

CITY OF ARDMORE
DEVELOPMENT SERVICES

Council Letter No. 4721
Meeting Date: January 6, 2020

Mayor and City Commission
City of Ardmore, OK

CONSENT AGENDA

RE: Extension of Unified Development Code (UDC) Update Agreement between
Houseal Lavigne Associates and the City of Ardmore

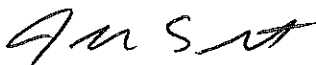
Dear Commission Members:

Staff is requesting the City Commissioners approve an extension to the agreement between Houseal Lavigne Associates and the City of Ardmore. This extension is for the agreement of services to update the Unified Development Code (UDC). This update will help implement the goals and objectives identified in the Comprehensive Plan.

This project proved to be larger than originally anticipated, a few more months are requested to complete the update.

Please approve the extension of the Unified Development Update Agreement between Houseal Lavigne Associates and the City of Ardmore.

Respectfully Submitted,



Jessica Scott
Director of Development Services

Attachments: Contract Extension Memorandum
Mr. Davis' Approval of Contract Extension

Reviewed by: _____
City Manager

MEMORANDUM

Date: December 9, 2019
SENT VIA EMAIL

To: Jessica Scott
City of Ardmore, OK

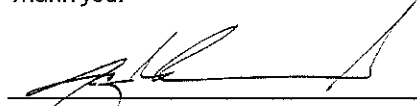
From: John Houseal, FAICP, Principal
Houseal Lavigne

Re: **Contract Extension - Unified Development Code**

At the request of the City of Ardmore, Houseal Lavigne has prepared this memorandum to serve as a contract extension for the *Contract of Professional Services* dated December 18, 2017 between the City of Ardmore and Houseal Lavigne Associates for completion of the Unified Development Ordinance (UDO). Most of the UDO process is complete and several sections of the draft UDO have been submitted to staff for review. In order to finalize City staff review, complete remaining sections, and take the UDO through the City's public hearing process, it is requested that the contract be extended through **June 30, 2020**.

If this is acceptable to the City, please execute and return an electronic copy for our files.

Thank you.



John Houseal, FAICP
Principal/Cofounder
Houseal Lavigne

City of Ardmore

Date: _____