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# HE Planning+Design, LLC

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December 6, 2021

Mr. Matthew Cox  
Director of Community Development  
Town of Trophy Club  
1 Trophy Wood Drive  
Trophy Club, Texas 76262

***RE: Professional Services Agreement for Planning Services for the Town of Trophy Club,  
Denton and Tarrant County, Texas.***

Dear Matthew:

Thank you for considering HE Planning+Design, LLC (HE P+D) for professional on-call planning services for the Town of Trophy Club. I have outlined the services I propose to complete below.

## ***SCOPE OF SERVICES***

### **Planning Tasks**

HE P+D will provide technical review of the following applications:

1. Zoning Applications, including Straight Zoning, Specific Use Permits, Conditional Use Permits, and Planned Development Districts;
2. Board of Adjustment Applications;
3. Site Plan Applications;
4. Plat Applications;
5. Landscape and Screening Applications;
6. Sign Applications;
7. Variance and Waiver Applications;
8. Draft Agendas and Case Reports for posting;
9. Drafting PD, SUP, and CUP ordinances for city attorney review;
10. Minor ordinance and Comprehensive Plan amendments necessary to process a zoning application; and
11. Respond to zoning and development inquiries from city staff and others (as authorized by staff) and provide direction based on ordinance regulations in effect at the time of the inquiry.

### **Method**

HE P+D will:

1. Review the applications and identify compliance with the adopted zoning ordinance, subdivision regulations, comprehensive plan, and other adopted plans;
2. Provide the reviews in written and graphic format (PDF review) for clear understanding of the comments;

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3. Coordinate review comments for consensus with staff, city engineer, city attorney, Trophy Club Municipal Utility District, TXDOT, and other required entities as authorized by you;
4. Will prepare the yearly submission application calendar and provide updates as indicated and directed by you and the Town Secretary throughout the year; and
5. Will update application forms as requested/needed.

## **Review Turnaround**

HE P+D will provide the review comments within seven (7) business days of receipt of the application.

Agendas, publications in the official newspaper, and public hearing notices will be sent to you and the Town Secretary for posting in the Town's official agenda location and on the Town of Trophy Club website. Notifications that are required to be mailed will be provided to you and the Town Secretary for mailing from the Town. HE P+D will provide the ownership database for mailing label production. Agendas will be sent no later than 96 hours prior to a posting deadline. Publications required to appear in Trophy Club's official newspaper will be sent via email to the publication office 24 hours prior to the publication's deadlines unless directed to submit notifications to the Town Secretary for submission.

Please note, applicants that do not resubmit according to the deadline date on the adopted development calendar will be processed on an amended schedule and will not be placed on the originally anticipated agenda date for consideration.

## **Meetings**

HE P+D, Helen-Eve L. Beadle, AICP will attend meetings with applicants, consultants, and town staff in person or via internet session, as directed by you.

## ***FEE AND BILLING***

HE P+D will accomplish the services described above based on an hourly rate of \$150.00, in effect at the time the services are provided. Direct expenses such as blueprinting, copying (full size and reductions included), scanning, color copies, mileage, deliveries, will be invoiced at 1.15 times cost.

On-call Planning Services

Hourly, not to exceed \$25,000.00\*

\*The fee quoted above is based on review of past agendas available and general understanding of the number of cases per year. Should the scope of services change from the contents in this agreement, I will notify you of the need to reconsider the scope.

Invoices will be submitted monthly based on services performed. Billing will be due and payable to HE Planning+Design, LLC, 8458 Howell Drive, Frisco, Texas 75034 within 25 days of receipt.

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## *ADDITIONAL SERVICES*

Any items requested by you that are not outlined in the above scope would be considered additional services and would be provided as requested and authorized by you. In the event you need these services for such items I can provide you with a letter agreement for them.

This scope does not include:

1. Preconstruction meeting attendance, Public Improvement Developer's Agreements, Financial Assurance, Bonds, Construction Contracts, Inspections, Impact Fee updates, and Right-of-Way Permits as those tasks are under the responsibility of an engineer.
2. Comprehensive Plan updates, zoning ordinance, subdivision ordinance, and ordinance rewrites/updates.
3. GIS Geographic Information System services including mapping updates.

## *CLOSURE*

Your signature and return of one copy of this professional services agreement shall serve as direction to proceed.

I appreciate the opportunity to submit this agreement for on-call professional planning services. Please contact me if you have any questions. I look forward to working with you and the Town of Trophy Club.

Sincerely,



Helen-Eve L. Beadle, AICP

AGREED and accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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**Matthew Cox**  
**Director of Community Development**  
**Town of Trophy Club**