

City Council

Special Meeting Agenda

Tuesday, January 23, 2024
Library Meeting Room
951 Spruce Street
6:00 PM

Members of the public are welcome to attend remotely; however, the in-person meeting may continue even if technology issues prevent remote participation.

- You can call in to **+1 408 638 0968 or 833 548 0282 (Toll Free)**, Webinar ID **#876 9127 0986**.
- You can log in via your computer. Please visit the City's website here to link to the meeting: www.louisvilleco.gov/council

1. CALL TO ORDER

2. COMPREHENSIVE PLAN PROCESS UPDATE

- Staff Presentation
- Public Comments (Please limit to three minutes each)
- Council Discussion/Direction

3. ADJOURN

Persons planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, taped material, or special transportation, should contact the City Clerk's Office (303.335.4536 or 303.335.4574) or ClerksOffice@LouisvilleCO.gov. A forty-eight-hour notice is requested.

Si requiere una copia en español de esta publicación o necesita un intérprete durante la reunión del Consejo, por favor llame a la Ciudad al 303.335.4536 o 303.335.4574 o email ClerksOffice@LouisvilleCO.gov.

SUBJECT: COMPREHENSIVE PLAN UPDATE

DATE: JANUARY 23, 2024

**PRESENTED BY: JEFF HIRT, AICP, PLANNING MANAGER
ROB ZUCCARO, AICP, COMMUNITY DEVELOPMENT DIRECTOR**

PURPOSE

The purpose of this agenda item is to:

- Provide City Council with an overview of what a comprehensive plan is,
- Share the plan for the City's Comprehensive Plan Update launching in 2024, and
- Solicit feedback from City Council to inform next steps.

BACKGROUND

The City is launching an update to one of its most important policy documents – the Comprehensive Plan. The Plan is adopted by City Council and required by state law.¹ The Louisville Municipal Code (LMC) Section 17.64.050 also requires a Plan update at least every ten years. The last Plan update was in 2013. The Plan update is an opportunity for the community to refresh the City's overall vision, values, and policies on a range of topics including but not limited to land use, development, and infrastructure. The time horizon the Louisville Comprehensive Plan will address is about 20 years. The Community Development Department will manage the Plan update in close coordination with City Council, Planning Commission and numerous other City boards, commissions, and departments with a consultant team led by Design Workshop with subconsultants Fehr and Peers (transportation), Economic and Planning Systems (economics analysis), and Spirit Environmental (sustainability, resilience, etc.).



The typical components of a most comprehensive plans that City staff expects will be included in the Plan update include:

- *Existing Conditions Assessments*: this will include analysis of trends related to the built environment (e.g., land use and development), social and economic trends, etc.
- *Vision and Values Statements*: this will be heavily informed by community input to articulate what is most important to Louisville community members that the Plan's policies should hinge on. This may also take the form of guiding principles. In addition to acting as a foundation for the Plan's policies, the vision and values statements can

¹ C.R.S. Sec. 30-28-106, 31-23-206.

be a helpful lens for a range of future City decisions like City Council work planning and budgeting.

- *Future Land Use Framework:* this will likely include maps and accompanying policies that establishes the City’s desired vision for future land uses. These policies will act as a foundation for land use decisions on both public and private land. For example, the Louisville Municipal Code (LMC) requires that most development proposals (e.g., Planned Unit Developments, rezonings) be evaluated for consistency with Comprehensive Plan policies.



2013 Louisville Comprehensive Plan Cover

- *Future Transportation Framework:* this will include maps and accompanying policies that establishes the City’s desired vision for future transportation connections. The Plan update will build off the City Council adopted 2019 Transportation Master Plan. These policies will act as a foundation for transportation decisions both for City initiated capital improvement projects and incremental transportation improvements as development and redevelopment occurs on private property.
- *Policy Statements by Topic:* as the plan is comprehensive, it will address a range of other topics that emerge from community input. For example, the Plan update is an opportunity to establish or reinforce City policies on topics “adjacent” to land use, development, and infrastructure. The project team anticipates topics like Equity, Diversity, and Inclusion (EDI), environmental sustainability, resilience and hazard mitigation, and housing affordability (among others) to be front and center in the Plan update.

Community Engagement

Community input that reflects a broad range of perspectives and opinions will be vital to the Plan update’s success. The project team is planning on three community engagement “windows” over the course of the project. During each of these windows, there will be a wide range of engagement opportunities with the intent of ensuring broad representation and meeting people where they are at. The table below summarizes each of these engagement windows.

The project team is planning City Council and Planning Commission check-ins and requests for input throughout the project and within each of these engagement windows.

Comprehensive Plan Community Proposed Engagement Windows

Engagement Window	Engagement Types	Est. Timing (subject to change)
<p>Engagement Window #1: Community Vision and Values</p> <p>The purpose of this engagement window is to raise awareness about the project and solicit community input on the Plan’s vision, values, and goals.</p>	<ul style="list-style-type: none">• City Council, Planning Commission• City boards and commissions• Focus groups by topic (e.g., development, transportation, sustainability, etc.)• Public events (in person and virtual)• Online engagement through Engage Louisville (e.g., surveys)• Intercept events (e.g., at planned community gatherings)	<p>First quarter of 2024</p>
<p>Engagement Window #2: Community Choices, Strategy Framework</p> <p>The purpose of this engagement window will be to solicit community input on the Plan’s draft framework, which will include key community choices that will be driven by input during engagement window #1 (e.g., specific land use options).</p>	<ul style="list-style-type: none">• City Council, Planning Commission• City boards and commissions• Public events (in person and virtual)• Online engagement through Engage Louisville (e.g., surveys)• Intercept events (e.g., at planned community gatherings)	<p>Fourth quarter of 2024</p>
<p>Engagement Window #3: Draft Plan</p> <p>The purpose of this engagement window will be to inform the community of the draft plan and determine the leadership, timing, and funding considerations and prioritizations of actions.</p>	<ul style="list-style-type: none">• City Council, Planning Commission• Online information sharing through Engage Louisville (e.g., surveys)	<p>Early/mid 2025</p>

Active City Projects Related to the Comprehensive Plan

The City has several active related projects that the Comprehensive Plan will need to align with. The table below highlights three notable, active plans slated for future City Council adoption and examples of how the Comprehensive Plan could align with those efforts.

SUBJECT: COMPREHENSIVE PLAN UPDATE

DATE: JANUARY 23, 2024

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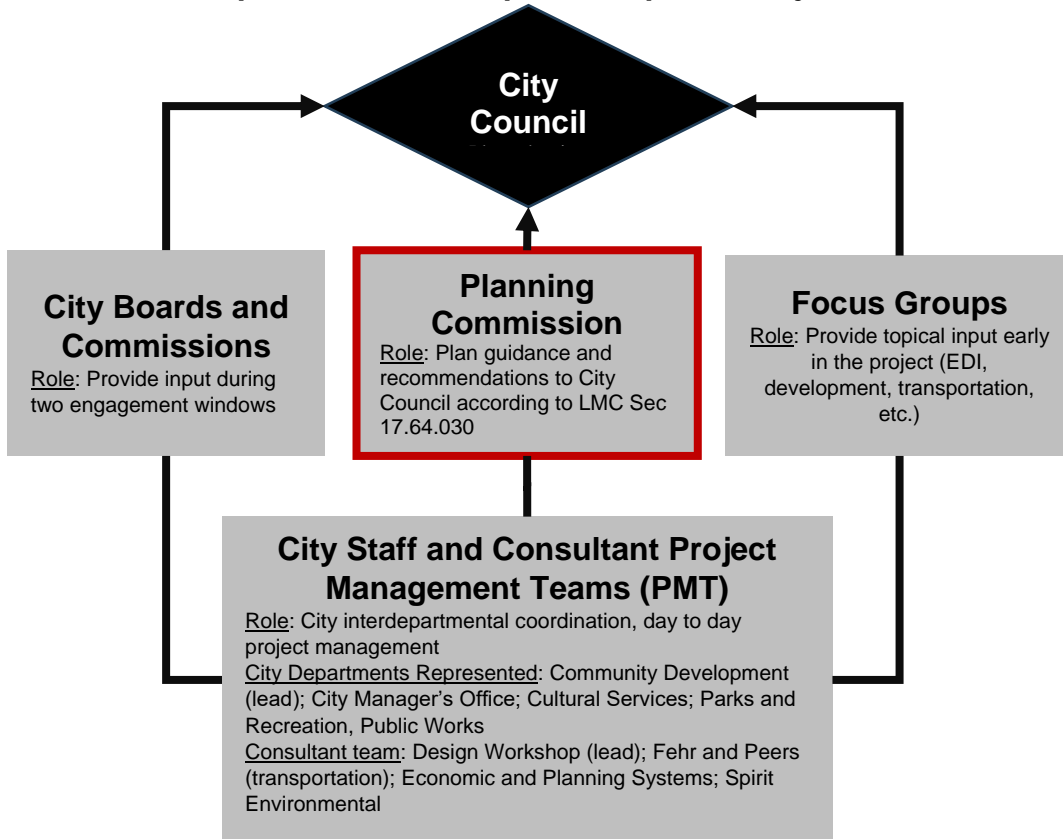
Summary of Select Related and Active City Planning Projects

Related City Plan	Brief Summary	Comprehensive Plan Alignment Examples	Est. Timing
Parks, Recreation, Open Space, and Trails (PROST) Master Plan Update	Guiding document for planning, acquisition, development, and administration of related facilities.	The Comprehensive Plan's related policies and future land use recommendations should align with any such content in the PROST Master Plan update.	Public launch planned for mid-2024
Louisville Downtown Vision Plan (LDVP)	To enhance public spaces downtown (e.g., streetscape, wayfinding, etc.).	The Comprehensive Plan will likely have a more granular future land use and transportation plan for downtown that will need to align with any LDVP recommendations.	Community engagement planned for early 2024, City Council adoption planned for late 2024
Housing Plan	Includes a housing needs assessment, related policy statements, and an action plan.	The Housing Plan will likely call for increasing opportunities for more residential development in Louisville. The Comprehensive Plan's future land use component is an important tool to identify which areas of the community may be appropriate for any such land use changes.	Early 2024 City Council adoption

Project Structure

LMC Section 17.64.030 establishes the Planning Commission as the recommending body to City Council to adopt the Comprehensive Plan. Community input summarized in the Community Engagement section above will be supplemented by input from City boards, commissions, and focus groups to inform Plan recommendations to City Council. The project team consists of an interdepartmental group that interfaces with the Plan and the consultants. The graphic below summarizes the proposed project structure. Attachment 1 includes the consultant scope of work and contract that City Council approved on June 6, 2024.

Comprehensive Plan Update Proposed Project Structure



PROPOSED SCHEDULE AND NEXT STEPS

The Plan update is just getting started with a public launch anticipated for early 2024 and a planned adoption by late Summer/early Fall 2025. An abbreviated proposed project schedule is provided below. Planning Commission and City Council discussions will occur during the engagement windows and throughout the project with specific dates to be determined.

The specific next steps include a public Plan launch starting as early as February 2024. The project team plans to inform the community of the upcoming opportunities for engagement starting several weeks prior to and during Engagement Window #1 through the City's social media platforms, newsletters, and direct mailers, among other notification methods.

CITY COUNCIL COMMUNICATION

Proposed Abbreviated Comprehensive Plan Update Schedule (subject to change)

	2024				2025		
	Q1	Q2	Q3	Q4	Q1	Q2	Q3
Engagement Window #1: Vision and Values	■						
Engagement Window #2: Choices and Plan Framework				■			
Engagement Window #3: Draft Plan						■	
Draft Plan Framework and Key Community Choices		■	■				
Draft Plan (* = City Council adoption)					■	■	*

REQUESTED CITY COUNCIL FEEDBACK

City staff are requesting feedback from City Council on the following two questions to inform next steps:

- What does a successful Comprehensive Plan update look like to you?
- What are the top three items that the Comprehensive Plan update should address?

LINKS:

1. 2013 Comprehensive Plan - <https://www.louisvilleco.gov/local-government/government/departments/planning/comprehensive-plans-studies-reports>.
2. Plan Update Engage Louisville webpage: <https://www.engagelouisvilleco.org/comp-plan><https://www.engagelouisvilleco.org/comp-plan>.

ATTACHMENTS:

1. Comprehensive Plan consultant scope of work approved by City Council
2. Presentation

**AN AGREEMENT BY AND BETWEEN THE CITY OF LOUISVILLE
AND DESIGN WORKSHOP
FOR CONSULTING SERVICES**

1.0 PARTIES

This AGREEMENT FOR CONSULTING SERVICES (this “Agreement”) is made and entered into this 6th day of June, 2023 (the “Effective Date”), by and between the **City of Louisville**, a Colorado home rule municipal corporation, hereinafter referred to as the “City”, and Design Workshop, Inc, a Colorado Corporation hereinafter referred to as the “Consultant”.

2.0 RECITALS AND PURPOSE

- 2.1 The City desires to engage the Consultant for the purpose of providing consultant services to develop a Comprehensive Plan, as further set forth in the Consultant’s Scope of Services (which services are hereinafter referred to as the “Services”).
- 2.2 The Consultant represents that it has the special expertise, qualifications and background necessary to complete the Services.

3.0 SCOPE OF SERVICES

The Consultant agrees to provide the City with the specific Services and to perform the specific tasks, duties and responsibilities set forth in Scope of Services attached hereto as Exhibit “A” and incorporated herein by reference.

4.0 COMPENSATION

- 4.1 The City shall pay the Consultant for services under this agreement a total not to exceed the amounts set forth in Exhibit “B” attached hereto and incorporated herein by this reference. The City shall not pay mileage and other reimbursable expenses (such as meals, parking, travel expenses, necessary memberships, etc.), unless such expenses are (1) clearly set forth in the Scope of Services, and (2) necessary for performance of the Services (“Pre-Approved Expenses”). The foregoing amounts of compensation shall be inclusive of all costs of whatsoever nature associated with the Consultant’s efforts, including but not limited to salaries, benefits, overhead, administration, profits, expenses, and outside consultant fees. The Scope of Services and payment therefor shall only be changed by a properly authorized amendment to this Agreement. No City employee has the authority to bind the City with regard to any payment for any services which exceeds the amount payable under the terms of this Agreement.
- 4.2 The Consultant shall submit monthly an invoice to the City for Services rendered and a detailed expense report for Pre-Approved Expenses incurred during the previous month. The invoice shall document the Services provided during the preceding month, identifying by work category and subcategory the work and tasks performed and such other information as may be required by the City. The Consultant shall provide such additional

backup documentation as may be required by the City. The City shall pay the invoice within thirty (30) days of receipt unless the Services or the documentation therefor are unsatisfactory. Payments made after thirty (30) days may be assessed an interest charge of one percent (1%) per month unless the delay in payment resulted from unsatisfactory work or documentation therefor.

5.0 PROJECT REPRESENTATION

5.1 The City designates Rob Zuccaro as the responsible City staff to provide direction to the Consultant during the conduct of the Services. The Consultant shall comply with the directions given by Rob Zuccaro and such person's designees.

5.2 The Consultant designates Alison Bourquin as its project manager and Jessica Garrow as the principal in charge who shall be providing the Services under this Agreement. Additional staff will support work under direct supervision of Jessica Garrow and Alison Bourquin.

6.0 TERM

6.1 The term of this Agreement shall be from the Effective Date to December 31, 2024, unless sooner terminated pursuant to Section 13, below. The Consultant's Services under this Agreement shall commence on the Effective Date and Consultant shall proceed with diligence and promptness so that the Services are completed in a timely fashion consistent with the City's requirements.

6.2 Nothing in this Agreement is intended or shall be deemed or construed as creating any multiple-fiscal year direct or indirect debt or financial obligation on the part of the City within the meaning of Colorado Constitution Article X, Section 20 or any other constitutional or statutory provision. All financial obligations of the City under this Agreement are subject to annual budgeting and appropriation by the Louisville City Council, in its sole discretion. Notwithstanding anything in this Agreement to the contrary, in the event of non-appropriation, this Agreement shall terminate effective December 31 of the then-current fiscal year.

7.0 INSURANCE

7.1 The Consultant agrees to procure and maintain, at its own cost, the policies of insurance set forth in Subsections 7.1.1 through 7.1.4. The Consultant shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to this Agreement by reason of its failure to procure or maintain insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types. The coverages required below shall be procured and maintained with forms and insurers acceptable to the City. All coverages shall be continuously maintained from the date of commencement of services hereunder. The required coverages are:

- 7.1.1 Workers' Compensation insurance as required by the Labor Code of the State of Colorado and Employers Liability Insurance. Evidence of qualified self-insured status may be substituted.
 - 7.1.2 General Liability insurance with minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000) each occurrence and TWO MILLION DOLLARS (\$2,000,000) aggregate. The policy shall include the City of Louisville, its officers and its employees, as additional insureds, with primary coverage as respects the City of Louisville, its officers and its employees, and shall contain a severability of interests provision.
 - 7.1.3 Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than FOUR HUNDRED THOUSAND DOLLARS (\$400,000) per person in any one occurrence and ONE MILLION DOLLARS (\$1,000,000) for two or more persons in any one occurrence, and auto property damage insurance of at least FIFTY THOUSAND DOLLARS (\$50,000) per occurrence, with respect to each of Consultant's owned, hired or non-owned vehicles assigned to or used in performance of the services. The policy shall contain a severability of interests provision. If the Consultant has no owned automobiles, the requirements of this paragraph shall be met by each employee of the Consultant providing services to the City of Louisville under this Agreement.
 - 7.1.4 Professional Liability coverage with minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000) each occurrence and ONE MILLION DOLLARS (\$1,000,000) aggregate.
- 7.2 The Consultant's general liability insurance, automobile liability and physical damage insurance, and professional liability insurance shall be endorsed to include the City, and its elected and appointed officers and employees, as additional insureds, unless the City in its sole discretion waives such requirement. Every policy required above shall be primary insurance, and any insurance carried by the City, its officers, or its employees, shall be excess and not contributory insurance to that provided by the Consultant. Such policies shall contain a severability of interests provision. The Consultant shall be solely responsible for any deductible losses under each of the policies required above.
- 7.3 Certificates of insurance shall be provided by the Consultant as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and effect, and shall be subject to review and approval by the City. No required coverage shall be cancelled, terminated or materially changed until at least 30 days' prior written notice has been given to the City. The City reserves the right to request and receive a certified copy of any policy and any endorsement thereto.
- 7.4 Failure on the part of the Consultant to procure or maintain policies providing the required coverages, conditions, and minimum limits shall constitute a material breach of contract upon which the City may immediately terminate this Agreement, or at its discretion may procure or renew any such policy or any extended reporting period thereto and may pay

any and all premiums in connection therewith, and all monies so paid by the City shall be repaid by Consultant to the City upon demand, or the City may offset the cost of the premiums against any monies due to Consultant from the City.

- 7.5 The parties understand and agree that the City is relying on, and does not waive or intend to waive by any provision of this Agreement, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, § 24-10-101 et seq., C.R.S., as from time to time amended, or otherwise available to the City, its officers, or its employees.

8.0 INDEMNIFICATION

To the fullest extent permitted by law, the Consultant agrees to indemnify and hold harmless the City, and its elected and appointed officers and its employees, from and against all reasonable liability, claims, and demands, on account of any injury, loss, or damage, which arise out of or are connected with the services hereunder, if and to the extent such injury, loss, or damage is caused by the negligent act, omission, or other fault of the Consultant or any subcontractor of the Consultant, or any officer, employee, or agent of the Consultant or any subcontractor, or any other person for whom Consultant is responsible. The Consultant shall investigate, handle, and respond to, any such liability, claims, and demands. The Consultant shall further bear reasonable costs and expenses incurred by the City or Consultant and related to any such liability, claims and demands, including but not limited to court costs, expert witness fees and attorneys' fees if the court determines to the extent that these incurred costs and expenses are related to such negligent acts, errors, and omissions or other fault of the Consultant. The City shall be entitled to its costs and attorneys' fees incurred in any action to enforce the provisions of this Section 8.0. The Consultant's indemnification obligation shall not be construed to extend to any injury, loss, or damage which is caused by the act, omission, or other fault of the City.

9.0 QUALITY OF WORK

Consultant's professional services shall be in accordance with the prevailing standard of practice normally exercised in the performance of services of a similar nature in the Denver metropolitan area.

10.0 INDEPENDENT CONTRACTOR

It is the expressed intent of the parties that the Consultant is an independent contractor and not the agent, employee or servant of the City, and that:

- 10.1. Consultant shall satisfy all tax and other governmentally imposed responsibilities including but not limited to, payment of state, federal, and social security taxes, unemployment taxes, worker's compensation and self-employment taxes. No state, federal or local taxes of any kind shall be withheld or paid by the City.
- 10.2. **Consultant is not entitled to worker's compensation benefits except as may be provided by the Consultant nor to unemployment insurance benefits unless**

unemployment compensation coverage is provided by the Consultant or some entity other than the City.

- 10.3. Consultant does not have the authority to act for the City, or to bind the City in any respect whatsoever, or to incur any debts or liabilities in the name of or on behalf of the City.
- 10.4. Consultant has and retains control of and supervision over the performance of Consultant's obligations hereunder and control over any persons employed by Consultant for performing the Services hereunder.
- 10.5. The City will not provide training or instruction to Consultant or any of its employees regarding the performance of the Services hereunder.
- 10.6. Neither the Consultant nor any of its officers or employees will receive benefits of any type from the City.
- 10.7. Consultant represents that it is engaged in providing similar services to other clients and/or the general public and is not required to work exclusively for the City.
- 10.8. All Services are to be performed solely at the risk of Consultant and Consultant shall take all precautions necessary for the proper and sole performance thereof.
- 10.9. Consultant will not combine its business operations in any way with the City's business operations and each party shall maintain their operations as separate and distinct.

11.0 ASSIGNMENT

Except as provided in section 22.0 hereof, Consultant shall not assign or delegate this Agreement or any portion thereof, or any monies due or to become due hereunder without the City's prior written consent.

12.0 DEFAULT

Each and every term and condition hereof shall be deemed to be a material element of this Agreement. In the event either party should fail or refuse to perform according to the terms of this Agreement, such party may be declared in default.

13.0 TERMINATION

- 13.1 This Agreement may be terminated by either party for material breach or default of this Agreement by the other party not caused by any action or omission of the other party by giving the other party written notice at least thirty (30) days in advance of the termination date. Termination pursuant to this subsection shall not prevent either party from exercising any other legal remedies which may be available to it.

13.2 In addition to the foregoing, this Agreement may be terminated by the City for its convenience and without cause of any nature by giving written notice at least fifteen (15) days in advance of the termination date. In the event of such termination, the Consultant will be paid for the reasonable value of the services rendered to the date of termination, not to exceed a pro-rated daily rate, for the services rendered to the date of termination, and upon such payment, all obligations of the City to the Consultant under this Agreement will cease. Termination pursuant to this subsection shall not prevent either party from exercising any other legal remedies which may be available to it.

14.0 INSPECTION AND AUDIT

The City and its duly authorized representatives shall have reasonable access to any books, documents, papers, and records of the Consultant that are related to this Agreement for the purpose of making audits, examinations, excerpts, and transcriptions.

15.0 DOCUMENTS

All plans, documents photographic images, tests, maps, surveys, and copies of electronic files generated in the performance of this Agreement or developed for the City in performance of the Services are and shall remain the sole and exclusive property of the City. All such materials shall be promptly provided to the City upon request therefor and at the time of termination of this Agreement upon payment from the City. Consultant shall not provide copies of any such material to any other party without the prior written consent of the City.

16.0 ENFORCEMENT

16.1 In the event that suit is brought upon this Agreement to enforce its terms, the prevailing party shall be entitled to its reasonable attorneys' fees and related court costs.

16.2 This Agreement shall be deemed entered into in Boulder County, Colorado, and shall be governed by and interpreted under the laws of the State of Colorado. Any action arising out of, in connection with, or relating to this Agreement shall be filed in the District Court of Boulder County of the State of Colorado, and in no other court. Consultant hereby waives its right to challenge the personal jurisdiction of the District Court of Boulder County of the State of Colorado over it.

17.0 COMPLIANCE WITH LAWS

- 17.1 Consultant shall be solely responsible for compliance with all applicable federal, state, and local laws, including the ordinances, resolutions, rules, and regulations of the City; for payment of all applicable taxes; and obtaining and keeping in force all applicable permits and approvals.
- 17.2 Consultant acknowledges that the City of Louisville Code of Ethics provides that independent contractors who perform official actions on behalf of the City which involve the use of discretionary authority shall not receive any gifts seeking to influence their official actions on behalf of the City, and that City officers and employees similarly shall not receive such gifts. Consultant agrees to abide by the gift restrictions of the City's Code of Ethics.

18.0 INTEGRATION AND AMENDMENT

This Agreement represents the entire Agreement between the parties and there are no oral or collateral agreements or understandings. This Agreement may be amended only by an instrument in writing signed by the parties.

19.0 NOTICES

All notices required or permitted under this Agreement shall be in writing and shall be given by hand delivery, by United States first class mail, postage prepaid, registered or certified, return receipt requested, by national overnight carrier, or by facsimile transmission, addressed to the party for whom it is intended at the following address:

If to the City:

City of Louisville
Attn: City Manager
749 Main Street
Louisville, Colorado 80027
Telephone: (303) 335-4533
Fax: (303) 335-4550

If to the Consultant:

Design Workshop
Attn: Jessica Garrow
22860 Two Rivers Road, Suite 102
Basalt, CO 81621
Telephone: 970-925-8354

Any such notice or other communication shall be effective when received as indicated on the delivery receipt, if by hand delivery or overnight carrier; on the United States mail return receipt, if by United States mail; or on facsimile transmission receipt. Either party may by similar notice given, change the address to which future notices or other communications shall be sent.

20.0 EQUAL OPPORTUNITY EMPLOYER

- 20.1 Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, disability or national origin. Consultant will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, age, sex, disability, or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by an agency of the federal government, setting forth the provisions of the Equal Opportunity Laws.
- 20.2 Consultant shall be in compliance with the applicable provisions of the American with Disabilities Act of 1990 as enacted and from time to time amended and any other applicable federal, state, or local laws and regulations. A signed, written certificate stating compliance with the Americans with Disabilities Act may be requested at any time during the life of this Agreement or any renewal thereof.

21.0 NO THIRD PARTY BENEFICIARIES

It is expressly understood and agreed that enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to City and Consultant, and nothing contained in this Agreement shall give or allow any such claim or right of action by any other third party on such Agreement. It is the express intention of the parties that any person other than City or Consultant receiving services or benefits under this Agreement shall be deemed to be an incidental beneficiary only.

22.0 SUBCONTRACTORS

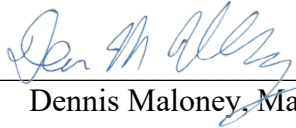
Consultant may utilize subcontractors identified in its qualifications submittal to assist with non-specialized works as necessary to complete projects. Consultant will submit any proposed subcontractor and the description of its services to the City for approval. The City will not work directly with subcontractors.

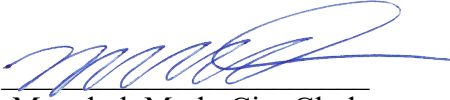
23.0 AUTHORITY TO BIND


Each of the persons signing below on behalf of any party hereby represents and warrants that such person is signing with full and complete authority to bind the party on whose behalf of whom such person is signing, to each and every term of this Agreement.

In witness whereof, the parties have executed this Agreement to be effective on the date first above written.

CITY OF LOUISVILLE,
a Colorado Municipal Corporation

By: 
Dennis Maloney, Mayor

Attest: 
Meredyth Muth, City Clerk

CONSULTANT:


By: Jessica Garrow

Title: Principal

Exhibit A – Scope of Services

The following narrative describes a list of services required to complete a Comprehensive Plan that articulates the community's vision for the future. While the following scope is organized in a linear manner, many of the tasks may proceed in a parallel or concurrent fashion.

Phase 1 **Project Initiation: Laying the Foundation for Louisville's Comprehensive Plan**

Project management is critical to keep the project on schedule and budget, effectively communicate progress and to ensure the highest levels of success. This includes the following sub-tasks.

Task 1.1 SKO & Consultant Team Site Visit

We will begin with a Strategic Kick Off (SKO) workshop with the consultant team and key City staff to review and refine the scope of work and schedule, roles and responsibilities, define critical success factors, discuss community engagement goals, data needs requests, and other factors of project success. It will lay the foundation for an inclusive process and identify clear communications and community engagement opportunities. Following the SKO we will conduct a consultant team and city staff walking tour to see successes of the previous plan efforts, areas of opportunities and areas of concern.

Task 1.2 Project Management Plans, Biweekly Meetings and Reporting

Every phase will involve project management from Design Workshop's Principal-in-Charge and the Project Manager. A Project Management Plan (PMP) is an essential tool for successful project planning will serve as the team roadmap and will chart roles and responsibilities, schedule of milestones and deliverables, and tools to ensure team members stay on track. To facilitate efficient communication, we are anticipating time for biweekly virtual progress meetings to provide project tracking updates. We will also include progress updates with our monthly invoicing.

Task 1.3 Community Engagement Plan and Ongoing Stakeholder Management

We will prepare a Plan and Schedule for effective public engagement, referred to as Community and Stakeholder Engagement Plan, based on your knowledge of your community as well as our knowledge and experience in conducting successful engagement processes. We will work with you to identify the best methods to engage with the community such as polling questions, planning exercises, group discussions, pop-up meetings and web-based technology to allow a variety of ways for people to voice opinions, and to participate in the creation of the plan. As part of this, we will work with staff to categorize the groups and individuals that will be identified as key stakeholders that should be engaged in the process. Discussion of these stakeholders will begin with the Strategic Kickoff, which will identify the optimum role for these groups within the project. We anticipate city staff may support some engagement efforts, our team will provide all materials needed to coordinate effective and meaningful engagement. Project staff will monitor stakeholder engagement and strategic touchpoints throughout the process to track engagement and metrics. Updates and review of the tracking system, and engagement with targeted stakeholder groups will be assessed at key milestones (3x) during the project to ensure adaptability and efficacy of stakeholder engagement.

1.4 Project Communications and Project Branding

Given the nature of this project, it will be important to distribute information to the community regularly. We suggest regular advertisement in the local community newspapers and radio that provides information on the project on a regular schedule. We assume the city would be responsible for all ad placements and associated costs, as well as communication with the media. The consultant team will provide a content schedule to assist city staff in important project milestones to be shared – and recommends city staff consider scheduling time with the media at three specific milestones (existing conditions, recommendations, and draft plan) to provide updates on the project.

- **Project Branding.** A project brand will be created to provide consistency in messaging and communication. This branding can be used for online materials, as well as more tactile materials like yard signs, sidewalk painted signs, and business cards. This would include the creation of a common project title and logo to create recognizable project identity.
- **Website.** Engage Louisville will serve as an interactive community engagement hub hosting planning process information and interactive public input tools and opportunities. Design Workshop team members have been working with the Bang the Table platform since 2012 and are well versed in its application across planning project types. The team will create content for a project page which will be available throughout the life-cycle of the project with regularly scheduled updates corresponding to key milestones.
- **Social Media.** As part of the communications plan, we will include a schedule indicating when advertisements and social media posts should announce various planning efforts and information. This will link them to the project website and project information. Leveraging existing communication channels and socials will serve to amplify the opportunities for community engagement and provide distinct metrics for reporting project reach.
- **FAQs and Q&As.** Sharing information in easy to digest ways provides transparency for recommendations or questions around the comprehensive plan. We recommend gathering questions through Engage Louisville or on social media, website or email and followed up with a Q&A session live stream where staff answers questions about the project. A recording and a transcription can be posted to the website. Alternatively, the Engage Louisville website could be updated to include an FAQ section.
- **Traditional Media.** Create a media release announcing the launch of the project, and at major project milestones, and provide a “press packet” to local news outlets and community information sources and channels.
- **Contact.** We recommend the city create a dedicated project phone and email.

Task 1.5 Board Presentations

Throughout the process, we anticipate regular updates to the Planning Commission. Three (3) meetings have been included in the schedule at the completion of each phase of work to ensure the project is progressing appropriately and local leaders have an opportunity to provide key direction.

We anticipate these would occur at key milestones: existing conditions and trends, recommendations, and draft plans.

Task 1 Deliverables:

- *Strategic Kick-off, Agendas, Presentations and Summary Materials.*
- *Project Management Plan (PMP) including detailed work plan, project schedules and deliverables, assignments, roles and responsibilities, project critical success factors and engagement goals.*
- *One day consultant team site visit, observations and inventory assessment.*
- *Biweekly (every other week) calls with the Project Team, including meeting project tracking report, agendas, notes with action items (up to 32 one-hour calls).*
- *Percentage complete project report by task and monthly invoices (16 Total).*
- *Community Engagement and Communication Plan, draft and final formats provided in MS Word and PDF format.*
- *Creation of stakeholder management tracker and regular updates to tracker. Assessment engagement 'reach' and metrics after (3) key project milestones.*
- *Associated communication materials including content for the project website. Up to four (4) content updates including one (1) round of edits for each.*
- *Text for newspaper advertisements, anticipated to be provided four (4) times (Project Launch) and talking points for radio and newspaper stories, anticipated to be provided three (3) times (Existing Conditions, Recommendations, Draft Plan).*
- *Three (3) project process update presentation/reports for Planning Commission, anticipated to be virtual.*

Phase 2 Vision & Trends: Understanding Louisville

We will begin the process with a clear understanding of the work that has been done, the underlying fundamentals of the community and develop an understanding of how the plan can best serve critical issues and opportunities. The following subtasks are included:

Task 2.1 Past Plan Review

Using directives and outcomes from the Strategic Kick-Off, Design Workshop will conduct a high-level review of previous reports, studies and plans to ensure previous priorities and plans are reflected in the Comprehensive Plan. This Synthesis of Past Planning Efforts is intended to recognize the significant work already completed and harness that momentum rather than starting over. We will inventory past plans and studies to determine what goals and objectives have been achieved, which still need to be addressed and which are no longer relevant and share through a Summary Matrix.

Task 2.2 Advisory Group

It is important that the process be informed by the key stakeholders to serve as a Comprehensive Plan Advisory Group. We will work with City staff to categorize the groups and individuals that will be identified as

key stakeholders to be engaged in the process. We anticipate this group will include business leaders, members from the Chamber, staff and decision makers, local non-profits, economic development groups, builders and developers, infrastructure service providers and public works, transportation providers and other local leadership as determined with City Staff. These meetings would be facilitated by Design Workshop with support from city staff. We anticipate being involved in up to three (3) Advisory Committee meetings, taking place roughly every 3 months to guide the project progress, provide key input and serve as liaisons to reaching the broader community.

Task 2.3 Focus Groups

To begin our Community Engagement, we propose a series of Roundtable Focus Group discussions to understand the important issues to community members as determined with the city staff in the SKO. We will work with staff to develop a list of stakeholders and schedule focus group meetings early in the planning process to gather their thoughts on the areas' opportunities and challenges. We will host a total of 6 topical conversations – this input will lay the groundwork for understanding priorities and trade-offs for the plan.

Task 2.4 Engagement Window #1: Community Vision

We strongly believe in an engagement process that is highly interactive. Open and transparent communication with the community and stakeholders (residents, businesses, referral entities and stakeholders), elevates the plan's relevance and can help ensure its adoption and future action. In order to reach a broad spectrum of county residents, we recommend translating engagement and outreach material into Spanish. Design Workshop as included Spanish translation of the survey as a base service and can provide additional translations for virtual tools as well as materials such as flyers and engagement boards as an additional service. The first phase of engagement will consist of the Community Workshop, Online and in person Idea Walls, Community Surveys.

- **Community Survey** | We will work with city staff to develop an open questionnaire and online survey to capture what people love about Louisville and their hopes for the future. This may cover a full range of land use considerations that need to be informed by public opinion including housing options, mobility options, density preferences, economic development, and the natural environment. Design Workshop uses Qualtrics, an online program, to create and analyze surveys. Our scope anticipates Design Workshop will create the online survey and the City will distribute their website and social media channels. In addition, we suggest using business cards with a QR code and Flyers around the community to share information. The survey would be provided in English and Spanish. Handouts and/or business cards with a QR code will be provided for distribution at community events encouraging people to take the online survey.
- **Community Workshop 1: Community Visioning.** The goal of every workshop undertaking is to engage the community in meaningful ways to spur excitement and creativity and build capacity. The purpose of this workshop is to capture and reflect the needs and priorities of all residents and ultimately, demonstrate to the community that their stories, concerns and hopes and will drive the formation of the comprehensive plan. We will gather feedback around growth needs and concerns and current trends to aid the process in understanding the various elements that citizens feel are important to a long-term vision for the Louisville Community. Exercises may include Mapping, Sticky Wall or SWOT for idea collection, Visual preference Survey for community values and/or

Story Cards for icebreaking and storytelling.

- **Pop Up Events.** Stations at existing community events serve as an outreach method and to gain further insight into community preferences. These pop-ups represent an excellent opportunity to engage large cross-sections of the community and capture their thoughts on evolving iterations of the comprehensive plan. Pop up stations could be located at community parks and trailheads, downtown, farmers markets or other common areas. Design Workshop will provide a toolkit and one day of in-person facilitation, then provide materials and instructions for staff and/or community ambassadors to hold additional events.

Task 2.5 Transportation Assessment

Fehr & Peers will review Louisville's 2019 Transportation Master Plan to gain a good understanding of the work and recommendations developed previously. Fehr & Peers will develop an assessment that focuses on the major changes in Louisville's transportation network and travel patterns since the 2019 Transportation Master Plan was completed. Transportation assessment will include updated maps of the transportation network, identification of major projects and policies that have been completed since 2019, high-level analysis of existing travel patterns, and an identification of gaps and opportunities that the transportation element of the Comprehensive Plan can address.

Task 2.6 Environmental Assessment

Louisville includes specific habitats and ecotypes representing various levels of connectivity, diversity, and historical occurrences of specific species. By overlaying source data from several state and federal sources, the Design Workshop and Spirit Environmental team will be able to present a set of ecological baseline conditions that will inform potential steps to inform the comprehensive plan. Spirit Environmental will explore the highest potential to support diverse wildlife populations through a review open space maps, potential for threatened and endangered species

to occur, and private land to make holistic determinations and support effective land use decisions that find the right balance between the human and non-human residents of Louisville. Whether looking at the Davidson Mesa or the Aquarius Open space, or even some of the undeveloped land at the CTC, the potential will be evaluated and presented in a summary document that outlines the potential and known environmental attributes and benefits of various land areas in Louisville.

The Environmental assessment will also include the role of fire in the ecosystem and findings from reputable sources on the future anticipated climate impacts for Louisville's natural environment. The availability of fire risk data will also allow for inclusion of risks for the more urbanized parts of Louisville to include the built environment for future fire planning and resiliency efforts as well as identifying any particularly vulnerable areas to other climate impacts such as water shortages and increased heat

Task 2.7 Market Analysis of Growth Potential and Trends

A key component of this plan will be a market analysis to document economic influences on development, particularly impacts on retail. This analysis will focus on how market trends impact city land use, and be used to inform new programs and policies within the Plan. Because policy recommendations are best formed within a contextual understanding, the market study will benchmark trends for the Boulder and

Denver Metro markets as a whole, as well as specific subareas within Louisville or the region that can be used as points of reference. Our team will work in coordination with the housing assessment.

This will also include analysis of Marshall Fire rebuilding and how that impacts the local market. The market analysis will include a specific focus on retail market trends and opportunities, including a leakage analysis to understand where Louisville may be able to capture resident spending that is currently taking place outside of the City. Additionally, this analysis will consider development opportunities (both infill and greenfield) to understand where future growth is most likely to occur. The goal of this analysis is to provide guidance on future investments and the types of developments that will best meet community needs and ensure Louisville remains competitive in the region.

Task 2.8 Existing Conditions and Trends Assessment

Using directives and outcomes from a review of all existing conditions memos, we will summarize the above tasks and align with community and stakeholder feedback to develop an Existing Conditions and Trends Assessment Summary. This will establish a baseline and identify opportunities going forward. We will include a map atlas with up to 12 Maps including land use patterns, transit and circulation, streetscape, parks and urban spaces, vacant or underutilized lands, infrastructure and facilities, transportation and connectivity. Our analysis will also include mapping and summary narrative and of issues and opportunities of community land use conditions, challenges, trends and goals which may be key to accommodating growth relevant to future development in the Plan.

Task 2 Deliverables:

- *Existing Plan Review Summary Memo, including Identification of policies implemented and what remains to be completed from the previous Community Plan (review of up to 8 plans).*
- *Existing Conditions Assessment and one (1) revision cycle of the draft document.*
- *Meeting notices and project fact sheets and flyers (per engagement window) formatted for print and for digital distribution.*
- *Draft and final survey questions, survey administration and survey summary. Up to 25 questions in English and Spanish.*
- *Community Engagement Materials Engagement Planning Worksheets, Draft and Final Engagement Materials, Engagement Summary for each engagement window.*
- *Materials including workshop materials, popup activities and toolkits, and surveys with one day of in person support.*
- *Community Engagement Summary, including one (1) round of edits.*
- *Up to 6 in person or virtual focus group meetings, meeting planning and facilitation work sheet, and meeting summaries.*
- *Three (3) project process update presentation/reports for the Advisory Committee and meeting summaries.*

Phase 3 **Future Framework:** Envisioning Louisville

Planning for the future includes determining the land use, open space and infrastructure frameworks that new growth and opportunity can build onto and position the entire community for new opportunities. This includes the following sub-tasks:

Task 3.1 Initial Plan Vision, Core Values and Draft Goals

Community input and analysis efforts completed in Phase 1 will inform a review of the 2013 Comp Plan vision and core values that inform the new plan. The vision will be updated based on community feedback. Core values will be removed, revised or added to reflect where the community is today and where they want to go.

Task 3.2 Plan Opportunities

Based on feedback from the stakeholders and the community, we will outline opportunity areas, including a discussion of future land use types, and location and character desired for economic, social, and environmental conditions. We will identify strategies to provide direction for the future of the qualities that make Louisville great, leveraging local assets and expanding opportunities for the community thrive. This will include key transportation corridors and their potential to become more multimodal, opportunities for increased economic development including base industries and future business and industry which contribute towards a thriving future, spatial equity in terms of the provision of services, parks, affordable housing, social and utility infrastructure, and address the future demand for multi-family, workforce housing and higher density residential development that can promote housing diversification and affordability.

Task 3.3 Land Use Framework and Three Mile Plan

We will develop graphics and maps to illustrate existing and desired future conditions including the future land use maps to be included in the Comprehensive Plan. We will create a Three-Mile Plan that considers potential future infrastructure and growth within three miles of the City boundary. We will create a series of maps to outline preferred future conditions using the findings and community preferences from previous phases of work. A series of land use criteria narratives will be included.

Task 3.4 Engagement Window #2: Community Choices and Priorities

We will conduct a series of facilitated “Design Workshops” that engage the community in a series of discussions and activities that leads to a vision, goals and strategies, actions, priorities and a preferred land use plan for the future of Louisville.

- **Community Workshop 2.** We will present draft plan concepts for review and comment from the community including the project vision, guiding principles, and goals of the draft comprehensive plan. Engagement will focus on prioritization exercises to gauge reaction to plan ideas. Ideas will be shared at an in person open house and we will work with the City to prepare a virtual presentation and exercises to host on the Engage Louisville website.
- **Block Parties (Neighborhood Area Community Meetings).** Block parties are conversations targeting target specific neighborhoods and HOAs and would include a review of the project vision and core values, and discussion on issues and opportunities for the neighborhood and subsequent

impacts for the community. The scope anticipates that the consultant team and city staff would participate in these as facilitators. Content for these would be created by the Design Workshop team. Meeting summaries would be provided for inclusion on virtual platforms. We assume the city would provide drinks and snacks for in-person engagement to support the block party feel.

Task 3.5 Strategy Framework

Recommend strategies and actions that connect community priorities to a clearly described action playbook that has clear tasks, roles, responsibilities and time frames for completion. This draft will include an Actions that provides a guide for short, medium, and long-term implementation. We will create a matrix that shows tasks, responsibilities, time frame and priorities. Consider investment and funding types and strategies, along with incentives to enhance the potential for success.

Task 3 Deliverables:

- *Initial plan vision and draft goals and one virtual discussion to review.*
- *Plan Opportunities and Strategies Memorandum in Microsoft Word.*
- *Draft Future Lane Use Plan, land use designations and character, 3-mile Plan Framework, outcomes narrative, graphics for ultimate inclusion in the Comprehensive Plan.*
- *Community Engagement Materials Engagement Planning Worksheets, Draft and Final Engagement Materials, Engagement Summary for each engagement window.*
- *Materials for workshops and block parties with one day of in person support.*
- *Community Engagement Summary, including one (1) round of edits.*
- *Recommendations and Strategies Memorandum in Microsoft Word and supporting diagrams, maps and illustrations to be included in the draft document.*
- *Implementation matrix for projects, including theme impacts, resource availability, and suggested timelines.*

Phase 4 Strategies and Implementation: Realizing the Plan for Louisville

The plan document needs to be compelling and user friendly. Crafting a format and style for your document that is uniquely Louisville will contribute to its use and success. This includes the following sub-tasks:

Task 4.1 Draft Outline and Templates

We will create a draft document outline (Table of Contents) and a visual template for the document that captures the essence of the community and instills a sense of importance and quality to the effort. We will share a writing style guide to designate the appropriate grammatical uses and terminology for the plan document.

Task 4.2 Plan Development (50% and 80% Drafts)

Based on all feedback to date and staff input, the Design Workshop team will develop a draft plan which will compile all relevant data from the existing conditions summary, community engagement summary, plan vision, guiding principles and goals memo and plan opportunities and strategies memos. The production of memos for review and approval throughout the process is intended to create an efficient review process. We will create a graphically engaging document that is clear, concise, and easy to understand that can be delivered to a variety of audiences in an accessible way. We anticipate one Administrative Draft which staff will review and collate all comments. Upon receipt of one set of consolidated, non-conflicting comments, Design Workshop will review the comments with City staff and develop an approach to address the comments and prepare the final draft document.

Task 4.3 Engagement Window #3: Community Draft Plan Review

We will conduct a final virtual community presentation to showcase the final plan and demonstrate how community input was incorporated into the final content.

- **Community Presentation or Video.** We will share a presentation online in a virtual format for the community to participate. The primary purpose of this community engagement is to inform and educate the community on the outcomes of the Community Plan and to build momentum for supporting Plan adoption.
- **Poster Roadshow.** We will create up to posters of the final plan and highlights for the city to share throughout the community.

Task 4.4 Final Plan (95% and 100%)

After receiving final comments from the community, stakeholders and city Staff, we will complete the final Louisville Comprehensive Plan. Following the presentation to City Council and Planning Commission, and receiving final comments from city Staff, we will complete the final Plan.

Task 4.5 Plan Adoption

Prepare executive level presentation to share with municipal leadership. We recommend staff have one-on-one briefings with municipal leadership and planning commissioners prior to adoption. Our team, along with city staff, will complete the final plan for adoption, a visionary, yet practical roadmap detailing strategies and actions necessary to take into the future. Design Workshop will work with staff to prepare an update presentation to be used for the adoption hearings.

Task 4 Deliverables:

- *Table of Contents in Microsoft Word, Writing style guide and document template with graphic design for review and approval.*
- *One (1) digital copy of Draft Mid-Town Community Plan document at 50% complete in Microsoft Word and at 80% Complete in pdf format, (1) Comment tracking log, One (1) revision cycle of the draft document at each review.*
- *Presentation or Video of Final Plan Concepts and Posters with QR code to online plan*

- *95% (pre-adoption) and 100% (post-adoption) Louisville Comprehensive Plan in pdf format and InDesign format, One (1) revision cycle of the final document.*
 - *One (1) digital copy of Final Plan document and appendices and one (1) pdf of all maps included in the final plan and (1) one digital version of GIS shape files used to prepare maps.*
 - *Two (2) final adoption meetings (Comprehensive Plan) by City Council.*
-

Optional Additional Services:

The following task items are optional to the above scope and can be included for additional time and fee.

Spanish Ambassadors

We recommend a native Spanish speaker as a liaison at events who can support additional Spanish translation, we would coordinate as an additional service.

Statistically Valid Survey

Generally, a statistically valid survey means that a random selection of the population of interest (usually adults or households in the community) are chosen to participate in the survey. If desired, we would work with City staff to create a survey with representational input requires targeting input from citizens that typically do not participate in planning processes. A sampled online survey with cards mailed to a representative sample will help to achieve a more representative sampling of citizen opinions.

Additional attendance at adoption meetings

Sometimes adoption can take longer than anticipated, or you need additional consultant attendance at a key milestone. We have created flexibility on when in-person meeting attendance could occur. If additional travel is needed, we have outlined the add-on service for each consultant team on a per trip basis.

Virtual Block Party

While in person meetings are preferred, virtual meetings may be needed. We propose to utilize 3-D virtual room software to create a 'virtual block party' that will provide for an interactive, creative, and dynamic participant experience. The 'virtual block party' will allow for the project team to guide discussions with community members while still providing for opportunities for community members to 'tour' information stations and speak with project team members.

Video Scripts

We propose utilizing short project videos to provide updates at key intervals of the project to summarize project milestones and next steps, and encourage staff members to participate and take ownership of this initiative with support from DW. This would include Project Milestone video scripts (3), including one (1) round of edits and a project closeout update video script with one (1), including one (1) round of edits.

EXHIBIT B

Consultant Service Pricing

		Fee
Phase 1	Project Initiation	\$63,730
Task 1.1	SKO and Consultant Team Site Visit	\$12,680
Task 1.2	Project Management Plans, Biweekly Meetings and Reporting	\$23,350
Task 1.3	Community Engagement Plan and Ongoing Stakeholder Management	\$5,900
Task 1.4	Project Communications and Project Branding	\$11,260
Task 1.5	Board Presentations	\$10,540
Phase 2	Vision & Trends	\$113,400
Task 2.1	Past Plan Review	\$4,100
Task 2.2	Advisory Group	\$11,900
Task 2.3	Focus Groups	\$11,820
Task 2.4	Engagement Window #1 (Survey, Workshop, Pop Ups)	\$20,880
Task 2.5	Transportation Assessment	\$13,150
Task 2.6	Environmental Assessment	\$8,650
Task 2.7	Market Analysis of Growth Potential and Trends	\$32,600
Task 2.8	Existing Conditions and Trends Assessment	\$10,300
Phase 3	Future Framework	\$72,680
Task 3.1	Initial Plan Vision, Core Values, and Draft Goals	\$3,920
Task 3.2	Plan Opportunities	\$25,060
Task 3.3	Land Use Framework and Three Mile Plan	\$10,160
Task 3.4	Engagement Window #2	\$24,920
Task 3.5	Strategy Framework	\$8,620
Phase 4	Strategies and Implementation	\$89,740
Task 4.1	Draft Outline and Templates	\$7,060
Task 4.2	Plan Development (50 and 80% Drafts)	\$42,980
Task 4.3	Engagement Window #3	\$16,020
Task 4.4	Final Plan (95% and 100%)	\$17,620
Task 4.5	Plan Adoption	\$6,060
	Fees	\$339,550
	Estimated Reimbursable Expenses	\$10,450
	Total Fees	\$350,000

Optional Task	Fee
Spanish Ambassadors	\$600 per event
Statistically Valid Survey	\$25,000
Additional In-Person Meeting Attendance	\$2,500 per trip
Virtual Block Party	\$7,500
Video Scripts	\$5,500

Employee Name	Hourly Rate
Jessica Garrow	\$250
Alison Bourquin	\$175
Reilly Thimons	\$175
Nino Pero	\$175
Charlie Alexander	\$225
Carly Sieff Hart	\$210
Sydney Provan	\$150
Conor Merrigan	\$225
Bekah Bailey	\$140
Daniel Guimond	\$260
Rachel Shindman	\$195

City Council

January 23, 2024

Citywide Comprehensive Plan Update



Meeting Purpose

1. City Council to gain understanding of project and process
2. Targeted questions to inform next steps



Comprehensive Plan Overview

- Required by state law and city code to be updated every ten years
- City Council adopted policy that is not regulatory but serves important purposes
- Focuses on land use, development, and infrastructure but covers wide range of topics



Typical Parts of a Comprehensive Plan

- Existing conditions
- Vision and values statements
- Future land use and transportation framework
- Policy statements by topic (comprehensive)
- Action plan



Vision and Values

- Community driven statements of what is most important to Louisville
- Act as foundation for plan's policy development
- Examples of how it is actionable:
 - Policies tied to specific vision/values statements
 - City Council work plans
 - Budgeting



Land Use Framework

- Future land use designations (status quo or calling for changes) that acts as foundation for land use decisions
- Examples of how it is actionable:
 - Private development requests required to show plan consistency
 - Changes to zoning code to align desired features of places to regulations (design, context, etc.)
 - Future public facilities, land acquisitions

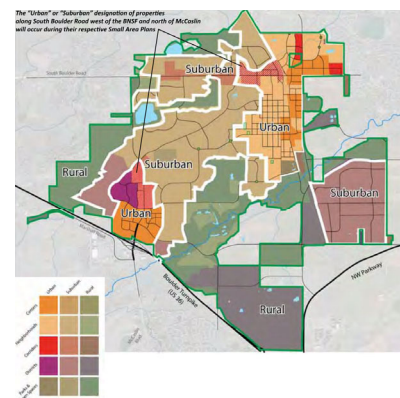
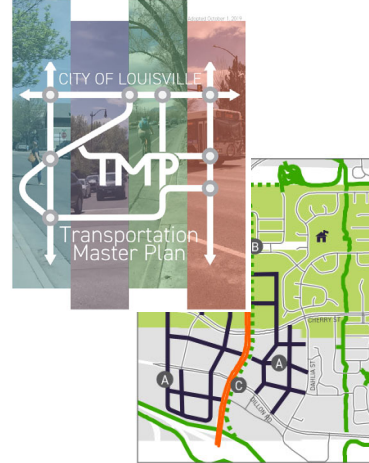


Image from 2013 Comprehensive Plan



Transportation Framework

- Future transportation system
- Acts as foundation for transportation decisions
- Examples of how it is actionable:
 - Private development requests required to provide transportation connections
 - Changes to street design standards to align with desired street types
 - Capital Improvements Planning (CIP) for city-initiated transportation projects



Images from 2019 TMP



Topical Policy Statements

Can be freestanding in Comprehensive Plan or align/reinforce from other City plans on topics like:

- Environmental sustainability
- Equity, Diversity, and Inclusion
- Historic preservation
- Parks, recreation, open space
- Housing affordability
- Economic development and fiscal health
- Recovery and resilience

This image shows a page from the '2013 Comprehensive Plan' titled 'The Framework'. It features a map of Louisville with various colored zones and a list of policy statements. The text on the page includes:

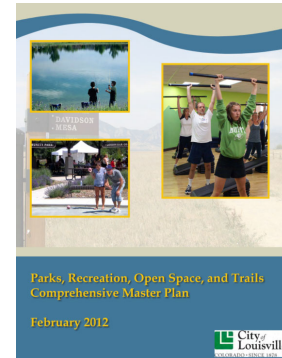
- Policy 2.1.2:** Sustainability is key to the City's future... The City should work with its neighboring jurisdictions... to create a high quality walking environment... and to integrate the City's transportation network with its other plans.
- Policy 2.2:** The Planning and Building Safety Department... shall ensure that all transportation projects meet the requirements of the City's transportation and universal vision of the City.
- Policy 2.3:** The Planning and Building Safety Department... shall ensure that all transportation projects meet the requirements of the City's transportation and universal vision of the City.

Image from 2013 Comprehensive Plan



Active Parallel City Projects

- PROST Master Plan Update
- Louisville Downtown Vision Plan (LDVP)
- Housing Plan



Community Engagement

Engagement “Windows”

1. Community Vision and Values
2. Community Choices, Strategy Framework
3. Draft Plan



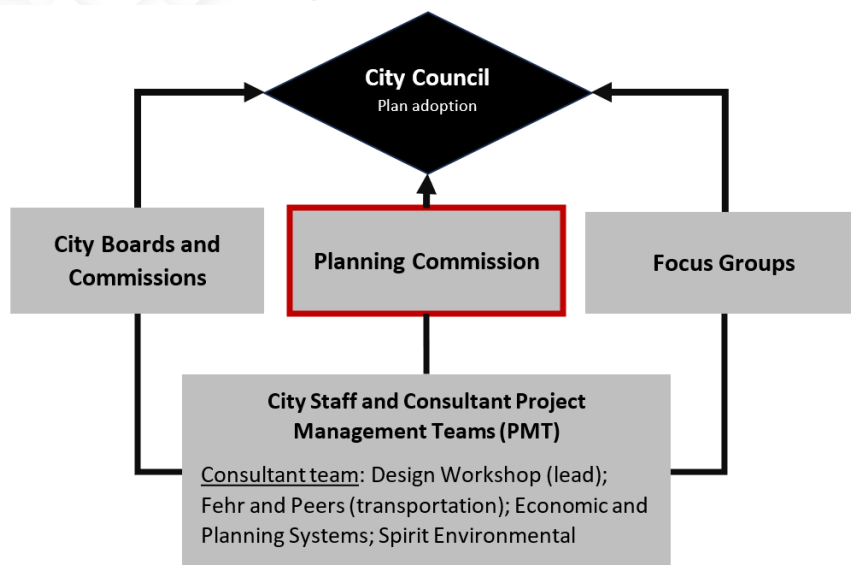
Community Engagement

Engagement Types

1. City Council, Planning Commission throughout
2. City boards and commissions
3. Focus groups (e.g., EDI, businesses)
4. Public events (virtual, in person)
5. Engage Louisville online engagement (e.g., surveys)
6. Intercept events



Project Structure



Schedule

Proposed Abbreviated Comprehensive Plan Update Schedule (subject to change)							
	2024				2025		
	Q1	Q2	Q3	Q4	Q1	Q2	Q3
Engagement Window #1: Vision and Values	■						
Engagement Window #2: Choices and Plan Framework				■			
Engagement Window #3: Draft Plan						■	
Draft Plan Framework and Key Community Choices		■	■				
Draft Plan (* = City Council adoption)					■		*



Requested City Council Feedback

1. What does success look like to you for this project?
2. What are the top three issues the project should address?



engagelouisvilleco.org/comp-plan

