



Tennessee Department
of Economic and
Community Development
312 Rosa L. Parks Ave.
Nashville, TN 37243
office: 615.741.1888

To: Mayor Noeman - Mason, TN
From: West TN Planning Team
CC: Drew Gaskins, West TN Planning Project Manager
Date: August 29, 2023
Re: **State-sponsored planning services, scope of work**

The West TN Planning team, under a TNECD-funded contract, has been asked to provide administrative and planning services to your community to assess planning, engineering, staffing, and funding resources needed to support growth. These services come at no cost to your community.

Based on our initial discussions with Ms. Davis, we propose starting our efforts with a government administrative study to understand community priorities and learn more about ongoing activities and specific needs in the short-, mid-, and long-term. This will include assessing plans, policies, administrative duties, town services, budgets, existing partnerships, and contractual agreements (existing or pending). The ultimate goal will be to identify current critical local government administrative issues that can't be adequately addressed through current town resources and recommend practical approaches to solving these challenges. A report will be provided with key findings and recommendations, and steps to address policy and administrative needs. Using those recommendations, we can discuss if and how we can support any desired implementation actions under this TNECD-funded contract or by using other outside funding sources.

This administrative study will also provide information that will be important to complete a Mason Comprehensive Plan, which will be based on the proposal created by your staff. We expect that effort to start in early 2024 and look forward to engaging your community and collectively establishing guidelines for growth and development.

We are already in contact with the County regarding their planning activities and are well-aligned with other state agencies such as TDOT, TDEC, MTAS, and the development districts.

Thank you for your consideration of our planning service proposal. I will be your main point of contact for these services and am happy to provide additional context as requested.

Isa Reeb
West TN Planning Consultant