



BUILDING AND CODES DEPARTMENT

AGENDA ITEM REPORT

TO: City Council

FROM: Jeff Houston, Building Official

DATE: March 11, 2025

SUBJECT: Local Planning Advisory Services Contract with ETDD

BACKGROUND:

- The East Tennessee Development District (ETDD) functions as the attending advisor for the City's Regional Planning Commission and Board of Zoning Appeals
- The ETDD provides planning and administrative assistance to the City's staff.

FISCAL IMPACT:

- This contract will be effective July 1, 2025. There will be no impact to the FY 2024-25 Operating Budget. The new price will be reflected in the FY 2025-26 Operating Budget.
- The annual fee will be \$11,942.50. This amount is payable bi-annually in two equal payments of \$5,971.25.

REQUEST/RECOMMENDATION:

It is requested that this agreement be entered into with East Tennessee Development District.

ATTACHMENTS:

Letter dated March 5, 2025, from East Tennessee Development District.
Proposed Local Planning Advisory Services Contract.