

June 5, 2023

Mr. Bill Bruce
Town Manager
Town of Oak Ridge

Dear Bill:

The following proposal and contract letter is in response to a request for the Piedmont Triad Regional Council to propose revisions to the Town's development ordinance.

PRODUCTS AND SERVICES SUMMARY – PTRC in consultation with the Town of Oak Ridge Manager and Planning Director proposes to update and reformat the town's Development Ordinance in order to simplify and update the ordinance, incorporate recently adopted plans, and make the ordinance more easily accessible to users, per best practices in peer communities. The reformatted Development Ordinance will bring together development code information currently located throughout the town's general Code of Ordinances into a separate Unified Development Ordinance. These changes will support future development that is more responsive to the town's ordinances and adopted plans, while also making the town's ordinances easier for staff and the public to use.

STAFF – Carter Spradling, Regional Planner, is likely to be the primary PTRC staff member providing these services. Other PTRC Planning staff or subcontractors may assist from time to time as necessary. Any use of subcontractors would be in consultation with Town staff for review and approval.

TIMELINE – The duration of the services is anticipated to be provided from December 2023 until February 2025.

SERVICES – The following scope of services are proposed for the compilation of the Oak Ridge UDO. Task priority will be discussed with Town staff and the Planning Board on a schedule determined at a kick-off meeting when the scope of services begins. Each Planning Board or staff meeting can focus on recommended changes to the sections below in "Key Updates". Other sections will be updated based on best practices as needed and reviewed with staff and the Planning Board. The following are key updates, which will consist of wording changes and inclusion of graphics, picture and tables -as necessary - to assist with development planning and implementation.

Comprehensive UDO Key Updates

- Definitions
 - Identify updated definitions and make congruent with permitted uses table and other sections of the ordinance and modern norms.
- Permits and Procedures
 - Review any inconsistencies in procedures. The 160D update from 2021 modernized several sections of this ordinance, but there may be opportunities to combine sections or provide streamlined processes allowed by 160D, but not required by the legislation.
 - Review criteria addressing the persistence of non-conformances and requirements of compliance.

- Zoning Districts Review and Re-Organization
 - Include new zoning district descriptions that include allowed uses, setbacks and any development standards, reducing the number of sections users need to visit in order to understand the zoning regulations for their intended development plan.
 - Identify districts to modify/combine/remove.
 - Review dimensional standards for all zoning districts to analyze gaps.
 - Revise dimensional standards table as needed.
 - Review Open Space and Recreation standards for new development.
 - Update and organize Table of Permitted Uses to make it current with new uses, and desired approving body for each use.
 - Craft new Village Core Overlay Zone (based on adopted Village Core Plan).
 - Simplify Scenic Corridor Overlay Zone, and possibly incorporate into Village Core Overlay Zone.
- Subdivisions
 - Identify any updates necessary for the subdivision regulations to be consistent with land use plan or other community needs.
 - Review Open Space and Recreation standards for new development.
 - Review standards in subdivision that may be better suited for the Development Standards article.
- Development Standards
 - Review sign regulations and needed changes to improve community aesthetics and indicate clearly different types of allowed sign types.
 - Revise parking standards that are more consistent with norms around flexible use of available existing parking and pedestrian needs.
 - Include key elements of recent planning and design efforts into appropriate ordinance development standards.
- Environmental Regulations
 - Review Watershed, soil erosion and flood control sections to modernize and make consistent with State regulations and best practice ordinances.
 - Review any changes in plans or policy at the local, regional or State level that would affect these sections.
- Enforcement
 - Review this ordinance section to identify any changes necessary to be in compliance with enforcement duties, capabilities and staffing.
 - Review civil penalties and criminal penalties to ensure state legislation changes have not affected the Town's ability to enforce the regulations.

Public Involvement and Consensus Building

Public involvement is a critical component of the UDO update and will help to ensure that changes are consistent with existing plans;

- Planning Board Meetings – PTRC will facilitate up to six (6) work sessions, to review and discuss article changes, best practices research and confirm changes discussed in prior meetings.
- Public Hearing – PTRC will conduct a public hearing with the Planning Board to review the final draft changes. The meeting will be used to gather input into any changes prior to submitting the updated UDO to the Town Council for review and potential adoption. The Town will provide the detail for any hearing notice or required publications.

BUDGET – The proposed budget is \$79,500 over the estimated 14-month update process. The PTRC may invoice the Town on a quarterly basis as a percentage of scope completed. Travel is included in this contract and is part of the overall fee for the work.

INDEMNIFICATION – PTRC agrees to indemnify and save harmless the Town of Oak Ridge against all claims made for damages which may arise as a result of its work pursuant to this agreement, and understands nothing within this agreement creates or establishes an employer and employee relationship between the parties. Both parties may end this contractual arrangement by providing the other party 7 days written notice.

We appreciate the opportunity to assist the Town with its planning needs. If the Town concurs with this agreement as described herein and on the above Scope of Services, please return a signed copy to me. Please call me with any questions or suggestions (336.904.0300).

Sincerely,



Jesse Day, AICP
PTRC Planning Director

Mr. Bill Bruce, Town Manager

Date

“This instrument has been pre-audited in the manner required by the local government budget and fiscal control act.”

Finance Officer

Date