

Town of Landis, North Carolina

Unified Land Development Ordinance Update

PRELIMINARY PROJECT BUDGET

Budget Purpose. This preliminary budget supports a streamlined update of the Town’s Unified Land Development Ordinance focused on simplification, improved organization, clearer procedures, and ease of administration. The Planning Board would serve as the project steering committee. The proposed budget assumes a 12- to 15-month process and a total not-to-exceed amount of \$48,750.

Budget Summary

Task	Scope Element	Estimated Hours	Budget
1	Project Initiation and Management	40	\$6,000
2	Existing Conditions and Ordinance Review	55	\$8,250
3	Planning Board and Stakeholder Engagement	45	\$6,750
4	Public Engagement	30	\$4,500
5	Draft ULDO Preparation	95	\$14,250
6	Review and Refinement	40	\$6,000
7	Adoption Support	20	\$3,000
TOTAL PROJECT BUDGET		325	\$48,750

Scope and Cost by Task

Task 1. Project Initiation and Management | \$6,000

- Conduct a project kickoff meeting with Town staff and leadership.
- Finalize the work plan, schedule, communication protocols, and engagement approach.
- Provide ongoing project coordination, internal management, progress updates, and monthly status reporting.

Task 2. Existing Conditions and Ordinance Review | \$8,250

- Complete a comprehensive audit of the existing ULDO.
- Review the adopted land use plan and other relevant policy documents.
- Identify inconsistencies, redundancies, unclear provisions, administrative barriers, and opportunities for simplification.
- Prepare a concise assessment of recommended ordinance changes.

Task 3. Planning Board and Stakeholder Engagement | \$6,750

- Establish the Planning Board as the project steering committee.
- Prepare for and facilitate up to three Planning Board work sessions.
- Conduct targeted coordination with Town staff and selected stakeholders.

- Document feedback and incorporate direction into the ordinance update.

Task 4. Public Engagement | \$4,500

- Prepare and facilitate one public engagement opportunity.
- Develop presentation and meeting materials.
- Summarize public input for consideration during ordinance drafting.

Task 5. Draft ULDO Preparation | \$14,250

- Reorganize and rewrite the ULDO to improve clarity, usability, and administration.
- Simplify procedures and remove unnecessary duplication where appropriate.
- Modernize standards and terminology consistent with Town direction and applicable requirements.
- Prepare a complete draft ordinance and conduct internal quality control.

Task 6. Review and Refinement | \$6,000

- Facilitate staff and Planning Board review of the draft ULDO.
- Incorporate one consolidated round of comments.
- Complete a consistency, cross-reference, and implementation review.
- Prepare a public review draft.

Task 7. Adoption Support | \$3,000

- Prepare the final draft ordinance and adoption-ready materials.
- Support the Planning Board recommendation process.
- Provide presentation materials and support for governing board consideration.
- Deliver the final ULDO and summary of revisions.

Budget Assumptions

- The Planning Board will serve as the primary steering committee and engagement body.
- The budget includes up to three Planning Board work sessions, one public engagement opportunity, and adoption support meetings.
- Town staff will provide available plans, ordinances, GIS data, and background materials in a timely manner.
- The budget includes one consolidated review cycle. Additional rounds of review or meetings may require a scope and budget amendment.
- The project focuses on simplification, organization, usability, and targeted modernization rather than extensive new policy development.
- Legal review by the Town Attorney, zoning map amendments, extensive graphic design, and broad public engagement are not included unless added by amendment.

PROPOSED NOT-TO-EXCEED PROJECT BUDGET: \$48,750

Prepared for planning and discussion purposes. Final cost is subject to confirmation of scope, meeting expectations, review cycles, and project schedule.