

RESOLUTION 12-78

**A RESOLUTION AWARDING A CONTRACT FOR CONSULTANT
PLANNING SERVICES TO SOUTH CENTRAL TENNESSEE
DEVELOPMENT DISTRICT**

WHEREAS, the City of Spring Hill has the need for consultant planning services related to developer plan reviews and other items associated with the business of the Spring Hill Municipal Planning Commission and the Spring Hill Board of Zoning Appeals; and

WHEREAS, desires the consultant to attend meetings of the Spring Hill Municipal Planning Commission and provide professional advice and planning services; and

WHEREAS, South Central Tennessee Development District assists local governments in areas of planning, research, funding, economic development, infrastructure, transportation systems, formation of policy, and foster intergovernmental relations between branches of government.

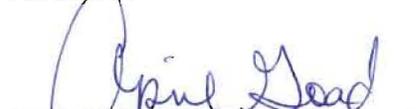
NOW, THEREFORE BE IT RESOLVED by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, that South Central Tennessee Development District is hereby awarded the contract for Planning Services for a period of one year as outlined in the proposal that is attached hereto and made a part of this resolution.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, on the 20th day of August, 2012.



Michael Dinwiddie, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Timothy P. Underwood, City Attorney

Below are a few reasons we feel that the South Central Tennessee Development District (SCTDD) Local Planning and Geographic Information Service (GIS) program would be the best choice for your community. Please keep in mind that all services denoted below are included in the cost of your contract with SCTDD.

- **Experience and Professionalism:** We currently employ three professional community planners and a GIS technician. All former employees of the State of Tennessee's Department of Economic and Community Development's Local Planning Assistance Office, each have a wide array of experience and expertise in planning and GIS operations, and are well-versed in state and federal planning regulations. Each will offer sound and practical advice in the utmost professional manner on numerous planning topics at the community's pleasure. Our planning staff consists of:
 - ❖ **Ms. Amanda Rhinehart, Local Government Planner (Full-Time)**
 - ❖ **Mr. Caleb Hart, Local Government Planner (Part-time)**
 - ❖ **Mr. Pat Schipani, Local Government Planner (Part-Time)**
 - ❖ **Ms. Gina Rasberry, Geographic Information Systems Specialist**

- **Access:** By choosing the SCTDD as your Planning consultant, you will have access to the resources of a regional office that includes drafting, mapping, and GIS services, as well as planning related research. We ensure prompt communication as soon and often as practical to address any issues that may arise. Most contracts include twenty (20) hours of Geographic Information System mapping services.

- **Presence:** Our planners will attend each of your Planning Commission and Boards of Zoning Appeals meetings and offer recommendations on all items that come to your attention.

- **Compliance with State and Federal Regulations: Our planners will:**
 - Conduct the mandatory four hours training for your planning commission and Board of Zoning Appeals members. The training will be provided locally and will coincide with a schedule that is convenient for your members, keeping your Commission and Boards compliant with T.C.A 13-4-101.

 - Provide technical assistance to communities that participate in the National Flood Insurance Program (NFIP). The planners will conduct all FEMA mandated community reviews, as well as assist the communities in ensuring that new building projects comply with the regulations mandated by the NFIP.

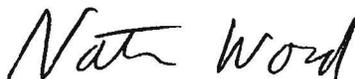
- Assist your community in the development of Public Chapter 1101 Growth Management Plans and amendments.
- Our planners have access to the latest news from the Tennessee Chapter of the American Planning Association and the National American Planning Association. They will report back to you any new trends or changes in legislation, either at the state or federal level that may impact your community's ability to plan and implement economic and community development initiatives.
- **Technical Assistance:** Our planners will prepare a wide variety of land use controls, including zoning ordinances, subdivision regulations, development standards, and long-range plans for your community. We have recently assisted some of our communities with preparing much needed updates to their planning regulations. Other technical studies such as housing inventories, park development plans and public facilities plans are within the expertise of our team as well.
- **Community Development Dollars:** The SCTDD planning program will assist communities with grant writing for planning related projects. We can research potential grant opportunities, assist in preparing the grant, and even offer grant administration services.

As a nonprofit organization, SCTDD features a price point that is well under the market compared to surveyed private providers. Based on an inclusive annual rate based on your community's population, *the fee you pay for your planning services is all inclusive for all of the services detailed above.* Crisis management is included so communities never have to worry about costly overages or being "nickel and dimed" on an hourly basis.

We recognize that each community has a choice when deciding who to use for planning and GIS services. As in all areas of expertise within the District, our team is dedicated to achieving exceptional results for our communities.

Thank you for your consideration. We look forward to working with you and your community. If you have any additional questions about the Local Planning and GIS program with the South Central Tennessee Development District, please do not hesitate to contact Nathan Ward, Deputy Director by phone at (931) 379-2903 or email nward@sctdd.org.

Sincerely,



Nathan Ward
Deputy Director

A Contract Between the

SOUTH CENTRAL TENNESSEE DEVELOPMENT DISTRICT

AND

CITY/TOWN/COUNTY OF SPRING HILL

PROVIDING FOR LOCAL PLANNING ADVISORY SERVICES

This **CONTRACT**, entered into as of the first day of July 1, 2012 by the South Central Tennessee Development District, an agency composed of member governments in south central Tennessee, and the City/Town/County of Spring Hill, Tennessee.

I. FINDINGS & DECLARATIONS

A. Tennessee Code Annotated, §13-14-101 and its following sections establish a delineation of regions deemed viable to the economic development of the state, and allow creation of development districts for these regions, encompassing one (1) or more counties or parts of counties, so they are conducive to efficient planning and orderly economic development of the state.

B. Tennessee Code Annotated, §64-7-101 and its following sections established the South Central Tennessee Development District (SCTDD), a public body on behalf of the counties of Bedford, Coffee, Franklin, Giles, Hickman, Lawrence, Lewis, Lincoln, Marshall, Maury, Moore, Perry, and Wayne Counties and all incorporated municipalities and metropolitan governments located within these counties.

C. SCTDD is empowered, among other duties, “to receive and expend funds from any sources for regional staffing, for research, planning, coordination, economic development, demonstration projects and other activities deemed necessary to promote the efficient, harmonious economic development of the region.”

D. The City/Town/County of Spring Hill, requests the SCTDD to provide planning advisory services, and agrees to appropriate the necessary funds for these services.

II. CONTRACT

In consideration of these findings and declarations and other valuable considerations, the parties agree as follows:

A. During the period beginning July 1, 2012, and ending June 30, 2013, the SCTDD agrees to furnish the services of professionally trained planning advisors who will confer with the local planning commission, board of zoning appeals and other local officials with respect to all phases of the local governments land use planning program. Planning recommendations are advisory only; local communities and their appropriate representatives have the sole authority to enact and enforce ordinances and other regulatory tools. A work program derived from the elements listed below will be developed jointly between SCTDD and the contracting community within 30 – 60 days of signing the planning contract by both parties. Other activities may be included depending on the scope and nature of the desired services and SCTDD capacity. Any activities requiring additional compensation above and beyond this local planning assistance contract must be agreed upon mutually by the community and SCTDD and will be attached as an amendment to this contract for basic services. Planning services may include but are not limited to the following activities:

1. Attendance at planning commission and/or boards of zoning appeals meetings, and other planning functions, assistance in the preparation or review of the long range work program of the planning commission; Public Chapter 1101 Growth Management Plans and amendments, and other planning studies and documents.
2. Preparation of land use controls for adoption, implementation, and enforcement by local community officials, including but not limited to zoning ordinances, subdivision regulations, flood plain management regulations, or other land use controls; review of development proposals; advice and assistance to administrators of zoning, subdivision regulations, and other land use controls.
3. Access to the resources of a regional office including drafting, mapping, and geographic information systems support; planning related research.
4. Specialty training for planning commissions, boards of zoning appeal and local administrators; Assistance in providing information on planning activities and interpreting planning programs and activities to the public through meetings and conferences, news releases and presentations before various groups.
5. Advice and assistance on all matters relating to state, federal, and regional programs that affect planning and implementation for the locality.
6. A limit of 20 hours of mapping services and a limit of 5 printed maps will be included in this contract. There will be a fee for any additional mapping services and printed maps. Planning documents (such as subdivision regulations, zoning regulations,

etc.) can be provided electronically free of charge or printed copies may be provided at an additional cost.

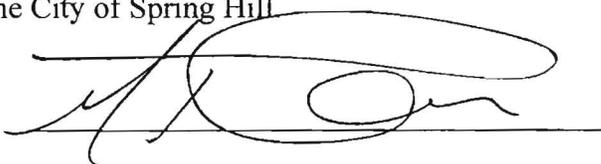
- B. Payment for services provided by SCTDD to \$12,000.00 will be based on the agreed-upon activities enumerated in the approved annual work program included as Section A of the executed contract for services and the Fee Schedule attached to this contract as Attachment 1. For the purpose of providing funds necessary to carry out the provisions of this contract, **IT IS AGREED** that the chief legislative body will pay to the SCTDD the sum of **\$12,000.00** annually, payable in total upon the effective date of this contract, or in annual installments, due and payable on the first day of the of each fiscal year. The City/Town/County of Spring Hill hereby authorizes the SCTDD to apply on their behalf for eligible funds from State and/or Federal and or other sources to supplement the planning advisory services contract fee.
- C. Either party may terminate this Contract by giving written notice to the other party specifying the date of termination, at least ninety (90) days before the termination date. Upon termination of the Contract, the obligation of the SCTDD to conduct and carry on the program agreed to under this Contract shall cease, the financial obligation of the chief legislative body as described in this Contract above likewise ceases. If prepayment has been made by the chief legislative body, the SCTDD will determine, by prorating, the amount to be refunded.
- D. A new contract and fee schedule will be presented for FY2014. Local governments are under no obligation to continue SCTDD planning services beyond the dates specified in this contract.
- E. In all matters relating to the performance of this contract, the SCTDD Executive Director acts for the SCTDD, and the Mayor/County Executive acts for the City/Town/County of Spring Hill, Tennessee.

The parties execute this contract through their duly authorized representatives.

For the **SOUTH CENTRAL TENNESSEE DEVELOPMENT DISTRICT**

By: 
SCTDD Executive Director

For the City of Spring Hill

By:  Mayor

ATTACHMENT 1

SCTDD will use the same fee policy as Local Planning which is below:

Local Planning Assistance Office Fee Policy Effective July 1, 2007

County Fee Policy

<u>Population Range</u>	<u>Fee Amount</u>
<5,000	5,750
5,000 - 9,999	7,750
10,000 - 19,999	9,250
20,000 - 29,999	11,250
30,000 - 50,000	12,250
>50,000	13,500

Note: County population counts exclude contract municipal certified counts.

City Fee Policy

<u>Population Range</u>	<u>Fee Amount</u>
<1,500	5,250
1,500 - 2,999	6,750
3,000 - 4,999	7,250
5,000 - 9,999	9,250
10,000 - 14,999	11,250
> 15,000	12,000

Populations based on latest Certified Population of Tennessee



SCTDD
101 Sam Watkins Boulevard
Mount Pleasant, TN 38474
Main Phone: 931-379-2929
Main Fax: 931-379-2640
Web: www.sctdd.org

July 25, 2012

Mayor Michael Dinwiddie
City of Spring Hill
199 Town Center Parkway
Spring Hill, TN 37174

Dear Mayor Dinwiddie:

"We are in an economic downturn. We do not have any development on the horizon. Why on earth do we need a community planner?"

We at the South Central Tennessee Development District (SCTDD) often hear this message from our member communities. We understand the pressures and stresses that come along with managing budgets on a day to day basis during a recession. And we certainly understand that it is critical for communities to ensure the highest return on investment made with public monies -- especially during this current economic downturn.

Your community is faced with a wide range of important issues that are closely tied to land use. Indeed, community planning can be considered the most fundamental type of grassroots economic development, as ensuring that your community is primed and ready for development opportunities at any time is vital to attracting and retaining job and revenue creating businesses in your community. As is commonly said, "time is money"; from high quality housing developments to retail offerings to recreational areas, effective community planning ensures that communities are offering attractive, "turn-key" areas that match the needs and timelines for potential businesses and their employees. Furthermore, community planning helps ensure that one of a community's most precious asset -- developable land -- grows and develops in a way that is consistent with the home community's vision of who they are and who they want to be.

At SCTDD, our vision of community planning is not limited to land use controls like subdivision regulations and zoning documents; we consider "community planning" in the most comprehensive of ways, including economic development, community revitalization, infrastructure, housing, transportation, environmental protection, land preservation and historic preservation.

"SCTDD is an equal opportunity provider, employer and lender."
An association of local governments advocating and promoting community development
BEDFORD • COFFEE • FRANKLIN • GILES • HICKMAN • LAWRENCE
LEWIS • LINCOLN • MAURY • MARSHALL • MOORE • PERRY • WAYNE



SCTDD
101 Sam Watkins Boulevard
Mount Pleasant, TN 38474
Main Phone: 931-379-2929
Main Fax: 931-379-2640
Web: www.sctdd.org

August 28, 2012

INVOICE

Mayor Michael Dimwiddie
City of Spring Hill
Attn: April Goad
P. O. Box 789
Spring Hill, TN 37174

Local Planning Advisory Services:

2 months service, July 1, 2012 – August 31, 2012 **\$2,000.00**

Please send payment to: South Central TN Development District
Attn: Accounts Receivable
101 Sam Watkins Blvd
Mt Pleasant, TN 38474