



# TOWN COUNCIL COMMUNICATION

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**DATE:** September 2, 2025

**FROM:** Kirk Riggs, Town Administrator/Chief of Police

**AGENDA ITEM:** Ratify the approval of a Planning Services Agreement for On-Call Planning Services between the Town of Bartonville and HE Planning+Design, LLC (HEP+D).

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**SUMMARY:**

The Town of Bartonville previously contracted with Ad Terram Consulting for on-call planning services. To better meet the Town's current planning needs, staff recommends transitioning these services to **HE Planning+Design, LLC (HEP+D)**. HEP+D has extensive experience in municipal planning, zoning, and development review, and will provide the Town with professional support on an as-needed basis.

The proposed agreement formalizes the provision of on-call planning services and ensures the Town continues to have qualified professional support for development review, zoning cases, and other planning-related matters.

**FISCAL INFORMATION:** FY25-26 \$42,000

**RECOMMENDED MOTION OR ACTION:**

Staff recommends the Town Council ratify the approval of the Planning Services Agreement for On-Call Planning Services between the Town of Bartonville and HE Planning+Design, LLC (HEP+D).

**ATTACHMENTS:**

- Agreement