



## **Request for Board Action**

Meeting Date: 2/10/2025

To: Mayor Pro-Tem Bergquist & Town Trustees

From: Town Manager, Kudron

### **ITEM:**

#### **Resolution Number 14-2025: A RESOLUTION APPROVING A CONTRACT FOR ONCALL PLANNING SERVICES**

### **BACKGROUND:**

Due to the recent departure of the Town's Planner and growth in both the public and private sector, the Town has completed a recent Request for Qualifications to hire an outside planning firm to perform some of the Town's Community Development functions. For this Request for Qualifications, we are seeking an experienced planning and engineering team to manage some of the Town's planning functions to ensure continuity in ongoing projects as well as engaging in the Board of Trustee's direction regarding affordable housing initiatives and plan for the Town's future. This includes but is not limited to performing pass-through planning services for subdivisions and annexations, providing code recommendations for change recommendations to the Board and providing training as needed for the Town's planner when employed.

The Town has received several responses (5) for on call planning services. Staff asks the Board to consider a respondent with knowledge of the Town's current and future planning needs and is able to support the success of the Town's Planner I hire.

**FISCAL NOTE:** The cost of support services is offset by pass-through costs and budgeted support services in the general fund.

### **STAFF RECOMMENDATION**

Staff recommend the Board APPROVE the resolution for on-call Planner services with \_\_\_\_\_ at the terms of the bid received.

**SUGGESTED MOTIONS**

*I make a motion to APPROVE* Resolution 14-2025 a contract for on-call Planning services with \_\_\_\_\_ at the terms of the bid received.

OR

*I make a motion to approve with conditions* Resolution 14-2025 a contract for on-call Planning services with \_\_\_\_\_ at the terms of the bid received.