

TOWN OF EATONVILLE PLANNING SUPPORT SERVICES December 14, 2022

Scope of Services

This scope outlines professional services to support the Town of Eatonville's Planning & Zoning Department from January 2023- September 2023. PlanActive Studio understand that the Town of Eatonville requires additional planning and development staff support on an 'as needed' basis and for specific projects. PlanActive will provide the following tasks/duties as outlined:

TASKS/DUTIES

Planning & Zoning Support Services

PlanActive will provide both as needed basis planning support and Policy Review as follows:

Tasks/duties:

Development Review

- As directed by the Town, PlanActive will provide professional planning services to review zoning applications, variance requests, amendments to the comprehensive plan and other potential planning related needs, as received by the Town on a "as needed" basis. PlanActive will follow the Town's established development review procedures, comprehensive plan, and other policies as provided by the Town's Chief Administrative Officer.
 - Application sufficiency review with the Town planner
 - Application technical review and preparation of comments
 - Follow up to applicant comment responses

Technical Review and Policy Updates

As directed by the Town, PlanActive may provide technical review(s) and assessments of the Town's policies, including Zoning Code and Comprehensive Plan updates. Prior to any comprehensive review, PlanActive Studio will provide an overall work plan and provide a fee for this type of work effort.

- Zoning Amendments
 - Review and assessment of Zoning Code
 - Updates to the Zoning Code
 - Zoning Map review and assessment to ensure consistency with the Comprehensive Plan
- Comprehensive Plan Updates
 - Evaluation and Appraisal Reports for the Comprehensive Plan
 - Town initiated amendments, policy changes, etc.

Meetings

As directed by the Town, PlanActive will attend meetings, summarized below, as needed:

- Attendance of planning and zoning meetings, Town Council, Board of Zoning Adjustment, and Historic Planning Board, and any other boards as requested by the Town.
- PlanActive will not contact any applicants without prior consent from the Town Project Manager.
- Meetings with members of boards, elected officials, staff as directed

DELIVERABLES

For each task assignment, PlanActive will prepare written comments in accordance with the Town's established development review protocols. For each public hearing application assignment, PlanActive will prepare written comments and prepare staff reports in accordance with the Town's established protocols. Additional tasks can be added, as needed, by the Town Project Manager. PlanActive Studio will provide updates monthly invoices that summarizes, by project, the hours and deliverables submitted to the Town.

COMPENSATION

PlanActive Studio will perform the above services contained in this Agreement for an hourly rate of \$175.00 per hour, plus reimbursables (if applicable) not to exceed **\$40,000.**

PLANACTIVE STUDIO LLC Authorization

By: _____

Title: President

Date: _____

CLIENT AUTHORIZATION

By: _____

Title: _____

Date: _____