


TO: James L. App, City Manager  
FROM: Ronald Whisenand, Community Development Director   
SUBJECT: Ad Hoc Committee Formation – Town Centre Master Plan  
DATE: September 4, 2007

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Needs: For Council to appoint two members to sit on a Town Centre Master Plan Ad Hoc Committee

- Facts:
1. One of the Council's primary goals for 2007-09 is to prepare a Town Centre Expansion/Revitalization Plan.
  2. Proposals from firms capable of preparing the Master Plan are due on August 31<sup>st</sup>. An Ad Hoc Committee is being requested to assist in consultant selection and processing direction for the Master Plan.
  3. Consultant interviews will be scheduled as early as the week of September 10<sup>th</sup>.

Analysis & Conclusion: There has been a lot of interest from consultants wanting to assist the City in preparing the Town Centre Master Plan. Since the scopes of work are similar between the Uptown and Town Centre areas, we are seeing a number of consultants electing to submit proposals on both planning programs. There may be some efficiency in terms of interviews and processing direction if the Town Centre Master Plan Ad Hoc consists of the same two members as the Uptown Specific Plan (Nemeth and Strong).

- Options:
- a. Appoint a two-member Ad Hoc Committee to work with staff to select the most qualified firm to prepare a Town Centre Master Plan; and report back to the full Council by December 31, 2007.
  - b. Amend, modify or reject the foregoing option.