

Town of Lyons, Colorado  
Board of Trustees  
BOT Agenda Cover Sheet  
Agenda Item No: X.2  
Meeting Date: August 2, 2021

**TO:** Mayor Angelo and Members of the Board of Trustees  
**FROM:** Reyana Jones, Historic Preservationist/Planner  
**DATE:** August 2, 2021  
**ITEM:** RESOLUTION 2021-74, A RESOLUTION OF THE TOWN OF LYONS, COLORADO APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH CLARION ASSOCIATES FOR A COMPREHENSIVE PLAN UPDATE PROJECT

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ORDINANCE  
 MOTION/RESOLUTION  
 INFORMATION

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- I. **REQUEST OR ISSUE:** Clarion Associates was selected through an RFQ process to complete the Town's comprehensive plan update.
- II. **RECOMMENDED ACTION / NEXT STEPS:** Town Staff recommends that the Board of Trustees approve Resolution 2021-74 to engage Clarion in a Professional Services Agreement to complete the comprehensive plan update project.
- III. **FISCAL IMPACTS:** The contract is in the amount of \$116,182 in total, as further described in Exhibit B of the Professional Services Agreement. Half of this cost, \$58,091, will be funded through a DOLA EIAF grant award (Res. 2021-73).
- IV. **BACKGROUND INFORMATION:**  
The budget approved for 2021 for the comprehensive plan update is \$80,000. The PCDC and Town Staff undertook a RFQ process to identify prospective consultants for the comprehensive plan update project; a selection committee conducted a series of interviews and chose Clarion Associates as the most qualified candidate. After budget and scope negotiations, Clarion proposed a budget of \$116,182.

Clarion Associates is a national land-use consulting firm with a main office in Denver. Clarion specializes in community planning, zoning, design standards, growth management, and sustainability, among other areas. The Clarion Project Manager for the Lyons Comprehensive Plan Update project is Darcie White. White is a planner and landscape architect who specializes in comprehensive planning for small and mid-sized communities like Lyons, including other small Colorado towns like Ridgeway and Manitou Springs. She has extensive experience developing plans to promote sustainable and resilient

communities. Clarion also brings a team of other qualified professionals, including individuals who specialize in public engagement, development regulation, and graphic visualization.

To accommodate the shortfall between the Town's budgeted amount for the comp plan project and the actual cost proposal from Clarion, the Town applied for a DOLA EIAF grant (a 50/50 matching funds grant). The grant request was awarded in full for \$58,091, resolving the funding shortfall.

V. **LEGAL ISSUES:** None.

VI. **SUMMARY AND ALTERNATIVES:** The Board of Trustees has the following options:  
(1) Approve the Professional Services Agreement (Res. 2021-74), with or without amendments;  
(2) Deny the Professional Services Agreement (Res. 2021-74).

**PROPOSED MOTION:** "I move to approve Resolution 2021-74, a Resolution of the Town of Lyons, Colorado Approving a Professional Services Agreement with Clarion Associates for a Comprehensive Plan Update Project."

Attachments:

1. Resolution 2021-74
2. Professional Services Agreement (Clarion Associates – Comprehensive Plan)