

Consultant Scope of Work for 2024 Comprehensive Plan Update

Draft: 1/9/2023

Objective

The City is seeking a multidisciplinary consultant team (which may be a single firm or a consultant team consisting of individuals and/or firms with specialized expertise) to update the City's Comprehensive Plan. This plan will provide elected and appointed officials, city staff, city residents, and the business and development community with a comprehensive, consistent, and culturally relevant plan to guide the City's decision-making and development over the next 20 years, to the year 2044.

Scope of Work:

The project's scope of work will continue to be defined as initial phases are completed. The initial scope of work will include the following tasks:

- Coordinate and support a robust public participation process for this periodic update. Prepare and produce high quality public outreach materials graphically and in writing describing facts, findings, analysis, and alternatives for public meetings, open houses, and webpage.
- Prepare presentations and supporting materials to present alongside city staff at public hearings, meetings, and workshops. The purpose of these meetings will be to provide an overview of the update process, present progress updates, receive citizen, elected official, commission members, and staff comments, and present the draft and final report and ancillary materials to the Planning Commission and City Council. Consultants should initially plan on meeting with the Planning Commission monthly for 12 months. Additional meetings will be determined under a separate scope of work.
- Review and update the existing Comprehensive Plan maps and text, and all related documents developed and utilized by the City of Lake Forest Park. (The consultant team will be expected to develop a gap analysis by using the Department of Commerce periodic update checklists to illustrate how Lake Forest Park's existing Comprehensive Plan compares against the latest requirements of GMA, with PSRC Vision 2050, and the King County Countywide Planning Policies)
- Update the elements and appendices to reflect the past changes and future trends and desired outcomes of the community, ensure internal consistency with other adopted plans, external consistency with Countywide and Regional goals, and eliminate unnecessary redundancies:
 - Introduction/Vision – Review, update, and revise as necessary and incorporate existing plan documents.

- Land Use Element - update as necessary, including the land use capacity analysis and growth projections to ensure relevance of existing policies and recommend new policies if gaps are identified. Review, update, and revise as necessary and incorporate existing plan documents including Town Center planning documents and regulatory criteria.
 - Environmental Quality and Shorelines Element - Review, update, and revise as necessary and incorporate existing plan documents. Coordinate with Climate Action Committee to ensure continuity with the Committee's Climate Action Plan initiative.
 - Housing Element – Prepare a housing needs assessment (HNA) addressing housing needs in the City based on the forecasted growth, existing housing stock and land use assumptions. HNA will include a plan for accommodating the projected growth through the planning horizon, including housing needs for people across all income levels. Update element to be consistent with the HNA, any new requirements from the Department of Commerce, as well as any new requirements in the Countywide Planning Policies.
 - Economic Development – Review, update, and revise as necessary and incorporate existing plan documents including Town Center planning and regulatory documents.
 - Community Services & Public Safety Element – Review, update and revise as necessary.
 - Capital Facilities Element – Review, update, and revise as necessary, with input from Public Works Department staff.
 - Parks, Trails, & Open Space Element – Work with Public Works department staff and Parks and Recreation Advisory Board to update this element to ensure continuity with Parks, Recreation, Open Space, and Trails (PROST) Plan and concurrent planning initiatives related to the Lakefront Park property.
 - Utilities Element – Review current plans to determine consistency and recommend changes to ensure consistency with other plan elements while paying attention to potential growth and infrastructure needs. Consider potential utility investment and carrying capacity in the context of housing goals.
 - Transportation Element – Review, update, and revise as necessary to be consistent with Safe Highway and Safe Streets planning initiatives and with input from Public Works Department staff.
 - Appendices – Review, update, and revise as needed.
- Review the Critical Areas Ordinance and draft a memo addressing recommended and required changes necessary to be consistent with comprehensive plan policies, Department of Ecology requirements, and Department of Commerce guidance. Depending on recommended changes, city staff may finalize the code amendment or add additional services to consultant scope of work.

- Undertake the primary responsibility for editing and writing a cohesive, comprehensive plan document. This will include editing existing text or drafting new clear, concise text and policies supported by information in existing records, new plans and studies, data analysis, public input, best practices, and successful application in other jurisdictions.
- Preparation of a SEPA Checklist that summarizes the potential impacts of the 2024 Comprehensive Plan.
- Assisting with PSRC and DOC Certification of updated and adopted Comprehensive Plan.

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