



## Memorandum

**To:** Planning Commission  
**From:** Steve Bennett, Planning Director  
**Date:** February 6, 2023  
**Re:** February 7, 2023 Meeting Agenda Materials pertaining to Old Business – 2024 Comprehensive Plan Update  
**Attachments:** 1. Consultant Scope of Work for 2015 Comprehensive Plan Update  
2. Planning Commission draft schedule for 2014-2015

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At the January 10, 2023 meeting, the Commission reviewed a draft consultant scope of work for the 2024 Comprehensive Plan Update which would be a component of a request for proposals from consultants interested in providing assistance to the City with the project. During the meeting, there was discussion about how specific the scope needed to be and whether it should specify how many meetings the consultant would be required to attend. The attachments to this memo are intended to provide examples of the level of detail that can be expected once a planning consultant has been hired by the City.

Attachment 1 is the consultant's scope of work, budget, and schedule that was attached to the agreement between the City and the consultant (Studio 3MW later renamed to 3 Square Blocks) which was approved by the City Council in April of 2014.

Attachment 2 is a draft schedule for Planning Commission review of the consultant's policy guidance and draft comprehensive plan elements. This schedule was prepared shortly after the Council approved the agreement with Studio 3MW. This schedule was reviewed by the Planning Commission on May 6, 2014. The minutes of that meeting and others can be found at the following link: <https://www.cityoflfp.gov/Archive.aspx?AMID=53>

Commissioners or members of the public wishing to download the 2015 Comprehensive Update will find it at the following link: <https://www.cityoflfp.gov/160/Lake-Forest-Park-Comprehensive-Plan>