

## Senoia LCI Study - Part B | Scope of Work

### I. SCOPE OVERVIEW

This Scope of Work is for the execution of Senoia Livable Centers Initiative Study Part B. It is intended to complement the work being completed as part of the ARC funded Senoia LCI Study - Part A. The work will focus on the creation of a Growth + Conservation Plan, a Development Code to accompany the illustrative plan, and additional planning services. This scope includes the following major project milestones/deliverables and is flexible based on conversations between Street Plans (the Consultant) and the City of Senoia (the Client):

1. A **growth & conservation master plan**: Plan that identifies areas of growth and conservation, potential annexation areas, when and how annexation may occur, coordination with the County and how development rights can be transferred from one to the other as a means to preserve natural resources within the city while ensuring new development connects to existing and planned active transportation infrastructure. To include the participation of a land use attorney, and environmental consultant. To be reflected as updated Future Land Use Map and discussed with public at Public Charrette #1. (Includes potential annexations...?)
2. A **unified development ordinance** that can accompany - and predict - the development and vision identified in the master plan. The code will be a stand alone document to be approved by council.
3. **Development best practice training** to include organization of a tour of regional TND developments, participation at the Congress for the New Urbanism for the development community, and other services to support the ongoing education of the development community.
4. Ongoing as-needed **Planning Services** to support staff in the review of development applications.

#### TASK 1: On-Call Planning Services

Street Plans will work with the City to act as the city's representative in reviewing development applications, and in the ongoing implementation of the growth plan, illustrative plan, and administration of the new code. This will include regular meetings (and email communications as needed), supporting the City in the coordination of project communication efforts with all elected, governmental, the development community and community partners. Client will lead outreach and with intra-governmental meetings, and other as-needed activities determined through the life of the project. Street Plans will play a supporting role, communicating all project materials, design, and implementation details as necessary. To be billed monthly at the following hourly rates, with a maximum not-to-exceed per month of \$2,500 without prior authorization:

- Principal - \$300 / hr
- Project Manager - \$225 / hr
- Planner - \$175 / hr

#### Task 1 Deliverables:

- Project Management Team Meetings, and meetings with other governmental agencies as-needed at discretion of Street Plans
- On-Call Services on an hourly basis to review development applications, administer the code, and other planning services necessary for the implementation of the various plans produced in this scope.

#### TASK 2: PUBLIC ENGAGEMENT

##### Task 2.1 Public Visioning Charrette # 2 - Focus on Illustrative Plan + Code

Following the first Public Charrette as part of the Senoia LCI Study Part A that focused on growth management and mobility, the project team will conduct a second Public Charrette with a focus on the Illustrative Plan and code for the town.

The public input process will follow the same format as the previous charrette, and will be based around a five to seven-day Charrette held on-site in the Senoia Town Center. The Consultant Team will lead a series of public meetings, design sessions, interviews, and technical meetings in one room (whenever possible), to quickly engage the community. This intense, comprehensive method of public involvement allows stakeholders to come together, hear from others, and form consensus.

#### **Task 2.1 Deliverables:**

- Charrette week #2 - participation and leadership, including maps and activities for printing. City to secure location for charrette, and public meetings.

#### **Task 2.2 Public Unveiling Meetings and Presentations**

Our team will be on-site to unveil the Adoption Draft of all components of this scope to the community. In a presentation format we will walk the community through the details of the plan including key implementation projects and next steps. The meeting may include a question and answer session or discussions with the community to ensure people understand what the plan includes. This task will also include presentations to City Council and other committees as needed for adoption. We will be available to answer any remaining questions or concerns members of the planning board or the public may have.

#### **Task 2.2 Deliverables:**

- Public Meeting to Unveil Draft Plan, Presentations to City Council and Other committees (x3)

### **TASK 3: GROWTH AND CONSERVATION PLAN**

Following the Public Visioning Charrette identified in the LCI Scope Part A, the project team will continue to refine the various components of the growth plan for review by the public and staff. We envision three main deliverables will be created as part of Task 3: a Growth and Conservation Plan for the city, an update Future Land Use Map to be consistent with the Growth Plan, and a memo outlining the policies needed to enact the growth plan.

#### **Growth & Conservation Plan:**

The Growth & Conservation Plan illustrates the past, present, and future land use and urban form within the town, with a focus on the concentration of growth at certain key nodes and the conservation of natural areas. The Plan can be used as a tool to guide future development, potential annexation areas, as well as identify areas where existing regulations may need to be updated in order to achieve the desired outcome of the community. We may show one or more scenarios for how development may occur in these areas, especially as it relates to the market analysis. The Consultant Team will take the preliminary vision established during previous phases and refine it to further match the community's goals and expectations. The preliminary vision and implementation will be further defined and become the final plan. The Plan Team will refine the 2D Illustrative Plans, 3D Renderings and Visualizations, and the 3D Sketch-up Massing model created during the charrette for use in the Plan document. These graphics will clearly demonstrate and guide the development and conservation principles established by the plan.

As part of this scope the project team will include an environmental consultant who will help map out and identify natural areas that merit conservation, and help the project team define a coordinated strategy for the restoration

and conservation of said areas. The scope includes a map showing the natural areas and a map showing development nodes and future development build out.

#### Future Land Use Map

A key to the future success of the city's growth management plan and the code that results from this overall effort will be an update to the Future Land Use Map. Street Plans will work with the city to ensure that the Future Land Use Map is consistent with the growth plan and potential annexation areas that the city intends to incorporate in the near future.

#### Implementation Strategy:

The Consultant Team will develop a memo that outlines the policies, ordinances and regulations needed to be approved by city council to make these plans legally binding. This Implementation Strategy will help the City make long and short-term decisions about future planning in the area. This scope includes the participation of a land use attorney who can work with the team and city staff to ensure that the plan is implementable, specifically with regard to the establishment of a Transfer of Development Rights program and growth boundary. The Implementation Strategy also includes measures for residents to monitor the implementation of the plan.

Our team will submit draft documents for review. All documents will be available on the Senoia website and other media as needed. We anticipate 30 days in our schedule to receive a consolidated set of comments or mark-ups for revisions. There are two rounds of revisions included in this scope.

#### **Task 3 Deliverables:**

- Draft and Final Growth and Conservation Plan drawing(s)
- Updated Future Land Use Map
- Implementation Strategy Memo outlining policies necessary to implement Growth and Conservation Plan

#### **TASK 4: UNIFIED DEVELOPMENT CODE**

Following Charrette #2, and after the establishment of the framework and zoning districts described in the LCI Study Part A, the project team will work on consolidating the parts of the city code related to land development and zoning into a Unified Development Code. The code will be a stand-alone document that will describe a variety of zoning districts that are consistent with the goals outlined in the comprehensive plan, and that are usable by the development community and city staff. The code will regulate development to ensure high-quality public spaces defined by a variety of building types and uses including housing, retail, and office space, GI and rural. The new code will incorporate the illustrative through a regulating plan, building form standards, street standards (plan and section), use regulations as needed, descriptive building or lot types (optional). We will work with you to determine the best way to integrate the code into Senoia's existing regulatory framework, zoning and land development regulations in a manner that ensures procedural consistency, meshes with state and local legal requirements, provides clarity as to applicability of existing regulations, and maximizes code effectiveness. The scale and extent of the code rewrite will depend on the city's budget and internal staff capacity. The chapters included in the code will be determined in consultation with city staff. This scope does not include the development of design guidelines or sign standards. The final code document may incorporate existing regulations regarding gas stations, trees and other components not clearly enumerated here, but these chapters will not reflect new information or be updated as part of this scope. The code document will allow for these sections to be updated at a later date.

#### **Task 4 Deliverables:**

- Draft and Final Unified Development Code

## II. FEE SCHEDULE

Task	Street Plans	Canvas Planning	Land-Use Attorney	Environmental	Total by task
<b>1 On-Call Planning</b>					<b>\$30,000</b>
1.1 On-Call Planning	\$30,000				
<b>2 PUBLIC OUTREACH</b>					<b>\$20,000</b>
2.1 Public Charrette # 2	\$15,000				
2.2 Public Unveiling Mtg + Presentations	\$5,000				
<b>3 GROWTH AND CONSERVATION PLAN</b>					<b>\$90,000</b>
3.1 Growth and Conservation Plan	\$25,000		\$15,000	\$10,000	
3.2 Future Land Use Map Update	\$10,000				
3.3 Implementation Strategy Memo	\$15,000		\$10,000	\$5,000	
<b>4 UNIFIED DEVELOPMENT CODE</b>					<b>\$110,000</b>
4.1 Unified Development Code	\$77,000	\$33,000			
Total by Firm	\$177,000	\$33,000	\$25,000	\$15,000	
<b>Grand Total</b>	<b>\$250,000</b>				