



MEMO

TO: Community and Economic Development Committee (CEDC)

FROM: Aimee Nassif, AICP, Deputy Director of Development

DATE: September 11, 2024

POLICY AREA: Design (UDO Updates)

Progress Memo on the architecture and building design requirement updates for the Unified Development Ordinance (UDO).

On June 12, 2024 staff presented a recommendation to the CEDC for the City to solicit qualifications from planning consultant firms to assist us in updating the City's architecture and building design requirements found in the UDO. A full copy of this presentation which included a projected timeline and identified goals with this effort is available in the June 12, 2024 CEDC meeting packet located here: [Final Agenda \(legistar.com\)](#)

Since our initial meeting, staff has published the request for qualifications (RFQ) which just closed on August 23, 2024. We are currently reviewing responses and once a consultant is selected the next step is to work with them on a detailed scope of work and contract language. We anticipate consultant selection and contract execution to be completed this month. Once the contract is approved, our work with the consultant on this effort will begin. The first step will be scheduling a series of meetings with stakeholders which will include the development community, planning commission, and city council. The purpose of these meetings will be to obtain input on general concepts and goals in order to assist in the development of necessary updates. Our goal is for stakeholder engagement to occur in fall/winter 2024.

Once completed, draft language will be shared with the CEDC (anticipate for early 2025). Draft language will include updated requirements on both architectural design and building materials for new development as well as redevelopment proposals. As discussed in June, we anticipate 12 months for completion of this project (which included the time for consultant selection and contract completion).

Staff is available to answer any questions regarding this project update and look forward to working with everyone on this effort.