

1 CITY OF NORTH PORT
2 UNIFIED LAND DEVELOPMENT REVISION PROJECT
3 SCOPE OF SERVICES
4

5 **I. Purpose**

6 The City of North Port, Florida, (pop. 64,472) is soliciting proposals from qualified
7 planning consultants, urban designers and multi-disciplinary firms or teams to
8 provide professional services of updating and rewriting the City’s Unified Land
9 Development Code (ULDC), which includes the zoning ordinance and subdivision
10 regulations.
11

12 **II. Background**

13 The Unified Land Development Code was adopted in 1990 and has been amended
14 numerous times and requires a review, update, and rewrite. As one of the main tools
15 to implement the City’s Comprehensive Plan, it is important that a new ordinance
16 reflect goals and policies of the plan and respond to the level of available resources.
17 The new code must be user-friendly, provide predictability and ensure quality
18 development. The ULDC must help implement the Comprehensive Plan; be orderly,
19 concise and illustrative; be based on sustainable development principles; remove
20 barriers to low impact development; provide predictability to the development
21 community; convey the City’s business-friendly attitude; meet the requirements of
22 governing state laws; and be appropriate to the level of community resources. The
23 City anticipates that many provisions would be retained, but is interested in
24 examining some performance based or other nonconventional zoning and
25 development provisions within the code where appropriate.
26

27 This project is intended to provide a full, complete and exhaustive revision to the
28 City’s ULDC. The new ULDC will reflect the changing North Port environment since
29 the last comprehensive rewrite in 2009 and will address the following objectives.
30

- 31 • Provide a more predictable set of land use regulations for the community,
32 developers, and City Officials by increasing the reliance on provisions in the
33 ordinance instead of legislative special approvals.
- 34 • Integrate all zoning ordinances related to land development standards and
35 regulations into the new ULDC and ensure consistency with local, state and
36 federal laws and regulations.
- 37 • Update standards and application criteria.
- 38 • Ensure that the new ULDC will include provisions that will help the City achieve
39 high quality infill and redevelopment projects that are consistent with the
40 context of existing development in the area.
- 41 • Provide clear definitions and eliminate outdated, unclear or contradictory

42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81

- language and the need for frequent and extensive interpretations.
- Support sound and responsible economic development, multimodal transportation, and a sustainable built and natural environment.
 - Update the Zoning Map.

The City intends to select and hire a consultant who has specific experience with zoning, preparation of ordinances, illustrations for land development regulations and conducting meetings with the public to encourage them to participate in the process of revising the ULDC. In addition, the selected consultant must demonstrate experience and knowledge of: innovative zoning techniques, architectural and urban design, land development regulations, land use law, comprehensive planning and sustainable development. All references to “City” in the RFP shall be a reference to the City Manager of the City of North Port unless otherwise specifically defined. All references to the City Manager shall also, mean the City Manager’s designee.

III. **Scope of work**

ULDC revision:

This project shall consist of a thorough analysis and rewrite of the City’s current Unified Land Development Code.

Specific tasks include:

Task 1: Review of existing Unified Land Development Code; identify and resolve code inconsistencies; eliminate outdated, unclear or contradictory language.

The consultant will also take into consideration any upcoming legislative items and/or current issues e.g. airbnb, vacation home rentals, sober home sites, home occupations, tree preservation and property owner rights. In addition, consideration shall be given regarding conditional use permits vs special exceptions and incorporating administrative actions such as lot line adjustments, expanding administrative variances, and identifying specific code sections which are better served under a separate technical document.

Other considerations include:

- Examine parking, sidewalk, landscaping, pervious requirements within the Unified Land Development Code to determine if there are any shortcomings.
- Sign chapter to ensure the sign regulations comply with the requirements of Reed v Gilbert case.
- Review and modify zoning districts to meet the evolving needs of residents,

82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125

developers and business prospects.

- Modernize the zoning ordinance to allow for flexibility and creativity in land use and development across the City while maintaining an attractive aesthetic.

The revision to the ULDC will briefly analyze existing land uses and socioeconomic patterns necessary to provide sufficient understanding on which to reflect future growth management practices including the City’s desire to encourage sustainability, environmental qualities, transportation, infrastructure, housing, including conservation, recreation and open space.

At the outset of the project, the consultants shall meet with City staff for a project orientation meeting to provide an understanding of the City’s goals, and the project schedule, timeline, specific issues, City policies, interagency interaction, and opportunities and/or problems relating to growth and development within the City.

The consultant shall be responsible for reviewing and understanding the City’s Comprehensive Plan, and any other City plans and policies as identified by the City, and all relevant and applicable local, state and federal laws.

Task 2: Public Participation

The consultant shall propose a substantial public participation process that specifies how and when the public (including homeowners’ associations, businesses, the development community and other interested parties) will be engaged throughout the Project’s process. The consultant shall specify the methods they will use to achieve meaningful public participation. The consultant shall also provide a public participation timeline that identifies key points at which the public will be involved, how that involvement will occur, and how and when materials will be available and presented to the public. The consultant will be responsible for arranging and facilitating all public meetings.

The consultant shall consider multiple means of obtaining input both during and outside of identified public meetings. The consultant shall describe its approach for gathering broad-based input about the existing Unified Land Development Code.

City staff, Planning and Zoning Advisory Board (PZAB), and the City Commission should be contacted in person for their input concerning the current requirements, administration procedures, deficiencies, suggested changes and implementation techniques. The consultant shall also inquire about the perceived strengths and weaknesses of the existing Comprehensive Plan as a guide to implement a new Unified Land Development Code and Zoning Map. The consultant shall prepare a draft and final memorandum that summarizes the input gathered during this

126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167

identification process, which shall be submitted to the City Manager and presented to City Commission.

Task 3: Annotated Outline

It is anticipated that most issues and items of concern will be identified after a thorough review of the existing ULDC. The consultant will incorporate the appropriate tools and policies in rewriting the ULDC so they function easily and are simply understood. It is the City’s intent to obtain a user-friendly ULDC that is comprehensive in nature.

The consultant shall identify and discuss new concepts and approaches for potential inclusion in the draft ULDC. The consultant shall prepare an annotated outline that includes a chapter by chapter detailed description of the proposed ULDC, and a commentary explaining the rationale for the recommended approach. The annotated outline shall include recommendations for potential revisions to the City’s Zoning Map.

The consultant shall present the annotated outline to City staff, and subsequently the Planning and Zoning Advisory Board and City Commission, and others for review and comment. After obtaining general agreement on the contents of the initial draft of the annotated outline, the consultant shall provide the City with a final annotated outline based on the comments received.

Task 4: Draft Regulations

The consultant will prepare a draft ULDC and shall budget for a minimum of three (3) revisions, that are based on the final annotated outline. After initial review and comments by City staff, Planning and Zoning Advisory Board, City Commission and City Attorney, the consultant shall propose an approach for soliciting broad-based input from the public. The consultant will be responsible for arranging and facilitating all public meetings.

The consultant’s proposal shall include the projected number of workshops that will be conducted in order to gather input and complete reviews and revisions of the draft document.

168
169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184
185
186
187
188
189
190
191
192
193
194

Task 5: Final Regulations

After City staff, Planning and Zoning Advisory Board, City Commission, City Attorney, and public input, the consultant shall prepare an executive summary of the public hearings.

The executive summary will be provided to the general public prior to the public hearing. This material shall be made available at least one (1) month in advance of the public hearing. The consultant shall present the final draft of the ULDC and maps at scheduled public hearings of the Planning and Zoning Advisory Board and City Commission prior to final adoption. The consultant will explain its contents and respond to questions.

IV. DELIVERABLES: UNIFIED LAND DEVELOPMENT CODE

- a. During the project process, consultant must provide sufficient number of copies for staff, Planning and Zoning Advisory Board, City Commission, City Attorney, the public (within reasonable limits) and key stakeholders.
- b. ULDC revision – one original unbound copy of final document, and a digital copy on a thumb drive or other acceptable digital format. The documents provided must in a Microsoft Word, Adobe PDF format and be Optical Character Recognition (OCR) searchable.
- c. Public meetings, the number of public meetings to be recommended by the consultant, and agreed to by the City.
- d. Draft ULDC revision presentation to the Planning and Zoning Advisory Board and City Commission.
- e. Consultant shall provide monthly progress reports to the City Manager, City Commission and appropriate Planning staff.