

# MEMO



**TO:** Mayor Hahs and Members of the Board of Aldermen  
**FROM:** Janet Sanders, Building & Planning Manager  
**DATE:** February 2, 2022  
**SUBJECT:** Comprehensive Plan Update 2022

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Updating the city's comprehensive plan is a budgeted item for 2022. The current plan was completed in 2009 by Houseal-Lavigne Associates. The comprehensive plan is a planning document approved solely by the Planning and Zoning Commission and used by both P&Z and the Board to guide future growth and development.

Because the comprehensive plan process is expected to take 9-10 months, it needs to begin as early in 2022 as possible. The first step in selecting a firm is a Request for Qualifications. A copy of the proposed RFQ is attached for your reference.

The firm selection process is proposed to follow the same procedure used for the 2009 plan:

- Establish a comprehensive plan committee of selected staff and P&Z members.
  - Committee reviews all submitted RFQs and invites 2-3 selected firms to interview with the committee based on their qualifications and to submit proposals.
  - Committee reviews proposals and provides an overview of the selection results and recommendations to the full P&Z Commission.
  - P&Z selects a firm and recommends the Board enter a contract with the selected firm.
  - Board of Aldermen approves a contract for the plan.
- Comprehensive Plan update can be expected to take approximately 9-10 months. One or more public meetings will be part of the process.
- Final plan is presented to the Planning and Zoning Commission for review and approval.

If you have questions, please feel free to contact me at 243-2300 or [jsanders@jacksonmo.org](mailto:jsanders@jacksonmo.org).