



Urban Renewal Authority Board Agenda

April 25, 2024 at 5:00 PM

Jeni Arndt, Chair
Kristin Stephens, Vice-chair
Susan Gutowsky
Julie Pignataro
Tricia Canonico
Melanie Potyondy
Kelly Ohlson
Emily Francis
Kristen Draper
Dan Sapienza
(Vacant)

Council Information Center (CIC)
in City Hall, 300 Laporte Ave, Fort
Collins, CO and via Zoom at
<https://zoom.us/j/98687657267>

Cablecast on FCTV
Channel 14 on Connexion
Channel 17 and 881 on Comcast

Caitlin Quander
Brownstein Hyatt Farber Schreck, LLP

Josh Birks
Acting Executive Director

Heather Walls
Interim Secretary

URBAN RENEWAL AUTHORITY BOARD MEETING 5:00 PM

A) PLEDGE OF ALLEGIANCE

B) CALL MEETING TO ORDER

C) ROLL CALL

D) AGENDA REVIEW

Executive Director's Review of Agenda.

E) PUBLIC PARTICIPATION

F) PUBLIC PARTICIPATION FOLLOW-UP

G) COMMISSIONER REPORTS

H) DISCUSSION ITEMS

The method of debate for discussion items is as follows:

- Chair introduces the item number and subject; asks if formal presentation will be made by staff
- Staff and/or Applicant presentation (optional)
- Chair requests public comment on the item (three minute limit for each person)
- Board questions of staff on the item
- Board motion on the item
- Board discussion
- Final Board comments
- Board vote on the item

Note: Time limits for individual agenda items may be revised, at the discretion of the Chair, to ensure all have an opportunity to speak. **If attending in person, please sign in at the table in the back of the room.** The timer will buzz when there are 30 seconds left and the light will turn yellow. It will buzz again at the end of the speaker's time.

1. Consideration and Approval of the Minutes for the February 22, 2024 Urban Renewal Authority Board Meeting.

The purpose of this item is to approve the minutes of the February 22, 2024 Urban Renewal Authority Board meeting.

2. Resolution No. 2024-130 Accepting the Appointment of a Commissioner to the Authority.

The purpose of this item is to consider accepting the Mayor's appointment of Dan Sapienza to the URA Board.

3. 2024 URA Workplan.

The purpose of this item is for URA staff to present a high-level workplan for the remainder of 2024 and the first quarter of 2025 to inform the Board and receive feedback.

4. Resolution No. 2024-131 Adopting a Supplemental Budget Resolution.

The purpose of this item is to address how in 2022, the URA Board approved \$250,000 to fund an RFP for partial design of bike and pedestrian improvements in the Prospect South Plan Area. Since the RFP was not issued at that time, staff is requesting reaffirmation from the Board and slightly more money to issue the RFP as soon as possible.

5. Resolution No. 2024-132 Adopting a Supplemental Budget Resolution.

The purpose of this item is to note several key real estate projects are expected to become priorities for URA staff to manage during 2024 and 2025. Most milestones for these projects are unknown, and a considerable amount of the work to be performed is highly technical in nature. In anticipation of this dynamic workload, staff recommends that several professional service providers be contracted "on call" to provide deliverables as specific needs emerge. To be clear, the budget for these services will only be spent as technical services are procured and only the funds anticipated for 2024 (\$180,000) will be appropriated by this supplemental request. Anticipated funds for 2025 are included for discussion purposes only and will be included in the 2025/2026 URA Budget.

In addition to the real estate projects mentioned above, staff are also requesting supplemental funds to update the URA website so that it complies with the accessibility provisions required by HB21-1110 and WCAG 2.1 AA by July 1, 2024.

I) OTHER BUSINESS

J) ADJOURNMENT

Upon request, the City of Fort Collins will provide language access services for individuals who have limited English proficiency, or auxiliary aids and services for individuals with disabilities, to access City services, programs and activities. Contact 970.221.6515 (V/TDD: Dial 711 for Relay Colorado) for assistance. Please provide 48 hours advance notice when possible.

A petición, la Ciudad de Fort Collins proporcionará servicios de acceso a idiomas para personas que no dominan el idioma inglés, o ayudas y servicios auxiliares para personas con discapacidad, para que puedan acceder a los servicios, programas y actividades de la Ciudad. Para asistencia, llame al 970.221.6515 (V/TDD: Marque 711 para Relay Colorado). Por favor proporcione 48 horas de aviso previo cuando sea posible.

April 25, 2024

AGENDA ITEM SUMMARY

Urban Renewal Authority



STAFF

Heather Walls, Interim Secretary

SUBJECT

Consideration and Approval of the Minutes for the February 22, 2024 Urban Renewal Authority Board Meeting.

EXECUTIVE SUMMARY

The purpose of this item is to approve the minutes of the February 22, 2024 Urban Renewal Authority Board meeting.

ATTACHMENTS

1. Draft Minutes, February 22, 2024

URBAN RENEWAL AUTHORITY BOARD

February 22, 2024

5:00 PM

- **PLEDGE OF ALLEGIANCE**

- **CALL MEETING TO ORDER**

Vice Chair Stephens called the meeting to order at 5:07 p.m.

- **ROLL CALL**

PRESENT: Stephens, Gutowsky, Pignataro, Francis, Colby, Arndt (arrived late), Draper (arrived late)

ABSENT: Canonico and Ohlson

- **AGENDA REVIEW**

Acting Executive Director Birks designated Sue Beck-Ferkiss as the acting secretary, noted there is not yet a quorum, and reviewed the meeting agenda:

Item #1: Approving the meeting minutes from the December 4, 2023, board meeting.

Item #2: Board Membership Transition.

Item #3: Staff Update on Projects and Workstreams for 2024 – Andy Smith, Redevelopment Manager

Acting Executive Director Birks stated the agenda will proceed with Item #3 first, and once a quorum is reached, the other business of the Board can be undertaken.

Vice Chair Stephens outlined the public participation options.

- **PUBLIC PARTICIPATION**

None.

- **COMMISSIONER REPORTS**

None.

- **DISCUSSION ITEMS**

1. **Consideration and Approval of the Minutes for the December 4, 2023 Urban Renewal Authority Board Meeting.**

The purpose of this item is to approve the minutes of the December 4, 2023 Urban Renewal Authority Board meeting.

*(**Secretary's Note: This item was considered after enough Commissioners arrived to reach quorum.)*

Commissioner Pignataro made a motion, seconded by Commissioner Francis, to approve the December 4, 2023 meeting minutes.

• **PUBLIC PARTICIPATION**

None.

RESULT:	DECEMBER 4, 2023 MINUTES APPROVED (UNANIMOUS: 7-0)
MOVER:	Pignataro
SECONDER:	Francis
AYES:	Francis, Draper, Colby, Arndt, Stephens, Gutowsky, and Pignataro
EXCUSED:	Ohlson and Canonico

2. **Board Membership Transition**

The purpose of this item is to introduce Commissioner Potyondy, bid farewell to Commissioner Colby, and hear about Andy Smith's new role with the URA.

*(**Secretary's Note: This item was considered after enough Commissioners arrived to reach quorum.)*

Acting Executive Director Birks noted Andy Smith has taken a role with the City leaving a vacancy on the Board for the seat appointed by the Mayor; however, in 2015, City Council passed a resolution stating it wanted to appoint that position through a process similar to the way it appoints Boards and Commissions members, therefore, a process of soliciting nominations for the position will be started with the City Clerk's Office and Chair Arndt and one other Councilmember will conduct interviews and make a recommendation followed by a full vote of the Council and acceptance by the Board.

Birks also noted this will be the last meeting for Commissioner Colby who represents the special districts; therefore, the special districts will need to provide a new representative and the Board will also need to accept that appointment. He stated the hope is that the recommendation will come from the special districts in advance of the next meeting.

Councilmember Potyondy took her oath of office.

3. **Staff Update on Projects and Workstreams for 2024 – Andy Smith, Redevelopment Manager**

The purpose of this item is to provide a high-level overview of the current Urban Renewal Authority Plan Areas and Tax Increment Districts and to consider a proposed approach to the 2024 Work Plan. This may include a discussion on how evolving Fort Collins City Council priorities inform and interact with the URA's goals and strategies.

*(**Secretary's Note: This item was considered first on the agenda due to a lack of quorum.)*

Andy Smith, Redevelopment Manager, outlined the ongoing commitments of the URA: discussions regarding the Albertson's property on North College, ongoing commitments with Larimer County payments, conversations about the Innospere expansion, BFO, west side stormwater improvements along North College, some administrative infrastructure related to private reimbursement processes, and how to best manage the North College local

street reimbursements. Smith went on to discuss some of the conditional undertakings which are the projects on the horizon that may soon become commitments of the URA's resources, including Powerhouse II, Drake and College, and Foothills.

Smith outlined the Council priorities that seem to most overlap with the URA and that provide the most opportunity to leverage resources. Chair Arndt noted the Council has yet to formally adopt its priorities.

Smith discussed the discretionary items for which staff is seeking feedback: the plan for the final North College Plan Area investments, including urban design concepts for the new Mason Street, explore potential new plan areas, begin the Prospect South bike/pedestrian design process, the potential to develop a storefront or façade improvement program, likely targeted for North College, improve the URA's website, establish evaluation criteria for TIF assistance, establish an interdepartmental "technical advisory" team, and prepare an annual report for the URA and each Plan Area.

Commissioner Gutowsky asked about the boundaries of the Prospect South Plan Area and about the possibility of façade work for buildings at the southwest corner of Prospect and College. Birks replied the Prospect South Plan Area covers the east and west sides of College from Prospect to the property line that is just north of Whole Foods. He noted the RFP for the design of the bike and pedestrian improvements for the area has been prepared and stated staff is anticipating the façade program be built for North College first and then bring it to Prospect South and potentially Drake and College. He stated the façade program will involve smaller investments or grants for business owners to refresh their properties while other major redevelopments are occurring around them.

Commissioner Pignataro expressed support for the Prospect South bike/pedestrian design process, improvement of the URA website, and the interdepartmental technical advisory team as her top discretionary priorities.

Councilmember Potyondy (had not yet been sworn in as Commissioner at this point in the meeting) expressed support for the Drake and College project. Birks noted the City has approached the URA about participating in funding the more complete construction of that intersection, which is a listed improvement in the Urban Renewal Plan for the area. He stated City Engineering will be leading up the effort, and it is listed as being conditional because the URA will end up participating, but the timeline is unknown.

Commissioner Draper stated her top discretionary priority would be the website given the July 1 deadline to make websites accessible, followed by the technical advisory team, then items that will time out first, with the annual reporting as a last priority.

Commissioner Colby asked if the southwest corner of Prospect and College is being considered as a redevelopment or a façade improvement project. Birks replied the project that is on the discretionary list is to do a request for an engineering and design firm to help with bike and pedestrian improvements in the area, which would be more public right-of-way oriented improvements to facilitate greater connectivity. The façade program that is also on the discretionary list would likely focus first on North College as that plan area is closer to timing out and then go into the Prospect South Plan Area.

Vice Chair Stephens stated looking at ways to help provide affordable housing through the URA is important and suggested it could be part of the evaluation criteria for TIF assistance, which would be her top discretionary priority, followed by exploring potential new plan areas where affordable housing could be included.

Commissioner Francis stated the URA should be more proactive and move with more intentionality in advancing its goals rather than waiting for development projects to arise.

Chair Arndt concurred and stated this is a good time to consider how to collectively use the tax dollars to live out the Board's shared values.

Birks suggested staff will return at the next meeting with the summarized comments on prioritization and, if necessary, a conversation about the possible need for additional resources could occur.

Commissioner Draper asked if an audit is being done on the URA website. Birks replied an audit has yet to be started, but unless directed otherwise, staff will likely begin the work to at least ensure accessibility compliance with the aesthetics and usability updates being more discretionary.

Chair Arndt stated she would like to know the cost of compliance and effort behind it. She stated the deadline will likely be extended as it will be difficult for rural counties to become compliant.

Commissioner Pignataro commented on federal compliance standards for websites and stated the evolution of the standards makes it nearly impossible to always be fully in compliance.

*(**Secretary's Note: At this point in the meeting, roll call was taken again to establish quorum and the Board continued with the start of its agenda items.)*

● **OTHER BUSINESS**

Consideration of a motion to go into executive session to discuss the potential purchase or acquisition of real property interests which may include eminent domain options, in order to receive legal advice on specific legal questions, and to determine positions relative to matters that may be subject to negotiations related to the former Albertsons site.

Commissioner Francis made a motion, seconded by Commissioner Pignataro, that the Fort Collins Urban Renewal Authority go into executive session pursuant to: C.R.S. § 24-6-402(4)(a), (b) and (e) For the purpose of discussing with the Authority's attorneys and appropriate management staff the following items, all related to the former Albertsons site:

- Potential Purchase or Acquisition of Real Property Interests, including Eminent Domain***
- Specific Legal Advice on Specific Legal Questions; and***

• *Determine Positions Relative to Matters that may be Subject to Negotiations, Develop Strategy for Negotiations and Instruct Negotiators.*

Caitlyn Quander, counsel for the Board, noted the meeting will be automatically adjourned without reconvening at the conclusion of the Executive Session.

* The Motion was then amended to include “...that at the conclusion of the Executive session the Urban Renewal Authority Meeting be automatically adjourned without reconvening in the regular meeting.”

RESULT:	APPROVED, INCLUDING AMENDMENT (UNANIMOUS: 7-0)
MOVER:	Francis
SECONDER:	Pignataro
AYES:	Draper, Colby, Arndt, Stephens, Gutowsky, Pignataro, Potyondy, and Francis
EXCUSED:	Ohlson and Canonico

• ADJOURNMENT

The meeting was adjourned at 5.52 p.m.

Chair

ATTEST:

Interim Secretary

April 25, 2024

AGENDA ITEM SUMMARY

Urban Renewal Authority



STAFF

Andy Smith, Redevelopment Program Manager

SUBJECT

Resolution No. 2024-130 Accepting the Appointment of a Commissioner to the Authority.

EXECUTIVE SUMMARY

The purpose of this item is to consider accepting the Mayor's appointment of Dan Sapienza to the URA Board.

STAFF RECOMMENDATION

Staff recommends adoption of the Resolution.

BACKGROUND / DISCUSSION

In May 2015, the Colorado General Assembly adopted House Bill 2015-1348 (HB-1348), amending the Colorado Urban Renewal Law, allowing for the appointment of up to four new commissioners to the URA Board after January 1, 2016. The Urban Renewal Authority became compliant with HB-1348 by expanding the Board of Commissioners to include representatives from the School District, Larimer County, a commissioner representing other affected taxing entities, and an at-large Mayoral appointee in 2018.

On May 15, 2018, City Council approved the Mayor's appointment of Andy Smith by adopting Ordinance 2018-061. Per the Urban Renewal Authority's bylaws, the Mayoral appointee serves a four-year term. Mr. Smith's term was due to expire May 25, 2022. In response, the Mayor recommended Andy Smith for reappointment to the URA Board. On May 3, 2022, City Council adopted Resolution 2022-056 appointing Andy Smith to a second term on the URA Board, expiring May 25, 2026.

In early 2024, Andy Smith accepted a position as Redevelopment Manager for the City of Fort Collins and became ineligible to continue serving on the URA Board and resigned. To fill the vacancy, on April 16, 2024, Council confirmed and appointed Dan Sapienza to replace Andy Smith on the URA Board, with a term to expire on May 25, 2026.

By adopting this resolution, the URA Board accepts City Council's appointment of Dan Sapienza as the Mayor's appointee to the URA Board for a term to expire on May 25, 2026

AUTHORITY FINANCIAL IMPACTS

None.

COMMITTEE RECOMMENDATION

None.

ATTACHMENTS

1. Resolution for consideration

RESOLUTION NO. 2024-130

OF THE BOARD OF COMMISSIONERS OF THE FORT COLLINS URBAN RENEWAL
AUTHORITY ACCEPTING THE
APPOINTMENT OF A COMMISSIONER TO THE AUTHORITY

WHEREAS, the Fort Collins Urban Renewal Authority (the “Authority”) was established in 1982 under and in accordance with the Colorado Revised Statutes (“C.R.S.”) § 31-25-101, et seq. (the “Urban Renewal Law”); and

WHEREAS, H.B. 15-1348 effected changes to Urban Renewal Law, C.R.S. § 31-25-101, et. seq., including the provisions establishing membership of the boards of urban renewal authorities; and

WHEREAS, C.R.S. § 31-25-104(2.5) provides: “When the governing body of a municipality designates itself as the authority or transfers an existing authority to the governing body pursuant to section 31-25-115(1), an authority consists of the same number of commissioners as the number of members of the governing body. In addition, in order to represent the collective interests of the county and all taxing bodies levying a mill levy within the boundaries of the urban renewal authority area other than the municipality, one additional commissioner on the authority must be appointed by the board of county commissioners of the county in which the territorial boundaries of the urban renewal authority area are located, one additional commissioner must also be a board member of a special district selected by agreement of the special districts levying a mill levy within the boundaries of the urban renewal authority area, and one additional commissioner must also be an elected member of a board of education of a school district levying a mill levy within the boundaries of the urban renewal authority area. If the number of members of the governing body causes the authority to have an even number of commissioners, the mayor shall appoint an additional commissioner to restore an odd number of commissioners to the authority. As applicable, the appointment of the county, special district, and school district representatives on the authority pursuant to this subsection (2.5) must be made in accordance with the procedures specified in subsection (2) of this section”; and

WHEREAS, the City Council of the City of Fort Collins (the “City”) has designated itself as the Authority pursuant to Urban Renewal Law, C.R.S. § 31-25-115(1), along with other Commissioners; and

WHEREAS, the number of members of the City Council of the City of Fort Collins (the “City Council”) causes the Authority Board to have an even number of Commissioners following appointment of the Commissioners representing the county, school district, and special districts, thereby creating the need for the Mayor to appoint an additional Commissioner to restore an odd number of Commissioners to the Authority Board; and

WHEREAS, by Resolution 2022-056, the City Council re-appointed Andy Smith to serve as a Commissioner on the Authority as the mayoral appointee for a second four-year term until May 25, 2026 which was accepted by the Authority by Resolution No. 2022-120; and

WHEREAS, Commissioner Andy Smith resigned from the Authority Board effective February 4, 2024; and

WHEREAS, pursuant to City Council Resolution No. 2015-105, the City advertised the vacant position on the Authority Board and interviewed potential candidates; and

WHEREAS, by Resolution 2024-063, the City Council confirmed the appointment of Dan Sapienza to serve as a Commissioner on the Authority Board as the mayoral appointee to complete the remaining days in the term and, thus, expiring on May 25, 2026.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE FORT COLLINS URBAN RENEWAL AUTHORITY:

Section 1. The foregoing Recitals are incorporated herein by this reference.

Section 2. Pursuant to C.R.S. § 31-25-104(2.5), the Authority accepts and recognizes the appointment of Dan Sapienza to this Authority for the term prescribed by the City Council or until ineligible to serve as a Commissioner on the Authority in accordance with C.R.S. § 31-25-104.

Section 3. A copy of this Resolution on file with the Authority Secretary shall serve as a certificate of such appointment pursuant to C.R.S. § 31-25-104(2)(b).

Section 4. This Resolution shall be effective upon approval by the Authority.

Passed and adopted at a regular meeting of the Board of Commissioners of the City of Fort Collins Urban Renewal Authority this 25th day of April, A.D. 2024.

Chair

ATTEST:

Interim Secretary

April 25, 2024

AGENDA ITEM SUMMARY

Urban Renewal Authority



STAFF

Andy Smith, Redevelopment Program Manager
Josh Birks, Acting Executive Director

SUBJECT

2024 URA Workplan.

EXECUTIVE SUMMARY

The purpose of this item is for URA staff to present a high-level workplan for the remainder of 2024 and the first quarter of 2025 to inform the Board and receive feedback.

STAFF RECOMMENDATION

N/A

BACKGROUND / DISCUSSION

At the February 22, 2024, URA Board meeting, staff presented the Board with various projects and opportunities being considered for a workplan to prioritize and guide staff resources for the remainder of 2024 and into early 2025. In response, the Board provided staff with questions and feedback. The high-level projects and opportunities were described and discussed in the following broad categories:

- A) Ongoing and pending commitments.
- B) Conditional projects that may soon require staff resources.
- C) Discretionary.

In development of the workplan, consideration was given to the URA Strategic Plan, as well as the 2024 - 2026 City Council Priorities formally adopted by City Council on February 27, 2024.

Staff have revised and prioritized the following workplan.

CATEGORY	PROJECT
<i>Committed</i>	
	Albertsons
	Proactively Promote Affordable Housing
	URA Administration (Committed)

	URA Board Strategic Planning (Committed)
	Technical Advisory Team
	BFO / URA Budget
	North Mason Street Projects
	Prospect South Bike/Ped Design Project
	North College: Close-out Strong Plan
	Innosphere Farm House Redevelopment
	Drake & College Intersection Improvements
<i>Conditional</i>	
	Foothills
	Powerhouse II
<i>Discretionary</i>	
	URA Administration (Discretionary)
	URA Board Strategic Planning (Discretionary)

AUTHORITY FINANCIAL IMPACTS

Other than the two supplemental budget appropriation requests included on the agenda for today's URA Board meeting, there are no known material financial impacts.

COMMITTEE RECOMMENDATION

None.

PUBLIC OUTREACH

None.

ATTACHMENTS

1. Presentation

2024 URA Workplan

Revised & Prioritized



- Concepts discussed at the February 22, 2024 Board meeting
- URA staff prioritized workplan for 2024 Q2,3,&4 plus 2025 Q1
- **TARGET:** given current capacity and emerging opportunities, develop a focused plan for resources and phases to avoid traffic jams

Workstreams divided into three categories:



Alignment with 2026-2026 Council Priorities

*Operationalize City
resources to build
and
preserve affordable
housing*

Proactively
Promote
Affordable
Housing

*15-minute City:
Ignite
our neighborhood
centers*

Coordinated
Holistic
Planning
(mixed-use)

Summary Worksheet

<u>CATEGORY</u>	<u>PROJECT</u>	<u>Q2-2024</u>	<u>Q3-2024</u>	<u>Q4-2024</u>	<u>Q1-2025</u>
<i>Committed</i>	Albertsons				
	Proactively Promote Affordable Housing				
	URA Administration (Committed)				
	URA Board Strategic Planning (Committed)				
	Technical Advisory Team				
	BFO / URA Budget				
	North Mason Street Projects				
	Prospect South Bike/Ped Design Project				
	North College: Close-out Strong Plan				
	Innosphere Farm House Redevelopment				
	Drake & College Intersection Improvements				
<i>Conditional</i>	Foothills				
	Powerhouse II				
<i>Discretionary</i>	URA Administration (Discretionary)				
	URA Board Strategic Planning (Discretionary)				



Examples of "Committed" work

Albertsons

- Acquisition
- Due Diligence
- Finance
- Program



URA Board Strategic Planning

- Explore New Plan Areas
- Explore New Projects
- Develop Evaluation Criteria



North Mason Projects

- Stormwater
- Right of Way
- Urban Design Enhancements



URA Administration

- Day-to-Day Customer Service
- Private Reimbursements
- Update & Improve Website
- District Revenue Forecasts
- Board & Finance Meetings



URA Administration

- Develop system for tracking local street repayments
- Settle local street repayments (N. College)

URA Board Strategic Planning

- Tours
- Retreat

April 25, 2024

AGENDA ITEM SUMMARY

Urban Renewal Authority



STAFF

Andy Smith, Redevelopment Program Manager
Josh Birks, Acting Executive Director

SUBJECT

Resolution No. 2024-131 Adopting a Supplemental Budget Resolution.

EXECUTIVE SUMMARY

The purpose of this item is to address how in 2022, the URA Board approved \$250,000 to fund an RFP for partial design of bike and pedestrian improvements in the Prospect South Plan Area. Since the RFP was not issued at that time, staff is requesting reaffirmation from the Board and slightly more money to issue the RFP as soon as possible.

STAFF RECOMMENDATION

Staff recommends adoption of the Resolution.

BACKGROUND / DISCUSSION

In 2020 and 2021, Urban Renewal Authority (URA) staff collaborated with the Institute for the Built Environment on a series of public workshops to generate ideas on how to best spend unpledged tax increment in the Prospect South Plan Area. The top priority project from this engagement was bicycle and pedestrian connectivity west of College Ave. On March 25, 2021, the URA Board adopted the Prospect South Community Investment Plan. The Prospect South Community Investment Plan identified five projects for investment with enhanced bicycle and pedestrian connectivity west of College Avenue as the top priority project.

In accordance with the Community Investment Plan, staff seeks an appropriation of \$275,000 to begin implementing bicycle and pedestrian improvements west of College Avenue. This process will entail:

- Creation of an existing conditions report documenting the bicycle and pedestrian network in its current state;
- Series of public meetings to generate ideas and solicit feedback on potential design solutions;
- Development of a preferred design with preliminary engineering design (30% design);
- Maintenance plan for proposed improvements; and
- Initial survey and easement work for acquiring property needed for completion of bicycle and pedestrian network.

Currently, the fund balance of the Prospect South Plan Area is estimated to be slightly more than \$1,424,814. Approval of this \$275,000 budget request would leave approximately \$1,149,814 in reserves for other priorities or to continue to advance the bike/ped connectivity project.

On May 26, 2022, a similar supplemental budget request for \$250,000 was approved by the URA Board, however the money was not spent as the RFP was not issued due to staffing capacity. Shortly after the appropriation several staffing changes occurred within the Sustainability Services area which managers the Urban Renewal Authority, including reassignment of the Deputy Director (and Acting Executive Director of the URA) to the role of lead executive for the service area. Shortly thereafter, the Redevelopment Manager went on temporary, later becoming permanent, loan to the Planning Development and Transportation Service Area.

AUTHORITY FINANCIAL IMPACTS

An amount not to exceed \$275,000 to come from the Prospect South Plan Area, leaving a fund balance of approximately \$1,149,814.

COMMITTEE RECOMMENDATION

Recommendation by URA Finance Committee to proceed to Board consideration.

PUBLIC OUTREACH

None.

ATTACHMENTS

1. Resolution for Consideration
2. Previous Budget Appropriation Staff Report – May 26, 2022

RESOLUTION NO. 2024-131

OF THE BOARD OF COMMISSIONERS OF THE FORT COLLINS URBAN RENEWAL
AUTHORITY ADOPTING A SUPPLEMENTAL BUDGET RESOLUTION

WHEREAS, the Fort Collins Urban Renewal Authority (“Authority”) on December 4, 2023 adopted the annual budget for the fiscal year beginning January 1, 2024 and ending December 31, 2024 per Fort Collins Urban Renewal Authority Resolution No. 129, pursuant to and in accordance with Colorado local budgeting requirements and Colorado statute; and

WHEREAS, a need exists to allocate funds from the 2024 revenues received by the Authority to prepare 30% design documents for bicycle and pedestrian improvements in the Prospect South Plan Area; and

WHEREAS, the amended 2024 budget, as revised by this Resolution, remains in balance as required by law; and

WHEREAS, this Resolution allocating funds to prepare 30% design documents for bicycle and pedestrian improvements in the Prospect South Plan Area is within the existing Authority obligations and revenue funds available and is appropriate and necessary.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE FORT COLLINS URBAN RENEWAL AUTHORITY:

Section 1. The foregoing Recitals are incorporated herein by this reference.

Section 2. That the 2024 appropriation for the Prospect South Plan Area is hereby modified to provide for the \$275,000 budget request leaving approximately \$1,149,814 in reserves, and the remittance and reappropriation of the funds set forth in this Resolution is hereby authorized.

Section 3. The Board finds that the required notice and opportunity for public inspection, were properly made and held in accordance with C.R.S. §§ 29-1-106 and 29-1-109.

Section 4. This Resolution is enacted as a supplemental budget and appropriation pursuant to C.R.S. § 29-1-109.

Section 5. If necessary, the Secretary of the Authority is directed to file a certified copy of this Resolution with the Division of Local Government, Department of Local Affairs, State of Colorado.

Passed and adopted at a regular meeting of the Board of Commissioners of the City of Fort Collins Urban Renewal Authority this 25th day of April, 2024 by approval of an affirmative vote of at least two-thirds of the eleven (11) Commissioners.

FORT COLLINS URBAN RENEWAL
AUTHORITY

By: _____
Chair

ATTEST:

Interim Secretary

AGENDA ITEM SUMMARY

May 26, 2022

Urban Renewal Authority Board

STAFF

Clay Frickey, Redevelopment Program Manager

SUBJECT

Resolution No. 121 Approving the Appropriation of Funds for Prospect South Bicycle and Pedestrian Connectivity Study.

EXECUTIVE SUMMARY

The purpose of this item is to appropriate \$250,000 to prepare design documents for bicycle and pedestrian improvements in the Prospect South plan area. In 2020 and 2021, Urban Renewal Authority (URA) staff collaborated with the Institute for the Built Environment on a series of public workshops to generate ideas on how to best spend unpledged tax increment in the Prospect South Plan Area. The top priority project from this engagement was bicycle and pedestrian connectivity west of College Ave. On March 25, 2021, the URA Board adopted the Prospect South Community Investment Plan. The Prospect South Community Investment Plan identified five projects for investment with enhanced bicycle and pedestrian connectivity west of College Avenue as the top priority project.

In accordance with the Community Investment Plan, staff seeks an appropriation of \$250,000 to begin implementing bicycle and pedestrian improvements west of College Avenue. This process will entail:

- Creation of an existing conditions report documenting the bicycle and pedestrian network in its current state;
- Series of public meetings to generate ideas and solicit feedback on potential design solutions;
- Development of a preferred design with preliminary engineering design (30% design);
- Maintenance plan for proposed improvements; and
- Initial survey and easement work for acquiring property needed for completion of bicycle and pedestrian network.

This process of seeking an appropriation follows the City's purchasing policies. \$250,000 will provide ample budget for completing the study based on comparable projects. The study will enable the URA to seek bids for constructing the proposed improvements. The URA will have enough cash on hand to begin funding these improvements in collaboration with the City.

STAFF RECOMMENDATION

Staff recommends approval of the Resolution.

BACKGROUND / DISCUSSION

From November 2020 to February 2021, URA staff in collaboration with Institute for the Built Environment held a series of public workshops to generate ideas on how to best spend unpledged tax increment in the Prospect South Plan Area. Nearly 100 community members participated in this workshop series. Community members generated many ideas for how the URA could invest in the plan area, remediate blight, and do so in a way that supports their interests. After generating a list of potential projects, workshop participants then prioritized the projects, culminating in a final list of recommended investments for the URA to make in the Prospect South Plan Area. The top-ranking projects, in order, were:

1. **Westside Bicycle & Pedestrian Corridor** - Enhance walking and biking corridor through the center of the west side of the plan area, including creating a safe crossing over the Sherwood Lateral.
2. **Sidewalk & Crosswalk Improvements along College Avenue** - Improve sidewalk connectivity and safety along both sides of College Avenue and at east-west street crossings.
3. **Green Plaza and/or Outdoor Dining** - Create an inviting public green plaza and/or outdoor dining area.
4. **Existing Small Business Preservation** - Make efforts to preserve existing small businesses in the plan area.
5. **Creekside Park Enhancements** - Increase enjoyment opportunities of Creekside Park with food truck(s), wayfinding, improved gathering spaces, and nature play / learning opportunities at the creek.

Following the community workshops, URA staff developed a Community Investment Plan for Prospect South. This investment plan provides guidance to the URA Board on how to spend unpledged tax increment that aligns with the findings from the community workshops. The Prospect South Community Investment Plan suggests investing in and completing projects in order as prioritized in the plan. The URA Board adopted the Prospect South Community Investment Plan on March 25, 2021.

STUDY OVERVIEW

The workshop series highlighted the importance of improved bicycle and pedestrian connectivity within the plan area. College Avenue contains gaps in sidewalks that make it difficult to navigate the plan area on foot. Cyclists must take circuitous routes or travel on unsafe roads to get around the Prospect South Plan Area. The purpose of this study would be to contract with a consultant that would re-engage with the community and develop a preferred design for bicycle and pedestrian improvements within the plan area. This would entail the following:

- Creation of an existing conditions report documenting the bicycle and pedestrian network in its current state
- Series of public meetings to generate ideas and solicit feedback on potential design solutions
- Development of a preferred design with preliminary engineering design (30% design)
- Maintenance plan for proposed improvements
- Initial survey and easement work for acquiring property needed for completion of bicycle and pedestrian network

The final deliverable would be a 30% design document for the bicycle and pedestrian network. A 30% design document provides enough detail to estimate the cost of building the proposed improvements with contractors. This will enable the URA to begin developing these improvements within the plan area and achieve the goals of the Community Investment Plan.

Staff wishes to issue a Request for Proposals from qualified contractors to complete the bicycle and pedestrian connectivity study. The URA follows the City purchasing policies per the URA's bylaws. To issue an RFP, the URA must appropriate funding for the work to be completed. City staff was consulted about total costs for similar projects. The most comparable project that the City has completed recently was the Pitkin Low-Stress Bicycle Corridor Design in 2015. The Pitkin Low-Stress Bicycle Corridor Design had a budget of \$154,000 with a similar scope of work. Given that the Pitkin Low-Stress Bicycle Corridor Design occurred in 2015, the cost of services will likely be higher now for comparable work.

NEXT STEPS

If the Board approves the resolution, staff will create an RFP and seek qualified professionals to conduct the scope of work. Staff anticipates issuing the RFP in the summer with work commencing in late summer or the fall.

CITY FINANCIAL IMPACTS

Currently, the fund balance of the Prospect South Plan Area is \$852,447. The appropriation sought is \$250,000 which would be the upper limit on spending for creating a 30% design document for the bicycle and pedestrian improvements within the plan area. Based on other similar projects recently completed by the City, staff is confident this appropriation is a conservative estimate and sufficient to achieve the outcome. This would leave \$600,000 in reserves for other priorities or to begin implementation of these bicycle and pedestrian improvements.

BOARD / COMMISSION RECOMMENDATION

Staff presented the appropriation request to the Finance Committee on May 12. The Finance Committee supported the appropriation and recommended bringing the appropriation to the URA Board for consideration.

ATTACHMENTS

1. Prospect South Community Investment Plan (PDF)
2. Pitkin Bikeway Scope of Work (PDF)
3. Powerpoint Presentation (PDF)

Introduction

The Community Investment Plan for Prospect South is the outcome of a community engagement series in collaboration with the Institute for the Built Environment. This plan unites a data driven, analytical approach to redevelopment and the lived experience of community members and what they would like to see the plan area become in the future. This document is a guide for the Urban Renewal Authority Board's investment decisions in the plan area.

Summary of Community Engagement

City Council adopted the Midtown Urban Renewal Plan and the Prospect South Tax Increment Financing District in 2011. At the time of its adoption, City Council acted as the Urban Renewal Authority Board. The vision and objectives of the Midtown Urban Renewal Plan are broad and do not speak to the unique qualities of the Prospect South area nor the desires of the community. As such, the Urban Renewal Authority Board directed staff to conduct an engagement series to understand how the Board could invest in the plan area that meets the community's needs.

Community engagement centered around identifying and prioritizing how the Prospect South Plan Area could become a more attractive and enjoyable place to gather, work, live, do business, and go to school. The community engagement process began with formation of a working group, comprised of stakeholders in and near the plan area, that met monthly for four months. The working group identified proposed improvements to the plan area, on which the community provided input through two virtual community forums and a community questionnaire. The community engagement activities took place from November 2020 through February 2021 and reflect the perspectives and input from those who participated.

The community identified five priority projects for the Prospect South plan area. The list below describes each project and lists the projects in order of priority.

1. **Westside Bicycle & Pedestrian Corridor** – Enhance walking and biking corridor through the center of the west side of the plan area, including creating a safe crossing over the Sherwood Lateral.
2. **Sidewalk & Crosswalk Improvements along College Avenue** – Improve sidewalk connectivity and safety along both sides of College Avenue and at east-west street crossings.
3. **Green Plaza and/or Outdoor Dining** – Create an inviting public green plaza and/or outdoor dining area.
4. **Existing Small Business Preservation** – Make efforts to preserve existing small businesses in the plan area.
5. **Creekside Park Enhancements** – Increase enjoyment opportunities of Creekside Park with food truck(s), wayfinding, improved gathering spaces, and nature play / learning opportunities at the creek.

Equitable Development Framework

Prospect South sits at the edge of Old Town and the Colorado State University campus. While home to few people, it is home to numerous small businesses. Many of these small businesses are locally owned and help contribute to the unique character of Fort Collins. The engagement

series highlighted the importance of these small businesses to the plan area and community at large. While the intent of increased investment is to remediate blight and enhance the plan area, this investment can threaten the viability of these small businesses and unintentionally lead to their displacement.

The URA has guiding principles of inclusion and co-creating plans with the community. The Government Alliance on Race & Equity (GARE) developed a framework for equitable development to address situations where investment can change the character of a community. The GARE Equitable Development Framework consists of the following elements:

1. Advance economic opportunity
2. Prevent displacement
3. Preserve and expand affordable housing options
4. Understand and respond to local context
5. Promote broader mobility and connectivity
6. Practice meaningful community engagement
7. Develop healthy and safe communities
8. Promote environmental justice
9. Achieve full accessibility

This framework serves as a guide for this investment plan and ensures the work of the URA is rooted in equity, leading with race.

Investment Plan



Westside Bicycle and Pedestrian Corridor

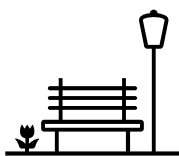
Enhancing and improving north-south bicycle and pedestrian connectivity through the center of the west side of the plan area was the top priority across all engagement efforts. Engagement participants see this corridor as a primary opportunity to draw people into the plan area, especially from Spring Creek Trail, as well as to create safety for residents and commuters.

Corridor improvements throughout the plan area would include wayfinding and signage, additional vegetation, possible reconfiguration of select parking areas, and a multi-modal and/or shared street concept running between The State student housing and the strip malls facing College Avenue. The north-south crossing at Creekside Park, another opportunity for wayfinding signage and improved visual appeal, could be more direct. Improvements south from Creekside Park to the south end of the plan area include creating a structured, safe crossing over the Sherwood Lateral, which amends the current solutions of either scrambling over the Sherwood Lateral or taking a long and uncomfortable route along College Avenue. Representatives of Compass Community Collaborative, The State, the permitted student housing Johnson Drive Apartments, and CSU students all emphasized the importance of a connection over the Sherwood Lateral. As student and other multifamily residences come into the area, the demand for a safe and comfortable solution at the Sherwood Lateral will increase.



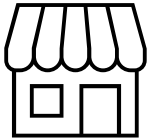
Sidewalk & Crosswalk Improvements Across College Avenue

The sidewalks and crosswalks along College Avenue were identified as a priority. Many sections of sidewalk are either non-existent, too narrow, and/or directly adjacent to the traffic on College Avenue. Because of the speed and quantity of traffic, pedestrian crossings feel unsafe and would benefit from traffic calming measures. Community members expressed a desire for contiguous sidewalks running north and south along College Avenue, and making sidewalks wider and detached where possible.



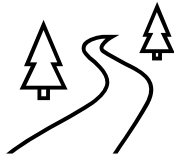
Green Plaza and/or Outdoor Dining

Community members felt that adding public gathering spaces, potentially in the form of a public green plaza or shared outdoor dining area for nearby restaurants, would help make the plan area a more attractive destination. A place of vegetated respite at the north end of the plan area, paired with an improved central bicycle and pedestrian corridor, would create a destination for people crossing the Spring Creek Trail.



Existing Small Business Preservation

Preserving existing small businesses was ranked as the #4 priority among questionnaire respondents, who further expressed its importance in an open-ended question regarding what additional types of businesses they would like to see in the plan area. Respondents also expressed interest in more restaurants in the plan area, as well as a recreational center or community center, outdoor gathering spaces, retail, a hotel, and entertainment.



Creekside Park Enhancements

Creekside Park was largely seen as having significant unrealized potential. Currently, there is a high volume of commuter and recreational traffic along the Spring Creek Trail that largely passes through the plan area without stopping. By creating more of a destination at Creekside Park, the park could serve as a gateway into the rest of the plan area. Food trucks near the park could serve commuters and student residents, while enhanced gathering spaces and creek access would serve CSU classes, Compass Community Collaborative students, and families visiting the area. Providing formal and informal gathering areas, and possibly a pavilion, would create a more inviting environment that would encourage people to slow down and spend time and money in the area. Improved wayfinding, vegetation, and art could be used to help draw people to the businesses to the north.

Recommended Funding and Implementation Strategy

To honor the priorities the community established through our engagement process, this plan recommends funding and completing projects in order. What this means is funding the first priority project and then moving on the second priority project once the first priority project is complete. The prioritized list of projects in order is:

1. **Westside Bicycle & Pedestrian Corridor**
2. **Sidewalk & Crosswalk Improvements along College Avenue**
3. **Green Plaza and/or Outdoor Dining**
4. **Existing Small Business Preservation**
5. **Creekside Park Enhancements**

This approach ensures the URA addresses the highest priority projects with remaining revenues. Each of these projects require further refinement, scoping, and engagement prior to implementation. Each of the projects above will follow the process below for implementation:

1. **Scoping, feasibility, and refinement** – staff will develop a scope of work for the project. Based on the scope of work, staff will seek cost estimates for each project. If the plan area has enough cash on hand to move forward with the project, staff will move forward with the project.
2. **Request appropriation from URA Board** – staff will present the project scope and cost estimates to the URA Board and seek an appropriation for the project. At this time, the URA Board will consider the merits of the project at that time along with a consideration to return some incremental revenue to the taxing entities.
3. **Community engagement** – after appropriating funds, staff will co-create the final project design with the community. This will ensure the built improvements reflect the needs of the community and that the work aligns with the vision of this investment plan.
4. **Build improvements**

Finance Options

The URA may fund improvements as it generates tax increment or issue debt to fund projects. This investment plan does not provide guidance on how to finance the improvements in this plan. Rather, financing decisions are at the discretion of the URA Board. The URA Board will have the opportunity to discuss financing options when these projects and others go before the URA Board for discussion. At that time, the Board may decide the best mechanism for financing these projects. As referenced above, the URA Board may also contemplate remitting revenues back to the affected taxing entities when considering funding projects.

Metrics and Indicators

As stated earlier, this investment plan aims to invest the URA's remaining tax increment revenue into projects that improve the Prospect South corridor for all. Often times, investment by government can inadvertently lead to displacement of people, businesses, and culture. For this investment plan to be a success, investment must lead to all members of the Prospect South community sharing in the growth in prosperity from the URA's investments. The following metrics and indicators will provide signs of how well the URA's investments are supporting the goal of developing in an equitable way. Staff will monitor the following data:

Metric/Indicator	Data Source	Target
Leverage rate	URA	Increase or maintain historic leverage rate
Property values	County Assessor	Stable growth
Property ownership	County Assessor	Varied ownership, few properties owned by LLCs that own 3+ properties
Residential rents	Department of Local Affairs	Stabilize rents
Business rents	CoStar	Stabilize rents
Household income	HUD, American Community Survey	Stable growth
Cost burdened households	American Community Survey	Decrease percentage of households that are cost burdened
Residential building permits issued	City of Fort Collins	Mix of unit types that match community needs
Households by race	American Community Survey	Prevent displacement of Latinx community

This suite of metrics and indicators will provide a strong overview of the economic vitality and the composition of businesses and residents in the plan area. Early signs of significant change in any of the metrics will send a signal to the URA to act before the issue becomes too difficult to address. Many of these metrics are not within the URA's control. While the URA cannot control things like rent or who chooses to live in the plan area, the URA can influence factors that would result in change or potential displacement of people, businesses, and culture.

Plan Alignment

Beyond fulfilling the objectives identified by the community during our engagement process, this investment plan will support the objectives of all entities collecting property tax in the plan area. This section identifies relevant policies and goals of each taxing entity with which this investment plan aligns.

City of Fort Collins

The City of Fort Collins has a comprehensive plan called City Plan that provides an overall vision for the development of the community. Sub-area plans then clarify that vision for different parts of town. The Midtown Plan provides finer grain detail and specific goals for how Prospect South will develop over time.

City Plan

Principle LIV 2 – Promote infill and redevelopment

Policy LIV 3.6 – Context-sensitive development

Policy LIV 4.4 – Culturally relevant gathering places

Principle LIV 7 – Promote a more inclusive and equitable community that encourages and celebrates diversity

Midtown Plan

Vision - Streets will be inviting to pedestrians and bicyclists, with attractive street edges, and active urban plazas and spaces.

Improved Circulation - Improve existing and implement new east-west connections to facilitate movement from existing neighborhoods east and west of College into Midtown and to and from the MAX stations and other transit stops.

Parks and Open Space - Establish a network of several minor public open spaces throughout Midtown as part of private development projects, but which contribute to the larger Parks and Open Space concept for Midtown.

Larimer County

Larimer County utilizes a Strategic Plan to guide its operations in the short term. Larimer County's Comprehensive Plan provides policy direction over the long term. Below are policies from the Strategic Plan and Comprehensive Plan with which this investment plan aligns.

Strategic Plan

Goal 2 - Everyone in Larimer County has access to economic opportunities and a vibrant quality of life. We work together to remove barriers.

Comprehensive Plan

Policy E1.3 - Support investments in workforce development, training, technology, and education for the evolving needs of a diverse workforce and changing economy.

Policy E1.4 - Encourage small-business development and entrepreneurship in non-residential locations.

Policy I1.7 - Collaborate with state, regional, and local entities to develop a more efficient, connected trail, transit, rail and multi-modal transportation system.

Poudre School District

Poudre School District uses the concept of District Ends to define success. District Ends are aspirational goals that help the district achieve its vision and drives policy. The District Ends this investment plan will help the school district achieve are:

Success in a Changing World: PSD students are prepared for college and workforce success. PSD ensures access and encourages participation in a wide range of experiences that reflect expectations of a changing world.

Connections: PSD students are academically and socially connected to their school and community. PSD provides engaging opportunities to support students' individual pursuits and interests.

Poudre River Library District

Meet & Collaborate - We are a catalyst for positive, social interactions. We provide inclusive, welcoming spaces to bring together a growing and diverse community. Our libraries are trusted destinations that anchor the community. We build collaborative partnerships with local organizations, businesses, and nonprofits that allow us to provide service in alternative ways.

Reimagine the Future - We foster a culture of possibility and stewardship. We anticipate the needs of our growing community and align our resources to those needs. We recognize that the current demand for library services in our District exceeds our available public spaces. We look for opportunities to expand and build efficiency, sustainability, and creativity in our operations.

Project Description

This project will create a connected low stress bicycle route along the Pitkin Corridor (Includes Pitkin Street, Clearview Avenue, Castle Rock Drive, and Springfield Drive). A major component of this project is providing intersection improvements for non-motorized users at the four major arterial streets, namely Taft Hill Road, Shields Street, College Avenue, and Lemay Avenue. In addition, this project will review the entire corridor and propose design improvements where needed. This may include striping and other speed and volume management elements. Finally, bicycle wayfinding signs will be programmed and located along the entire length of the corridor to guide people to and from the facility as well as along the facility. The project will go through the CDOT Local Agency process. This scope of services provides details for the development of preliminary design, final construction plans, construction support, and associated engagement activities necessary for the successful completion of the Pitkin Low Stress Bicycle Corridor project. This approach is based on our understanding of the needs of the City of Fort Collins, and our experience with similar projects and national best practices. Based on a scoping meeting with Dan Woodward and Mike Oberlander, the following scope of services has been refined to meet the City's desired outcomes.

The contract will be an hourly-not-to exceed contract, and of critical importance to the City is on-time delivery.

Task 1. Project Initiation and Project Management

TASK 1A. KICKOFF MEETING AND SCOPE REFINEMENT

The Alta team will meet with the Project Management Team (PMT) (including City staff and selected stakeholders) to confirm task elements, roles, project schedule, and coordinate the public outreach plan. This meeting will also serve to set a level of expectations for anticipated results and deliverables for the project. Setting the expectations prior to beginning project tasks will help everyone to have a similar understanding of team member roles and expectations, and of the general direction of the project. Our team anticipates an in-depth scope discussion during this meeting to see that the planned services, process, and deliverables meet the City's needs, expectations, and budget. We will also establish the timeframe and level of PMT input necessary to meet project milestones. As coordination with Colorado State University (CSU) will be a key component of the project we will discuss a process for design coordination for the CSU portion of the corridor. Alta will also lead a team site visit to investigate the corridor and foster a common understanding of key focus and challenge areas.

TASK 1B. DATA COLLECTION

Interwest Consulting Group (Interwest) will prepare the base mapping for the entire length of the corridor using City provided Aerial Photography, LIDAR survey data, record drawings, right-of-way and parcel maps (if needed), records of survey, available utility maps and plans, and assessors maps in AutoCAD. If additional survey information is needed during the design process, the City will provide all survey services and provide the data to the Alta team for preparation of construction drawings. Planning documents such as the Fort Collins and CSU Bicycle Master Plans and previous design efforts for the corridor will also be reviewed. The City will provide available motorized vehicle and non-motorized traffic counts (ADT and turning movement counts) for College/Pitkin and Remington/Pitkin. ADT on Taft/Clearview, Springfield east of Constitution, Pitkin east and west of College, and Pitkin east and west of Lemay will also be provided by the City (via Fort Collins Website). However, collection of additional motorized and non-motorized traffic counts (ADT and turning movement counts) will need to be obtained at the following intersections to assist development and analysis of corridor geometric design. Alta will coordinate with All Traffic Data to obtain this information.

- Lemay Avenue and Pitkin Street
- Lemay Avenue and Robertson Street
- Shields Avenue and Pitkin Street
- Shields Avenue and Springfield Avenue
- Taft Hill Road and Clearview Street

Throughout the project, our team will conduct additional field work to observe operations and existing conditions.

TASK 1C. STAKEHOLDER/COMMUNITY MEETING INVOLVEMENT

Per the City's Communication Plan and desired public outreach process, we will assist City staff with engaging stakeholders and community members who are critical to the development of the final plan. Alta will prepare up to ten (10) high-quality graphics (in the form of posters, mailers, fliers, display boards (including 3D and plan view graphics), and meeting presentation materials) for stakeholder and public meetings. Two (2) members of the Alta team will attend and participate in these meetings.

Stakeholder and related meetings will include groups such as the City Council, CDOT, City departments, the City Transportation Board, CSU, Poudre School District, area property and business owners and bicycle and pedestrian advocacy groups.

The Alta team will support a City-developed project website with images, meeting summaries, and project updates as desired. We anticipate preparing for and participating in up to five (5) total public and stakeholder meetings. We foresee the following meetings:

- Attend one (1) communications department meeting to define public involvement
- Attend one (1) Initial public meeting (Background and input gathering)
- Attend one (1) open house meeting to present corridor concept
- Attend and prepare for three (3) stakeholder meetings

TASK 1D. PROJECT MANAGEMENT

The following outlines Alta's procedures for effectively managing a project.

Communicate Effectively

Throughout the planning process, Alta's Project Manager, Josh Mehlem, and/or Project Engineer, Alicia Zimmerman, will be in regular contact with the City Project Manager to provide project status and to seek input at key decision points. We will set up bi-weekly check-in meetings and participate in informal progress meetings. Alta will prepare meeting minutes covering the discussion items and a list of follow-up tasks with the responsible party for each task.

Monitor Project Status

Alta uses Deltek Vision to manage the budgeting and scheduling portion of projects. This software allows our Project Managers to track costs in real time, maintain a schedule of future labor hours, and produce monthly progress reports. With each monthly invoice,

Provide Quality Control

Alta employs a two-tier quality control system for all major deliverables that includes (1) peer review, and (2) independent review by principals. Advanced design concepts and cost estimates will be reviewed by a licensed professional engineer or traffic engineer before distribution to the City, with complex engineering challenges receiving multiple reviews by specialists.

Task 1 Deliverables

- Updated project scope
- Project budget
- Updated project schedule
- Meeting minutes for kickoff meeting, progress meetings, stakeholder meetings, and public meetings (if desired)
- Attendance at up to five (5) public and stakeholder meetings with accompanying materials
- Alta will produce up to ten (10) graphics for public and stakeholder meetings (including illustrative plan view and 3D graphics, presentation boards, posters, etc.)

Task 2. Preliminary Engineering Design

Utilizing the previously-developed corridor and intersection crossing concepts as a starting point, the Alta team will develop, and collaboratively refine with the city, preliminary engineering plans (30%) for the corridor. We will draw on our extensive experience in bicycle corridor design and national best practices for this task, and consider the entire Fort Collins transportation network (motor vehicle, pedestrian, and other modes) as we develop conceptual plans and preliminary (30%) engineering plans.

TASK 2A. CONCEPT PLAN REFINEMENT AND ILLUSTRATIVE PLAN DEVELOPMENT

The Alta team understands that conceptual drawings were developed during the TAP Grant process for the four major intersection crossings in the Pitkin corridor. To aid the City in confirming intersection treatment design direction, the Alta team will develop two to three (2-3) additional alternatives for the major intersection crossings (including those previously developed) to a conceptual level to be vetted and discussed in a collaborative workshop with key City staff (Traffic Operations Department, FC Bikes, Engineering, and Streets). The purpose of the workshop is to discuss the trade-offs of each intersection concept and agree upon preferred concepts for each intersection and other key spot improvements along the corridor. See below for workshop description.

Once a preferred concept for the corridor (intersections and other key locations) is agreed upon by the project team, an illustrative corridor plan (developed in adobe illustrator) including intersection graphics and typical cross sections will be developed using the CAD linework as a base (helping the team efficiently move toward the Preliminary (30%) Plan submittal), creating an accurate and easily-understandable communication tool. As noted in Task 1C, Alta will develop up to ten (10) 3D (photosimulations or Sketch Up), sections, or plan view graphics of typical mid-block or intersection locations throughout the corridor as agreed upon by the PMT. These illustrations will help convey the corridor concept to stakeholders and the community, allowing them to visualize the design intent.

City Staff Collaborative Workshop

- Prepare for and facilitate a four (4) hour work session with key City Staff and stakeholders to vet and discuss intersection and corridor concepts
- Alta will to prepare two to three (2-3) precedent image boards for intersection crossing treatments and other key spot improvements along the corridor (including, but not limited to speed and volume management tools)
- Alta will present feedback from other communities and research data (if available) on similar bikeway treatments from around North America on safety and compliance benefits
- Alta and Interwest will work together to develop two to three (2-3) conceptual design alternatives for the major intersection crossings (including those previously developed) and other key spot improvements to be vetted and discussed at the work session. Ten (10) total conceptual graphics will be developed for the workshop
- Alta to send sample agenda of similar workshop to City

TASK 2B. PRELIMINARY (30%) PLAN DEVELOPMENT

After design direction on a corridor design (intersection configurations and other spot improvements) is defined in Task 2A, preliminary engineering and wayfinding plans will be developed using aerial imagery, GIS, and topographic information at a scale of 1" = 40'/50' (1" = 10'/20' at intersections as necessary) with accompanying sections and details as necessary to communicate substantial elements, impacts, challenges, and opportunities.

It is in everyone's best interest to complete plan component reviews in "real time," creating a more efficient workflow for the whole team. This means that throughout the preliminary and final design, the Alta team will submit "progress drawings" or portions thereof with requests for decisions, more information, or simply to provide an update to City staff. A clear and regular channel of communication on our side, as well as expediency in the City's response, will be critical in making this approach successful. The close physical proximity of the Alta team to City staff will allow for frequent, informal field or office meetings to review design elements and confirm design direction. In addition, the Alta team will develop a 30% submittal package to be submitted to CDOT for review. This will serve as the CDOT Finding in the Public Interest (FIPI) submittal and will keep CDOT informed on the project progress.

Building on our significant national wayfinding experience, and our work leading development of the Fort Collins Bicycle Wayfinding System Plan, we will craft a wayfinding signage plan design for the corridor at this stage. Because wayfinding is such a critical component in the success and usability of the corridor as a low stress bikeway, the Alta team will focus on developing details of signage placement, programming, and sign design details for maximum clarity and effective message communication.

The Alta team will make one round of revisions to the preliminary corridor engineering and wayfinding plan based on input from City and CDOT staff. The preliminary drawings will be shown in plan and section, and will clearly indicate crit

dimensions, unique geometric features and program elements, major intersection crossing configurations, wayfinding signage, roadway striping, location of utilities, proposed circulation revisions, and any right-of-way acquisitions (though none are anticipated). The final submittal of preliminary plans will include the following:

- Preliminary (30%) construction plan
- Preliminary plan quantities
- Preliminary opinion of construction cost estimate, and an
- Preliminary outline of specifications to be developed in the next phase of design

Task 2 Deliverables

- Conceptual Pitkin Bikeway Corridor Plan and supporting graphics (photo simulations and typical sections as necessary). Alta will develop up to ten (10) plan view and 3D drawings
- Four (4) half size preliminary (30 %) plan sets for intersection geometries and layout, regulatory and wayfinding signage, roadway striping, utility adjustments (if necessary), plan details
- One (1) pdf file of plan set
- One (1) digital copy of design drawings
- One (1) electronic copy of preliminary Project Specifications Outline
- Preliminary plan quantity summary
- Preliminary opinion of construction cost
- Preliminary specification outline

Task 3. Environmental Review (optional)

The Alta team will provide input throughout the project on the tradeoffs between alternative concepts and the implications of the alternatives for the schedule and extent of environmental review. Per the RFP addendum, it is anticipated that environmental review for this project will be completed by the City and CDOT. However, if additional environmental consultation on a programmatic Categorical Exclusion, hazardous materials, historic resources, or a Materials Management Plan is necessary, Pinyon Environmental will provide review and environmental services for an additional fee.

Task 4. Final Plans, Specifications, and Estimate

The Alta team will prepare 75% (combined FIR/FOR submittal per City direction) and 100% plans, departing from the conventional 60%/90%/100% plan submittal process, to provide additional schedule and budget efficiency. Plans, Specifications, and Estimates (PS&E) will be developed in accordance with the latest edition of the CDOT and LCUASS Standard Drawings and Specifications for the City of Fort Collins. The design plans will be prepared based on the approved preliminary design plans.

In addition to the signing and striping and layout plans provided in the 30% plan set, signal plans and traffic analysis for the arterial crossings (including coordination with City traffic and CDOT as necessary), grading plans, stormwater management plans and drainage memorandum, and traffic control plans will be developed during this stage. Adjustments to existing storm drain system may be required at locations with proposed curb extensions. Other than adjustment of utility covers to grade and utility adjustments associated with traffic signal plans, no utility relocations are anticipated for this project.

The plans will be signed and sealed by a registered professional engineer and will be prepared at a minimum scale of 1"=40'. Additional detailed enlargements will be included for roadway segments or intersections that are non-typical, such as the arterial crossings. The scale of these drawings will be minimum 1" = 20'.

Project specifications will be prepared in accordance with the latest edition of the LCUASS standards. Detailed unit price construction cost estimates will be developed for the corridor for use as an Engineer's Estimate of Probable Cost.

With each submittal, City staff will review and provide a consolidated and internally consistent set of comments to be incorporated in the next plan set. It is assumed that City review time will be two (2) weeks per submittal. The final (second) review period will also include a formal review meeting for discussion of Field Inspection Review (FIR) and Final Office

Review (FOR) comments. The Alta team will conduct this meeting and provide minutes, as well as responses. After final review, Alta will make required revisions to PS&E and submit a "For Construction" set.

The following sheets are the anticipated sheets to be included in the sets for each submittal:

- Title sheet
- Standard Plans List
- General notes
- Summary of Approximate Quantities
- Tabulation Sheets
- Existing conditions and demo sheets
- Typical sections
- Geometric layout plan sheets
- Grading and drainage sheets
- Utility adjustment plans and details
- Traffic control sheets
- Tabulations of signs
- Tabulations of pavement marking
- Signing and striping plans
- Signing and striping details
- Signal improvement plans
- Civil detail sheets
- Erosion control tabs
- Erosion control plans
- Storm water management plans

Task 4 Deliverables

Final Engineering Phase Deliverables (FIR/FOR)

- Final drainage report
- CDOT Storm water management plan (SWMP)
- PDF 75% PS&E (Combined FIR/FOR submittal)
- Four (4) half size final plan sets (11x17)
- PDF final plan set
- Electronic copy of the final project specification book (standard special provisions and project specific special provisions)
- Electronic copy of project bid tab and opinion of probable cost
- Minutes from review meetings and comment responses

"For Bidding" Submittal and Deliverables (100%)

- Four (4) half size "For Bidding" plan sets (black and white, 11x17) stamped by PE
- One (1) PDF file of the "For Bidding" plan set, stamped by PE
- One (1) Electronic copy of the "For Bidding" plan set, stamped by PE

Task 5. Bidding and Construction Administration Support

The Alta team will remain available to the City to answer technical questions related to the design documents during the bidding and construction phase of the project. Specifically, our team will provide the following bidding and construction administration services:

- Respond to bidder questions during the bid period
- The Project Manager's (one from Alta and one from Interwest) will attend the pre-bid meeting at the project site
- Key project team members will make periodic construction observation trips
- Attend construction meetings with the selected contractor to assist with construction questions based on final construction documents or field conditions
- Assist the City with issuance of change orders; review RFI's, submittal reviews and clarification requests
- Review and organize record drawings (as-builts) to be maintained by the contractor and scan to digital format

Task 5 Deliverables

- Responses to bidder questions during the bid period
- Attendance at pre-bid meeting on site
- Attendance at construction progress meetings
- Response to RFIs, submittals reviews, and clarification requests and associated addenda
- Record drawings

Optional Task 6. Application to FHWA or CDOT for Experimentation

Should the proposed solution require FHWA or CDOT permission to experiment with identified design elements that do not have an existing determination, Alta will prepare an application on behalf of the City. This does not include before, during, or after monitoring or data collection or attendance at meetings as may be required as part of the application process, which can be done on a "time and materials" basis. If approval by FHWA or CDOT for experimentation is necessary, we will coordinate a revision to the project schedule with City staff. This task includes RTE document and coordination/revisions (if necessary) based on FHWA feedback.

Task 6 Deliverables

Applications for FHWA or CDOT permission

Optional Task 7. Education Campaign

Previous installations similar to those proposed along the Pitkin corridor have been successful in implementation but met with confusion and resistance from some community members. If desired, the Alta team will develop a public awareness and education campaign to distribute information on the corridor and introduce new crossing types and configurations not previously seen in Fort Collins.

Task 7 Deliverables

- Draft and Final Education and Awareness Campaign

Exclusions

This scope of work is intended to cover the work identified above. It does not include:

Construction inspection

Right-of-way acquisition or any tasks related to acquisition (i.e. plat preparation, etc.)

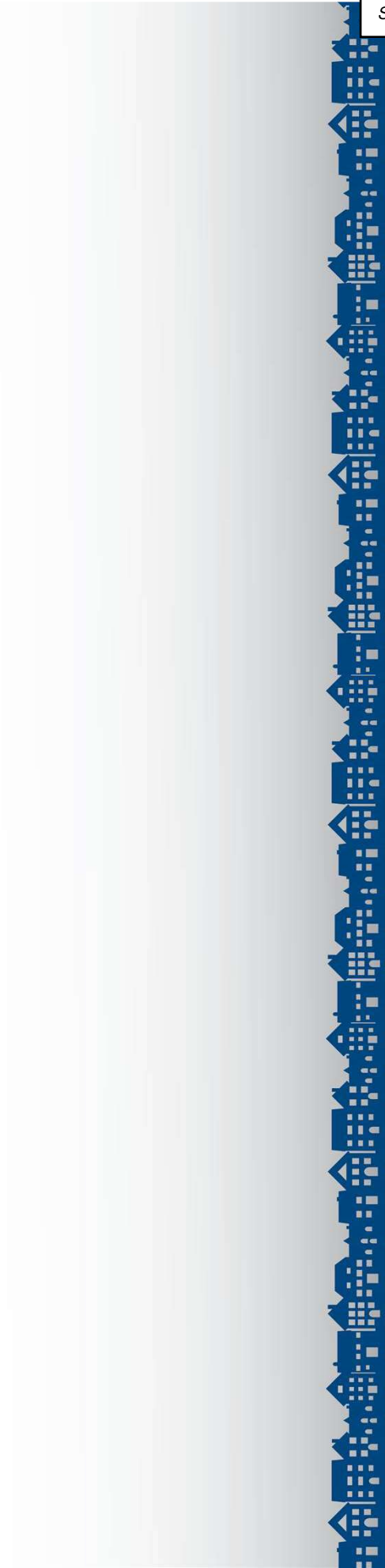
Other services not explicitly stated

Pitkin Low-Stress Bicycle Corridor Design													
Fee Estimate													
Alta Planning + Design (2016 CDOT Rates + 10%)													
Interwest Consulting Group													
Task #	Task Name	Principal	Project Manager	Senior Engineer	Project Engineer	Project Designer	Principal (Programs)	Project Planner	Sr. Project Manager	Project Manager	Design Engineer	CAD Technician	Total Hours
		\$	154.55	\$	115.13	\$	89.32	\$	100.93	\$	125.00	\$	90.00
													Alta Fee
													Fee
1	Project Initiation and Project Management												
1A	Kickoff Meeting and Scope Refinement	2	8	4					2	4			20
1B	Data Collection (direct expenses are for traffic counts)		4	8		4			2		6		24
1C	Stakeholder/Community Meeting Involvement	4	24	24		32			8	18	12	4	126
1D	Project Management	4	48	24					8	24			108
2	Preliminary Engineering Design												
2A	Concept Plan Refinement and Illustrative Plan	4	16	16	24	80			4	8	16	10	178
2B	Preliminary Subplan Development	2	16	24	48	24				14	16	20	164
3	Environmental Review												
3	Environmental Review												0
4	Final Plans/Specifications and Estimate												
4	Final Plans/Specifications and Estimate	12	32	80	160	80			12	50	70	40	536
5	Bidding and Construction Administration Support												
5	Bidding and Construction Administration Support	28	160	204	256	244			12	32	30	10	168
Subtotal		\$	4,327.40	\$	18,132.80	\$	21,794.08	\$	6,000.00	\$	18,000.00	\$	7,560.00
Total		\$	4,327.40	\$	18,132.80	\$	21,794.08	\$	6,000.00	\$	18,000.00	\$	7,560.00
6	Optional: Application to FHWA or CDOT for Experimentation												
6	Optional: Application to FHWA or CDOT for Experimentation	8		24									32
7	Optional: Education Campaign												
7	Optional: Bikerway Education Campaign	8	0	24	0	0	0	0	0	0	0	0	32
Optional Task Subtotal		\$	1,236.40	\$	2,763.12	\$	-	\$	-	\$	-	\$	Optional Task Total: \$
Optional Task Total		\$	1,236.40	\$	2,763.12	\$	-	\$	-	\$	-	\$	Optional Task Total: \$
Base Task and Optional Task Total		Base Task and Optional Task Total: \$ 153,933											



May 26, 2022

Prospect South Bicycle and Pedestrian Connectivity Study Appropriation





Overview of Prospect South Engagement

Goal



Engage stakeholders to understand community priorities for how the Prospect South Plan Area might become a more attractive and enjoyable place to gather, work, live, go to school, and do business.

2








UPRA

FORT COLLINS

URBAN
RENEWAL
AUTHORITY

Community Engagement Activities

2020		2021	
	Nov	Dec	Jan
Working Group Meetings	 (n=18)		
Community Forums			 (n=24)
Community Questionnaire			 (n=60)





Community Identified Priorities

- 
1. Westside Bicycle & Pedestrian Corridor

2. College Ave. Sidewalk & Crosswalk Improvements

3. Green Plaza and/or Outdoor Dining Area

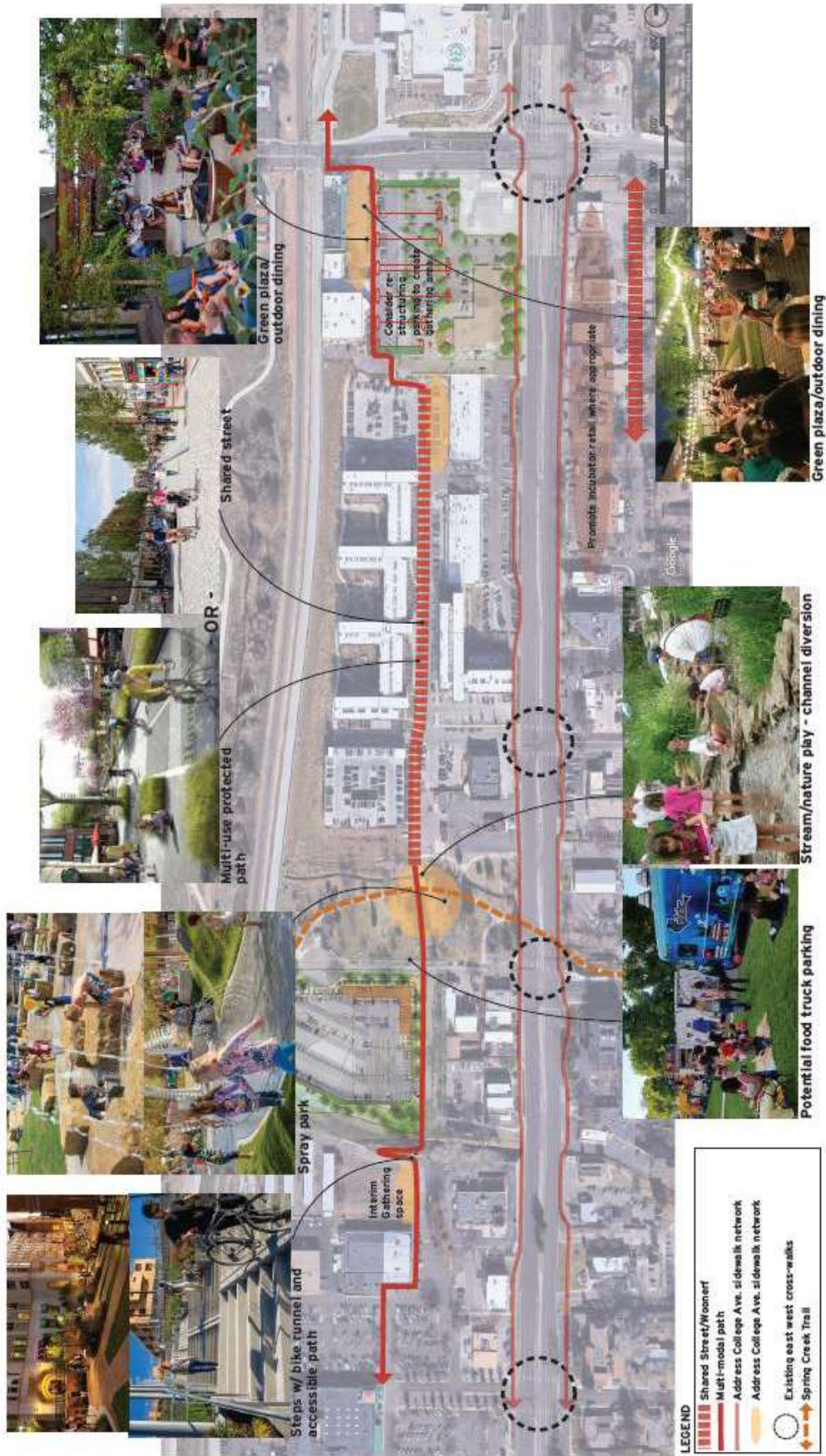
4. Existing Small Business Preservation

5. Creekside Park Enhancements

4



Conceptual Framework






Study Overview

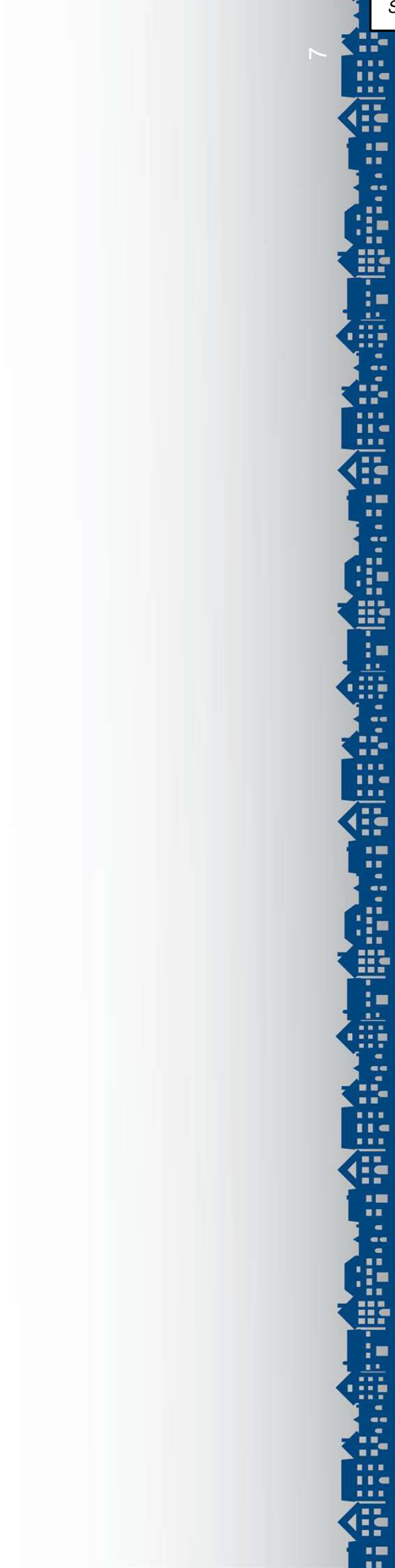
- Create 30% design document
 - Community engagement
 - Develop preferred design
 - Maintenance plan
 - Survey and easement work
- Will allow URA to estimate cost of building improvements

6



Procurement Process

- Issue Request for Proposal (RFP)
 - Follows City’s procurement policies
 - Required per URA’s bylaws
- Must appropriate money prior to RFP issuance






Appropriation Request

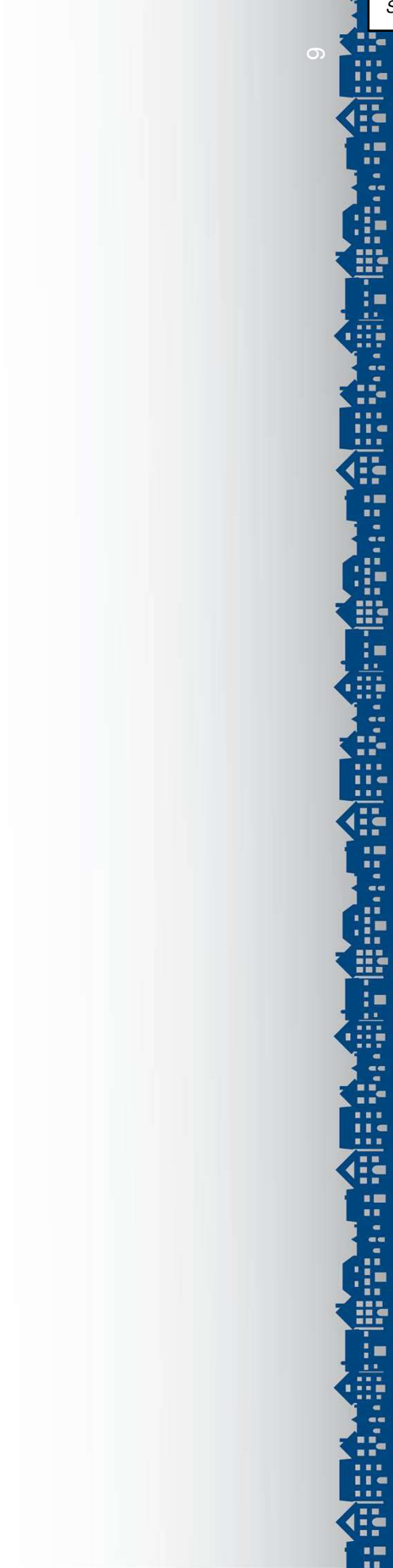
- **Seeking \$250,000**
 - Sufficient for project scope
 - Pitkin Corridor Design = \$154,000 in 2015
- Current cash on hand = \$865,767
 - Leaves \$600,00 for reserves and/or implementation

8



Feedback From Finance Committee

- Support the appropriation
- Recommended bringing to URA Board for consideration



9





Recommendation

Staff recommends approval of the resolution

10



Section H, Item 4.

April 25, 2024

AGENDA ITEM SUMMARY

Urban Renewal Authority



STAFF

Andy Smith, Redevelopment Program Manager
Josh Birks, Acting Executive Director

SUBJECT

Resolution No. 2024-132 Adopting a Supplemental Budget Resolution.

EXECUTIVE SUMMARY

The purpose of this item is to note several key real estate projects are expected to become priorities for URA staff to manage during 2024 and 2025. Most milestones for these projects are unknown, and a considerable amount of the work to be performed is highly technical in nature. In anticipation of this dynamic workload, staff recommends that several professional service providers be contracted “on call” to provide deliverables as specific needs emerge. To be clear, the budget for these services will only be spent as technical services are procured and only the funds anticipated for 2024 (\$180,000) will be appropriated by this supplemental request. Anticipated funds for 2025 are included for discussion purposes only and will be included in the 2025/2026 URA Budget.

In addition to the real estate projects mentioned above, staff are also requesting supplemental funds to update the URA website so that it complies with the accessibility provisions required by HB21-1110 and WCAG 2.1 AA by July 1, 2024.

STAFF RECOMMENDATION

Staff recommends adoption of the Resolution.

BACKGROUND / DISCUSSION

For technical real estate services, Staff estimated total budget numbers based on 18 months of potential activity to begin July 1, 2024, and conclude December 31, 2025. For the website consultant, staff has roughly estimated a “not to exceed” project cost for immediate engagement. It should be noted that these cost estimates are based on broad defined work scopes that are difficult to confirm at this early stage, given the dynamic nature of real estate due diligence and the projects in question.

It is important to note that many of the potential expenses (development soft costs) can and will be reimbursed by specific projects via their respective financing agreements.

URA staff recommends the following technical services and associated budgets be contracted for the remainder of 2024 and 2025:

1. Physical Due Diligence/Engineering: These services are to provide environmental, mechanical, electrical, plumbing, and structural analysis in the event the URA contracts to purchase real estate. \$75,000 total (\$25,000 in 2024, and \$50,000 in 2025).

2. Financial and Economic Modeling and Analysis: The URA currently has a funded on-call contract for services with Economic and Planning Systems (EPS). This service includes but is not limited to market studies, pro forma analysis, partnership structure, and TIF forecasts.
3. Planning: These services include zoning reports, site planning, utility infrastructure, access plans, massing studies, and entitlements. \$120,000 total (\$40,000 in 2024, and \$80,000 in 2025).
4. Architecture: These services include conceptual building design, code analysis, site planning, and cost estimating. \$75,000 total (\$25,000 in 2024 and \$50,000 in 2025).
5. Owners Rep: These services include project management, contractor management, cost management, and technical negotiations. \$120,000 total (\$40,000 in 2024, and \$80,000 in 2025).
6. Website Update: This service will update the URA website so that it complies with the accessibility provisions required by HB21-1110 and WCAG 2.1 AA by July 1, 2024. Estimated not to exceed amount of \$50,000.

AUTHORITY FINANCIAL IMPACTS

An amount not to exceed \$180,000.

Only the funds anticipated for 2024 (\$180,000) will be appropriated by this supplemental request. Potential funds for 2025 discussed above will be included in the 2025/2026 URA Budget.

COMMITTEE RECOMMENDATION

Recommendation by URA Finance Committee to proceed to Board for consideration.

PUBLIC OUTREACH

None.

ATTACHMENTS

1. Resolution for Consideration

RESOLUTION NO. 2024-132

OF THE BOARD OF COMMISSIONERS OF THE FORT COLLINS URBAN RENEWAL
AUTHORITY ADOPTING A SUPPLEMENTAL BUDGET RESOLUTION

WHEREAS, the Fort Collins Urban Renewal Authority (“Authority”) on December 4, 2023 adopted the annual budget for the fiscal year beginning January 1, 2024 and ending December 31, 2024 per Fort Collins Urban Renewal Authority Resolution No. 129, pursuant to and in accordance with Colorado local budgeting requirements and Colorado statute; and

WHEREAS, a need exists to allocate additional funds from the 2024 revenues received by the Authority towards several on-call technical consultant services for real estate related matters and website improvements; and

WHEREAS, the amended 2024 budget, as revised by this Resolution, remains in balance as required by law; and

WHEREAS, this Resolution allocating additional funds for on-call technical consultant services is within the existing Authority obligations and revenue funds available and is appropriate and necessary.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE FORT COLLINS URBAN RENEWAL AUTHORITY:

Section 1. The foregoing Recitals are incorporated herein by this reference.

Section 2. That the 2024 budget appropriation is hereby modified to allocate an additional \$180,000 towards on-call technical consultant services, being apportioned and paid through several existing Plan Area Districts at different percentages, and the remittance and reappropriation of the funds set forth in this Resolution is hereby authorized.

Section 3. The Board finds that the required notice and opportunity for public inspection, were properly made and held in accordance with C.R.S. §§ 29-1-106 and 29-1-109.

Section 4. This Resolution is enacted as a supplemental budget and appropriation pursuant to C.R.S. § 29-1-109.

Section 5. If necessary, the Secretary of the Authority is directed to file a certified copy of this Resolution with the Division of Local Government, Department of Local Affairs, State of Colorado.

Passed and adopted at a regular meeting of the Board of Commissioners of the City of Fort Collins Urban Renewal Authority this 25th day of April, 2024 by approval of an affirmative vote of at least two-thirds of the eleven (11) Commissioners.

FORT COLLINS URBAN RENEWAL
AUTHORITY

By: _____
Chair

ATTEST:

Interim Secretary