

MASTER PLAN PHASE 3 AGREEMENT

Date: April 12, 2022
 To: Town of Mt. Crested Butte
 Carlos Velado, Community Development Director
 Hillary Seminick, Community Development Specialist
 From: Elena Scott
 Re: Master Plan

Norris Design and Town staff are ready to move forward on a recalibration of the Town of Mt. Crested Butte Master Plan. This reset will lead to a new draft issue, and ultimately a final Master Plan for adoption incorporating direction from the community and Town leadership. The original scope of work for Phases 1 and 2 are outlined in Table 1, including responsibility and status. Please note that the Town was responsible for some items that have not been completed. The revised scope of work reassigns these tasks from Town staff to Norris Design and includes modified fees to reflect these tasks being added to our scope of work. Norris Design has identified proposed changes to the previous scope of work required to complete the Plan, which can be found below in Table 2.

The scope of work has changed because of (1) Town staff availability to assist in writing parts of the plan, (2) issuance of a second Master Plan draft, (3) additional length of time to complete process with added meetings and presentations, (4) realignment of the strategy to meet changing priorities, and (5) adjustment of plan format based on Town input. We understand that the Town may have some questions about tasks that seem to be overlapping. It is important to understand that the time and budget we had allocated to these line items was repurposed per prior staff direction that ultimately did not align with the community's expectations. We completed work as directed and are now resetting to a structure and purpose that aligns more closely with the original goals. We are committed to working with the Town of Mt. Crested Butte to complete the Master Plan and look forward to finalizing the document that will lead the community into the future.

Table 1 – Original Phase 1 & Phase 2 Planning Services Responsibilities and Status

PHASE 1	Responsibility	Status
Task 1 – Information Gathering & Community Engagement		
Attend kick-off meeting (2-day meeting in Town)	ND	<i>Complete</i>
Review existing Town data, planning and regulatory documents	ND	<i>Complete</i>
Develop Base Mapping (GIS)	ND	<i>Complete</i>
Community Outreach	ND	<i>Complete</i>
<ul style="list-style-type: none"> - Develop key stakeholders list (Town) - Develop public outreach plan - Facilitate 2-3 focus group meetings <i>(Facilitated 4 focus groups)</i> - Facilitate 3-4 stakeholder advisory group meetings <i>(Facilitated 4 SAG meetings)</i> - Develop digital survey - Attend / Present at 2 Joint PC / TC meetings <i>(Attended 3 PC / TC meetings)</i> - Attend 1 Community engagement event <i>(Attended 2 concert series at the base area, attended 1 community picnic, held 1 open house)</i> - Develop key findings from outreach 		

Task 2 – Design, Strategy and Planning		
Develop planning scenarios	ND	Complete
Graphics and Mapping (placemaking, housing, transportation, parks and rec, etc.)	ND	Complete
High level policy guidance	ND	Complete
Develop preferred alternative	ND	Complete
Develop draft master plan outline / layout	ND	Complete
Develop draft master plan	Town & ND	Complete
Provide revisions to the draft	Town	Complete
PHASE 2	Responsibility	Status
Task 3 – Phase 2 Planning Services		
Review Phase 1 Draft - Town will provide Phase 1 Master Plan redlines with comments from the community	Town	<i>Will be re-evaluated with plan recalibration.</i>
ND provide input and suggested edits to Town updated sections, text, and graphics	Town & ND	<i>Town has not provided updates to sections, text and graphics.</i>
ND review InDesign file for map adjustments made by the Town, pick up redlines	Town & ND	<i>Town has not provided updates.</i>
Master Plan Updates - ND Review and integrate findings from transportation and market analysis	ND	<i>Will be re-evaluated with plan recalibration.</i>
ND and Town work together to write and formalize overall Master Plan goals and intent, including housing, transportation, base area, land use and growth, parks and recreation and sustainability	Town & ND	<i>Will be re-evaluated with plan recalibration.</i>
ND provide updated formatting to the Master Plan with Phase 2 revisions.	ND	<i>Will be re-evaluated with plan recalibration.</i>
ND and Town work together to finalize implementation plan and action items	Town & ND	<i>Will be re-evaluated with plan recalibration.</i>
Final Future Land Use Map, Base Area Opportunities Map, and Housing Opportunities Map	ND	<i>Will be re-evaluated with plan recalibration.</i>
Community Outreach <ul style="list-style-type: none"> - Attend 2 SAG meetings <i>(Held 2/2 and 3/2, also held base area owner's meeting 2/1)</i> - Attend 3 TC and PC join meetings <i>(Held 2/2 and 3/2, and 4/19)</i> - ND provide agendas, presentation materials and notes for each meeting 	ND	Complete
Three Mile Plan	Town	Complete
Three Mile Plan Redlines	ND	Complete

Additional Scope of Work, Deliverables and Fees

With this scope of work update we are proposing to add the following tasks to the contract for Phase 2 Planning Services, as shown in Table 2 and below:

A – Draft Master Plan 2.0 Content (*anticipated timeframe: April – June*)

Norris Design will draft the updated plan content based on all information and community input compiled to date. This task includes the development of work product originally intended to be completed by Town Staff. The draft will include updated vision statements, goals and policies, plan narrative, maps, illustrations and plan graphics for review and consideration by the Stakeholder Advisory Group, Town leadership and the community. The updated draft content will include technical analysis from EPS (market analysis) and TEI (transportation). Norris Design will also work with Town staff and the Mt. Crested Butte Water and Sanitation District to include infrastructure recommendations as part of land use policy. The draft plan content will be shared with Town Staff as a word document and formatted in InDesign prior to posting Draft 2.0 online for community review. We will apply any remaining fees from the original Phase 2 scope of work to this task.

Draft 2.0 will generally include the following content, to be finalized with direction from the Town.

- 1. Cover**
- 2. Acknowledgements**
- 3. Master Plan Context**
- 4. Table of Contents**
- 5. Introduction**
 - a. What is a Master Plan?
 - b. Roles and Responsibilities
 - c. Methodology and Process
 - d. Key Findings
 - e. Vision
- 6. Community Goals**
 - a. Increase Options for Community Housing
 - b. Placemaking + Vibrancy
 - c. Take an Active Role in Responsible Growth
 - d. Improve the Multi-modal Transportation Network
 - e. Economic Resiliency
- 7. Master Plan** (*with sustainability thread throughout*)
 - a. Quality of Life
 - i. Vision
 - ii. Goals & Policies
 - b. Housing
 - i. Existing Conditions
 - ii. Goals & Policies
 - c. Placemaking + Vibrancy
 - i. Existing Conditions
 - ii. Goals & Policies
 - d. Parks, Trails and Open Space
 - i. Existing Conditions

- ii. Goals & Policies
 - e. Transportation
 - i. Existing Conditions
 - ii. Goals & Policies
 - f. Future Land Use
 - i. Future Land Use Designations
 - ii. View Protection
 - g. Three Mile Plan
- 8. Economic Resiliency**
 - a. Market Context
 - b. Community Housing Catalyst
 - c. Town Center Catalyst
- 9. Action Plan**
- 10. Appendix**
 - a. Community Outreach
 - b. Technical Analysis
 - Transportation
 - Market
 - Water / Wastewater Infrastructure

Norris Design focuses on making implementable plans. The Master Plan can serve as the community's official blueprint for growth and its economic development strategic plan, outlining recommended implementation projects and priorities to be pursued within a 5-10 year timeframe, including priorities for public investment for upcoming budgeting. It will provide a roadmap to mitigate adverse conditions, capitalize on market opportunities, and provide recommended grants and funding strategies to leverage public expenditures to the greatest extent possible.

B – Master Plan 2.0 Review Period (*anticipated timeframe: April – June*)

Through tasks A and B, we anticipate the following outreach, meetings and presentations:

- Two (2) stakeholder advisory group meetings
- Two (2) base area owners' meetings
- One (1) digital survey
- Two (2) Town Council and Planning Commission joint meetings
- Bi-weekly meetings with Town staff and/or referral agencies (i.e. District, DDA, etc.)
- ND will provide agendas, presentation materials and meeting notes for each meeting

C – Master Plan 2.0 Completion and Adoption (*anticipated timeframe: July – August*)

Norris Design will prepare the final plan documents based on additional information and input compiled during Tasks A and B. The team will work with Town staff to determine the appropriate / desired plan for presenting the final plan documents to the Planning Commission, Town Council, and any other entities.

Table 2 – Additional Scope of Work, Deliverables and Fees

Task	Deliverables	Task Total (1)
A – Master Plan 2.0 Content	<ul style="list-style-type: none"> ▪ Master Plan Draft 2.0 ▪ Updated Content for Town Webpage ▪ Graphics and GIS mapping illustrating proposed goals and policies 	\$ 12,000 Estimated Hours: 125
B – Master Plan 2.0 Review Period	<ul style="list-style-type: none"> ▪ Two (2) SAG meetings ▪ Two (2) base area owners' meetings ▪ 1 digital survey ▪ Two (2) Town Council and Planning Commission joint meetings ▪ Bi-weekly meetings with Town staff and/or referral agencies ▪ ND will provide agendas, presentation materials and meeting notes for each meeting 	\$ 8,000 Estimated Hours: 80
C – Master Plan Adoption	<ul style="list-style-type: none"> ▪ Updated Master Plan ▪ 5-10 year Action Plan ▪ Updated Content for Town Website and Interested Parties Emails / Blog Posts ▪ Final graphics and GIS mapping, electronic and hardcopy ▪ (1) Planning Commission Adoption Hearing 	\$ 9,060 Estimated Hours: 93
Total		\$ 29,060
Estimated Expenses		\$1,000

Note

(1) See attached exhibit including hours anticipated for each task.

Unless otherwise stated in this additional services request, all Agreement Qualifications and the Terms and Conditions as identified in the original agreement shall remain intact. If you agree with the additional tasks and fees proposed in this request, please sign below, and return a copy to Norris Design.

Norris Design, Inc.

Glena Scott

Principal
4/12/22

Town of Mt. Crested Butte

Greg Wood
 Name
 Title



April 24, 2022

Date