



STAFF REPORT

PLANNING AND COMMUNITY DEVELOPMENT COMMISSION

JANUARY 20, 2021

ITEM NAME

SPECIAL MEETING – Discussion of Revised Scope/Budget for Comp Plan (Clarion)

STAFF

Reyana Jones, Historic Preservationist/Planner
Philip Strom, Interim Town Planner

INFORMATION

Because the Town was not awarded a DOLA EIAF grant for the comprehensive plan update in the winter of 2020, the budget for that project for 2021 stands at \$80,000 rather than the anticipated \$116,000 (approx.). Principal consultant for Clarion, Darcie White, recommended planning for the “worst-case scenario” (if we cannot get more funds from Town budget or from another grant application) and proposed altering their proposed scope/budget. This would include greatly reducing the role of the Brendle Group during Phases 1-3, compartmentalizing Phase 4 tasks as “add-on” (especially the metrics/monitoring) and leaving the Town with a “staff draft” of the comprehensive plan at the end of 2021 to stay within the \$80,000 2021 budget.

During the 1/11/2021 PCDC regular meeting, Commissioners expressed that they would need to see a revised scope/budget document from Clarion reflecting the changes outlined by White to evaluate the viability of the strategy and deliverables she recommended. Commissioners were especially concerned about the timing of the project and what the “staff draft” deliverable would look like.

White submitted a revised scope/budget for PCDC to consider. After reviewing the revised proposal, Staff believes it is an accurate representation of the changes proposed by White in her initial recommendation email and that nothing unexpected has been altered.

COMMISSION ACTION:

Commissioners should discuss the revised scope/budget document provided by Clarion and direct Staff if any changes should be requested of the consultant to further revise the document before the 1/25/2021 PCDC regular meeting, during which the PCDC will be solidifying the strategy for the comp plan update they want to present to the BOT for their approval.

ATTACHMENTS

- I. Clarion Revised Scope/Budget