

Lincoln County Comprehensive Plan

Steering Committee: Initial Meeting



October 11, 2023

Agenda

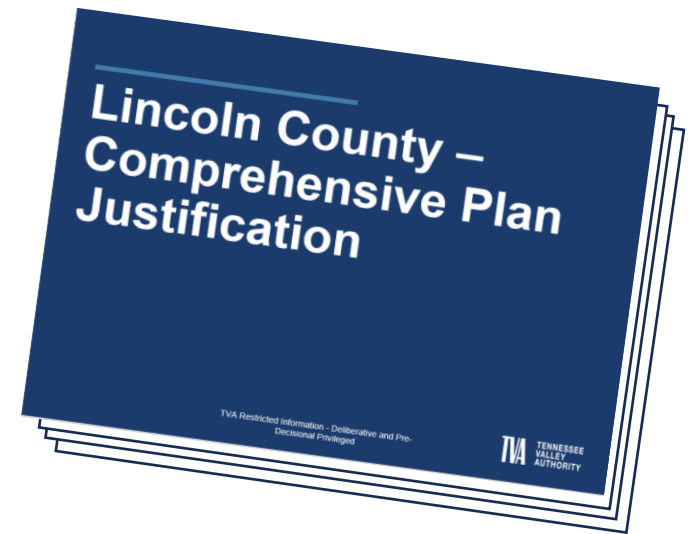
- Present project scope and current status
- Reference T.C.A. Request for Qualification (RFQ) process
- Discuss Qualifications and Scope of Work (SOW) requirements
- Establish notional timeline

Meeting will not exceed one hour.



Overview

A **comprehensive plan** is the adopted official statement of a legislative body of a local government that sets forth *goals*, *policies*, and *guidelines* intended to direct the present and future physical, social, and economic development that occurs within its planning jurisdiction..



A local comprehensive plan represents a “**big picture**” of the community, allowing officials and citizens to explore their communities' major opportunities and challenges and clarify their ideas on the kind of community they would like to live in. The comprehensive planning process provides residents with the opportunity to be involved in creating a vision for their communities and offering input on ways in which that vision may be achieved.

The adopted comprehensive plan offers a series of goals and policies to guide the local government in administering regulations and making capital improvements and investments within the community. Strategies and action steps offer concrete opportunities for implementation.

Source: American Planning Association (<https://www.planning.org/knowledgebase/comprehensiveplanning/>) as referenced in *TVA Connected Communities – Support to Fayetteville / Lincoln County Partnership*



Why should Lincoln County adopt a comprehensive plan?

Community-Defined Vision for the Future



Community members provide input to create a vision for what it will look like to live, work and play in Lincoln County in 20+ years.

Helps ensure future growth can retain / enhance community character.

Guidance for Growth



Clarifies what kind of development the community wants (and does not want) and serves as the basis for future decision making.

Appeals to Potential Employers & Funders



Helps potential employers and residents understand what they can expect if they locate here. Shows we're on par with peer communities' operations.

Alignment with planning is required by some funders.

State Requirement



Tennessee, like many other states, requires local governments to develop comprehensive plan to help manage impacts of rapid growth (Growth Policy, Public Chapter 1101).

Key questions in developing a comprehensive plan

Model Communities



Are there certain communities that have handled development well that we should model Lincoln County's plan after?

Level of Guidance



What level of guidance do we want the comprehensive plan to provide (e.g., general guidance and direction, detailed objectives and timelines)?

Firm Selection Criteria



What are our highest priorities in selecting a firm to support the comprehensive planning process (e.g., cost, timeframe, community engagement skills, past experience with strong community plans in places like Lincoln County)?

Level of Engagement



How engaged should the full Planning Commission be during the comprehensive plan development process? What role should the Planning Commission play in plan development?

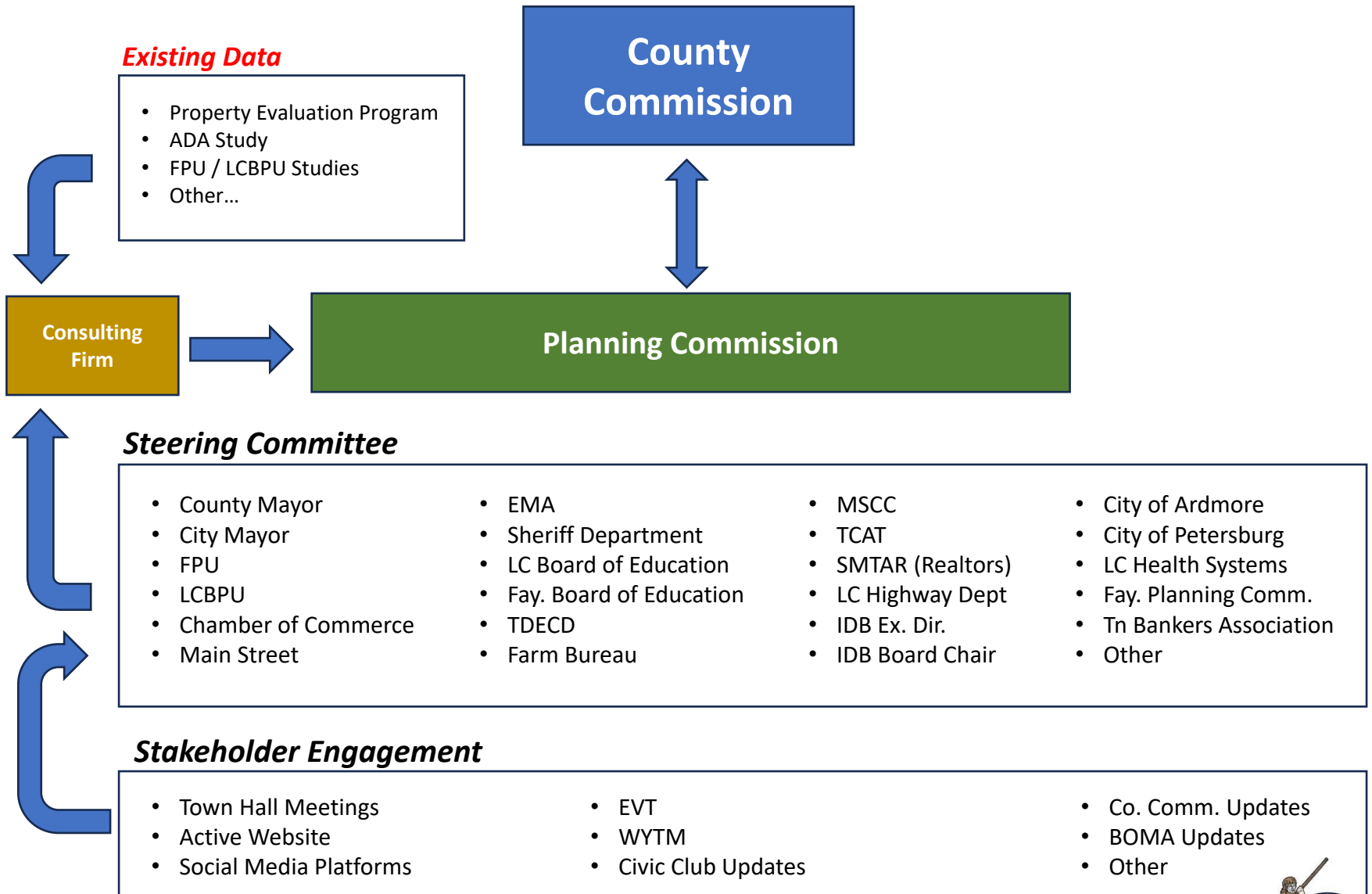
General Project Objectives

Lincoln County's Comprehensive Plan should be:

- **Inclusive** – all stakeholders should be engaged and afforded opportunities for input
- **Transparent** – the process of objective deliberation and decision making should be open, documented, and widely and readily publicized
- **Actionable** – the final Plan should include a timeline of discrete tasks with assigned responsible parties, each with an associated cost estimate, that if accomplished, will lead to the desired successful outcomes identified in the Plan
- **Reasonably Aspirational** – the Plan should propose outcomes that are ambitious yet realistic; goals should represent clear and significant progress
- **Timely** – recent issues have directed the County Commission's attention on the development of a Comprehensive Plan; priority should be placed on successfully completing this task quickly and efficiently
- **Efficient** – numerous studies exist within various County offices; a library of all such relevant data should be collected and leveraged to reduce the cost and improve the quality of the Plan



Comprehensive Plan: Development Process



Steering Committee

Comprehensive Plan Steering Committee assists the Planning Commission by:

- providing input on the general scope, structure, and content of the Plan, including the development of the initial requirements
- reviewing progress periodically to assess the need for changes, additions, or deletions, particularly as informed by stakeholder feedback
- contributing available data, as needed, regarding their particular area of expertise
- promoting awareness and advocating for participation within their sphere of influence



Steering Committee Members

- County Mayor – Bill Newman
- City Mayor – Donna Hartman
- FPU – Britt Dye
- LCBPU – Jo Jo Clark
- Chamber of Commerce – Carolyn Denton
- Main Street – Aimee Byrd
- EMA – Doug Campbell
- Sheriff Department – Joyce McConnell
- LC Board of Education – Bill Heath
- Fay. Board of Education – Eric Jones
- TDECD – John Hatfield
- Farm Bureau – Josh Ogle
- LC Commission Budget Cmt. – Doug Cunningham
- MSCC – Eric Reynolds
- TCAT – (TBD)
- Southern Mid Tn Assoc of Realtors – (TBD)
- LC Highway Dept – Tim Gill
- IDB Ex. Dir. – Elaine Middleton
- IDB Board Chair – Will Thomas
- City of Ardmore – Mike Magnusson
- City of Petersburg – Randy McDonald
- LC Health Systems – Mary Beth Seals
- Fay. Planning Comm. – Jim Donaldson
- Tn Bankers Association – Gay Dempsey
- Other



Solicitation Process

- User defined format
- Recommended 4-week response time
- Distributed through existing service, EVT, direct contact, etc.
- Two-tier process: 1) qualification, and 2) negotiation
- Basic requirement plus modular “add-on” priced separately
- Document library established for reference documents
- Draft compiled from multiple examples
- Steering Committee input to ensure comprehensive scope



Summary of RFQ Process

T.C.A. § 12-4-107 “Contracts for Professional Services”

- For engineering services, any firm licensed within Tennessee may provide “qualifications and experience data” to be evaluated by the selection committee or procurement official.
- Discussions may be held with any qualified firm or firms.
- Once a selection is made, the selection committee or procurement official shall negotiate compensation determined to be “fair and reasonable to the government,” taking into account “the estimated value of the services to be rendered, the scope of work, [and the] complexity and professional nature thereof”.
- If a fair and reasonable price cannot be negotiated, another firm may be engaged for negotiations.
- A city, county or utility district having a satisfactory existing working relationship for architectural or engineering services may expand the scope of the services; provided, that they are within the technical competency of the existing firm, without exercising this section.

Note: Confirmed by CTAS consulting attorney through Melisa Kelton, CTAS County Government Consultant



Qualification Considerations (Step 1)

- Resumes of key personnel
- Staff and resource availability
- Licenses/insurance possessed by the firm (Tennessee)
- Past client/project references with contact info
- List of previously completed Comprehensive Plans
- Other



Scope of Work Considerations

- Potential Topic areas:
 - Land Use
 - Transportation / Infrastructure
 - Housing
 - Community Image
 - Economic Development
 - Planning and Public Services
 - Livability & Code Reform
 - Public Safety
 - Other...
- Prioritized implementation plan (cost, timeframe, owner)
- List of specific potential funding sources
- Community Input
 - Townhall meetings
 - Surveys
 - Social Media
 - Other



Other Considerations

- Stay focused – resist “mission creep”
- Maximizing participation and prioritization for stakeholders
- Budget: 1) adequacy for scope of plan, 2) administrative costs
- Leveraging complementary resources (TVA, TDECD, IDB, other)
- Defining “success”
- Maintaining momentum between monthly meetings
- Other...



Notional Timeline

- Update County Commission and Planning Commission Monthly
- Convene first Steering Committee meeting Oct 10
 - Provide general overview of process
 - Develop recommendations for RFP elements
- Planning Commission finalizes RFP Nov 2
- County Finance Dept issues RFP Nov 6
- Evaluate proposals and make down-select (PC) Dec 7
- Notify successful offeror Dec 8
- Begin discussions / negotiations with selected firm (SC) Dec 13
- PC evaluates format and price Jan 4
- Other (TBD) TBD



Reference Resources

Sample Comprehensive Plans:

Williamson County, TN: <https://www.williamsoncounty-tn.gov/113/Comprehensive-Plan>

Robertson County, TN: https://www.robertsoncountyttn.gov/departments/planning/2040_comprehensive_growth_development.php

Shelbyville, TN: [https://cms9files.revize.com/shelbyvilletn/complanshelbyville%20-%20NVFinal%20Document_July%208_2022%20\(1\).pdf](https://cms9files.revize.com/shelbyvilletn/complanshelbyville%20-%20NVFinal%20Document_July%208_2022%20(1).pdf)

Blount County, TN (in process): <https://www.blounttn.gov/CivicAlerts.aspx?AID=193>

Clarksville/Montgomery County, T (in process): <https://www.cmcrpc.com/complan/>

Boaz, AL: <https://www.cityofboaz.org/DocumentCenter/View/925/Comprehensive-Plan?bidId=#:~:text=The%20Comprehensive%20Plan%20describes%20the,management%20and%20economic%20development%20efforts.>

Pelham, AL: <https://pelhamciviccomplex.com/168/Comprehensive-Plan#:~:text=The%20Pelham%20City%20Council%20adopted,click%20a%20specific%20document%20below.>

