REPORT TO THE BOARD OF MAYOR & ALDERMEN

DATE: November 9, 2026

FROM: Michael Clark, Community and Economic Development Director

SUBJECT: First Contract Amendment with Freese & Nichols, Inc. to Conduct a Code Diagnostic

INTRODUCTION:
Staff requests approval of the First Amendment to Contract GS-25-01552 with Freese and Nichols, Inc. (FNI), adding a code diagnostic to the Collierville 2050 Comprehensive Plan project for a lump sum fee of $65,000.00. The amendment raises the total contract amount from $500,000.00 to $565,000.00.

The diagnostic will identify the conflicts and major changes needed to the Town's zoning and land development regulations so that the 2050 Comprehensive Plan can be implemented. It is a planning-level review and recommendation report, not a rewrite of the Town's codes.

BACKGROUND:
On September 22, 2025, the Town entered into a Professional Services Agreement with Freese and Nichols, Inc., a Texas corporation, to prepare the Collierville 2050 Comprehensive Plan. The original agreement totaled $500,000.00 and is recorded as Contract GS-25-01552.

While a comprehensive plan sets the Town's long-range vision, the zoning ordinance and subdivision regulations are the tools that put it into effect. As the 2050 Plan advances, staff has identified the need to confirm how well the Town's current regulations align with the Plan's goals and strategies, and where they do not. FNI submitted a proposal dated October 12, 2026, to perform that review as a code diagnostic, and the proposal is attached to the amendment as Exhibit A.

Because the work is an addition to the scope of the existing agreement, it is processed as a First Amendment to Contract rather than a new procurement. The amendment amends Section 1.00, Scope of Agreement, and ratifies all other terms of the original agreement.

DISCUSSION:
FNI will review the Town's adopted plans and policies (including the Comprehensive Plan 2050, Major Road Plan, Greenbelt Master Plan, and Tree Policy), the zoning regulations in Title 15, Chapter 151 of the Collierville Code of Ordinances, the subdivision regulations (last updated May 1, 2024), and the Historic District and Design Review Guidelines. The review covers the corporate limits and the reserve areas. FNI will compare current practice against best practices, the Plan's goals, and recent development trends, using recent development applications provided by staff and input from code users.

FNI will lead up to six hours of in-person or virtual stakeholder meetings with code users such as staff, developers, designers, architects, engineers, homebuilders, and attorneys. These meetings are meant to surface how the current standards shape the built environment.

The product is a concise diagnostic report listing recommended major edits, document structure changes, and process changes to guide a future code update. The final draft will include the detailed analysis, the major modifications needed, and a proposed table of contents for the updated zoning and land development regulations. FNI will then issue an "as approved" final report reflecting any changes made during the BMA review.

The scope includes four meetings:
1. Project initiation call with staff
2. Stakeholder meeting(s), within the six hours above
3. Staff feedback call on the draft report, up to two hours
4. One presentation to the Mayor and Board of Aldermen

FNI is to complete the services within eight months of commencing work.

STAFF RECOMMENDATION: Staff recommends approval of the first amendment to the Comprehensive Plan contract, authorizing Freese & Nichols to conduct a Code Diagnostic.

BUDGET IMPACT:
$65,000.00 approved with the FY 2026-2027 budget for this purpose into account number 321-42410-999-202604.

ATTACHMENTS:
Exhibit A - GS-25-01552 First Amendment Freese and Nichols.pdf

PROPOSED MOTION:
To approve the first amendment to the Comprehensive Plan contract, authorizing Freese & Nichols to conduct a Code Diagnostic.

Board Action: Motion By_____ Seconded By_____

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						