

November 14, 2005 Draft Scope and Services

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Mr. William Pennell
County Administrator
Lancaster County
8311 Mary Ball Road
Lancaster, VA 22503

Re: Contract Proposal for Planning Services for Amending Lancaster County's Comprehensive Plan and Developing Proposed Revisions to the Lancaster County Zoning and Subdivision Ordinances.

LDI Project No. 2005075

Dear Mr. Pennell:

In accordance with your request, please find below our Contract Proposal for Planning Services for Lancaster County, Virginia. Hereinafter, Consultant will be defined as LandDesign, Incorporated (LDI), and Client will be defined as Lancaster County.

SCOPE OF SERVICES

This scope of services provides services to develop amendments to Lancaster County's Comprehensive Plan to be approved through the public hearing process by the Lancaster County Planning Commission and Board of Supervisors. These services will include meeting with County representatives and others involved in the planning process; facilitation of a series of public forums and, based on this collective information and input, preparing specific recommendations for amending the County's current Comprehensive Plan. Following approval of the Plan amendments through the County's public hearing process, services will include developing proposed modifications to the County's Zoning and Subdivision Ordinances.

The scope of work and related budget includes, and is limited to, (1) developing proposed revisions and amendments to the land use goals and recommendations contained in Chapters 8 and 9 of the current Comprehensive Plan and (2) developing recommendations for specific revisions to the County's Zoning and Subdivision Ordinances. The Consultant will record and include consideration of comments related to other issues such as economic development, health and human services, transportation, parks and recreation, sewer and water infrastructure, environmental issues, historic resources, etc. These comments and issues will be included in a report with the Consultant's recommendations for Plan amendments.

I. Phase I: Develop Recommendations for Amending Lancaster County's Comprehensive Plan

A. Kick-off meeting with Lancaster County Staff

A kick-off meeting/project workshop will be held with County staff for a thorough review and discussion of the County's perspective on the key issues related to land use and growth management. This meeting will include at least two members of the Consultant team, *one of whom will play a lead role in addressing the land use regulations to implement the amended Comprehensive Plan.*

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Consultant will provide an initial draft and a final draft Phase I report for review by the County at least one week prior to any meeting scheduled to discuss the draft reports. The County's Project Manager will be responsible for circulating the draft reports for review to all appropriate parties for review and comment prior to the review meetings. The Consultant team will revise the materials to fully reflect one iteration of comments by the County and provide a revised final draft for the County to review to ensure that its comments are accurately and adequately reflected. In all cases, the County is to provide comments on draft materials within two weeks of receipt from the LandDesign, Inc. team.

II. Phase II: Assist with Plan Adoption

The Consultant will assist in carrying the proposed amendments through the public hearing process, with at least two Consultant team members attending both the Planning Commission and Board of Supervisors public hearings. The Consultant will make minor revisions to the proposed amendments to reflect comments received during the public hearing process.

III. Phase III: Proposed Modifications to the Lancaster Zoning and Subdivision Ordinances

Following adoption of the Plan amendments by the County, or as when requested by the County, the Consultant will develop specific revisions to the County's current Zoning and Subdivision Ordinances to implement the Plan amendments included in the final Phase I report. This work will include the following elements:

- Developing a replacement for the recently repealed R-2 zoning district
- Review related zoning districts, such as the Waterfront Overlay zone, including recommendations on revisions to minimum lot size
- Review the three planned unit development districts previously proposed by the County

The Consultant will ensure that any suggested recommendations comply with the Code of Virginia, the Chesapeake Bay Preservation Act, and other applicable laws and regulations. The Consultant will deliver to the County a draft Phase III report containing the recommendations for review, and will provide for one iteration of revisions to the draft report to reflect comments by the County.

The Consultant will attend up to two meetings with County staff and others identified as appropriate by the County to discuss and review the proposed ordinance revisions. The Consultant will provide an initial draft and a final draft Phase III report for review by the County at least one week prior to any meeting scheduled to discuss the draft reports. The County's Project Manager will be responsible for circulating the draft reports for review to all appropriate parties for review and comment prior to the review meetings. The Consultant team will revise the materials to fully reflect one iteration of comments by the County and provide a revised final draft for the County to review to ensure that its comments are accurately and adequately reflected. In all cases, the County is to provide comments on draft materials within two weeks of receipt from the LandDesign, Inc. team.

DELIVERABLES

A. Reports

1. Five original (one unbound, five bound) copies of a Phase I Report and one electronic copy on a CD.
2. Five original (one unbound, five bound) copies of a Phase III Report and one electronic copy on a CD. Maps/Plans/Graphics

B. Graphics

1. Various diagrams, charts, and other graphics to support planning discussion and process
2. Maps developed for display, presentations, and analysis in ArcView GIS or other appropriate format.

MEETINGS

The Consultant will provide necessary staff/resources for all meetings necessary to complete the project as defined in the Scope outlined above. Should the Scope be altered at the written request of Lancaster County, any meetings required to satisfy the altered scope will be treated as Additional Services. The following meetings will be conducted as part of the contracted scope of services:

Up to six (6) meetings with Staff, including

- Kick-off Meeting
- Up to one meeting to review the materials and format for the public input meetings
- Up to two meetings during development of the Comprehensive Plan
- Up to two meetings during development of revisions for the Zoning and Subdivision Ordinances.

Five (5) total public input meetings (one in each of the five magisterial districts)

One (1) public hearing with the Lancaster County Planning Commission

One (1) public hearing with the Lancaster County Board of Supervisors

The Consultant will make every effort to minimize project costs by taking advantage of joint travel opportunities and consolidating meetings, interviews, and field reconnaissance. Associated travel costs, along with other indirect expenses, are considered as Reimbursable Expenses as described in Exhibit A and are not included in the Total Contract Fee.

SCHEDULE

The following schedule will be followed as closely as possible (subject to revision as a product of Phase One, with Client approval, and possible subsequent revision per Client direction). Some phases may overlap to ensure an efficient process. The overall timeframe for the planning process should not exceed twelve months. Should deviations from the schedule be anticipated, the Client will be notified immediately to determine if corrective measures are necessary.

- Phase One - Up to 16 weeks
- Phase Two - Up to 12 weeks
- Phase Three - Up to 16 weeks

The actual dates for project phases and products will reflect the following:

- Date of final contract approval by the County and LandDesign, Inc, and the County's Notice to Proceed to the LandDesign team.
- Dates of availability of facilities for the public input sessions

The Consultant also suggests the project schedule allow for providing public notice at least two weeks prior to first public input meeting. This may include notices in at least one local newspaper and distribution of flyers at several locations including libraries, schools and at participating retail merchants. It may also be possible to include notices on the County's website.

ADDITIONAL AVAILABLE SERVICES/SERVICES TO BE PROVIDED BY OTHERS:

- A. Reformat and update elements and chapters in the existing Comprehensive Plan, *beyond Chapters 8 and 9 and other elements in the Plan that are specifically impacted by or relate to the final Plan Amendments contained in Chapters 8 and 9.*
- B. Create a highly-illustrative brochure with a summary of Plan highlights
- C. Conduct additional public participation activities during Phase III
- D. Meetings other than those identified in Scope of Services.
- E. The Client shall provide full information at its disposal/available that is relevant to the project in the format requested.
- F. The Client will provide and arrange for meeting space as necessary to accommodate all meetings as outlined in Scope of Services above.

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- G. Create, reproduce and distribute informational flyers
- H. Provide for advertisement in local news media

CONTRACT FEE AND BILLING

TOTAL CONTRACT FEE: \$90,000.00
 (Ninety Thousand Dollars and No Cents)

All work will be performed according to our Standard Terms and Conditions of Contract, incorporated into this contract by reference herein and attached as Exhibit A. If this proposal is acceptable and outlines our complete agreement, please signify your acceptance in the space provided and return one copy to our office. This document will then constitute our complete agreement.



B. Prepare for Five Public Input Sessions...

The Consultant will prepare agendas, discussion materials, map displays, and other relevant materials for the public input meetings.

The Consultant will provide a draft of all the materials to the County's Project Manager for review and will attend up to one (1) meeting to review and discuss the materials and format for the public input sessions. The Consultant will provide a draft of the materials to the County's Project Manager at least one week prior to the meeting (if a meeting is deemed necessary by the County). The County's Project Manager will be responsible for providing the draft materials to all appropriate parties for their review prior to the meeting. The Consultant team will revise the materials to fully reflect one iteration of comments by the County and provide a revised final draft for the County to review to ensure that its comments are accurately and adequately reflected. In all cases, the County is to provide comments on draft materials within two weeks of receipt from the LandDesign, Inc. team.

C. Data Collection and Analysis

Working with the County and the Northern Neck Planning District Commission, the Consultant will obtain data and develop maps related to the following information:

- o Current zoning
- o Existing land use
- o Existing General Development Plan and Future Land Use Plan Map
- o Current land use goals and recommendations
- o Environmental Constraints and resources
- o Prime Farmland and historic resources
- o Water, sewer, transportation facilities and other infrastructure

D. Conduct Five Public Input Meetings

The Consultant will hold five public input sessions, *one in each magisterial district*, to identify community land use goals and preferred scenarios for future growth and land use patterns. *LandDesign, Inc. strongly encourages the County to schedule the five meetings to be held over two sessions. Three of the meetings could occur over a two-day session including a Friday evening and a Saturday, and that the other two input meetings could occur on another Saturday session. Ideally, the two sessions will occur on consecutive weekends. This configuration requires only two trips by the LandDesign, Inc. team to conduct the five meetings and minimizes associated travel time and costs, ensures an expeditious process for the public input meetings, and also helps to ensure that citizens in all five magisterial districts have the opportunity to participate within the same timeframe. The County's Project Manager will be responsible for identifying the locations of the input sessions and reserving the meeting space. Citizens in all five magisterial districts will have the opportunity to provide input, at the same point in the process, on their vision for the County and preferred future land use scenarios with consideration of issues such as most and least appropriate locations in the County for future growth, appropriate density for different areas, and land use type. LandDesign will deliver a report to the County of the results of the public input sessions.*

E. Draft Recommendations for Comprehensive Plan Amendments

The Consultant will develop draft recommendations for Plan amendments based on input from the County, the five public input meetings, analysis of environmental suitability, applicable environmental and other regulations, the capacity of supporting infrastructure, and protection of historic, cultural and natural resources. The Team will develop a draft Phase I report with recommendations for amending Chapters 8 and 9 of the Plan to reflect the County's land use goals and preferred development alternatives.

The Consultant will attend up to two meetings with County staff and others identified as appropriate by the County to discuss and review the Comprehensive Plan amendments. The