

Diamondhead Zoning Code Rewrite

Scope of Services (9.27.21)

Envision Diamondhead 2040 Comprehensive Plan develops a strong vision for Diamondhead's future. Among the plan's implementation strategies is a core recommendation to rewrite the zoning code to align with the plan. The current code, while containing many positive features, is unable to produce the development outcomes envisioned in the plan. This scope of services sets out the needed tasks and processes to rewrite the code to more fully align with Envision Diamondhead 2040 and thus ensure the City's maximum potential for success in plan implementation.

PART 1: SCOPE OF SERVICES

Task 1 - Existing Code Audit and Diagnostics

- a. Consulting team will summarily audit the existing code for identification of key areas of misalignment, create a revised Table of Contents for the code based on the audit and gaps in alignment gaps with Envision Diamondhead 2040. Implementation recommendations in the Implementation Matrix of Envision Diamondhead 2040 will bench mark the audit and diagnostics along with current best development practices.
- b. Consulting team will conduct a work session with staff to review findings, proposed table of contents, formatting options, and summary of proposed code adjustments.

* **MILESTONE 1 - Summary audit, revised table of contents, summary of proposed adjustments**

• **DELIVERABLES – Summary audit memo, revised table of contents, work session**

Task 2 - Code Alignment to Envision Diamondhead 2040

- a. Reformat zoning code for readability and user-friendly interaction. Code will be produced in InDesign and served in PDF format.
- b. Draft new code elements as outlined in the table of contents (to include new districts, design elements, revised landscaping, parking, sign provisions, etc.).
- c. Illustrate code in a format utilizing appropriate tables, matrices, and imagery and graphic illustrations sourced from Orion's library or custom developed as required.
- d. Analyze existing zoning map to identify recommended adjustments to align to Envision Diamondhead 2040 and revised zoning code provisions.

* **MILESTONE 2 - Completion of zoning code review draft, map recommendations**

• **DELIVERABLES - Zoning Code Review Draft, Map Recommendations**

Task 3 - Round 1 Review - Staff

- a. Conduct review work session of revised code with staff and planning commission.
- b. Complete two rounds of redline review as determined necessary.

* **MILESTONE 3 - Completion of Proposed Zoning Code and Map**

• **DELIVERABLES - Proposed Zoning Code and Map**

Task 4 – Round 2 Review - Comment and Final Review

- a. Publish draft code and map for a period of official comment of approximately 30 days via city web site and the Envision Diamondhead 2040 web site.
- b. In a single and final revision, adjust code based on final comments and inputs.

* **MILESTONE 4 - Completion of Final Draft**

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- DELIVERABLES - Final Draft of Diamondhead Zoning Code.

Task 6 - Adoption

- a. Present code for recommendation before the Planning Commission.
- b. Present code for adoption before Council.

- * MILESTONE 5 - Compilation of adopted code based on any final revisions.

- DELIVERABLES - Adopted Diamondhead Zoning Code.

PART 2: SCHEDULE

Projected time of completion is 8 to 10 months from notice to proceed.

PART 3: COMPENSATION

Proposed Budget - \$ 75,000