



MEMO TO: Board of Trustees  
FROM: Garrett Scott, Town Planner  
DATE: October 18, 2023  
SUBJECT: Scope of Work for an update to the Town of Fraser Comprehensive Plan

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### **MATTER BEFORE BOARD:**

Review, discuss, and provide authorization to move forward with a proposed scope of work for an update to the Town of Fraser Comprehensive Plan. This scope of work will be included in the Request for Proposals (RFP) that is advertised to interested planning consultants. The Town of Fraser 2023 budget includes \$150,000 to update our current Comprehensive Plan.

### **BACKGROUND:**

Municipalities in the state of Colorado are authorized to prepare comprehensive plans as a long-range guiding document for a community to achieve its vision and goals. The comprehensive plan provides the policy framework for regulatory tools such as zoning, subdivision regulations, and annexations. A comprehensive plan promotes the community's vision, goals, objectives, and policies, establishes a process for orderly growth and development, addresses both current and long-term needs, and provides for a balance between the natural and built environment. Elements addressed in a comprehensive plan must include recreation and tourism (as required by state statutes), in addition to: transportation, land use, economic development, affordable housing, environment, parks and open space, natural and cultural resources, hazards, capital improvements, water supply and conservation, efficiency in government, sustainability, energy, and urban design.

The Town of Fraser last completed a Comprehensive Plan in 2010. Although several plans and studies have been completed since then, including the 2017 Downtown Strategic Plan, the 2018 Fraser River Corridor Master Plan, the 2022 Housing Needs Assessment, and a 10-year Capital Improvements Plan for our water system, our adopted Comprehensive Plan is largely outdated and does not accurately reflect the changes that have occurred in the community over the past thirteen years. Additionally, several key planning components are either glossed over or completely absent from the 2010 Plan, particularly affordable housing, annexation, arts & culture, and transportation. Finally, the 2010 Plan is less action-oriented and lacks robust implementation strategies.

Once adopted, the updated Comprehensive Plan will serve as a guiding document for Town staff and elected officials to implement the vision of the community for Fraser. It is anticipated that annual progress reports would be produced by Town staff to benchmark the steps taken towards implementing various aspects of the Plan. Additionally, the Plan should undergo future major updates at least once every ten years, or earlier if deemed necessary due to population growth, market changes, or at the discretion of Town staff and/or elected officials.

## **PROPOSED SCOPE OF WORK:**

The Town of Fraser will seek proposals from qualified professional planning consultants who have the capacity and expertise to assist the Town in the completion of an implementable, action-oriented Comprehensive Plan update. The Comprehensive Plan shall contain the following plan elements with anticipated scope items as detailed below. Additionally, the planning process will involve extensive public involvement & community engagement in order to produce a document and accompanying visions, goals, and strategies that are reflective of community desires.

### **Plan Elements**

#### **1. Community Context:**

- Conduct a community profile / existing conditions analysis (utilize any previously gathered available data from the Town first before additional research is performed)
  - Demographic and socioeconomic information to evaluate growth trends and projections for population, employment, housing, etc.
  - Transportation statistics including analysis of traffic counts, **inventory of parking**, road conditions, transit ridership, etc.
  - Inventory of existing land uses, zone districts, **and Town right-of-way**
  - Inventory of housing by type
  - Inventory of public infrastructure and available services, from both the Town and private entities
  - Inventory of parks, public lands, and open space areas
  - **Assessment of accessibility and ADA compliance on Town owned properties, buildings, and rights-of-way**
  - **Conditions assessment of all Town owned buildings**
  - Risk assessment that identifies the community's greatest risk to hazards
  - Potable water supply and demand data for all service areas

#### **2. Community Vision:**

- Through public input opportunities, document and define the desired future vision for Fraser
- Incorporate the Community Vision into the goals, strategies, and action items for subsequent elements of the Comprehensive Plan

#### **3. Land Use and Development:**

- Review Town Future Land Use Map based on land use patterns and revise using existing GIS data provided by the City. When performing the evaluation, integrate the data from the Housing Needs Assessment
- Identify outdated, redundant, and inconsistent policies in our land use code
- Update the Town's Three Mile Plan / Future Land Use Map
- Provide policy recommendations and potential code amendments to help guide annexation decisions, **particularly with regards to the Town's ability to supply water service**
- Prepare a land use capacity analysis that will help direct growth and development within the Town based on the land use capacity, allocated population growth and employment targets
- Create an updated illustrative plan for the Downtown Fraser / Riverwalk District that builds off the 2017 Downtown Strategic Plan and incorporates on updates to the Town's land development code completed in 2023

4. Economic Development and Tourism:

- Provide guiding principles for the Town of Fraser's economic development strategy
- **Revisit and build upon the Economic Overview & Property Development Strategy from the 2017 Fraser Downtown Strategic Plan**
- Document the Town's efforts towards the creation of a Downtown Development Authority (DDA) **help facilitate community engagement associated with a vision for Downtown Fraser and the creation of a Plan of Development for the DDA**
- Identify strategies to diversify the Town's economy **with commercial, industry, and professional / salaried employment**, as well as expanding & promoting year-round tourism

5. Housing:

- Update the analysis and recommendations from the 2022 Fraser River Valley Housing Needs Assessment
- Assess community support for different housing types, such as accessory dwelling units and "missing middle" housing (duplex/triplex/fourplex, townhomes, live-work, etc.)
- Identify strategies to reduce regulatory friction and promote/incentivize additional affordable/attainable housing in Fraser

6. Multimodal Transportation:

- Document the community's vision for the Highway 40 corridor and CDOT's current planned capital improvements
- Document previous planning efforts and develop recommendations for an alternative / bypass route to Highway 40 through Fraser (i.e. the Fraser Valley Parkway) and a connection from GCR 8 to GCR 804 along the Clayton Court corridor
- **Evaluate current parking needs in relation to current inventory and provide recommendations for improvements in parking supply, smart parking management, and financing strategies**
- Identify community needs/desires for enhanced local and regional transit service provided by The Lift, CDOT (Bustang **and potential future passenger rail service**), and Amtrak
- Develop prioritized recommendations for providing new and improving existing non-motorized transportation facilities, such as trails, sidewalks, bike lanes, and pathways, **including Safe Routes to Schools, access to public facilities, and connections to regional trails**

7. Recreation, Parks, and Open Space:

- Update the recommendations from the 2018 Fraser River Corridor Master Plan
- In conjunction with the Fraser Valley Metropolitan Recreation District, document and provide recommendations for capital planning at the Grand Park Recreation Center
- Identify opportunities to create new and improve existing parks and open spaces

8. Arts and Culture:

- Update the vision for the Fraser Center for the Creative Arts from the 2018 concept design to instead be located at the Town of Fraser owned property between the Fraser River and Clayton Court
- In conjunction with the Town of Fraser Public Arts Committee and Fraser Valley Arts, provide recommendations to maintain and enhance existing arts & cultural activities, events, and initiatives

9. Community Facilities and Services:

- Provide recommendations and goals for the Town's utility services (water, wastewater, and stormwater) in addition to the Town's recycling and trash drop-off facility (The Drop)
- Conduct initial planning for the Town's proposed new Public Works Facility and identify strategies for implementation
- **Identify and assess opportunities to combine/share additional services with the Town of Winter Park and/or Grand County through IGA's or MOU's**
- Development strategies and goals to provide high quality electricity, natural gas, broadband/internet, and other utilities to the Town

10. Resiliency:

- Recommendations and strategies for environmental resiliency in the face of hazards such as drought, wildfires, floods, and extreme low temperatures
- Recommendations and strategies for **conservation of resources**, promoting green infrastructure, and sustainability
- Recommendations and strategies for economic resiliency in the face of recessions/downturns

**Public Involvement and Community Engagement**

- Project kick-off meeting with Town staff to discuss schedule and responsibilities
- Regular bi-weekly meetings between consultant team and Town staff **and at least one representative each from the Board of Trustees and the Planning Commission** for the duration of the planning process
- Quarterly updates to the entire Planning Commission and Board of Trustees on the progress and direction of the plan
- Three public engagement meetings with both in-person and online components to align the plan with the vision of the community
- A dedicated webpage for the Comprehensive Plan on the Town of Fraser website that will house project documents and GIS maps, as well as provide for online public engagement

**TIMELINE**

The RFP and consultant selection process is expected to run through the end of 2023. A detailed scope of work, schedule, and budget would be negotiated once a consultant is selected. However, once a consultant is given notice-to-proceed, the Comprehensive Plan process is expected to take approximately 12-16 months to complete.

RFP Released	October 20, 2023
Deadline for Written Questions	November 3, 2023
Proposal Submittal Deadline	December 1, 2023
Consultant Selection	December 8, 2023
Contract Negotiations and Award	January 2024
Comprehensive Planning Process	January 2024 – March 2025
Plan Adoption	No later than Spring 2025