Legislation Text

File #: 19-248, **Version:** 1

TITLE:
Developing a Scope of Work for a Comprehensive Plan for Carrboro
PURPOSE: The purpose of this item is to provide the Board of Aldermen with an opportunity to specify use of the scope of work in seeking professional services to assist with the comprehensive planning process.
DEPARTMENT: Planning

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INFORMATION: The Board of Aldermen reviewed drafts of a scope of work for the development of a comprehensive plan on March 26th and May 28th. An updated draft incorporates a number of comments and additional information in underlined text, as applicable.

1.Task Force Structure. *The scope has been edited to provide some flexibility in the structure at the time the Board of Aldermen is making appointments*.

2.Edits to descriptions and placement of topics related to income inequality/erosion of the middle class and declines in affordability. *Changes have been made as described*.

3.Dots are not to be used as part of community input sessions.

4.Request for worksessions on economic development and the local economy and affordability issues and on the climate crisis and how the Board can engage the community and get their input on the Town's plan. *Worksessions will be part of project schedule*.

5.Changes to climate action references, additions to recent questions and key trends related to climate and reduction of vehicle miles travelled. *Edits to major theme and recent questions/key trends. Reference to "climate emergency" has been added to the previous reference, which matches that used by the state.*

6.Implementation of local living economy and combining work with climate task force. *No changes to scope as comments appear to relate to existing structures and practices.*

7.Community engagement and coordination with other communities; maximizing support and participation by the Board of Aldermen. *Staff are communicating with other GARE member communities and considering their experiences for practices that are successful. Every effort will be made to maximize the support and participation of the Board of Aldermen. See edits to Plan Purpose that seek to emphasize some of the skills we'll be seeking in a consultant to assist with this effort.*

8. Renaming "Citizens' Bill of Rights" to "Community Members' Bill of Rights." *No changes to scope.*

9. Changing the phrase "racial equity" to "race and equity" in major themes. *Change made in major themes section.*

10. Systems approach, consideration of United Nations report on biodiversity and relationship between environment and economics. *No changes to scope.*

From the staff review, the following comments were made, with associated revisions incorporated.

11. Addition of culture history preamble to recognize people who occupied the area before increased intensity in historic period (1882) as well as prehistoric context. *Brief paragraph in preparation*.

12. Updates to Economic Sustainability Plan and Affordable Housing Goals and Strategies. *See edits to table in Plan Components. Staff are preparing extensive update reports for the respective advisory boards so they can begin to review conditions and trends in the fall. Staff will work with the selected consultant on a schedule that includes these actions.*

13. Update to Recreation and Parks Master Plan. *See edits to table in Plan Components that reflect necessity of plan satisfying granting agency requirements for recreation and park projects in the future.*

14. Incorporate equity in framing elements section of Plan Components. *See edit to description in Plan Components.*

15. Clearly define roles of participants, including community members, staff and the consultant. *This is a work in progress - ensuring that all participants know what is needed and expected of them will be key to our success.*

Staff anticipates the need to make non-substantive edits as a final request for proposals is completed for this effort. Any other changes would be made known to the Board of Aldermen before finalizing.

FISCAL & STAFF IMPACT: Costs are estimated to total $ 400,000 over two years, with approximately $250,000 for consultant services.

RECOMMENDATION: It is recommended that the Board of Aldermen specify use of the scope of work in seeking professional services to assist with the comprehensive planning process.

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