LIGHTHOUSE AVENUE SPECIFIC PLAN – SCOPE OF WORK

**Task 1: Project Startup – October 2010**

**Task 1.1:** Complete the approval process; review the grant requirements and expectations; finalize contract with CalTrans.

**Task 1.2:** Prepare RFPs for outreach consultant and transportation and parking consultant. Select consultants, execute contracts.

**Task 1.3:** Conduct a kick-off meeting with consultants and relevant City Departments to review scope of work, timeline, roles and responsibilities, and project needs/issues.

**Task 2: Community Outreach – October 2010 – February 2011**

**Task 2.1:** Promote and advertise activities, (charettes and workshops) through local media venue.

**Task 2.2:** Develop and maintain project web page and on-line comment system.

**Task 2.3:** Conduct at least four public workshops and/or charrettes to:
   1. Identify issues,
   2. Define vision and goals,
   3. Develop and refine land use alternatives, and
   4. Develop and define architectural character.

**Task 3: Develop Draft Specific Plan and CEQA Analysis – October 2010 – November 2011**

**Task 3.1:** Develop Vision, Concept and Development Plan and CEQA analysis that will incorporate Citywide Transportation and Parking Study findings.

**Task 3.2:** Develop Infrastructure Plan and identify necessary infrastructure improvements

**Task 3.3:** Develop Implementation and Funding Strategy

**Task 3.4:** Conduct Planning Commission/City Council study sessions on Draft Specific Plan

**Task 3.5:** Refine Draft Specific Plan and present to the Planning Commission and City Council for adoption, including further opportunity for public comment

**Task 4: Final Specific Plan – December 2011**

**Task 4.1:** Incorporate final comments into adopted Lighthouse Avenue Specific Plan.