

PROJECT APPROACH

Based on Our Approach to Regulations and our experience with projects of a similar scope and scale, we propose the following approach to overhaul Pleasant Hill's Unified Development Code. The approach defined intends to address all aspects of Scope of Services outlined in the Request for Proposal document.

Phase 1 –Initiation

The Initiation phase quickly mobilizes stakeholders.

Task 1.1 Stakeholder Groups: formation and invitation of groups and participants, to include:

- Staff – a tight working group of those most familiar with the day-to-day administration of the regulations, who will provide technical support, perform detailed review and comment, and provide project direction.
- Advisory Committee – the Planning and Zoning Commission will serve as the advisory committee and provide direction on key issues and regulatory concepts that will shape the new unified development code.
- Developers Focus Groups– a focus group comprised of local developers will be assembled to provide more detailed insight into the current UDC challenges and opportunities that affect development and the development process.
- City Council – in addition to any role on the above committees, the City Council will be provided periodic project status updates at regular meetings and be presented recommendations in joint work sessions, to better prepare them for their role in the official adoption process.

Task 1.2 Kick-off Meeting: Staff work session to discuss primary issues with the current code, and the misalignment of the code with the vision and goals, and development policies established by the 2040 Comprehensive Plan. The basis of the discussion will be documentation of issues and challenges with the current development standards, interpretations, and procedures compiled by city staff.

Phase 2 –Diagnosis

The Diagnosis phase sets the foundation for the informed discussion among all stakeholders regarding regulatory strategies appropriate to achieve Pleasant Hill's planning goals.

Task 2.1 Policy & Regulatory Diagnosis: This task is about identifying conflicts and omissions with the current regulations that keep the community from achieving their vision for the future as defined by the 2040 Comprehensive Plan. The policy and code review will create a foundation for changes to the zoning and subdivision regulations.

2.1a Development Policies: The 2040 Comprehensive Plan, provides the vision, values, and framework to create the Pleasant Hill of the future. The attributes of the future will provide the foundation for regulatory changes that can implement the plan vision and

community goals and shape the physical future of Pleasant Hill. A review and assessment of the desired qualities will create targets for implementation that can be achieved through code modifications.

2.1b Code Evaluation: A cursory evaluation of the current Unified Development Code including the subdivision regulations will be completed, starting from the initial UDC Audit completed during the Comprehensive Plan process, and supplemented with the staff documentation and discussions in Task 1.2. The review will identify the initial topics for an informed discussion among stakeholders regarding regulatory strategies appropriate to achieve Pleasant Hill's planning goals. In direct response to the City's most recent policies within the Comprehensive Plan, it is important to determine what is working, what is not, and what is missing.

Task 2.2 Diagnosis Review: The findings of the Policy & Regulatory Diagnosis will be presented for review and discussion. – The summary will prepare the stakeholders for the scope and nature of the project, and provide direction on both the critical issues and proposed framework to come later in the process.

Stakeholder Engagement:

2.2a Staff

2.2b Developers Focus Group

2.2c Advisory Committee

2.2d Joint Planning & Zoning Commission and City Council

Phase 3 – Discussion

The Discussion phase help builds greater understanding of the issues and potential solutions, and ownership in the direction of the project.

Task 3.1 Critical Issues Summaries: The critical issues summaries will focus on documenting and illustrating those changes necessary to enable development that addresses the primary issues identified. These summaries provide a brief (2-6 page) white paper on the primary issues identified in the Policy & Regulatory Diagnosis. A typical code re-write may have 4 to 5 of these critical issues that are most important to the success of the project and require special facilitation. This format has proven successful in getting broad input and endorsement of concepts and approaches, without getting mired in specific regulatory language.

Task 3.2 Code Workshop #1: The critical issues documented require a more in-depth discussion with stakeholders and those impacted by potential regulatory strategies. The Critical Issues Summaries will be used to guide these more detailed discussions with stakeholders. The specific strategy, format and timing for this additional workshop(s) can be finalized during the process. The input from initial discussions and any of these follow up

meetings that may be necessary, are coordinated into the Draft Regulation Framework or Interim Drafts.

Stakeholder Engagement:

2.2a Staff

2.2b Developers Focus Group

2.2c Advisory Committee

2.2d Joint Planning & Zoning Commission and City Council

Task 3.3 Draft Regulation Framework: Based on the outcomes of these initial public engagement tasks, a Draft Regulation Framework will be created. It will be an annotated outline of the Unified Development Code identifying: (1) areas in need of change – new provisions that are needed or old approaches that do not align with current policies; (2) areas to maintain in current form; and (3) areas to revise and amend, but keep the substantive provisions and intent the same. The framework will also include an “Executive Summary” which supports a section-by-section analysis with recommendations, preferred directions, or topics for further review through the Initial or Interim Draft regulations.

Task 3.4 Framework Discussion: The Draft Regulation Framework will be presented to the staff and the Advisory Committee for additional discussion and input.

Phase 4 –Initial Drafts

The Initial Draft will be the first point in the project to review in a comprehensive perspective the many regulatory strategies and concepts that have been discussed with the project to date.

Task 4.1 Initial Draft: Based on the input from the Diagnosis phase and the Discussion phase, our team can craft specific regulatory strategies appropriate to Pleasant Hill. We will prepare an initial draft of the Unified Development Code that best implement Pleasant Hill’s plans and land development policies. As part of the initial draft regulations an updated zoning map will be provided.

Task 4.2 Draft Review: Introduce the Planning and Zoning Commission to the Initial Draft changes and initiate discussion on specific focus topics.

Stakeholder Engagement:

4.2a Staff

4.2b Developers Focus Group –

4.2c Advisory Committee

Phase 5 –Final Draft

The Final Draft is the first professional recommendation of the consultant team on regulations appropriate for the city of Pleasant Hill.

Task 5.1 Final Draft: Using the input gained from the review and comment of the Initial Draft we will prepare the Final Draft of the Unified Development Code. Much of the text is nearly finalized, allowing us to develop detailed graphics to support the text, and finalize formatting.

Task 5.3 Public Official Work Session: The Final Draft also provides a good opportunity to reveal the full set of regulations to the Planning and Zoning Commission and City Council, through a joint work session. It is important that this first introduction of a complete draft be presented in an informal, public setting outside of the official public hearing process. This will enable a better understanding of what is changing and why, and still allow time for feedback and adjustment.

Phase 6 – Adoption

The Adoption Phase provides the official review and comment process and allows formal adoption of the new Pleasant Hill Unified Development Code.

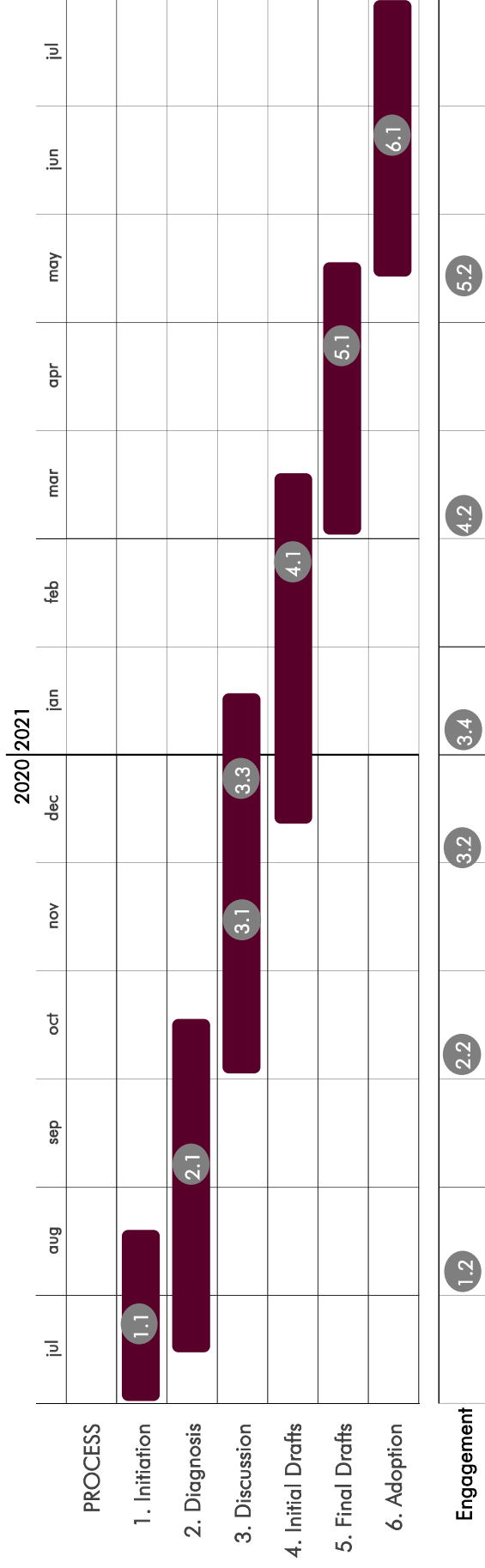
Task 6.1 Adoption Hearings: Our team will support up to three meetings for the adoption process, at least one of which is anticipated to be a public hearing before the Pleasant Hill Planning and Zoning Commission, and at least one of which is anticipated to be the official adoption by the City Council.

PROJECT FEE – Revised

	FEE	EXPENSES	TOTAL
Phase 1: Initiation	\$ 2,870	\$ 175	\$ 3,045
Phase 2: Diagnosis	\$ 10,100	\$ 450	\$ 10,550
Phase 3: Discussion	\$ 17,600	\$ 540	\$ 18,140
Phase 4: Initial Drafts	\$ 23,240	\$ 300	\$ 23,540
Phase 5: Final Drafts	\$ 12,440	\$ 275	\$ 12,715
Phase 6: Adoption	\$ 6,610	\$ 400	\$ 7,010
TOTAL COST	\$ 72,860	\$ 2,140	\$ 75,000

PROJECT SCHEDULE - Revised

Pleasant Hill, MO - Unified Development Code Overhaul



- Task 1.1 Stakeholder Groups
- Task 1.2 Kick-off Meeting
- Task 2.1 Policy & Regulatory Diagnosis
- Task 2.2 Diagnosis Review
- Task 3.1 Critical Issues Summaries
- Task 3.2 Code Workshop I
- Task 3.3 Draft Regulation Framework
- Task 3.4 Framework Discussion
- Task 4.1 Initial Draft
- Task 4.2 Draft Review
- Task 5.1 Final Draft
- Task 5.2 Public Open House/Public Official Work Session
- Task 6.1 Public Hearings