



Legislation Text

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DATE: October 3, 2018

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Vernon Gerth, Assistant City Administrator - Community/Economic Development
Emily Hunter, Planning and Sustainability Director
Kelly Dannenfelser, Long Range Planning Supervisor

SUBJECT:

*Consideration of City of Franklin Contract No. 2018-0134 For a Professional Services Agreement (PSA) with Town Planning & Urban Design Collaborative LLC (TPUDC) For Planning And Zoning Services For The Franklin Zoning Ordinance In The Amount Of \$136,680.

Purpose

The purpose of this memorandum is to provide information to the Franklin Board of Mayor and Aldermen (BOMA) concerning the professional services agreement with Town Planning & Urban Design Collaborative, LLC for the Franklin Zoning Ordinance.

Background

Following adoption of Envision Franklin, the Department of Planning and Sustainability has undertaken a major update of the Franklin Zoning Ordinance with goals to remove requirements from the previous land use plan, implement *Envision Franklin*, focus on community character, reduce points of conflict and overlapping provisions, and make it clear and easy to use.

The staff has completed an analysis of existing standards, creation of a new outline and framework, and is drafting most of the Ordinance chapters. A Request for Qualifications was advertised in June 2018 and Town Planning & Urban Design Collaborative, LLC was selected amongst five applicants. The consultant will provide the following assistance:

1. Annotated reviews of the Ordinance drafts with emphasis on making sure the Ordinance works for Franklin, code testing, and quality assurance/quality control;
2. Expertise on specified topics, recommendations on best practices, research based on staff questions, and limited drafting as needed;
3. Development of outreach program and facilitation of all public meetings; and
4. Creation of graphics, illustrations, and design.

Financial Impact

Consultant services were approved in the FY2019 budget totaling \$115,000. The proposed agreement is at \$136,680. Due to the public review and meetings anticipated, this project is expected to continue into the 2020 budget year. All additional funds required for the contract are anticipated to be covered by the Planning & Sustainability base budget, and a program enhancement is not planned at this time for these expenses in FY2020.

Recommendation

Staff recommends approval of COF Contract No. 2018-0134.