



TO: President Gardiner and Members of the Town Council

FROM: Jill E. DiTommaso, PE  
Deputy Town Manager

DATE: May 1, 2023

RE: Planning Services

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### **Background**

Our Town Planner's last day was April 21, 2023. We are advertising for his replacement, but expect it to take some time before filling the position. Because the specialized nature of this work, we feel it would be best to hire a consultant to provide temporary planning services until we can find a replacement.

### **Methodology**

Staff needs additional capacity in order to provide the level of review commensurate with the complexity of the currently proposed projects. To that end, we would like to engage HWC Engineering to provide planning services on a time and materials basis and set a not-to-exceed amount per month.

Staff met with HWC's planner that would be assigned to the Town and found their skills and competencies to be a good match. Indeed, the potential incumbent has provided these same services remotely for a number of communities throughout the State.

The currently proposed scope includes reviewing applications, preparing staff reports for the Board of Zoning Appeals (BZA) and Plan Commission (PC), and attending BZA/PC meetings each month. HWC has indicated that they have appropriate staff at a Planner 1 level to perform these services.

If authorized to proceed, we would have an on-site meeting with HWC as soon as possible to establish workflow practices and expectations with staff and begin preparations for future Plan and BZA meetings.

The contract as presented based the fee estimate off of 10 hours per week for the project manager with additional funds added in the event that contract staff may need to stay overnight after the BZA/PC meetings (if attended in person).

The three-month engagement proposes a cost-not-to-exceed \$24,000.

### **Recommendation**

Authorize the Town Manager to execute the agreement for professional services with HWC Engineering to provide temporary planning services.