



## **Memorandum**

---

July 22, 2015

**TO:** Longview Planning Commission

**FROM:** Steve Langdon, Planning Manager

**SUBJECT:** Comprehensive Plan Update Draft Scope of Work

As we have discussed, the City will begin updating its Comprehensive Plan this year. The Planning Commission is the oversight group responsible for producing a draft comprehensive plan. The commission will be make a recommendation to the City Council who is responsible for adopting the plan. Attached is a draft scope of work for the update process. Please review it and then we can discuss any changes you might want to make.

Meanwhile, City staff is looking into contracting with the Cowlitz-Wahkiakum Council of Governments to provide assistance in the update. The draft scope of work is being reviewed by them and they may want to add more detail. I should know by the date of the August 5 Planning Commission meeting.

If you have any questions or concerns, please contact me at 442-5083.

**Cc:** Jim McNamara, City Attorney  
Steve Shuman, Assistant City Attorney  
Craig Bozarth, City Engineer  
John Brickey, Community Development Director