



City Council Communication

AGENDA DATE: May 2, 2025

LEGISTAR ITEM #: Res 2025-068

SUBMITTED BY: Heather Vidlock
Development

DEPARTMENT: Community

<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Presentation
<input type="checkbox"/> Admin Business	<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Other

REQUEST

Approve a resolution authorizing the City Manager to negotiate and execute a contract amendment to the contract with Kendig Keast Collaborative to complete the update to the Land Development Code. The contract amendment is to allocate \$38,750 to complete additional work related to the zone districts and building types and incorporate the Facts to Know sheets into the Development Guidebook.

BACKGROUND

This contract amendment is needed to complete work identified by the Community Development Director and Planning Manager related to additional modifications to proposed zone districts and standards to better align them with the Comprehensive Plan goals. The amendment will also enable additional edits as a result of the remaining public outreach currently underway.

This contract amendment will allow the Land Development Code to be updated and ready for adoption by early fall 2025. Resolution 2025-068, if approved, authorizes the City Manager to negotiate and execute a contract amendment not to exceed \$38,750 for the reasons specified in this report.

FINANCIAL IMPACT

Contractor	Kendig Keast Collaborative
Amount of Request/Contract	\$38,750
Amount Not To Exceed	\$532,240

CITY COUNCIL COMMUNICATION CONTINUED

Amount Budgeted	\$493,490
Budget Year	FY2025
Funding Source	General Fund
Additional Funds Needed	\$38,750
Funding Source (if funds needed)	395-13-750-734

PROJECT TIMELINE

Estimated Start Date	Estimated End Date
In process	October 31, 2025
Years and Months of Contract	Number of Times Renewable
2 year 8 months	N/A

JUSTIFICATION

<input type="checkbox"/> Council Goal	<input type="checkbox"/> Strategic Plan	<input checked="" type="checkbox"/> Work Plan	<input type="checkbox"/> Legal
Citation	Work Plan Land Development Code update		

BOARDS & COMMISSIONS ASSIGNED

Board or Commission	N/A
Recommendation	N/A
Date of Recommendation	N/A

PUBLIC OUTREACH

Public Outreach occurred on the Land Development Code update in January 2025 with a public open house. Robust public outreach is planned for May/June 2025, including two public open houses, a dedicated website, and a community survey. Outreach to the development and business community is also planned in May/June 2025. Finally, outreach to our partner agencies, South Adams County Water and Sanitation District and South Adams County Fire Department, is also planned for May/June 2025.

AVAILABLE ACTIONS

- Available Action #1: Approve Resolution 2025-068 authorizing the City Manager to negotiate and execute an amendment to the Professional Services Agreement with Kendig Keast Collaborative.
- Available Action #2: Deny Resolution 2025-068

CITY COUNCIL COMMUNICATION CONTINUED

- Available Action #3: Continue Resolution 2025-068 to request additional information.

STAFF RECOMMENDATION

Staff Recommends Action #1