

FILED

MAY 31 2024

JEANNIE GOFF
COUNTY CLERK, JEFFERSON COUNTY, MO

BILL NO.: 24-0531

ORDINANCE NO.: 24-0239

INTRODUCED BY: COUNCIL MEMBER (s) Grunke

1 **AN ORDINANCE APPROVING BOTH A CHANGE ORDER TO, AND AN**
2 **EXTENSION OF, THE PLANNING CONSULTANT FOR MASTER PLAN**
3 **UPDATE 2021 CONTRACT; AND AUTHORIZING THE JEFFERSON COUNTY,**
4 **MISSOURI, EXECUTIVE TO EXECUTE THE CHANGE ORDER AND**
5 **EXTENSION AGREEMENTS AND ANY OTHER NECESSARY DOCUMENTS**
6 **ON BEHALF OF THE COUNTY.**

7 **WHEREAS**, Jefferson County, Missouri, (hereafter, the “County”) entered into a
8 contract, for Planning Consultant for Master Plan Update 2021, with Houseal Lavigne
9 Associates, LLC, see Ordinance 22-0199; and

10 **WHEREAS**, pursuant to Ordinance 24-0175 said contract was renewed with a
11 termination date of **03-12-2025**; and

12 **WHEREAS**, the Department of County Services has requested both a change order
13 to and an extension of that contract; and

14 **WHEREAS**, regarding the change order, the original proposal included, within its
15 scope, review and analysis of current development regulations within the County’s Unified
16 Development Order (“UDO”); County Services would like to expand the scope of that
17 review and analysis to include updating, revising, and rewriting the UDO in order to make
18 the same consistent with the proposed Master Plan; and

1 **WHEREAS**, regarding the extension, County Services requests that the contract
2 be extended for an additional (approximately) nine (9) months beyond its currently
3 scheduled termination date of **03-12-25** to a new termination date of **12-31-25**

4 **WHEREAS**, the change order and extension would add **\$150,000.00** to the
5 contract; and

6 **WHEREAS**, the Jefferson County, Missouri, Council finds it is in the best interest
7 of the County to approve the change order and to approve an immediate (approximately)
8 nine (9) month contract extension with Houseal Lavigne Associates, LLC, from 3-12-25
9 to 12-31-25 for **up to \$150,000.00 for the (approximately) nine (9) month extension,**
10 **for total amount not to exceed \$150,000.00**, subject to budgetary limitations.

11 **BE IT ENACTED BY THE JEFFERSON COUNTY, MISSOURI, COUNCIL,**
12 **AS FOLLOWS:**

13 Section 1. The Jefferson County, Missouri, Council and approves the change
14 order and the (approximately) nine (9) month contract extension with Houseal Lavigne
15 Associates, LLC, to extend the termination date from 3-12-25 to 12-31-25, to complete the
16 additional work regarding updating, revising, and rewriting the UDO, for **up to**
17 **\$150,000.00 for the approximately nine (9) month extension**, subject to budgetary
18 limitations.

19 Section 2. The Jefferson County, Missouri, Council hereby authorizes the
20 County Executive to execute the extension agreement incorporated by Reference as Exhibit
21 “A”. The County Executive is further authorized to take any and all actions necessary to

1 carry out the intent of this Ordinance. An unexecuted copy of the Extension Agreement is
2 attached hereto as Exhibit "A" and incorporated herein, by reference.

3 Section 3. Copies of all Extension Agreements, responses thereto, and any
4 contracts or agreements shall be maintained by the Department of the County Clerk
5 consistent with the rules and procedures for the maintenance and retention of records as
6 promulgated by the Secretary of State.

7 Section 4. This Ordinance shall be in full force and effect from and after its
8 date of approval. If any part of this Ordinance is invalid for any reason, such invalidity
9 shall not affect the remainder of this Ordinance.

[THIS SPACE INTENTIONALLY LEFT BLANK]

THIS BILL BEING DULY INTRODUCED, THE MEMBERS OF THE JEFFERSON COUNTY, MISSOURI, COUNCIL VOTED AS FOLLOWS:

Council Member District 1, Brian Haskins	<u>yes</u>
Council Member District 2, Gene F. Barbagallo	<u>yes</u>
Council Member District 3, Lori Arons	<u>yes</u>
Council Member District 4, Charles Groeteke	<u>yes</u>
Council Member District 5, Scott Seek	<u>absent</u>
Council Member District 6, Daniel Stallman	<u>absent</u>
Council Member District 7, Bob Tullock	<u>yes</u>

THE ABOVE BILL ON THIS 28 DAY OF May, 2024:

PASSED **FAILED**


Charles Groeteke, County Council Chair


Cherlynn Boyer, Council Executive Assistant

THIS BILL WAS ✓ APPROVED BY THE JEFFERSON COUNTY EXECUTIVE AND ENACTED AS AN ORDINANCE OF JEFFERSON COUNTY, MISSOURI, THIS 28 DAY OF May, 2024.

THIS BILL WAS _____ VETOED AND RETURNED TO THE JEFFERSON COUNTY, MISSOURI, COUNCIL WITH WRITTEN OBJECTIONS BY THE JEFFERSON COUNTY EXECUTIVE, THIS _____ DAY OF _____, 2024.

Dennis J. Gannon
Dennis J. Gannon, Jefferson County, Missouri, Executive

ATTEST:

Jeannie Goff
Jeannie Goff, County Clerk

BY: Shelley Blankenship

First Reading: 05-28-2024



County of Jefferson

State of Missouri
Administration Center
729 Maple Street · PO Box 100
Hillsboro, Missouri 63050

Dennis Gannon
County Executive

DEPARTMENT OF ADMINISTRATIVE SERVICES

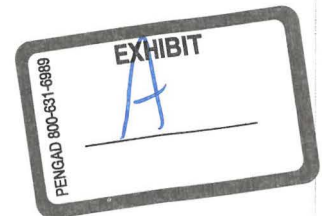
David Courtway - Director

Web Address: www.jeffcomo.org

Dana Downs
Human Resources Manager
(636)797-5563 / Fax (636)797-5596

Jackie Doyle
General Services/Contracts & Grants Manager
(636)797-5380 / Fax (636)797-5067

HOUSEAL LAVIGNE ASSOCIATES LLC
188 WEST RANDOLPH ST STE 200
CHICAGO IL 60601



May 17, 2024

Attn: JOHN HOUSEAL

Your company was awarded a bid for "Planning Consultant For Master Plan Update 2021" for the County of Jefferson, Missouri in March 2022. The Invitation for Bid allows the County to renew your bid award for an additional one-year term with consent of the awarded bidder.

The County of Jefferson, Missouri may desire to extend this bid award for an additional nine month extension with the same terms and conditions subject to approval by the County Council and County Executive. The new extension dates shall be from March 12, 2025 through December 31, 2025.

PLEASE INCLUDE THE FOLLOWING ITEMS:

- 1) This executed renewal letter
- 2) Updated insurance certificates
- 3) Current paid tax receipts for any real or personal property owned in Jefferson County OR a notarized letter on company letterhead stating that your company does not own any real or personal property in Jefferson County.
- 4) Company Name, Signature, Print, Company Address and Phone completed on next page.

Please sign and return as soon as possible if your company agrees to renew this contract.

JOHN HOUSEAL
Printed Name of Authorizing Agent

[Signature]
Signature

5-20-24
Date

If your company does not wish to renew this agreement, please advise as soon as possible. Any questions please contact me at (636) 797-5380.

Respectfully,
Jackie Doyle
Jackie Doyle
Department of Administrative Services



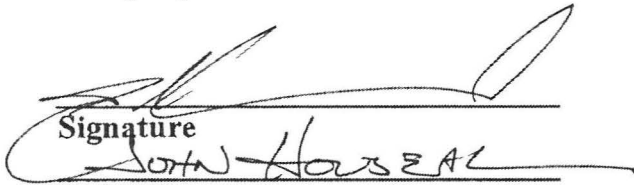
ORDINANCE NO.

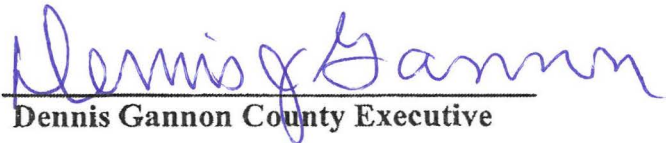
24-0239

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this
5 day of June 2024:

Houseal Lavigne Associates LLC
Company Name

County of Jefferson, State of Missouri


Signature


Dennis Gannon County Executive

Print

Company Address: _____

188 W Randolph Street Ste. 200

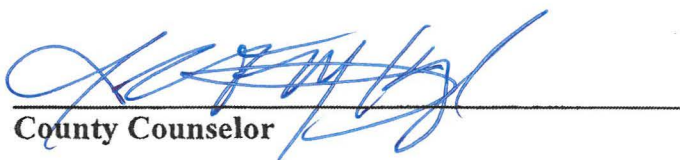
Chicago IL, 60601

Phone: (312) 372-1008

I hereby certify under section 50.660 RSMo there is either: (1) a balance of funds, otherwise unencumbered, to the credit of the appropriation to which the obligation contained herein is chargeable, and a cash balance otherwise unencumbered, in the treasury, to the credit of the funds from which payment is to be made, each sufficient to meet the obligation contained herein; or (2) bonds or taxes have been authorized by vote of the people and there is a sufficient unencumbered amount of the bonds yet to be sold or of the taxes levied and yet to be collected to meet the obligation in case there is not a sufficient unencumbered cash balance in the treasury.


County Auditor

APPROVED AS TO FORM


County Counselor



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/21/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ROBERT A SORENSEN CLU AGENT 300 S COUNTY FARM RD UNIT D WHEATON IL 60187		CONTACT NAME: MARGARITA CANTU PHONE (A/C, No, Ext): 630-588-9590 ext: 225 FAX (A/C, No): 630-588-9626 E-MAIL ADDRESS: margarita.cantu.ii4h@statefarm.com	
INSURED HOUSEAL LAVIGNE ASSOCIATES, LLC 188 W RANDOLPH ST, SUITE 200 CHICAGO IL 60601-2901		INSURER(S) AFFORDING COVERAGE INSURER A: State Farm Fire and Casualty Company NAIC # 25143 INSURER B: State Farm Mutual Automobile Insurance Company 25178 INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> PRIMARY & NON-CONTRIBUTORY GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	Y Y	93-KH-X607-4	09/01/2023	09/01/2024	EACH OCCURRENCE \$ 4,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 4,000,000 GENERAL AGGREGATE \$ 8,000,000 PRODUCTS - COMPIOP AGG \$ 8,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y Y	464 3243-C23-13 599 2013-F01-13 464 3244-C23-13N	03/23/2023 06/01/2023 03/23/2023	03/23/2024 12/01/2023 03/23/2024	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> RETENTION \$ <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR	Y Y	93-BT-V535-8	09/01/2023	09/01/2024	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A Y	93-LC-H875-2	09/01/2023	09/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER PA 18104	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>"Margarita Cantu LSAY"</i>



CHICAGO
 188 W Randolph Street Suite 200
 Chicago, IL 60601
 312-372-1008

LOS ANGELES
 360 E 2nd Street Suite 800
 Los Angeles, CA 90012
 213-259-1008

HELENA
 317 Cruse Ave Suite 202
 Helena, MT 59601
 406-431-1588

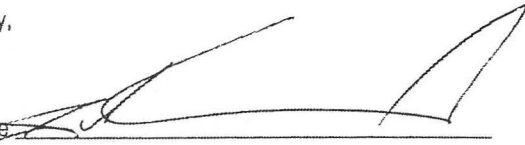
SEATTLE
 999 3rd Ave Suite 700
 Seattle, WA 98104
 206-828-1008

Jackie Doyle, General Services/ Contracts & Grants Manager
 Jefferson County
 729 Maple St.
 Hillsboro MO 63050

Dear Ms. Doyle,

This letter confirms that Houseal Lavigne does not own any real or personal property in Jefferson County, MO.

Sincerely,



 Signature

John Houseal, FAICP
 Partner | Co-Founder

Acknowledgment:

Signed before me on MARCH 21, 2024 by John Houseal, on

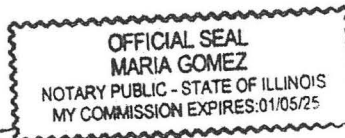
MARCH 21, 2024, 2024 at

 _____

(Date) (Location)

(Notary Seal)

Notary Signature: 





MEMORANDUM

Date: March 28, 2024

SENT VIA EMAIL

To: Jefferson County, County Services & Code Enforcement
Mitchell E. Bair, AICP, Director
Dennis Kehm, Deputy Director

From: Houseal Lavigne
Jackie Berg, AICP, Practice Lead

Re: UDO Rewrite Proposal

Houseal Lavigne is excited to present our proposal for a full rewrite of Jefferson County’s Unified Development Ordinance (UDO). This memo details our revised proposed scope of work, budget, and project timeline based on the feedback received from Jefferson County staff on March 28, 2024.

Scope of Work.....2

Budget.....6

Project Timeline.....7



SCOPE OF WORK

Houseal Lavigne proposes a five-task scope of work for the completion of Jefferson County's UDO Rewrite.

Task 1: Project Initiation and Current UDO Analysis and Preliminary Recommendations

1a: Staff Coordination Call

Houseal Lavigne will host a web meeting/conference call with Jefferson County staff, to 1) review the project scope of work; 2) discuss project goals, timeline, and key deliverables; 3) share information about potential issues and areas of concern; 4) review administrative procedures; and 5) clarify any outstanding matters. To ensure consistent communication and coordination, the Project Manager will conduct regular and "as-needed" conference calls and/or web meetings with Jefferson County staff throughout the rewrite process.

1b: Assessment of Current UDO and Recent Development Proposals

The review and assessment of the current UDO will entail a detailed chapter-by-chapter, section-by-section review. The assessment will highlight areas where the existing regulations, standards, procedures, processes, and other requirements are problematic, when measured against national best practices and effectively accommodating property investment while safeguarding and ensuring community character and sense of place.

The County's recent history of development proposals and applications for zoning relief will also be reviewed to identify "pain points" in bringing forward development.

1c: Conformity Analysis

Houseal Lavigne will conduct a conformity analysis using ArcGIS Pro to evaluate existing development conditions against the bulk and use standards of the current UDO. This level of analysis is important, not only to determine if existing development is consistent with the existing UDO, but to fully understand the impact of new regulations on existing development, so as not to inadvertently create an excessive amount of legal non-conforming structures. The UDO Rewrite will need to not only appropriately guide and regulate new development going forward but must also work with the existing building stock and development pattern in established and historic areas of the County.

1d: Master Plan Alignment

Houseal Lavigne will assess the County's new Master Plan to determine where goals, policies and recommendations can be implemented through the UDO Rewrite. Houseal Lavigne will also compare the County's zoning districts and map with the future land use definitions of the new Master Plan to determine which districts consolidated or eliminated to help streamline the new UDO.

1e: Best Practices and Comparative County Research

Houseal Lavigne will conduct best practices and comparative county research on key topics to inform the County about approaches peer counties, like St Charles County and St Louis County, as well as communities throughout the country have taken to address similar issues.

1f: Preliminary Recommendations Report

Finally, these findings will be packaged into a Preliminary Recommendations Report. The report will describe the issues with current regulations based on staff and elected/appointed official feedback, community outreach, alignment with past plans, and our expertise and analysis. It will include an overall organization of the UDO as well as identify strategies for how to proceed, what to prioritize, and case studies and best practice approaches to be considered in order to resolve identified issues.

1g: County Staff Review

Houseal Lavigne will review and discuss the Current UDO Analysis and Preliminary Recommendations Report with County staff before meeting with the County Council and Planning and Zoning Commission. Appropriate revisions will be made based on staff feedback.

1h: Advisory Panel Meeting #1

An Advisory Panel will be established to provide technical feedback and policy guidance throughout the UDO Rewrite process. Houseal Lavigne will work with Jefferson County staff to identify those to involve. We recommend a broad sampling of participants who have experience going through a zoning or subdivision approval process in the community as well as select members of the County's elected and appointed bodies.

The first Advisory Panel meeting will involve a presentation and facilitated discussion to obtain feedback on the Preliminary Recommendations Report. Appropriate feedback from the Advisory Panel will be integrated into a revised draft of the Preliminary Recommendations Report per the direction of County Staff.

Task 2: District and Use Standards

2a: Establishment of Districts and Zoning Map

This task will involve revisions to district purpose and intent statements to align with the County's land use plan and growth strategy as well as any map updates desired by the County based on the analysis conducted and recommendations made as a part of Task 1.

2b. Base and Overlay District Specific Standards

This task will include rewrites to base and overlay district standards to modernize and align uses. Bulk and dimensional standards will also be revised during this step based on the results of the conformity analysis conducted as a part of Task 1.

2c. Supplemental Use Standards

This task will include the development of supplemental use regulations that incorporate design principles relevant to specific uses.

2d. County Staff (up to 3)

Houseal Lavigne will facilitate up to 3 review calls with County staff before meeting with the Focus Groups, County Council, and Planning and Zoning Commission. Appropriate revisions will be made based on County staff feedback.

2e. Advisory Panel Meeting #2

The second Advisory Panel meeting will involve a presentation and facilitated discussion to obtain feedback on the proposed zoning map, district and use standards. Appropriate feedback from the Advisory Panel will be integrated into a revised draft of the Chapters per the direction of County Staff.

2f. Planning and Zoning Commission Working Session #1

The draft district and use standards will be presented and discussed with the Planning and Zoning Commission. The intent will be to review and discuss major proposed changes in sufficient detail to provide the necessary direction for regulation refinement and the development of supporting diagrams.

Task 3: Development, Building Design, and Subdivision Standards

3a. General Development Standards

This task will include easily understandable standards and regulations for development throughout the County including, landscape standards, parking standards, outdoor lighting standards, fence standards, and similar.

3b. Building Design Standards

This task will entail the development of building design standards such as regulations for exterior building cladding materials, glazing, façade articulation, building entryway design, and similar for commercial, mixed use, and multifamily development throughout the County. Design standards for single family homes and other housing types could also be developed during this task, if recommended in the Preliminary Recommendations Report.

3c. Subdivision Standards

This task will rewrite the County's subdivision standards to ensure new subdivisions are complete neighborhoods that provide access to everyday community destinations, support neighborhood-scale activity and retail centers, and provide quality, attainable housing opportunities, as envisioned in Jefferson County's new Master Plan. Cluster or conservation subdivision standards will also be established during this task to ensure the County has the tools needed to promote the preservation of natural resources as growth occurs.

3d. County Staff Review Calls (up to 3)

Houseal Lavigne will facilitate up to 3 review calls with County staff before meeting with the Focus Groups, County Council, and Planning and Zoning Commission. Appropriate revisions will be made based on County staff feedback.

Task 4: Signs, Planned Developments, and Approval Procedures

4a. Sign Standards

This task will modernize the County's sign ordinance, ensuring it complies with relevant case law and is less repetitive, more business-friendly, and easier to interpret while still maintaining a visually appealing environment throughout the County.

4b: Planned Development Procedures

This task will streamline the County's planned development procedures and ensure they are an effective tool in providing flexibility from underlying zoning requirements in exchange for tangible benefits to the Jefferson County community as identified in the new Master Plan.

4c: Approval Procedures

This task will update and clarify existing approval procedures to ensure they are efficient and flexible and increase transparency between Jefferson County staff, elected and appointed officials, applicants, and the public.

4d: Definitions

This task will include a thorough update to all definitions to ensure that unnecessary definitions are eliminated, outdated definitions are clarified, and new definitions are added, as necessary.

4e. County Staff Review Calls (up to 3)

Houseal Lavigne will facilitate up to 3 review calls with County staff before meeting with the Focus Groups, County Council, and Planning and Zoning Commission. Appropriate revisions will be made based on County staff feedback.

Task 5: Draft and Final UDO

5a. Draft UDO Document

Houseal Lavigne will prepare the draft UDO document incorporating feedback received from County staff, the County Council and Planning and Zoning Commission, focus group members, and the public. Graphics, diagrams, and flowcharts will be embedded in the document at this stage.

5b. County Staff Review Calls (up to 5)

Houseal Lavigne will facilitate up to 5 review calls with County staff before meeting with the Focus Groups, County Council, and Planning and Zoning Commission. Appropriate revisions will be made based on County staff feedback.

5c. Planning and Zoning Commission Working Session #2

A meeting will be conducted with the Planning and Zoning Commission to review and reach agreement on the draft UDO document before proceeding to the public review and adoption process. Appropriate revisions to the draft UDO will be made based on feedback received and the revised draft UDO will be prepared for public consideration.

5d. Open House – Pre-Adoption

Members of Houseal Lavigne, along with County staff, will be present for up to two community open houses to allow residents and community stakeholders the opportunity to examine, discuss, and comment on the contents of the draft UDO document. Houseal Lavigne will be available throughout the community open house to present material, answer questions, and get feedback before initiating the approval process. Appropriate revisions to the draft UDO will be made based on feedback received and the final draft UDO will be prepared for final legal review.

5e: Final Legal Review

The final draft UDO will be brought to the County Attorney for final legal review. Although the County Attorney may be involved throughout the process of developing the UDO, final legal review is necessary before the final document is brought through the adoption process. Appropriate revisions to the final draft UDO will be made based on feedback received and the final UDO will be prepared for public notice.

5f: Planning and Zoning Commission Presentation (public hearing)

Houseal Lavigne will present the final UDO at the Planning and Zoning Commission public hearing.

5g: County Council Presentation (adoption)

Houseal Lavigne will present the final UDO to the County Council for consideration and adoption.

5h: Final UDO Document

Following the adoption of the UDO, Houseal Lavigne will share the final document and components with the County in fully editable documents including word document, pdf, jpeg, and png files.

BUDGET

Houseal Lavigne proposes a not to exceed project budget of \$150,000, inclusive of all professional fees and directly related project expenses, for the completion of Jefferson County's UDO Rewrite project.

PROJECT TIMELINE

Houseal Lavigne proposes a 12-month project timeline to complete the Jefferson County UDO Rewrite project. The project can commence once sufficient policy direction is received from the County on the vision, goals, and land use plan of the in-progress Master Plan.

