

# Memorandum

**REPORT TO:** City Commission

**FROM:** Sarah Rosenberg, Associate Planner/Historic Preservation Officer  
Chris Saunders, Community Development Manager  
Erin George, Community Development Director

**SUBJECT:** Authorize the City Manager to Sign an Amendment 1 to the Professional Services Agreement with Community Planning Collaborative for Completion of the Historic Preservation Policy and Local Landmark Project

**MEETING DATE:** June 24, 2025

**AGENDA ITEM TYPE:** Agreement - Vendor/Contract

**RECOMMENDATION:** Authorize the City Manager to Sign Amendment 1 to the Professional Services Agreement with Community Planning Collaborative for Completion of the Historic Preservation Policy and Local Landmark Project.

**STRATEGIC PLAN:** 1.2 Community Engagement: Broaden and deepen engagement of the community in city government, innovating methods for inviting input from the community and stakeholders.

**BACKGROUND:** Community Planning Collaborative (CPC) was selected in 2023 following a competitive RFP process to assist the City in updating its Historic Preservation regulations and create a Local Landmark Program. City Commission approved the Professional Services Agreement (PSA) with CPC on October 17, 2023. CPC has successfully completed Phase 1 of the project which included extensive research, data analysis and public engagement, as well as completion of a policy report compiling recommendations for Phase 2 of the project and beyond. City Commission adopted the Phase 1 Policy Report on May 13, 2025, thus providing direction to proceed with Phase 2 of the project, including for example, necessary amendments to Municipal Code and creation of a landmark nomination process.

Delays in the adjacent UDC project, City leadership changes and the project scope addition of an "Initial Guidance" report shared with the public, advisory boards and Commission in fall 2024 to ensure early consensus lengthened the overall project schedule and increased the necessary number of consultant hours. Approval of this PSA amendment will allow completion of Phase 2 of the project. Updating the NCOD Guidelines, also part of Phase 2, will be completed by a qualified professional with architectural design and historic preservation expertise. Staff are in the early stages of the City's procurement process for considering and selecting that professional, via separate PSA.

**UNRESOLVED ISSUES:** None

**ALTERNATIVES:** As determined by the City Commission

**FISCAL EFFECTS:** The funds for this PSA amendment are within the FY26 budget.

Attachments:

[Landmark Program\\_PSA\\_Amended2025\\_CPC\\_FinalForCC\\_6-4-25.pdf](#)

Report compiled on: June 10, 2025