

Draft Scope of Work

Town of Landis, North Carolina

Unified Land Development Ordinance (ULDO) Update

1. Project Overview

The Town of Landis seeks to comprehensively update its Unified Land Development Ordinance (ULDO) to create a document that is clear, user-friendly, and easily administered by Town staff, elected officials, and residents. The updated ordinance will align with the Town's adopted land use policies, respond to current development challenges, and support the community's long-term vision.

This project will include a full review and rewrite of the existing ULDO, engagement with stakeholders and the public, and coordination with the Planning Board, which will serve as the project steering committee.

2. Project Objectives

The primary objectives of the ULDO update include:

- Improve clarity, organization, and usability of the ordinance
 - Ensure consistency with the Town's adopted land use plan and policy framework
 - Address issues and barriers in the current ordinance identified by staff and decision-makers
 - Modernize standards and procedures to reflect best practices
 - Enhance transparency and usability for residents, applicants, and the development community
 - Provide implementation tools that support efficient and consistent decision-making
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3. Scope of Services

Task 1: Project Initiation & Management

- Conduct kickoff meeting with Town staff and leadership
- Finalize project schedule, communication protocols, and engagement plan
- Establish Planning Board as Steering Committee
- Provide ongoing project management, coordination, and progress reporting

Deliverables:

- Finalized project work plan and schedule
 - Monthly progress updates
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Task 2: Existing Conditions & Ordinance Review

- Conduct a comprehensive audit of the current ULDO
- Review the Town's adopted land use plan and supporting policy documents
- Evaluate consistency between the ordinance and adopted plans
- Identify regulatory gaps, redundancies, and conflicts
- Assess ordinance usability, structure, and clarity

Deliverables:

- Existing Conditions & Diagnostic Report
 - Annotated outline of key issues and recommended focus areas
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Task 3: Stakeholder Input & Issue Identification

- Conduct interviews and/or small group meetings with:
 - Town staff
 - Planning Board members
 - Elected officials
- Facilitate work sessions to identify:
 - Challenges with the current ordinance
 - Development review bottlenecks
 - Desired policy changes or clarifications

Deliverables:

- Summary of stakeholder feedback
 - Key issues and priorities memo
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Task 4: Public Engagement

- Develop and implement a public engagement strategy
- Utilize a mix of engagement methods, such as:
 - Public workshops or open houses
 - Online engagement tools or surveys
 - Informational materials explaining the ULDO update
- Ensure materials are accessible and easy to understand

Deliverables:

- Public engagement plan
- Summary of community input

Task 5: ULDO Framework & Drafting

- Develop a revised ULDO structure and outline prioritizing usability
- Prepare updated zoning districts, definitions, procedures, and development standards
- Incorporate best practices for organization and format (graphics, tables, flowcharts where appropriate)
- Ensure internal consistency and legal soundness
- Coordinate iterative reviews with staff and Steering Committee

Deliverables:

- ULDO Annotated Outline
- Administrative Draft ULDO

Task 6: Review & Refinement

- Facilitate work sessions with Planning Board (Steering Committee) and elected officials
- Present draft ordinance and obtain feedback
- Revise draft based on input from leadership, staff, and public
- Conduct consistency and implementation review

Deliverables:

- Public Review Draft ULDO
 - Summary of revisions
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Task 7: Adoption Support

- Prepare final draft ordinance and adoption-ready materials
- Assist with Planning Board recommendation process
- Support public hearings and governing board adoption meetings
- Provide presentation materials and staff support

Deliverables:

- Final ULDO document
 - Adoption package and presentation materials
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4. Project Schedule

The anticipated project timeline is **12 to 15 months**, organized as follows:

Phase	Duration
Project Initiation	1 month
Existing Conditions & Review	2–3 months
Stakeholder Engagement	2 months
Public Engagement	Ongoing (4–6 months)
Drafting ULDO	4–6 months
Review & Refinement	2–3 months
Adoption	1 month

Note: Timeline may adjust based on meeting schedules, public engagement needs, and Town review processes.

5. Project Governance

- **Project Lead:** Town Staff
- **Steering Committee:** Planning Board
- **Key Decision-Makers:** Town Board of Aldermen (or governing body)

The Planning Board will play a central role in guiding the ordinance update, reviewing drafts, and making recommendations to elected officials.

6. Anticipated Outcomes

Upon completion of this project, the Town will have:

- A modern, easy-to-navigate Unified Land Development Ordinance
- Clear, predictable development review processes
- Regulations aligned with the Town's vision and policies
- Improved usability for staff, applicants, and residents
- Ensure compliance with NCGS 160D and other applicable state requirements