



MEMORANDUM

P.O. Box 4100 ♦ FRISCO, COLORADO 80443

**TO: MAYOR AND TOWN COUNCIL**  
**FROM: EMILY WEBER, PRINCIPAL PLANNER**  
**RE: RESOLUTION 24-08: A RESOLUTION APPROVING AN AGREEMENT WITH DESIGN WORKSHOP, INC. FOR THE DEVELOPMENT OF THE 2024 FRISCO COMPREHENSIVE PLAN AND THREE MILE PLAN**  
**DATE: JANUARY 23, 2024**

**Summary and Background:** In 2019, the Frisco Town Council adopted the Frisco Community Plan, which has six guiding principles that have led Frisco throughout the last five years: Inclusive Community, Thriving Economy, Quality Core Services, Mobility, Vibrant Recreation, and Sustainable Environment. While these principles are still applicable, a lot has changed since 2019 and it is time to reevaluate the community’s goals and priorities. Additionally, the Community Plan lacks goals related to important topics such as risk hazard, water supply, and the intentional promotion of affordable housing. The Town recognizes that an updated comprehensive plan will better guide the Town in decision making and amending the Town Code in a manner that meets the community’s vision.

**Analysis:** On November 17, 2023, staff released a Request for Proposal (RFP) for the development of the Frisco Comprehensive Plan and Three Mile Plan. We received three proposals by the December 15, 2023 deadline. The proposers and the total bid amounts were:

Name of Bidder:	Bid Amount:
Design Workshop	\$200,000.00
Houseal Lavigne	\$199,835.00
Stan Clauson	\$197,741.50

All proposals were evaluated per the criteria outlined in the RFP and the scope of work to include at a minimum the following tasks:

- Task 1: Public & Stakeholder Engagement:** Preliminary planning and community engagement initiatives will be performed to engage all sectors of the community. Development and management of the public input process will include public meetings, both in-person and/or virtual, with elected and appointed boards, strategic stakeholder groups and citizens. The focus will be to identify key resources and opportunities, challenges, values that the community wishes to preserve, and principles that should direct implementation and development of a shared future development vision.

Community and stakeholder engagement will be key in updating the Comprehensive & 3-Mile Plans. Feedback from residents, business owners, and other stakeholders will be sought to provide input.

2. **Task 2: Community Assessment:** The consultant shall complete a comprehensive analysis of the existing land use, developable land area, housing, infrastructure, parks, natural hazards, and other comprehensive plan elements within the existing Town boundary. The consultant shall consider future trends and conditions that will impact the Town of Frisco. These include economic, demographic, housing, social and environment-related, and community resiliency issues. Anticipating and planning for future adaptation in these sectors is a critical component of this project.
3. **Task 3: Future Needs & Trends Analysis:** This task will focus on analysis of development trends, growth patterns and community need as well as the economic impacts these trends will have on the Town. The consultant will review and analyze data and trends, including current conditions and future projections of potential population growth, local economy, land use, utilities, recreational resources, transportation, and other public infrastructure.
4. **Task 4: Alternatives Development:** The consultant shall focus on integrating findings from earlier tasks and providing creative solutions to the challenges and opportunities. Using the data gathered, the consultant will provide an analysis applying different growth scenarios and options for each area of the Plan. The consultant will create recommendations for the proper mix of land uses for long-term financial sustainability, affordable housing incentive programs, enhancement and expansion of transportation networks and pedestrian corridors, and increase accessibility to parks and open space. The elements identified in the Town's current Community Plan will be revised to include: Land Use, Housing, Transportation, Recreation, Public Service and Utilities, Water, and Resiliency.
5. **Task 5: Plan Document Articulation:**

After information is compiled and alternatives analyzed, the Consultant will draft the plan for presentation to the Town. The Consultant shall deliver a user-friendly Comprehensive Plan in written and electronic form with graphics, diagrams, pictures, tables, and other appropriate narrative content and realistic implementation strategies that are appropriate and achievable.

The Town of Frisco has received a grant award from Colorado Department of Local Affairs (DOLA). The Comprehensive Plan shall comply with C.R.S. 31-23-206 and shall also comply with DOLA requirements that include:

- The plan must assess and address housing needs of current and future residents at all levels of affordability. It must include locally-appropriate goals, strategies, and actions to promote affordable housing development. This work must use the best available data (e.g., State Demography Office data or a recent housing needs assessment).
- Risks of natural and human-caused hazards to life, property, and public resources, and consideration of their impact to vulnerable communities. Include goals, strategies, and/or actions to address and mitigate these hazards.
- In the spirit of the state's goal to engage with disproportionately impacted communities (C.R.S. 24-4-109), the plan must use an environmental justice lens,

particularly when it comes to the impacts of hazards, resources, and amenities to promote equitable outcomes.

- The plan must address the community's water supply and water quality goals. Per C.R.S. 31-23-206(1)(d) and 30-28-106(3)(a)(IV), the community must:
  - Consult and coordinate with local water provider(s),
  - Include water conservation policies, and
  - Identify in the plan water supplies and facilities sufficient to meet public and private infrastructure needs reasonably anticipated or identified in the planning process.
- The plan must include an action plan that prioritizes actions necessary to implement the plan, creates a timeline for implementation, and assigns responsibility for actions.

Town Staff also expects that one of the outcomes of the new comprehensive plan will be increasing goals for renewable energy through future Unified Development Code modifications. Overall, reducing carbon footprint will be a positive side-effect of the community plan and future UDC modifications. These modifications would include goals/strategies for transportation, reducing parking requirements, and increasing sustainability and energy code requirements.

6. **Task 6: Comprehensive Plan Adoption:** The consultant will present the plan at a public hearing with the Planning Commission and Town Council to officially adopt it.
7. **Task 7: Three Mile Plan Adoption:** The consultant will update the Three Mile Plan which was last updated in 2018.

Staff reviewed all proposals and decided to interview Design Workshop and Stan Clauson to gain further information on their proposals. Based on the quality and thorough proposal provided by Design Workshop, staff recommends entering into an agreement with DPS.

**Financial Impact:** If the Town enters into a contract with Design Workshop, the cost of work will be \$200,000. The Town will be responsible for \$100,000 while DOLA will be responsible for the remaining \$100,000. Funds have been allocated in 2024 to cover the cost of the Comprehensive Plan update.

**Alignment with Strategic Plan:** The development and completion of a Comprehensive Plan and Three-Mile Plan would support goals noted in the Town Council Strategic Plan. Additionally, the Town Charter requires that the Community Plan be updated every five years.

**Staff Recommendation:** Staff recommends adoption of Resolution 24-08: A Resolution Approving an Agreement with Design Workshop, Inc. for the Development of the 2024 Frisco Comprehensive Plan and Three Mile Plan

**Reviews and Approvals:**

- Katie Kent, Community Development Director
- Leslie Edwards, Finance Director
- Diane McBride, Assistant Town Manager
- Tom Fisher, Town Manager

**Attachments:**

- Attachment 1, Resolution 24-08
- Attachment 2, Contract
- Attachment 3, Design Workshop Submittal