



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: November 3, 2022

RE: SAFEbuilt Proposal for Master Plan Services

DISCUSSION:

Staff unfortunately has not been successful in getting DOLA and UCD to agree to working with the Town of Foxfield on the Master Plan update. The information I have been given is that DOLA is no longer supporting the low, to no cost option, of working with UCD because it is taking business away from consultants that provide this service. Therefore, staff contacted our planning consultant, SafeBuilt, to see if they could assist the Town with this project.

Attached is a proposal from SAFEbuilt to assist with the update of the Foxfield Master Plan. The proposal outlines three different tiers of service. The tiers, which are detailed in Exhibit A, consist of basic cosmetic updates, administrative updates, and comprehensive updates.

Staff intends to apply for a grant from DOLA for the Master Plan update and Land Use municipal code update. The grant would require the Town to match 50% of the project cost. Town Attorney Hoffmann has provided an estimate of \$5,000 for the code update and if the Board chooses to work with SafeBuilt on the Master Plan update, choosing Tier 3 at \$11,600, the total project cost is estimated at \$16,600. Foxfield would be responsible for \$8,300. ARP funds could be used for this cost.

Staff is seeking direction from the Board on how they would like Staff to proceed.

ATTACHMENTS:

Exhibit A – SAFEbuilt Master Plan update proposal

MEMO

To: Karen Proctor, Town Administrator, Town of Foxfield
From: Travis Reynolds, Colorado Planning Manager, SAFEbuilt Studio
Date: 10/25/2022
Re: Master Plan update proposal

SAFEbuilt Studio is pleased to submit the following estimate for services to conduct an update to the existing Comprehensive Plan for the Town of Foxfield. Travis Reynolds will be the Town’s client manager for this project. The proposed effort outlines three tiers of potential updates for the Town’s Master Plan. The second and third tiers include additional activities and associated fees.

Each cost associated with each tier should be considered “in addition” to the base cost of the initial “Cosmetic Refresh”. Additional activities and fees are outlined by “blue” cells in each table.

Potential Master Plan Update Approaches

1. **Cosmetic Refresh.** This tier includes simple updates to the existing document, as adopted and amended, to include simple content updates, updates to the document’s formatting and layout, and a refresh of maps and images to reflect current information amended since the last formal amendment adoption in 2008.

It should be noted that, since the last adopted amendment, the Colorado Legislature adopted CO Rev. Stat. § 31-23-206 (2016) that requires municipalities to include an element that reflects the provision of recreational and tourism needs for residents of the municipality. It is suggested that the Cosmetic Refresh include this additional content to comply with the updated regulations.

Please see below for primary steps in this process and the anticipated time/costs associated:

Project Phase	Work hours	General estimate
1. Review of the document and scoping with town staff	6-8	\$800.00
2. Changes to document format, grammatical errors, images, and maps	14-16	\$1,600.00
3. Inclusion of recreation and tourism content	3-4	\$400.00
4. Inclusion of policy documents adopted since 2008	4-6	\$600.00
5. Revisions as requested by town staff	2-4	\$400.00
6. Presentation to Town Board for adoption	4-6	\$600.00
TOTAL:	26-36	\$4,400.00

2. **Administrative Refresh** – This approach includes items outlined in #1 above, including more thorough updates to content, interviews with Town staff, Town Board Members, and other decision makers regarding future development issues the Town is facing. *Please note that we suggest that we may want to circulate some form of simple survey to gauge public response to issues with this approach.

Project Phase	Work hours	General estimate
1. Critical review of the document and scoping with town staff, including additional suggested content.	12-14	\$1,400.00
2. Changes to document format, grammatical errors, images, and maps	14-16	\$1,600.00
3. Inclusion of recreation and tourism content	3-4	\$400.00
4. Inclusion of policy documents adopted since 2008	4-6	\$600.00
5. In-depth interviews with staff and decision makers regarding community issues and additional content inclusion. *	10-12	\$1,200.00
6. Draft review with staff and Board	8-10	\$1,000.00
7. Revisions as requested by town staff	2-4	\$400.00
8. Presentation to Town Board for adoption	4-6	\$600.00
Total – (Cosmetic Refresh + \$2,800.00)	60-72	<u>\$7,200.00</u>

3. **Public refresh** – includes all of #2 above, plus a limited number of public meetings or other means of gaining input from the residents of the Town. As mentioned in our discussions, approaches #1 & #2 above often end up requiring #3.

Project Phase	Work hours	General estimate
1. Critical review of the document and scoping with town staff, including additional suggested content.	12-14	\$1,400.00
2. Changes to document format, grammatical errors, images, and maps	14-16	\$1,600.00
3. Inclusion of recreation and tourism content	3-4	\$400.00
4. Inclusion of policy documents adopted since 2008	4-6	\$600.00
5. In-depth interviews with staff and decision makers regarding community issues and additional content inclusion (policy & project recommendations).	10-12	\$1,200.00
6. Public meeting presentation #1 (preparation and presentation)	16-20	\$2,000.00
7. SAFEbuilt Studio summary and draft content creation	12-14	\$1,400.00
8. Public meeting presentation #2 (preparation and presentation)	8-10	\$1,000.00
9. Draft review with staff and Board	8-10	\$1,000.00
10. Revisions as requested by town staff	2-4	\$400.00
11. Presentation to Town Board for adoption	4-6	\$600.00
Total – (Administrative Refresh + \$4,400.00)	93-116	<u>\$11,600.00</u>