



Development Code Update Request for Proposals (RFP) Addendum #1

The following changes are made as part of the Development Code Update Request for Proposals. In the event of any conflict between this addendum and the original RFP, this addendum shall control.

General Clarification:

The City's primary objective is development of a high-quality, implementable development code and design standards. While post-adoption implementation support is an important component of the project, proposers should assume a baseline level of effort focused on analysis, identification of legacy conditions, and development of an implementation framework. Additional implementation activities may be included as scalable components and refined during the project. Proposers should structure their scope and fee to prioritize development of the code and design standards, with post-adoption implementation support scaled appropriately.

The following questions were asked at the pre-submittal conference held on Thursday, March 19, 2026. The responses provided below reflect the responses provided verbally at the conference. The slides provided at the conference are also included with this attachment.

1. Will City of Louisville staff assist with grant administration?

City Staff will be the grant administrator but may request targeted, periodic support on some items such as narratives for reporting.

2. Should the proposal provide a breakdown by project budget for grants?

A detailed budget breakdown by grant is not required. However, proposals should demonstrate an understanding of how project tasks may align with grant-related objectives and reporting requirements.

3. Is there a schedule or timeframe for project?

The City expects the project to last 1.5 – 2 years but will work with the selected team to make any necessary adjustments.

4. Is City open to any changes to the standard agreement provided in the RFP?

The City is open to potential changes, but they would need to be reviewed and approved by the City Attorney.

5. Is there the possibility of drafting a Unified Development Ordinance (UDO) that incorporates all of the design standards and guidelines?

Yes, the City is open to having a UDO that is comprehensive and integrated and see that as a possible outcome.

6. Will election cycles impact the project?

The next City Council elections are in November 2027 where four of seven council/mayor seats are up for reelection. We expect to work with the selected consultant early in the process to assess strategies and an approach for addressing this.

7. What is the anticipated risk for robust public engagement? Are there any recent controversial items?

The Comprehensive Plan establishes goals for residential growth that are consistent with the City's Housing Plan. There is some community concern related to residential growth; however, City Council has adopted the 2026 Comprehensive Plan, which provides the policy framework for this effort. The City anticipates incorporating focus groups as part of the engagement strategy, along with broader public input opportunities on key issues. Engagement is intended to focus on implementation of adopted policy through the development code and is not intended to revisit or re-evaluate policy direction established in the Comprehensive Plan.

8. What is the need for post-adoption implementation support, including mapping and outreach. Does the City have GIS staff that does this?

The City anticipates that post-adoption implementation support will focus on translating the updated code framework into practice, including evaluation of zoning map alignment, legacy PUD conditions, and identification of areas where additional action may be needed.

The City has limited internal GIS capacity. The consultant should be prepared to provide targeted GIS support as needed; however, extensive citywide remapping or parcel-level

rezoning is not assumed as part of the base scope and may be addressed as a scalable component.

9. How will the project steering committee be formed? Do the City have an idea on who needs to be included?

City staff will work with City Council on finalizing the process, structure, and who will need to be included. City staff will facilitate this process with the consultant.

10. Will a steering committee (or similar) need to meet in person and does the City provide meeting space?

The City anticipates that some meetings will be held in person, while others may be conducted virtually, and the City will provide all meeting space.

The following questions were asked outside of the pre-submittal conference held on Thursday, March 19, 2026 up until March, 30, 2026.

11. Is there support for sunseting PUDs in the City?

The City recognizes that legacy PUDs present both opportunities and challenges and is open to evaluating a range of approaches, which may include transition provisions, consolidation strategies, or selective sunseting. No specific policy direction has been established at this time. The consultant is expected to analyze options and recommend implementable approaches aligned with City goals.

12. Does the City anticipate Zoning Map Amendments as part of the project?

The City anticipates that zoning map amendments may be an outcome of this effort, particularly in targeted areas where alignment between existing zoning and the updated code is needed. At a minimum, the consultant is expected to evaluate existing conditions and identify areas of conflict or inconsistency, along with recommended strategies for addressing them. The extent of any rezonings will be determined during the project and may be implemented in phases.

13. Is Phase 5: Post-Adoption Implementation Support anticipated to be covered by the funding sources listed in the RFP? Or is this intended to be an additional contract and/or modification to the contract after adoption?

Phase 5 is intended to be a flexible and scalable component of the project. The City anticipates that a baseline level of implementation support will be included within the initial contract and funded through identified sources, where applicable.

The primary focus of the project is development of the code and design standards. Proposers should assume a baseline level of effort for implementation planning, with additional implementation actions (such as rezonings, mapping, or legacy PUD cleanup) included as optional or scalable components, as appropriate based on project findings and City direction.

14. How involved does the City anticipate Planning Commission and City Council being in the Development Code Update?

Both groups are expected to be involved throughout the process. The City would like to establish periodic check ins with each group at strategic points where the project team needs input and review to validate project direction.

15. What is the anticipated schedule for the development impact fees and public land dedication requirements?

The project has been initiated and is expected to take around 9 months to complete.

16. Is the City open to a consolidated design guideline approach? (i.e. one coordinated document rather than three separate ones)

Yes, the City is open to a consolidated design standards document.

17. Would the City consider codifying the design standards?

Yes, the City is open to codifying design standards within the development code where appropriate.

18. What's the City's Prop 123 status? Will the selected contractor be expected to make any amendments for this program?

The City is a participating community in the Prop 123 program. This code update will need to consider compliance with Prop 123 requirements. The City will be addressing 2026 compliance deadlines separate from this project.

19. What are some post-adoption tasks the City is considering?

Post-adoption tasks may include, but are not limited to, development of transition provisions, evaluation of legacy zoning and PUD conditions, identification of areas for potential rezoning, preparation of mapping and supporting materials, and development of outreach materials to support implementation. The City expects the consultant to help define and prioritize these actions based on project findings.

20. How much engagement is the City expecting? How might the engagement efforts for this project relate/extend from the Comprehensive Plan?

The City anticipates a robust engagement process; however, it is not intended to revisit policy direction established through the Comprehensive Plan. Engagement should focus on implementation of adopted policy through the development code, including zoning tools, design standards, procedures, and potential implementation actions. Proposers should include a flexible engagement approach to address targeted issues as they arise.

21. Referenced on page 2 of the RFP – Does the City want Titles 16 (Subdivision Regs), 17 (Zoning Ordinances), and applicable portions of Title 15 (Buildings) updated separately or consolidated in the form of a Unified Development Code?

The City is open to different approaches but is generally interested in moving toward a more unified code structure for zoning and subdivision regulations. Incorporation of limited building-related provisions may also be considered where appropriate.

22. Regarding the Post-Adoption Implementation Support (page 6) – Is the City open to, or does the City want to avoid legislative rezonings?

The City is open to legislative rezonings as a tool to support implementation of the updated code, particularly in targeted areas where alignment is needed. The City is not committing to a specific scope of rezonings at this time and expects the consultant to provide recommendations on where and how such actions may be appropriate.

23. May we include a graphical cover at the beginning of our proposal?

Yes.

24. May larger graphics be placed on 11x17 size pages?

Yes.

Development Code RFP Pre-Submittal Meeting

March 19, 2026

Housekeeping

- Format: brief presentation (~15 min) followed by Q&A
- Meeting is being recorded
- All questions and answers will be compiled and distributed to all potential proposers by April 6
- These slides will be posted as addendum
- Put questions in chat – we'll start with those, then open forum (raise hand)

Key Dates

- Questions from today plus any written questions due March 30 by 5:00 p.m. MT to RZuccaro@LouisvilleCO.gov
- Q&A summary distributed to all potential proposers by April 6
- Proposals due April 24 by 5:00 p.m. MT
- Interviews tentatively week of May 11 or 18 (format: TBD, will be communicated)
- Final selection targeted late May
- Contract finalized by City Council targeted June 2026

Proposed Scope Overview

- Title 16 (Subdivisions) and Title 17 (Zoning) — comprehensive update
- Title 15 (Buildings) — targeted updates only (historic preservation ordinance with minimal likely substantive changes)
- Four design standards and guidelines updated: commercial, industrial, mixed use, downtown
- New multifamily design standards — under consideration
- Baseline level of market analysis to calibrate rule changes to desired outcomes (e.g., incentives)
- Post-adoption implementation support a priority
- What is NOT in scope: major changes to sign code, ADUs, building/energy codes, impact fees and public land dedication (parallel effort)

Funding Structure

- Total anticipated budget: approximately \$1.0 million
- Three sources, each with a primary focus area:
 - City of Louisville (~50%) — most flexible
 - Colorado Energy Office Local Impact Accelerator Grant (~30%) — must address sustainability/resilience
 - DOLA Local Planning Capacity Grant (~20%) — must address housing affordability
- Both state grants are multi-year (2+ years)
- City will work establish tracking framework at kickoff with consultant

Heavy Lift Topics

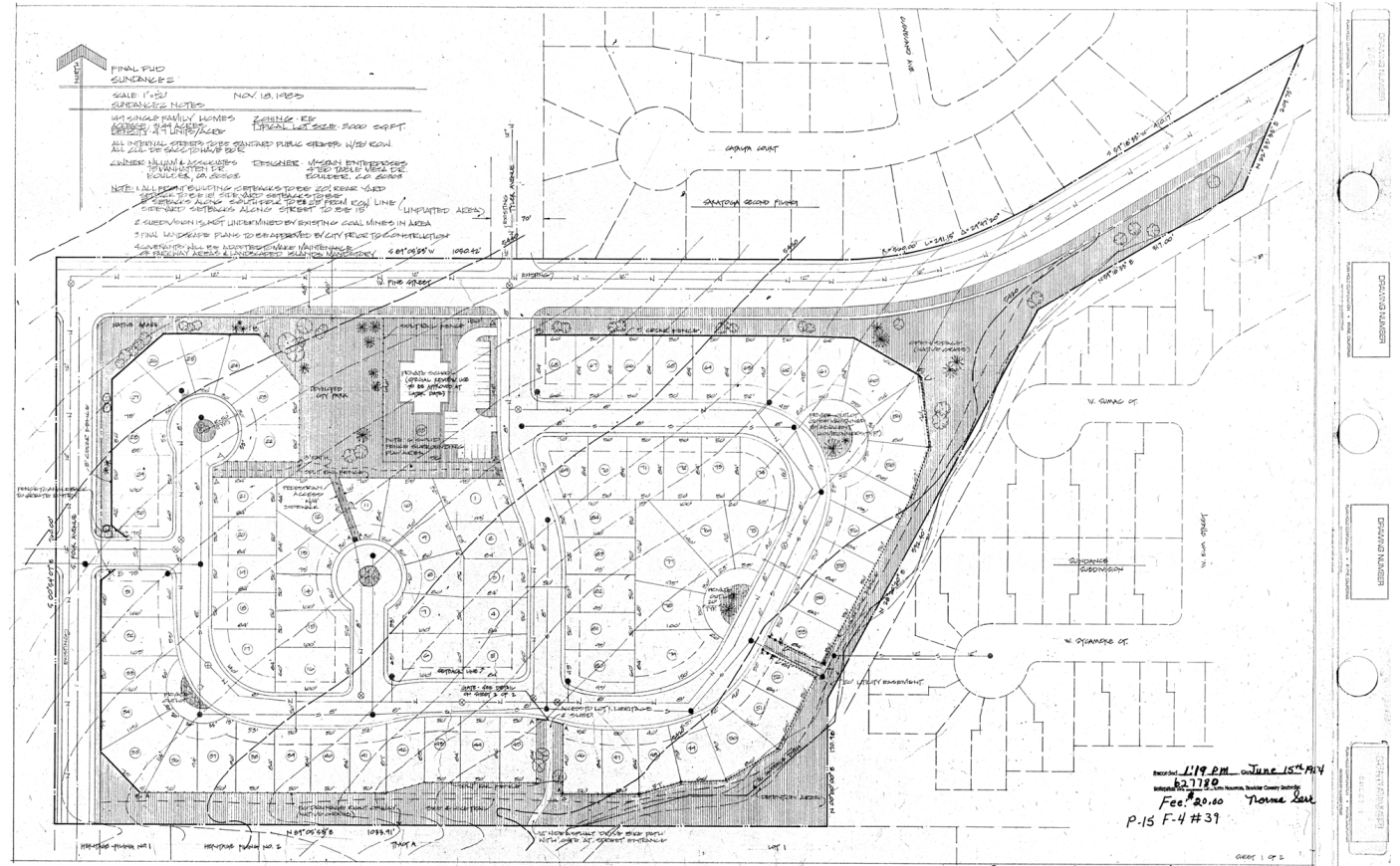
- Inclusionary housing ordinance update
- Old Town overlay district modernization
- Updated design standards across all four document types; potential new multifamily standards
- PUD/GDP legacy entitlement cleanup and transition
- All are expected to be addressed in scope

Inclusionary Housing Ordinance

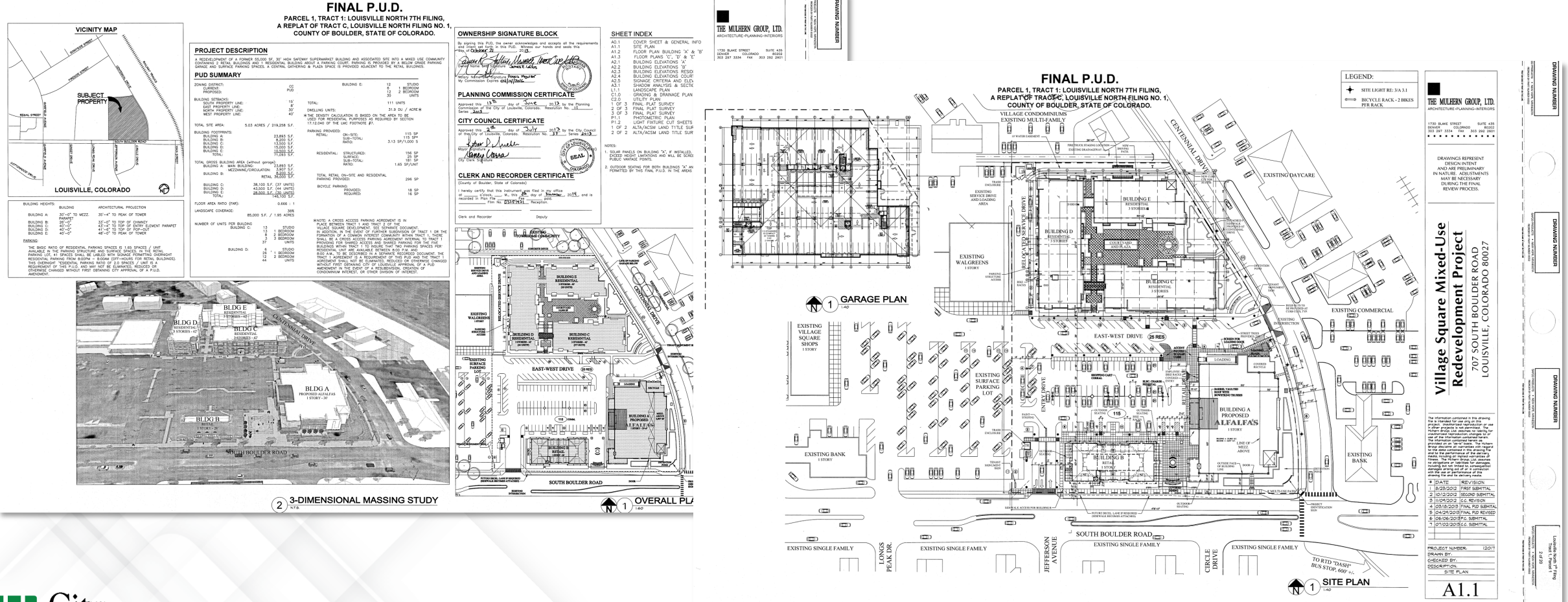
- In short: we want it to work
- No units produced in its 5+ year history
- Approach: not starting over entirely — carrying forward current structure (set-asides and fee-in-lieu methodology) but with meaningful targeted improvements
- No new nexus study anticipated
- Focus areas: better-dialed incentives, updated fee levels, updated income thresholds, other levers to improve effectiveness
- Open to reworking the structure if the analysis supports it
- Connects directly to DOLA grant requirements

PUD/GDP Structure and Legacy Entitlements

- What is a PUD in Louisville: varies b/w prescriptive site plan and like a zoning overlay; often requires four public hearings; applies to most commercial development and residential projects over 6 units



PUD/GDP Structure and Legacy Entitlements



- What is a GDP: higher-level document establishing uses and size allowances; also requires public hearings



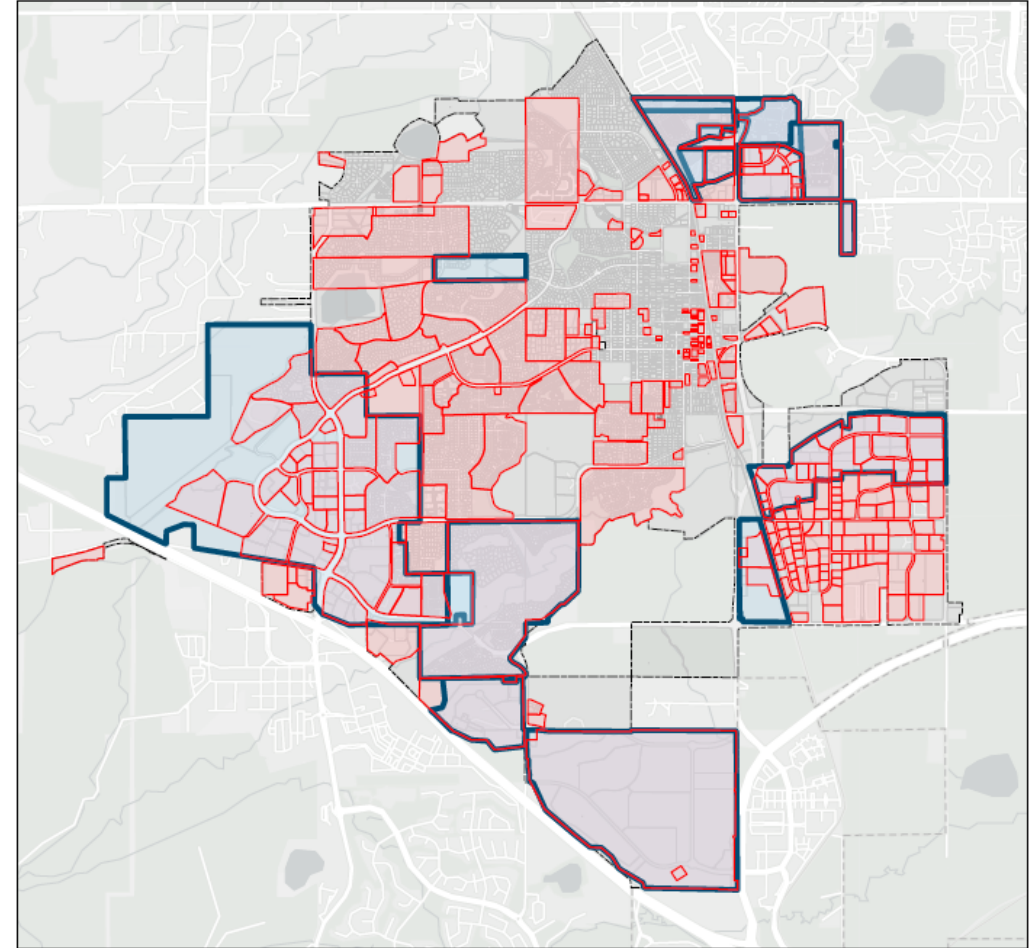
PUD/GDP Structure and Legacy Entitlementments

Coverage in the City:

- ~300 existing PUDs (excluding amendments)
- 11 GDPs; ~2,000 acres

Planned Unit Developments & General Development Plans

City of Louisville, Colorado



Legend

Planned Unit Developments

General Development Plans

City of Louisville Boundary

Legacy Entitlement City Priorities

- High priority but resource-intensive with significant unknowns
- Welcome flexible and scalable approaches — propose what you think works
- Example potential tasks:
 - Analysis of existing PUDs/GDPs against new zoning framework in select areas
 - Identification of PUDs/GDPs that can be repealed or modified
 - Support for City-initiated rezonings including materials, analysis, and property owner engagement

Other Scope Clarifications

- Title 15: only the historic preservation ordinance is being carried forward — ideally integrated into the overall development code framework; open to UDO approach
- No major substantive changes to historic preservation anticipated
- No building, energy, or safety codes
- Prop 123: City staff leading interim compliance steps; consultant may be asked for a basic level of support — not a major scope expectation but good to be aware of
- Parallel effort: development impact fees and public land dedication requirements being updated separately; some coordination may be needed

Advisory/Steering Committee

- Some form of external oversight committee is expected — details to be developed collaboratively with selected consultant
- Consultant will be fully responsible for facilitation, materials preparation, meeting summaries, and follow-up for all committee meetings

Local Presence

- In-person attendance expected for key project milestones: major public engagement events, steering committee meetings at critical decision points, stakeholder sessions as needed
- Understanding of Boulder County context, growth management history, recent state laws is highly valuable
- Denver metro-based firms or firms with local sub-consultants are well-positioned; out-of-region firms should address this directly in their proposals

Q&A

- Reminder: all questions and answers will be compiled and distributed to all potential proposers
- Written questions also accepted through March 30 at 5:00 p.m. MT
- Chat questions first, then open floor