 pursuant to the Florida statutory requirements.
- The Plan was updated through the Evaluation and Appraisal Report (EAR) in 2011. In keeping with Florida Statutes, the Plan needs to go through the EAR process every seven years or notify the Department of Economic Opportunity (DEO) that no update is needed.
- In 2017, the City embarked on a City-wide Visioning Workshop conducted by the Florida Institute of Government located at the University of Central Florida. The participants were asked to identify the treasures and values of the City, which were then used to formulate Vision Goals.
- In 2018, the City determined that no updates were needed to the Comprehensive Plan and subsequently notified the DEO as required per the EAR process.
- Pursuant to discussion with the Planning and Zoning Board at the June 23, 2020 meeting and later discussions with City Council as part of the budget process, \$75,000 has been allocated to hire a planning consulting firm to assist staff in updating the City's Comprehensive Plan.
- To move forward with the update, the next step is for city staff to draft a Request for Proposals (RFP) in order to secure a planning consultant firm through the City's procurement process.
- Staff has provided a draft RFP to the Planning and Zoning Board for discussion and comment.

### FISCAL IMPACT

The City has budgeted \$75,000 for a Planning Consultant to assist staff with the update to the Comprehensive Plan

### RECOMMENDATION

For Discussion purposes, no action is necessary