

a proposal for

TOWN OF FOXFIELD

Planning & Zoning Services

submitted by



January 12, 2018

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Cheryl Kuechenmeister
Town Administrator
P.O. Box 461450
Foxfield, CO 80046

Subject: Planning and Zoning Services

Dear Cheryl,

SAFEbuilt Studio is pleased to submit the enclosed proposal for professional Planning and Zoning Services for the Town.

SAFEbuilt has been working with the Town since 2010 providing building, code enforcement and inspection services. This has provided the opportunity to develop good relationships with staff, officials, and residents. It's our hope to add planning and zoning services so that SAFEbuilt Studio will be the single point of contact and your "one stop shop" for all community development services for the Town.

Foxfield is a valued client. We remain committed to meeting your needs and will be flexible to any new ideas that help us maintain or improve our service. Our proposal includes a brief overview of SAFEbuilt and our experience in Colorado, a description of the planning and zoning services we offer, and a list of our staff including a bio for Mike Pesicka, Senior Planner, who will be your main contact.

Finally, the proposal will include a scope of services and fee schedule for the Town of Foxfield, including the following services we discussed with the Town Board in November.

- Zoning permit review
- Streamlining the development process
- Management of the entitlement process
- Zoning users guide and checklist
- Web-based tools, and
- Planning support as needed.

Thank you for the opportunity to learn more about your community development needs and to submit our proposal. If you have any questions, please contact Mike Pesicka at 720-749-1091 or mpesicka@safebuilt.com.

Best regards,



Scott Martin
Business Development



Mike Pesicka
Senior Planner



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SAFEBUILT & SAFEBUILT STUDIO OVERVIEW

SAFEbuilt Studio

SAFEbuilt Studio is SAFEbuilt's community planning division. Urban planners, designers, architects, zoning experts, attorneys, and GIS specialists — we are known for delivering outstanding service and bringing creative solutions to the municipalities and agencies that work with us.

Our experience with a diverse array of communities gives us a unique perspective and insight into what drives effective community development. Located in Denver, Detroit, and Atlanta, SAFEbuilt Studio serves local governments and agencies across Colorado and across the country.

About SAFEbuilt

SAFEbuilt partners with government agencies to provide expert Community Development solutions that improve service, reduce costs, and make communities safer for citizens.

Since 1992, SAFEbuilt has been the go-to third party provider of local government services such as planning and zoning, plan review, building inspections, building officials, code enforcement, and disaster response. With more than 600 employees and 500 communities, the company is committed to creating vibrant, thriving communities through solid customer service, cost saving efficiencies and streamlined processes.



SAFEbuilt Advantages

- Longevity – We celebrated our 25th anniversary in 2017
- Regional expertise – 8 Colorado offices with over 65 clients in the State
- We’re nearby – Our planning office (SAFEbuilt Studio) is located in Northglenn
- Understanding – A majority of our clients have populations under 5,000 people
- Client focus – We provide customized Community Development Services to meet your needs including Building, Permitting, Planning & Zoning, and Community Improvement.

Selected Colorado Clients

Client	Comprehensive Building Dept. Services	Supplemental Building Dept. Services	Supplemental Planning Services
City of Centennial	■		■
City of Commerce City		■	■
City of Northglenn	■		■
City and County of Denver		■	■
Town of Elizabeth		■	■
Town of Mancos		■	■
Town of Mountain View	■		■
Town of Dacono	■		■

PLANNING QUALIFICATIONS

SAFEbuilt Studio offers urban planners, designers, architects, zoning experts, attorneys, and GIS specialists. We deliver outstanding service and thoughtful, creative solutions to the municipalities and agencies that work with us. Our experience with a diverse array of communities gives us a unique perspective and insight into what drives effective community development.

SAFEbuilt Studio Colorado Staff

- Mike Pesicka – Senior Planner and your primary contact
- Scott Martin – Business Development
- Elizabeth Garvin, AICP – Planning Director
- Steve Miller, AICP – Client Services Director
- Mikaela Firnhaber – Senior Planner
- Paul Donegan, AICP – Planner II
- Kyler Hallmark – Planner I
- Matt Post – Planner I
- Alex Lewis – Intern

Mike Pesicka, Senior Planner, will be your main point of contact and will provide daily advice and reviews, ongoing consultation, and attendance at meetings when needed. We will work with town staff and officials to meet the expectation for manager-level involvement, but also to be conscious of costs. Planning tasks will be assigned to approximately qualified staff members at the lowest possible level to help keep your costs in line.

Mike's Bio

Mike has worked for over 16 years in the municipal and private planning industries focusing on development review, zoning ordinances, permit review, and the day-to-day operations of a community development department.

Prior to joining SAFEbuilt Studio, Mike owned and operated a home inspection business for two years. His sixteen years of planning and development experience includes several city and county governments in the Colorado Front Range as well as the City of Centennial where he was part of a team that simultaneously rewrote and implemented a new land development code for the entire City. Mike received a bachelor's degree in Land Use from Metropolitan State University of Denver. His professional interests include sustainability, horticulture, and pedestrian connectivity and accessibility.



PLANNING & ZONING SERVICES

SAFEbuilt Studio focuses on implementing planning strategies that put plans into action. We provide the tools, techniques, action plans, processes, and expertise to make your plans work.

Our services include:

- Development review & entitlements
- Ordinance amendments & updates
- Master plan updates
- Research & special studies
- Staff support & training

Zoning Permit Review

SAFEbuilt Studio provides zoning review services for a full range of locally required permits, including: sign, fence, special event, temporary use, and accessory structure. Our team of current planners understands the permit review process and delivers review services in an efficient and timely manner.

Entitlement Process Management

With both private and public-sector development experience, our team can help you review, analyze, process, and manage all types of entitlements and applications, from rezoning to plat approval. We are available to support your staff as a review and comment team or we can expedite the application all the way through the public hearing and final decision phase.

Streamlining of Development Review Processes

We can provide objective and experienced analysis of your local government review process and help create a comprehensive protocol for processing applications.

Zoning User's Guide

Through the creation of a user's guide, we'll help you communicate your community's specific processes to your applicants in clear terms (and plain English) that let applicants know the "who, what, when, where and how" of local development expectations.

Additional Planning Services

Planning Support

Need a demographic study? A white paper analyzing how communities choose sites for tiny houses? An alternative design approach for thought and discussion? A public survey on locations for new bike lanes? SAFEbuilt Studio provides "small project" planning support to your community. Give us your planning issue or study area and we will prepare a response and, if you need, summary and public presentation. Your



staff remains available to handle their current work load and we move quickly so your community can address the issue and move forward. SAFEbuilt Studio is also available to handle the public hearing and answer questions about the changes or impacts of the project.

Zoning and Land Development Review

Zoning and subdivision regulations are the rules that guide development. Sometimes, though, they are the rules that stop development. Our planners have extensive zoning, subdivision, and sign code experience and can provide the fix your code needs, modernizing your code to create a framework for future code enhancements. Working with your staff, we will identify the extent of the problem, draft a regulatory update, and present you with an ordinance and accompanying public presentation to take through the adoption process. Our current planning experience also puts us in the unique position of helping your staff take a new code from adoption through implementation, including the creation of helpful user's guides, staff review checklists, and applicant comment forms; assistance with remapping and rezoning; and the establishment of a code monitoring and continuous update process.

SCOPE OF SERVICES

SAFEbuilt Studio proposes the following scope of services for the Town of Foxfield. SAFEbuilt has been working with the Town since 2010 providing building, code enforcement and inspection services. The intent of this scope of services is to outline the additional planning and zoning services so that SAFEbuilt Studio will be the single point of contact for all community development services for the Town.

1. Orientation

SAFEbuilt Studio will conduct an on-site process orientation session. Much of the orientation can be done remotely via access to the Town's website and associated online zoning development documents. The session will be conducted by a Senior Planner at an hourly rate of \$115.00. Estimated time for orientation is 4-8 hours.

2. Plan Review

SAFEbuilt Studio will provide the following plan review services. Such services will be provided by the appropriate level of staff depending on the complexity for each review. Review services will include:

- a. Review of Land Use application materials, including PD (planned development) amendments, for required information and completeness. Completeness review will be in accordance with Chapter 16 Article 1 Zoning General Provisions of the Town of Foxfield municipal code.
- b. Review of Land Use applications for conformance or compliance with standards outlined in the following policies, plans, and ordinances:
 - i. Town of Foxfield Master Plan
 - ii. Town of Foxfield Trail Plan
 - iii. Town of Foxfield Municipal Code, Chapters 11, 16 and 17
- c. Review of applications for Building Permits, Sign Permits, Fence Permits, ROW Permits, Temporary and Seasonal Use Permits, and other permit applications requested by Town of Foxfield staff, for required information and completeness per Chapter 16 Article 1 Zoning General Provisions of the Town of Foxfield municipal code.
- d. Review of applications for Building Permits, Sign Permits, Fence Permits, ROW Permits, Temporary and Seasonal Use Permits, and other permit applications requested by Town of Foxfield staff, for conformance or compliance with standards outlined in paragraph (b) above.
- e. Coordination and management of reviews with the Town Engineer, engineering consultant, and other external review organizations or agencies (i.e. South Metro Fire Rescue Authority, Tri-County Health, etc.).
- f. Communication of review findings, in electronic format, to appropriate Town staff and applicant.

- g. Communication of final staff review findings and recommendations, in electronic format, to appropriate Town staff and applicant.
 - h. SAFEbuilt Studio will create the staff report, in electronic format, for the Board of Trustees.
 - i. SAFEbuilt Studio staff will attend Board of Trustees meetings only as requested by Town staff.
 - j. All application information to be emailed or transferred by other electronic means to SAFEbuilt Studio staff. When electronic means is not feasible, the transfer of application materials will be via courier or mail service. All costs associated with transfer of application materials will be borne by the Town.
3. Additional Planning Services

SAFEbuilt Studio will perform additional planning services only at the request of the Town staff. Based on the potential extent of the scope of such additional services, SAFEbuilt Studio will provide Town staff with a fee estimate for requested services and will only proceed to work on such services upon Town staff approval.

- a. SAFEbuilt Studio will periodically review and update the current Municipal Code. SAFEbuilt Studio proposes to build on previously completed revisions to highlight various clerical and administrative changes to the ordinance to make it easier to understand and to implement.
- b. SAFEbuilt Studio will update the current checklists for review processes. This task will include review of all current submittal checklists for zoning and subdivision processes and updating as necessary. Placing checklists on the Town's website or creating a link to allow applicants and developers to access those checklists directly. This will help to lessen the burden on Town staff who now provide this information over the phone or via email.
- c. Update the Town's website to allow residents and applicants to verify zoning via a "what's my zoning" feature. This task reflects the creation of a website based application providing property specific zoning and other pertinent property information to applicants, design professionals, appraisers, real-estate professionals, and citizens. The application aims to reduce the burden on current clerking staff who are often tasked with providing this information over the phone, "on demand".
- d. Update the Town's website to enhance access to fence, sign, right-of-way, building, and other permit applications, as requested by Town staff. SAFEbuilt Studio will evaluate the existing website to determine what efficiencies can be built with the addition of an online permit process. Much like the "what's my zoning" endeavor above, these efficiencies can reduce the burden on current staff and provide a clearer picture for residents and applicants regarding what is required to undertake development activities in the Town.



FEE SCHEDULE

SAFEbuilt Studio is focused on providing high value to our client communities and we will provide services at the lowest possible rate based on the level of expertise required for the services provided. We also know that good advice is partly the result of experienced professionals. Thus, we have a host of professional levels with rates indicative of their experience.

2018 Hourly Rate Schedule

Professional	Hourly Rates
Planning Director	\$195.00
Planning Manager	\$145.00
Senior Planner	\$115.00
Project Planner II	\$85.00
Project Planner I	\$75.00

Billing Process

Invoicing is done on a monthly basis. We provide detailed invoices identifying which planner conducted the work, their billing rate, a description of the work activity performed and how much time was spent on said activity.