

**AGENDA**  
 CITY OF AUGUSTA  
 Planning Commission  
 March 13, 2017  
 8:00am

*“Augusta – Where the metro’s edge meets the prairie’s serenity offering the perfect blend of opportunity and proximity for living, commerce and culture.”*

**A. CALL TO ORDER**

**B. MINUTES**

**1. FEBRUARY 27, 2017 MINUTES**

Approval of minutes for February 27, 2017 Planning Commission meeting.

**a) Commission Motion/Vote**

**C. BUSINESS**

**1. AUGUSTA PRIDE AND PROGRESS COMPREHENSIVE PLAN**

Review planning consultant Statement of Qualifications (SOQ) presented by Foster Design Associates, LLC and Professional Engineering Consultants, P.A. Consider consultant interviews to take place on Monday, April 10, 2017.

**a) Staff Report**

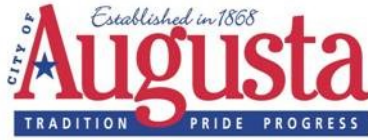
**b) Commission Motion/Vote**

**D. MATTERS FROM / FOR COMMISSION**

**1. Upcoming dates for comprehensive plan consultant selection process:**

April 10, 2017	The Augusta Planning Commission will interview potential planning consultants. Afterwards, the Assistant City Manager will begin working with the selected consultant to produce an Agreement that will be officially approved by the Augusta City Council.
May 1, 2017	Agreement and Scope of Planning Services presented to the Augusta City Council for final approval.

**E. ADJOURN**



**Planning Commission Minutes**  
February 27, 2017  
8:00am

**Members Present:** David Bisagno; Joe Luinstra; Rick Blue; Connie Thurman; H.V. Chapin; David Berndsen

**Members Absent:** Elmer Simon

**Staff Present:** Josh Shaw, City Manager  
Cody Sims, Assistant City Manager  
Susan Smith, Community Development Administrative Assistant

**Visitors Present:** (no visitors)

**Minutes:** Berndsen made a motion to approve the minutes from the December 12, 2016 meeting; Chapin seconded the motion. Motion carried without opposition.

**Business:** Bisagno introduced the first item of business: *Elect Planning Commission Chair and Vice Chair for 2017*. Sims gave the staff report. Blue made a motion to approve David Bisagno as Chair and Connie Thurman as Vice Chair; Chapin seconded the motion. Motion carried without opposition.

Bisagno introduced the second item of business: *Site Plan for Shryock Park*. Sims provided staff with a Site Plan for Shryock Park submitted by Schwab-Eaton, PA. The Site Plan was reviewed by the Parks Advisory Board on February 23, 2017 and recommended approval to the Planning Commission. Thurman made the motion to approve the Site Plan at Shryock Park for recreational development. Luinstra seconded the motion. Motion carried without opposition.

Bisagno introduced the third item of business: *Augusta Pride and Progress Comprehensive Plan*. Sims provided the staff report and distributed two Statements of Qualification that were submitted to City Hall prior to the deadline on February 24, 2017. Sims instructed the Planning Commission to review the submittals and prepare for further discussion on March 13, 2017.

**Adjourn:** Thurman made a motion to adjourn at 9:13am. Luinstra seconded the motion. Motion carried without opposition.

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Susan Smith, Secretary



**CITY OF AUGUSTA  
PLANNING COMMISSION  
AGENDA REPORT**

Meeting Date:           March 13, 2017  
 Department:           Community Development  
 Submitted By:         Cody Sims, Assistant City Manager  
 Prepared By:          Cody Sims, Assistant City Manager  
 Agenda Title:         **Augusta Pride and Progress Comprehensive Plan**

**RECOMMENDED ACTION:**

Review planning consultant Statement of Qualifications (SOQ) presented by Foster Design Associates, LLC and Professional Engineering Consultants, P.A. Consider consultant interviews to take place on Monday, April 10, 2017.

**BACKGROUND:**

Pursuant to Goal No. 3c of the 2014 – 2018 Strategic Plan:

*Goal No. 3 – Contribute to expansion of businesses and high-paying jobs by supportive City initiatives, responsive municipal services and efficient coordination among community partners.*

*c. Adopt a new Comprehensive Plan for growth for the next 20 years.*

At the February 27, 2017 Planning Commission meeting, City staff distributed Qualifications received from qualified planning consultants interested in serving as the City’s consultant for the Augusta Pride and Progress Comprehensive Plan. Qualifications were received from Foster Design Associates, LLC and Professional Engineering Consultants, P.A.

**ANALYSIS:**

At this point in the process, the Planning Commission must focus on qualifications of each consultant to determine which will best meet the needs of the City of Augusta throughout the planning process. Both of the contractors are accomplished in the field of planning; however, there is a significant difference in cost between the two. Because the City distributed a Request for Qualifications (RFQ) and not a Request for Proposals (RFP) the Planning Commission has the ability to consider more than

just cost when selecting a consultant. Both firms estimate the project will take 12 – 14 months to complete.

The Planning Commission needs to start preparing for consultant interviews. If there is only one firm that stands out, the Planning Commission can invite that firm in for an interview to determine if there is a desire to move forward with the planning process. However, the Planning Commission can also invite both firms in for an interview to get an in-person feel for each. In order to provide enough time for preparation, interviews are slated to take place on Monday, April 10, 2017.

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**Zoning Administrator Approval Date:** 03-09-17