

RESOLUTION 25-258

**A RESOLUTION AUTHORIZING STAFF TO REQUEST QUALIFICATIONS FOR
COMMUNITY ENGAGEMENT CONSULTANT SERVICES**

WHEREAS, the City of Spring Hill has initiated a five-year, long-range planning program for 2025-2030; and

WHEREAS, the Board of Mayor and Aldermen has received a draft scope of work from Development Services staff for activities related to the long-range planning program; and

WHEREAS, maximizing community engagement is a high priority and integral to the preparation and update of the City's long-range planning documents; and

WHEREAS, the preparation and implementation of a community engagement plan is crucial to successful community engagement; and

WHEREAS, the Planning Division 2025-2026 budget includes funding for consultant services.

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

Direct staff to publish a request for qualifications for consultant services to prepare, manage, and implement a community engagement plan for Spring Hill's five-year, long-range planning program.

Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 3rd day of November, 2025.



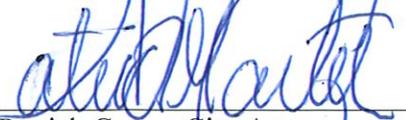
Matt Fitterer, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney

STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Dara Sanders | Development Services Director
DATE: 11/3/2025
SUBJECT: Request for Qualifications for Community Engagement Plan Services

REQUEST:

Staff requests authorization to issue the attached Request for Qualifications for Community Engagement consultant services

BACKGROUND:

On September 15, 2025, the Board of Mayor and Aldermen received a presentation for a high-level draft scope of work for the City's five-year, long-range planning program (2025-2030), which included a recommendation for utilizing consultant services to prepare, manage, and implement a community engagement plan throughout the long-range planning program duration.

FINANCIAL IMPACT:

The financial impact is unknown until staff receives Statements of Qualifications with supporting proposals and associated costs. The Development Services 2025-2026 fiscal budget includes consultant services for this effort.

SUPPORTING DOCUMENTS:

Draft Request for Qualifications





City of Spring Hill

**Request for Qualifications
Five-Year Community Engagement Plan**

November 5, 2025

Statement of Qualifications Due Date:

Thursday, January 5, 2026 at 2:00 pm CST

City of Spring Hill, TN
8060 Station Hill Drive
Spring Hill, TN 37174

Request for Qualifications Community Engagement Plan

Request for Qualifications (RFQ)

For: Preparation, Management, and Implementation of a Community Engagement Plan

Issued by: City of Spring Hill

Date Issued: November 5, 2025

Submission Deadline: January 5, 2026

1. Introduction

The City of Spring Hill Development Services Department is seeking qualified consultants or firms with demonstrated experience in community engagement, public participation, facilitation, and strategic communication to **prepare, manage, and implement a Community Engagement Plan**.

The purpose of this RFQ is to select a consultant firm or team capable of designing and executing inclusive, equitable, and effective community engagement strategies to support the City's five-year, long-range planning program.

2. Project Background

The City of Spring Hill is located south of Nashville, Tennessee. The City comprises of approximately 37 square miles of land area and is estimated to have doubled over the past 10 years to 65,000 residents.

Between 2014 and 2018, the City initiated and completed a series of long-range planning projects, including Spring Hill Rising: 2040, the Bicycle and Greenway Plan, the Major Thoroughfare Plan, and the Unified Development Code (UDC).

Associated with significant population growth, the City has also experienced significant growth through development over the past decade, and the City's Development Services Department staff have dedicated resources to and prioritized current planning over long range planning since the adoption of its UDC in 2018.

The City has prepared a draft scope of work for a five-year long-range planning program (attached to this RFP) that will include a focused update to Spring Hill Rising: 2040, a comprehensive update to the Major Thoroughfare Plan, a Town Center Neighborhood Plan, a Major Corridors Management Plan, and associated updates to the UDC, Municipal Code, and specifications needed to ensure implementation. The City anticipates the majority of this professional planning work to be managed and prepared in-house.

Most of Spring Hill's residents work in the surrounding larger cities and major employers, and a large portion of Spring Hill's community and stakeholders are families with children. This segment of our community, combined with small business owners, would be better served by creative approaches to community engagement that is tailored to their needs, activities, and limitations. The typical charrette or town hall meeting format are expected to be insufficient in meeting stakeholder's needs and City's expectations for community engagement.

3. Scope of Services

The selected consultant/firm will be responsible for the **preparation, management, and implementation** of a Community Engagement Plan throughout the five-year, long-range planning program. The selected consultant/firm will bring creative engagement strategies and forums to meet the needs of our stakeholders and the City's expectations for community engagement. The consultant will operate as an extension of City staff, and the Development Services Department will provide administrative oversight and supplementary staffing support during the implementation of the community engagement plan.

The proposed scope of services may include the following tasks:

a. Project Initiation & Planning

- Review relevant background materials and data.
- Meet with Organization staff to confirm project goals, timeline, and expectations.
- Develop a detailed work plan and schedule.

b. Community Engagement Plan Development

- Identify stakeholder groups and key audiences in Spring Hill.
- Develop outreach strategies tailored to diverse populations and stakeholders, including historically underrepresented communities.
- Recommend engagement tools (e.g., workshops, surveys, focus groups, digital platforms).
- Outline communication materials and methods for feedback collection and reporting.

c. Implementation & Facilitation

- Manage and facilitate engagement activities, both in-person and virtual.
- Coordinate logistics, materials, and translation/interpretation as needed.
- Document and synthesize community input.

d. Reporting & Evaluation

- Prepare summaries of engagement activities and outcomes.
- Provide recommendations for continued engagement and relationship-building.
- Deliver a final Community Engagement Report summarizing the process, results, and lessons learned.

4. Deliverables

- a. Community Engagement Plan tailored to the specific needs of the Spring Hill community and stakeholders (draft and final versions)
- b. Schedule and work plan for engagement activities
- c. Engagement events and meetings
- d. Engagement materials and presentations
- e. Summary engagement reports after each engagement phase
- f. Final Community Engagement Report (comprehensive summary of methods, participation data, findings, and recommendations)

5. Qualifications

Respondents should demonstrate:

- a. Experience designing and implementing community engagement processes for public agencies similar to Spring Hill.
 - b. Knowledge of creative, inclusive, and equitable engagement practices.
 - c. Experience facilitating public meetings, workshops, and online engagement.
 - d. Strong communication and project management skills.
 - e. Familiarity and experience with the long-range planning efforts outlined in the City's draft scope of work.
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6. Submittal Requirements

Each submission must include the following:

- a. **Letter of Interest** (1–2 pages)
 - o Briefly describe the firm's interest and understanding of the project.
 - b. **Qualifications and Experience**
 - o Overview of firm or consultant's background.
 - o Description of relevant projects, including client, scope, outcomes, and references.
 - o Known conflicts of interest
 - c. **Project Team**
 - o Names, roles, resumes, certifications, and availability of key personnel.
 - d. **Approach and Methodology**
 - o Description of the proposed approach to community engagement.
 - e. **References**
 - o Minimum of three (3) relevant client references with contact information.
 - f. **Cost**
 - o Detailed cost estimate by task.
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7. Selection Process and Evaluation Criteria

Submissions will be evaluated according to the following criteria:

- a. Qualifications and availability of personnel and subconsultants
- b. Project understanding and responsiveness to project description
- c. Project Approach and Methodology
- d. Prior relevant experience with projects of a similar size and complexity
- e. Past record of performance with the City of Spring Hill
- f. Project timeline including estimated completion.
- g. Project cost

Shortlisted firms may be invited for an interview or presentation before final selection.

8. Submission Instructions

- Statements of qualification must be received by **January 5, 2026** by 2:00 PM.
- **Submission Method:** Three (3) hard copies and one (1) electronic copy in PDF format to:

**April Goad, City Recorder
199 Town Center Parkway
Spring Hill, TN 37174**

- **Subject Line:** “RFQ – Community Engagement Plan – [Your Organization Name]”

Late submissions will not be accepted for consideration.

9. Schedule (Tentative)

Milestone	Date
RFQ Issued	November 5, 2025
Questions Due	November 24, 2025
Responses to Questions Issued	December 5, 2025
Submissions Due	January 5, 2026
Shortlist/Interviews	Week of January 19, 2026
Selection/Notification	February 3, 2026
Project Start	February 16, 2026

10. Contact Information

All inquiries regarding this RFQ must be submitted in writing to:

Stacy Mitovich, Project Manager
Spring Hill Development Services Department
Email: smitovich@springhilltn.org
Phone: [Insert Phone Number]

11. Equal Employment Opportunity

The City of Spring Hill, Tennessee does not discriminate administering any of its programs and activities. The consultant(s) awarded the contract for professional design services for this project will be required to assure

that no person shall be denied employment or fair treatment, or in any way discriminated against on the basis of race, sex, religion, age, national origin, or disability.

City of Spring Hill
Five-Year Long-Range Planning Program
Draft Scope of Work
September 2025

Community Engagement Plan

The preparation and implementation of an engagement plan aims to maximize public involvement throughout the planning process by tailoring our outreach strategy to the specific needs of Spring Hill for better project outcomes. The plan will identify what we intend to achieve through engagement, our community's communication needs, and engagement methods that could reach a larger audience (meetings, surveys, workshops, events, and etc.). It will identify stakeholder groups and the make-up of an advisory group, and it will include milestones and critical path items for which engagement is crucial.

Engagement is often the highest cost and time expenditure in the long-range planning process. City staff intend to utilize consultant services to support and manage our engagement needs.

Task 1 Deliverables: Request for Proposals
Contract Award
Draft Engagement Plan
Final Engagement Plan

Task 1 Meetings: Consultant Interviews
Board of Mayor and Aldermen contract award
Consultant-Staff meetings
Planning Commission (PC) work session review of plan
Board of Mayor and Aldermen (BOMA) work session review of plan

Spring Hill Rising Focused Update

Staff began the Focused Update to Spring Hill Rising 2040, the Comprehensive Master Plan for our city. Building upon the foundations established by the original efforts of decades past, Spring Hill Rising is the general plan for land use and policies intended to guide and address both current and future needs. All community members are encouraged to participate in the update process by providing feedback during the engagement activities.

Task 1: Engagement Plan

The Spring Hill Rising engagement plan will identify what we intend to achieve through engagement efforts, our community's communication needs, and engagement methods that could reach a larger audience (meetings, surveys, workshops, events, and etc.). It will identify stakeholder groups and an advisory group, and it will include milestones and critical path items for which engagement is crucial.

Task 1 Deliverables: Final Engagement Plan
Advisory Committee assembly
Project webpage

Draft schedule of meetings and engagement activities
Engagement materials, surveys, and announcements
Community input and feedback results
Meeting notes
Meeting presentations

Task 1 Meetings: Open house meetings
Workshops
Community and pop-up events
Advisory Committee kick-off and working meetings
City staff meetings
Joint Planning Commission-BOMA workshop

Task 2: Project Kickoff

The focused update to Spring Hill Rising will begin with a project kickoff meeting that brings together the project stakeholders, City team, and consultant team to review the project scope and schedule, establish communication protocols, and identify everyone's role in the project.

Task 2 Deliverables: Kickoff meeting agenda and notes
Project webpage
Project schedule

Task 2 Meetings: Kickoff meeting

Task 3: Needs Assessment

A needs assessment is a report prepared by City staff that guides the preparation of the Spring Hill Rising focused update. This exercise includes an extensive evaluation of current conditions, trends, opportunities, strengths, and needs. Staff will perform a windshield survey and analyze existing, approved, and planned conditions. This analysis will include, but will not be limited to, analysis of emerging development pressure within the City, development and construction practice trends, approved and planned conditions in the City's Urban Growth Boundary (UGB) and beyond, and impacts of zoning and development approvals over the past 10 years on the validity of the current plan.

This report will evaluate updates to the plan's land use map, goals, policies, and actions, with emphasis on infill properties west of I-65 and all property east of I-65. In addition to our professional evaluation, community and stakeholder input will also inform the issues identified in the needs assessment. The issues identified in the report will include an analysis of each issue and recommendations to address each issue.

Task 3 Deliverables: Meeting agendas and notes
Meeting announcements and notices
Windshield survey results
Webpage updates
Meeting presentation(s)
Draft Needs Assessment
Final Needs Assessment

Task 3 Meetings: Community engagement meetings/workshops

Stakeholder meetings
Advisory Committee meetings
PC work session
BOMA work session

Task 4: Administrative Draft

Using the final needs assessment as a roadmap, City staff will prepare an internal, administrative draft of the focused update. This draft will be circulated for City team and the Advisory Committee review. The comments and feedback collected from both groups will inform the City's preparation of the Public Review Draft.

Task 4 Deliverables: Meeting agendas and notes
Administrative Draft

Task 4 Meetings: City staff meetings
Advisory Committee meetings

Task 5: Public Review Draft

Using the comments and feedback on the Administrative Draft, City staff will prepare a Public Review Draft of the focused update. This draft will be presented at one or more community meetings, a PC work session, and a BOMA work session. The comments and feedback collected will inform the City's preparation of a Public Hearing Draft.

Task 5 Deliverables: Meeting agendas and notes
Meeting announcements and notices
Meeting presentations
Webpage updates
Public Review Draft

Task 5 Meetings: Community engagement meetings/workshops
City staff meetings
Advisory Committee meetings
Stakeholder meetings
PC work session
BOMA work session

Task 6: Public Hearing Draft

Using the comments and feedback on the Public Review Draft, City staff will prepare a Public Hearing Draft of the focused update. This draft will be presented to the PC for review and recommendation to the BOMA, and the BOMA will take final action on the update.

Task 6 Deliverables: Meeting agendas and notes
Meeting announcements and public notices
Meeting presentations
Webpage updates
Public Hearing Draft

Task 6 Meetings: City staff meetings

PC work session(s) and voting meeting(s)
BOMA work session(s) and voting meeting(s)

Task 7: Adopted Plan

City staff will incorporate all modifications made by the PC and BOMA, post the adopted plan to the City's website, record the adopted plan with both counties, and distribute the plan to all applicable City staff and decision makers.

Major Thoroughfare Plan Comprehensive Update

This update has been prepared to address future growth issues as the City continues to expand. This plan emphasizes connectivity and looks out to the year 2040 to guide infrastructure planning and construction.

Task 1: Engagement Plan

The Major Thoroughfare engagement plan will identify what we intend to achieve through engagement efforts, our community's communication needs, and engagement methods that could reach a larger audience (meetings, surveys, workshops, events, and etc.). It will identify stakeholder groups and advisory group, and it will include milestones and critical path items for which engagement is crucial.

Task 1 Deliverables: Final Engagement Plan

Advisory Committee assembly
Project webpage
Draft schedule of meetings and engagement activities
Engagement materials, surveys, and announcements
Community input and feedback results
Meeting notes
Meeting presentations

Task 1 Meetings:

Open house meetings
Workshops
Community and pop-up events
Advisory Committee kick-off and working meetings
City staff meetings
Joint Planning Commission-BOMA workshop

Task 2: Project Kickoff

The Major Thoroughfare Plan update will begin with a project kickoff meeting that brings together the City and consultant teams to review the project scope and schedule, establish communication protocols, and identify everyone's role in the project.

Task 2 Deliverables: Kickoff meeting agenda and notes

Project webpage
Project schedule

Task 2 Meetings:

Kickoff meeting

Task 3: Needs Assessment

This report will evaluate updates to the existing Major Thoroughfare Plan with a focus on infill properties west of I-65 and all property east of I-65. Staff will perform a windshield survey and analyze existing, approved, and planned conditions. These conditions include environmental features (bodies of water, floodplain, topography, etc.), development approvals (within the City limits, UGB, and both Counties), and the Counties' long-range plans.

In addition to our professional analysis and evaluation, community and stakeholder input will also inform the issues identified in the needs assessment. The issues identified in the report will include an analysis of each issue and recommendations to address each issue.

Task 3 Deliverables: Meeting agendas and notes
Meeting announcements and notices
Windshield survey results
Webpage updates
Meeting presentation(s)
Draft Needs Assessment
Final Needs Assessment

Task 3 Meetings: Community engagement meetings/workshops
Stakeholder meetings
Advisory Committee meetings
PC work session
BOMA work session

Task 4: Administrative Draft

Using the final needs assessment as a roadmap, City staff will prepare an internal, administrative draft of the update. This draft will be circulated for City team and the Advisory Committee review. The comments and feedback collected from both groups will inform the City's preparation of the Public Review Draft.

Task 4 Deliverables: Meeting agendas and notes
Administrative Draft

Task 4 Meetings: City staff meetings
Advisory Committee meetings

Task 5: Impact Fee Study

Additional growth has required Spring Hill to provide additional transportation infrastructure that cannot be met adequately by the local sales tax or property tax. An update to Impact Fees is needed to provide a framework that outlines additional revenue.

Task 5 Deliverables: Request for Proposals
Contract Award
Scope of work
Fee study draft
Fee study final
Staff reports

Resolution

*Task 5 Meetings: Consultant Interviews
Board of Mayor and Aldermen contract award
Consultant-Staff meetings
PC work session and voting meeting
BOMA work session and voting meeting(s)*

Task 6: Public Review Draft

Using the comments and feedback on the Administrative Draft, City staff will prepare a Public Review Draft of the update. This draft will be presented at one or more community meetings, a PC work session, and a BOMA work session. The comments and feedback collected will inform the City's preparation of a Public Hearing Draft.

*Task 6 Deliverables: Meeting agendas and notes
Meeting announcements and notices
Meeting presentations
Webpage updates
Public Review Draft*

*Task 6 Meetings: Community engagement meetings/workshops
City staff meetings
Advisory Committee meetings
Stakeholder meetings
PC work session
BOMA work session*

Task 7: Public Hearing Draft

Using the comments and feedback on the Public Review Draft, City staff will prepare a Public Hearing Draft of the update. This draft will be presented to the PC for review and recommendation to the BOMA, and the BOMA will take final action on the update.

*Task 7 Deliverables: Meeting agendas and notes
Meeting announcements and public notices
Meeting presentations
Webpage updates
Public Hearing Draft*

*Task 7 Meetings: City staff meetings
PC work session(s) and voting meeting(s)
BOMA work session(s) and voting meeting(s)*

Task 8: Adopted Plan

City staff will incorporate all modifications made by the PC and BOMA, post the adopted plan to the City's website, record the adopted plan with both counties, and distribute the plan to all applicable City staff and decision makers.

Town Center Neighborhood Plan

An established downtown is crucial for a community's economic health, social cohesion, and unique identity. It serves as a central hub for commerce, culture, and social life, offering benefits that are difficult to replicate in other areas. A Town Center Plan would be a useful strategic guide for a future vibrant town center.

Task 1: Engagement Plan

The Town Center Neighborhood Plan engagement plan will identify what we intend to achieve through engagement efforts, our community's communication needs, and engagement methods that could reach a larger audience (meetings, surveys, workshops, events, and etc.). It will identify stakeholder groups and an advisory group, and it will include milestones and critical path items for which engagement is crucial.

Task 1 Deliverables: Final Engagement Plan

Advisory Committee assembly

Project webpage

Draft schedule of meetings and engagement activities

Engagement materials, surveys, and announcements

Community input and feedback results

Meeting notes

Meeting presentations

Task 1 Meetings:

Open house meetings

Workshops

Community and pop-up events

Advisory Committee kick-off and working meetings

City staff meetings

Joint Planning Commission-BOMA workshop

Task 2: Project Kickoff

The Town Center Neighborhood Plan will begin with a project kickoff meeting that brings together the City and consultant teams to review the project scope and schedule, establish communication protocols, and identify everyone's role in the project.

Task 2 Deliverables: Kickoff meeting agenda and notes

Project webpage

Project schedule

Task 2 Meetings:

Kickoff meeting

Task 3: Needs Assessment

This report will utilize the consulting work prepared and delivered to the City's Town Center Redevelopment Committee to-date and build on their efforts. This exercise includes an analysis of current conditions, trends, opportunities, strengths, and needs. The analysis will include, but will not be limited to, an inventory of undeveloped and underdeveloped properties, identification of culturally and historically significant properties, a focus on infill opportunities, existing and planned conditions, feedback received during the Spring Hill Rising and Major Thoroughfare Plan updates, and an evaluation of impediments to development under the current zoning and development regulations.

In addition to our professional analysis and evaluation, community and stakeholder input will also inform the issues identified in the needs assessment. The issues identified in the report will include an analysis of each issue and recommendations to address each issue.

Task 3 Deliverables: Meeting agendas and notes
Meeting announcements and notices
Webpage updates
Meeting presentation(s)
Draft Needs Assessment
Final Needs Assessment

Task 3 Meetings: Community engagement meetings/workshops
Stakeholder meetings
Advisory Committee meetings
PC work session
BOMA work session

Task 4: Administrative Draft

Using the final needs assessment as a roadmap, City staff will prepare an internal, administrative draft of the update. This draft will be circulated for City team and the Advisory Committee review. The comments and feedback collected from both groups will inform the City's preparation of the Public Review Draft.

Task 4 Deliverables: Meeting agendas and notes
Administrative Draft

Task 4 Meetings: City staff meetings
Advisory Committee meetings

Task 5: Public Review Draft

Using the comments and feedback on the Administrative Draft, City staff will prepare a Public Review Draft of the update. This draft will be presented at one or more community meetings, a PC work session, and a BOMA work session. The comments and feedback collected will inform the City's preparation of a Public Hearing Draft.

Task 5 Deliverables: Meeting agendas and notes
Meeting announcements and notices
Meeting presentations
Webpage updates
Public Review Draft

Task 5 Meetings: Community engagement meetings/workshops
City staff meetings
Advisory Committee meetings
Stakeholder meetings
PC work session
BOMA work session

Task 6: Public Hearing Draft

Using the comments and feedback on the Public Review Draft, City staff will prepare a Public Hearing Draft of the update. This draft will be presented to the PC for review and recommendation to the BOMA, and the BOMA will take final action on the update.

*Task 6 Deliverables: Meeting agendas and notes
Meeting announcements and public notices
Meeting presentations
Webpage updates
Public Hearing Draft*

*Task 6 Meetings: City staff meetings
PC work session(s) and voting meeting(s)
BOMA work session(s) and voting meeting(s)*

Task 7: Adopted Plan

City staff will incorporate all modifications made by the PC and BOMA, post the adopted plan to the City's website, record the adopted plan with both counties, and distribute the plan to all applicable City staff and decision makers.

Major Corridor Management Plan

This planning effort will create a strategy for enhancing existing development and guiding new development and redevelopment along the City's major transportation corridors, such as Main Street, Duplex Road, Port Royal Road South, Kedron Road, and new major corridors identified for east of I-65. The purpose of adopting a framework is to achieve a cohesive design for each corridor through greenfield development, infill development, and redevelopment projects.

Task 1: Engagement Plan

Utilizing the same consultant selected to prepare the Spring Hill Rising engagement plan, the Major Corridor Management Plan engagement plan will identify what we intend to achieve through engagement efforts, our community's communication needs, and engagement methods that could reach a larger audience (meetings, surveys, workshops, events, and etc.). It will identify stakeholder groups and an advisory group, and it will include milestones and critical path items for which engagement is crucial.

*Task 1 Deliverables: Final Engagement Plan
Advisory Committee assembly
Project webpage
Draft schedule of meetings and engagement activities
Engagement materials, surveys, and announcements
Community input and feedback results
Meeting notes
Meeting presentations*

Task 1 Meetings: *Open house meetings*
Workshops
Community and pop-up events
Advisory Committee kick-off and working meetings
City staff meetings
Joint Planning Commission-BOMA workshop

Task 2: Project Kickoff

The Major Corridor Management Plan will begin with a project kickoff meeting that brings together the City and consultant teams to review the project scope and schedule, establish communication protocols, and identify everyone's role in the project.

Task 2 Deliverables: *Kickoff meeting agenda and notes*
Project webpage
Project schedule

Task 2 Meetings: *Kickoff meeting*

Task 3: Needs Assessment

This exercise includes an extensive evaluation of current conditions, trends, opportunities, strengths, and needs. Staff will perform a windshield survey and analyze existing, approved, and planned conditions along our major corridors. This analysis will include, but will not be limited to, analysis of existing conditions, approved and planned conditions, impacts of zoning and development approvals over the past 25 years, access management, and opportunities to minimize pressure on surrounding neighborhoods through increased development opportunities on corridors.

In addition to our professional evaluation, community and stakeholder input will also inform the issues identified in the needs assessment. The issues identified in the report will include an analysis of each issue and recommendations to address each issue.

Task 3 Deliverables: *Meeting agendas and notes*
Meeting announcements and notices
Windshield survey results
Webpage updates
Meeting presentation(s)
Draft Needs Assessment
Final Needs Assessment

Task 3 Meetings: *Community engagement meetings/workshops*
Stakeholder meetings
Advisory Committee meetings
PC work session
BOMA work session

Task 4: Administrative Draft

Using the final needs assessment as a roadmap, City staff will prepare an internal, administrative draft of the focused update. This draft will be circulated for City team and the Advisory Committee review. The comments and feedback collected from both groups will inform the City's preparation of the Public Review Draft.

*Task 4 Deliverables: Meeting agendas and notes
Administrative Draft*

*Task 4 Meetings: City staff meetings
Advisory Committee meetings*

Task 5: Public Review Draft

Using the comments and feedback on the Administrative Draft, City staff will prepare a Public Review Draft of the focused update. This draft will be presented at one or more community meetings, a PC work session, and a BOMA work session. The comments and feedback collected will inform the City's preparation of a Public Hearing Draft.

*Task 5 Deliverables: Meeting agendas and notes
Meeting announcements and notices
Meeting presentations
Webpage updates
Public Review Draft*

*Task 5 Meetings: Community engagement meetings/workshops
City staff meetings
Advisory Committee meetings
Stakeholder meetings
PC work session
BOMA work session*

Task 6: Public Hearing Draft

Using the comments and feedback on the Public Review Draft, City staff will prepare a Public Hearing Draft of the focused update. This draft will be presented to the PC for review and recommendation to the BOMA, and the BOMA will take final action on the update.

*Task 6 Deliverables: Meeting agendas and notes
Meeting announcements and public notices
Meeting presentations
Webpage updates
Public Hearing Draft*

*Task 6 Meetings: City staff meetings
PC work session(s) and voting meeting(s)
BOMA work session(s) and voting meeting(s)*

Task 7: Adopted Plan

City staff will incorporate all modifications made by the PC and BOMA, post the adopted plan to the City's website, record the adopted plan with both counties, and distribute the plan to all applicable City staff and decision makers.

Implementation

The update to Spring Hill Rising will provide a checklist to implement and reflect the feedback we received from citizens throughout the community engagement process. Below are the anticipated implementation tasks, for which additional information will be provided as each planning effort concludes and specific implementation needs are identified and approved by Planning Commission and BOMA.

Task 1: Unified Development Code Amendments

Task 2: Municipal Code Updates

Task 3: Specifications, details, and process updates

Task 4: Capital Improvement Plan alignment

Task 5: Procedural Updates