



STAFF REPORT

DATE: March 13, 2023

TO: City Manager, City Council

FROM: Jay Cook, Director of Planning and Community Development

RE: Bids for Comprehensive Development Plan

SUMMARY: State statute K.S.A. 12-747 authorizes cities and counties to develop and adopt a comprehensive development plan. It also sets forth the contents that should be in an adopted plan and sets forth the procedures to be followed in its preparation and adoption. These procedures require an annual review for reconsideration, proposing of amendments, extensions or additions to the same.

DISCUSSION: The City of Bel Aire adopted the Comprehensive Plan in December of 2014 with the assistance of staff, the Planning Commission, and a Community Development Advisory Committee that consisted of 10 citizens of Bel Aire. In order to usher in the future of the City of Bel Aire, it is necessary that a new Comprehensive Plan to be created and adopted. This plan would best be carried out by an organization experienced in the development of Comprehensive Plans with only the Planning Commission acting as the steering committee. Three bids were received for the work to be completed. All of the bidders have experience creating comprehensive plans for other cities in South Central Kansas. Examples of their work can be seen on the following websites:

- MultiStudio (City of Maize) <https://cityofmaize.org/planning.php>
- PEC (El Dorado, Augusta)
https://www.augustaks.org/government/departments/community_development/planning_and_zoning/comprehensive_plan.php
- RDG (Derby) <http://www.derbyweb.com/195/Planning-Engineering>
(see the quick links titled "Vision Derby 2040 Comprehensive Plan")

FINANCIAL: Funding for this project will be expensed from the Capital Improvement Reserve Fund. Expected 2023 ending balance (not including this project or ARPA funds) is \$280,633.

<i>Contractor</i>	<i>Amount</i>	<i>Timeframe</i>
Multistudio	\$39,815	May 1-November 30
PEC	\$53,000	April 1-September 30
RDG	\$125,000	Fall 2023-Summer 2024

RECOMMENDATION: Due to the relationship between the City and PEC, staff and the Planning Commission recommend using PEC to complete the project. As they are completing other studies around the City, their knowledge of the infrastructure and other aspects of the City will be useful and necessary.