



STEWART

December 19, 2017

Mr. J. Leslie Bell, AICP
Planning & Development Director
Guilford County
400 West Market Street
Greensboro, NC 27402

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Dear Leslie:

Stewart is very pleased to have been selected to provide consulting services in support of the Guilford County UDO update project. This contract outlines a work program for the update of the County's Development Ordinance, proposed public engagement, and associated training. It has been developed based upon our detailed proposal, conversations with County staff, and our prior experience drafting UDOs.

It is understood that the purpose of this project is to create a modernized UDO that shall also include the following items:

- An assessment of the existing Development Ordinance and other planning/development related documents;
- Review and update definitions;
- Review and revise inconsistencies;
- Include graphics throughout the ordinance;
- Recommend a new layout and simplify the current organizational structure;
- Address regulatory revisions to include stormwater, watershed, soil and erosion, enforcement, etc.;
- Recommend revisions to the current approval processes/flow charts;
- Update the permitted use table;
- Develop new applications (residential and non-residential);
- Review and provide recommendations on access and connectivity requirements, block standards, cul-de-sac allowances, street termini, lot sizes, and frontage requirements;
- Prepare a comprehensive telecommunications ordinance;
- Review and assess the feasibility of including transitional buffers in areas where annexation by the City of Greensboro is likely; and
- Prepare the UDO such that it can be easily updated and is both print and web compatible.

SCOPE OF WORK

Phase 1: Kick-Off Meeting/Stakeholder Interviews/Meetings

Kick-Off Meeting

Following an initial review of the existing ordinance, the Stewart team will conduct a kick-off meeting with County staff to:

- Discuss overall project schedule and deliverables;
- Discuss the public engagement strategy;
- Discuss the role/composition of a Steering Committee; and
- Participate in a staff-led tour of Guilford County.

Post-Setup



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Stakeholder Interviews

The Stewart team will convene a day of stakeholder interviews (typically held in 45 minute sessions with 6 to 8 sessions in one day). The purpose of the stakeholder interviews is to introduce the project and gain initial input about how the existing regulations work and issues to be addressed in the new UDO. We will work with County staff to identify the appropriate categories of stakeholders (local experts on the development process, business interests, community and neighborhood groups, economic development and tourism officials, and representatives of the environmental community, etc). The results of these meetings will be summarized in the Assessment Report.

Planning Board/Board of Commissioners Update Meeting

During this Phase, the Stewart team will convene an introductory meeting with the Planning Board and Board of Commissioners to introduce the project and provide a summary of the information received during the Stakeholder Interviews.

As part of this phase of the project we will also work with County staff to set up the project website, determine the composition of the Steering Committee and prepare a Public Involvement Program.

Deliverables:

- Meeting and Stakeholder Interview Summaries;
- Draft Public Engagement Strategy and Public Involvement Program; and
- Website Update

Staff Responsibilities:

- Provide the UDO and other planning/development related documents in an electronic format;
- Assist in the identification of key stakeholder groups and individuals to represent each of the groups;
- Assemble the Steering Committee;
- Participate in the Kick-Off Meeting;
- Conduct the County Tour; and
- Post information to the County webpage.

Phase 2: Preparation of Assessment Report

Stewart will take the information obtained during Phase 1 of the project and begin the process of drafting an Assessment Report of the current UDO, the conformance with the County's Comprehensive Plan, and any other pertinent land development related adopted plans and policies.

The following will be accomplished as part of this phase:

- Review and evaluate the County's Comprehensive Plan as it relates to existing land development regulations and prepare a diagnostic analysis of the existing Unified Development Ordinance;
- Provide specific recommendations on major sections within the ordinance;
- Provide recommendations on the organization, format, and user-friendliness of the new UDO;



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- Prepare a page layout that will serve as a template for the preparation of all drafts;
- Review the ordinances for compliance with applicable North Carolina General Statutes;
- Address regulatory issues regarding environmental provisions;
- Evaluate connectivity requirement and format recommendations for improvement;
- Provide recommendations to incorporate a telecommunications ordinance into the new UDO; and
- Identify areas where graphics, charts and illustrations will improve user-friendliness.

Meetings and Website:

- We will hold the first Public Workshop to introduce the project to the public and solicit comments, questions, and input. We will work with County staff to determine the most appropriate location, date, and time for the meeting.
- Following the workshop, all presentation slides will be posted to the project webpage. The webpage will include a feedback link so that information can be exchanged with the consultant team and county staff.
- We will hold one Steering Committee meeting to discuss the Assessment Report.
- We will hold one update meeting with the Planning Board and Board of Commissioners to discuss the results of the Assessment Report.

Deliverables:

- Meeting minutes;
- Draft Assessment Report (provided to staff for initial review and comment);
- Final Assessment Report; and
- Webpage update.

Staff Responsibilities:

- Assist in procuring a location for and advertise the Public Meeting;
- Review the Draft Assessment Report and provide comments; and
- Post information to the project webpage.

Phase 3: UDO Preparation and Composition

During this Phase, we will draft the UDO in accordance with the outline created during Phase 3 and under the guidance of County staff and the Steering Committee. Based on the outcome of the assessment, we will prepare drafts of the ordinance to be delivered via groupings of similar topics allowing staff to more easily digest the information. It is expected that the UDO will contain the following chapters:

- General Provisions & Applicability
- Zoning Districts and Use Standards
- Non-Conformities & Enforcement
- Environmental Regulations
- Subdivision & Infrastructure
- Development Standards
- Definitions and Interpretations



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We will draw upon the best practices from around the state and country (as applicable to Guilford County) on implementing the recommendations in the County's Comprehensive Plan. As our team crafts the UDO language, we will test the code sections to ensure that the UDO provides appropriate design guidance. The Assessment Report outline will be used as a means to transfer applicable sections of the existing ordinance into the newly formatted UDO. All existing references will be recorded so that previous text can be tracked.

Following initial public review of the draft documents we will make all changes requested by the County prior to the Public Hearing. All requested revisions shall be delivered in the form of a consolidated set of mark-ups (red-lines) or as a list of revisions by section. We will deliver a full draft of the UDO in Microsoft Word and Adobe PDF format.

Meetings:

- We will facilitate seven Steering Committee meetings (one for each proposed UDO Chapter);
- We will facilitate one Public Workshop to provide an overview of the proposed UDO and gain comments;
- We will hold one update meeting with the Planning Board and Board of Commissioners to discuss the Draft UDO; and
- We will prepare a powerpoint presentation for use by County staff to make additional presentations to local groups. Or if desired, the Stewart team can attend additional meetings for a flat cost of \$1,250 per meeting.

Phase 4: Public Review and Adoption of the UDO

Following review by the Steering Committee and Public Hearing of the draft documents, we will make all changes requested by the County prior to final adoption by the Board of Commissioners.

Meetings:

- In conjunction with County staff, we will present the final UDO to the Board of Commissioners.

Deliverables:

- Immediately following the adoption of the UDO, we will deliver a CD with all of the native Microsoft Word files, graphic images, as well as an Adobe PDF of the entire document for posting on the County's website.

Phase 5: UDO Implementation and Training

Following adoption of the new UDO (during a "grandfather period" in which the existing land development regulations are still in effect), the Stewart team will facilitate a series of training sessions for staff, Planning Board, Board of Adjustment, and the Board of Commissioners on the implementation of the UDO. Our marketing department will prepare an internet-ready version of the adopted UDO for the County's use. Our team will also update and revise application for zoning amendments and other permit processes within the context of the new UDO.



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Phase 6: Continuing Service

Stewart's involvement with Guilford County does not end once the UDO has been adopted and the training sessions have been completed. We pride ourselves on acting as an extension of staff and will be available by phone and email to provide technical assistance to answer questions from the development community and staff for six months after UDO adoption.

SCHEDULE

From receipt of Notice to Proceed we estimate a 12-month schedule to complete this project.

ADDITIONAL SERVICES

Any item not contained in the scope of services will be deemed as an Additional Services. Additional Services will be provided if requested by the Client for a negotiated lump sum fee or at our Standard Hourly Billing Rates.

CLIENT RESPONSIBILITIES

It shall be the responsibility of the Client to provide the following items:

- Provide notice of scheduled meetings (with reasonable advanced notice).
- Provide decisions on critical issues as necessary in a timely manner.
- Payment of all invoices per Conditions of the Agreement.

COMPENSATION

Stewart agrees to provide professional services as outlined above in the Scope of Services for a lump sum fee (with the exception of additional meetings as noted below).

Phase	Description	Fee
Phase 1	Kick Off Workshop(s)/Stakeholder Interviews	\$5,000
Phase 2	Prepare Assessment Report	\$11,500
Phase 3	UDO Preparation and Composition	\$52,500
Phase 4	Public Review & Adoption of the UDO	\$6,000
Phase 5	UDO Implementation, Application Development & Training	\$3,000
Phase 7	Continuing Service	N/C (included in overall fee)
Phase Total		\$78,000
Additional Charges	Graphics Allowance	\$4,000
	Printing Allowance	\$2,500
Project Total		\$84,500
Additional Meetings	Attendance at additional meetings (over and above the 17 meetings included in the proposed project budget)	\$1,250 per meeting (including mileage)

CONCLUSION

This document may serve as an Owner-Consulting Engineers Agreement. Included in the agreement are the standard Hourly Rate Schedule and Conditions of the Agreement. If this proposal is acceptable, please execute and return a copy of the Agreement to this office.

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Do not hesitate to contact us if you have any questions regarding our proposal. Please give us the opportunity to clarify any details of this proposal or to revise this proposal if it appears that we have misunderstood the scope of services.

Respectfully submitted:
STEWART

Approved by:
GUILFORD COUNTY

Cindy Szwarckop, AICP
Associate Vice President

Signature

Date

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