



COUNCIL ITEM AGENDA REQUEST FORM

Department: Community Development

Meeting Date: 04/16/2026

Staff Contact: Phillip Trocquet

Agenda Section: New Business

Staff Report:

Item Description:

Consideration to approve public engagement services from Elevating Missions Consulting for an amount not to exceed \$22,000.

Background/History:

The Town is required to maintain a current comprehensive plan as a condition of local planning certification under ARC and DCA standards. The current plan requires updating for the 2027-2032 cycle. Staff intends to complete the technical work of the update in-house such as data analysis, policy drafting, land use mapping, and compliance documentation, which significantly reduces the overall cost compared to hiring a full-service planning consultant. The public engagement component, however, is the most time-intensive element of the process and exceeds current staff capacity when combined with the technical workload. Staff issued a solicitation for public engagement services and received three proposals. All three respondents proposed the same scope category.

Findings/Current Activity:

The proposed scope runs May 2026 through February 2027 and is organized in three phases. Phase 1 covers kickoff, work plan development, survey and outreach design, steering committee recruitment, and messaging framework development. Phase 2 covers up to 10 stakeholder interviews, up to 5 facilitated steering committee meetings, up to 3 open house-style public meetings, and development of outreach materials including online surveys, ads, and mailers. Phase 3 covers data compilation, a summary findings narrative, a final engagement report, and an executive summary for Town leadership and Council. Staff reviewed all three proposals for scope alignment, qualifications, and price.

Is this a budgeted item? YES If so, include budget line number: PLANNING & ZONING TECHNICAL SERVICES

Actions/Options/Recommendations: Staff recommends approval.

