

**RESOLUTION 24-73**

**A RESOLUTION TO AUTHORIZE THE ORION PLANNING AND DESIGN GROUP LED BY ROBERT BARBER TO UPDATE THE UNIFIED DEVELOPMENT CODE AND REVIEW PROCESSES FOR DEVELOPMENT SERVICES**

**WHEREAS**, the City of Spring Hill has identified the need for updating and codification of the Unified Development Code; and

**WHEREAS**, the Development Services Department has very lengthy, and difficult processes, for the development of properties,

**WHEREAS**, City staff recommends entering into a Professional Services Agreement with the Orion Planning and Design Group, as they have just completed a survey of processes and the UDC recently, they already have the understanding of this department.

**WHEREAS**, cost of services will be based on a per hour rate, not to exceed \$ 48,750.00

**NOW, THEREFORE BE IT RESOLVED**, the City of Spring Hill Board of Mayor and Aldermen:

1. Approve the Professional Services Agreement with Orion Planning & Design.
2. Authorize the Mayor to execute the Professional Services Agreement, attached hereto.

**Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 18<sup>TH</sup> day of March, 2024.**

  
Jim Hagaman, Mayor

ATTEST:

  
April Goad, City Recorder

LEGAL FORM APPROVED:  
  
Patrick Carter, City Attorney



**REQUEST:** Approval of Resolution 24-73  
**SUBMITTED BY:** M. Dwayne Hicks, Interim Development Director  
**DATE:** March 18, 2024  
**RE:** Update policies, and the UDC for Planning  
**ATTACHMENTS:** Resolution, Backup Data

---

**PURPOSE:**

To approve staff request to sign a contract with Orion Planning & Design

**BACKGROUND:**

The Development Department has had issues with our current Unified Development Code (UDC) and has had issues with our very extensive processes for development. We request that we sign a contract with Orion Planning and Design to review these issues and make suggestions for changes to streamline our processes and aid in a better understanding of the UDC. This firm has very recently studied these issues and presented their findings to the BOMA, thus making them informed and will not be starting from scratch in this effort.

**FINANCIAL IMPACT:**

This contract would be at a rate of \$ 175 dollars per hour, not to exceed \$ 48,750 dollars. Since they are already familiar with these issues, we hope to not reach the full amount this contract.

**ACTION REQUIRED (INCLUDE DEADLINE /PRIORITY):**

BOMA approval is needed immediately to move forward as soon as possible to make the needed changes to our UDC and processes.



March 8, 2024

Pam Caskie, City Manager  
City of Spring Hill, Tennessee  
199 Town Center Parkway  
Spring Hill, TN 37174

Dear Ms. Caskie,

As a follow-up to our recent conversations related to supplementary planning support services for the City of Spring Hill, please accept our strong indication of interest in providing these services. By means of this letter, we would propose to provide the planning support services on-call as specific needs are identified and authorized.

More specifically, these supplementary planning services are anticipated to include, but not necessarily be limited to, targeted revisions to the Unified Development Code, specific project review, code interpretation, and other ad hoc consultation on general planning matters. Services are proposed to be rendered at a standard rate of \$175/hr and invoiced monthly, with any necessary travel reimbursed at cost. Services provided shall not exceed \$48,750.

Our qualifications are on file with Spring Hill. We appreciate the opportunity to provide planning support as Spring Hill moves to refine the effectiveness of its planning tools and processes. Please do not hesitate to let me know if you have any comments or questions, or need further detail. Again, thank you for the opportunity to assist by serving the community in this way.

Sincerely,

Robert Barber, FAICP  
Partner

c. Dwayne Hicks, Development Director

RLB/bb

919 Getwell Road South, Hernando, MS 38632  
c. 901.268.7566  
e. [Bob@orionplanningdesign.com](mailto:Bob@orionplanningdesign.com)

Hernando, MS | Missoula, MT | Chattanooga, TN | St. Simons Island, GA | Jacksonville, FL