



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: June 2, 2022

RE: Master Plan & Municipal Code Rewrite Update

DISCUSSION:

The Town of Foxfield's Master Plan was last updated in 2008 and the municipal code has not had a full review since 2012. The Board has an extensive list of sections in the code to review and revise. It is recommended that the Master Plan be updated at least every five (5) years and be done in conjunction with an update to the Municipal Code.

Staff found an opportunity for the Town to apply for an Administrative Planning Grant through the Colorado Department of Local Affairs (DOLA) for this project. The Town is eligible to receive up to \$25,000 from DOLA, with a match from the Town of \$25,000.

DOLA advised that the way pricing is fluctuating it would be a good idea to do the RFP first then apply for the grant. This would allow the Town to know what it will cost and decide if we still want to move forward. Administrative grants are typically approved quickly, usually within 4-6 weeks. Therefore, they recommend in our RFP we give 60 days to accept or reject the proposal.

Staff reached out to SafeBuilt as the planning departments of most municipalities typically handle this process. SafeBuilt indicated they recently were closely involved in the Town of Elizabeth's RFP process for their Comprehensive Plan. They provided administrative support in the context of RFP drafting and review, RFP scoring and consultant selection by the Town's steering committee, and DOLA contract administration for reimbursement of funds. SafeBuilt is willing to provide input to any RFP the Town creates or could draft one on behalf of the Town for a Comp Plan and/or code rewrite.

The Town is not required to do an RFP for professional services. Therefore, another option for the Board to consider, which may result in some cost savings, would be to work directly with our current Town Attorney's office for the code rewrite. They have an attorney on staff whose specialty is land use, and whose previous job was helping to rewrite municipal codes. Attorney

Corey Hoffman also informed me that the University of Colorado Denver has a program to help with Master Plans at low to no cost. Attorney Hoffman has worked with them recently on a Master Plan update for Deer Trail and stated they did an amazing job.

How would the Board like to proceed?