

**TOWN OF GRANBY**

**Board of Trustees**

MEETING DATE: JULY 14, 2020

**Consent Agenda**

**Resolution or Ordinance**

**Citizen Requests**

**Public Hearing**

**Committee/Staff Reports:**

**TOWN CLERK**

**FINANCE DIRECTOR**

**BUILDINGS AND STREETS**

**ECONOMIC DEVELOPMENT**

**PUBLIC SAFETY**

**RECREATION**

**WATER DEPARTMENTS**

**MAYOR**

**TOWN MANAGER**

**TOWN ATTORNEY**

**Other**

**Executive Session**

**Workshop**

TIME OF AGENDA ITEM: 7:45 PM

**Agenda Request No. 8**

**MEETING TO BE HELD AT:**

**Town Hall, Zero Jasper Avenue**

**Granby, CO 80446**

**(8) DISCUSSION ITEM – COMP PLAN ADVISORY COMMITTEE REPRESENTATIVE APPOINTMENT**

**7:45 PM**

# MEMO



To: Mayor and Board of Trustees  
From: Ted Cherry, Town Manager  
Cc: Deb Hess, Town Clerk  
Date: 7.14.2020  
Re: Comp Plan Advisory Committee

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**Background:** The Comprehensive Plan RFP is available on a number of different planning specific web pages as well as the Town's website. Staff has started to get in responses and questions to the RFP.

Part of the Comp Plan process is that we will have an internal group that will work with the selected contractor through the whole development of the plan. At this time the thought is that the group should be comprised of the Town Manager, Town Clerk, a Town Board Member, a member of the Planning Commission, the Chamber Director, and two members of the community.

Staff is looking for a volunteer to help with this process. It will be a process that will take 12-18 months with periodic meetings both in person and telephonically. The group would meet with the contractor during this time as well as take part in some public meetings. I would imagine the time requirement would be 4-6 hours per week at the most when the project begins in earnest. During different parts of the plan additional staff would be brought in if there was specific to their departments.

The first item in the process would be the recommendation for selection of the contractor. Bids are due on July 20<sup>th</sup> and then a recommendation should be made to the Board at the first meeting in August.

**Financial Impact:** None at this time

**Recommendation:** Staff would ask for volunteer for the group.