

Winona Development Code Update

Project Scope of Services

PHASE ONE – PROJECT INITIATION

The purpose of Phase One is to initiate the project with some key steps that include familiarizing ourselves with the details and procedures of the City's existing development codes and meeting with those people who frequently use or work with the development codes to identify issues that need to be addressed in the revised and unified development code sections.

Tasks

Task One: Conduct Project Orientation Meetings

Meet with City Staff, City Attorney, and the Planning Commission to begin the process of identifying zoning issues from an administrative standpoint and to discuss and refine the project schedule.

Task Two: Initial Review of Existing Codes and Plans

Collect city code and plan documents, including the zoning code, zoning map, subdivision code, site planning code, 2007 Comprehensive Plan, Downtown Revitalization Plan, and Riverfront Revitalization Plan, in order to familiarize ourselves with the policies, standards, and recommendations within each and begin to identify initial code issues, conflicts, and concerns.

Task Three: Reconnaissance Tour of Existing Development Conditions

Reconnaissance tour provided by City Staff to identify existing development patterns and conditions within the city. This tour will give the city's planning staff an opportunity to identify both positive and negative development patterns, as well as challenging code issues that should be addressed in the development code update and unification.

Task Four: Conduct Stakeholder Sessions

Meet with stakeholders (City Council, City boards, commissions, committees, city staff, local developers, the university, downtown businesses, landlords, etc.) identified by the City, either individually or in small groups. These discussions will give us a better understanding of how the existing codes' regulations work (and do not work) in practice.

Task Five: Public Engagement Kick-Off

Launch the project with the public to share information about the project and provide an opportunity for them to provide input regarding issues with the existing codes.

Meetings

- City Staff & City Attorney
- Planning Commission
- Reconnaissance tour with City Staff
- Stakeholder sessions (up to 6 sessions)

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Deliverables

- Initial list of existing code issues
- Summary of stakeholder and public input

PHASE TWO – CODE REVIEW AND DIAGNOSIS

The purpose of Phase Two is to review existing plans and codes in order to diagnose where the biggest challenges are and what the goals of the update need to be. This phase will also identify potential solutions and “best practice” approaches for consideration.

Task One: Comprehensive Review of Existing Codes and Plans

Complete a comprehensive review of the existing codes and current plans to identify where those documents support each other and where they are in conflict.

Task Two: Identify Existing Codes’ Strengths and Weaknesses

Identify the strengths and weaknesses of the current codes’ sections including ways in which the current regulations are ineffective or frustrating, ways to make the code more user-friendly, streamlining review procedures, and methods for bringing contemporary planning approaches into the development code.

Task Three: Explore Potential Approaches for Guiding Code Updates

Identify approaches for updates and modifications, e.g. new zoning district structures, mixed-use districts, natural resource preservation, off-street parking standards, form-based development standards, and other examples of unified development codes.

Task Four: Research “Best Practice” Development Code Approaches

Research similar communities’ regulations to identify trends and best practices that may be appropriate for Winona. This could include planned unit development standards, overlay districts, special planning districts, performance standards, form-based or hybrid components, design guidelines, and other similar practices.

Task Five: City Review Meetings

Present the findings to City Staff and the Planning Commission to ensure agreement on the key issues of the development code update.

Task Six: Public Engagement

Engage stakeholders and the community in a visual preference exercise to establish preferred development patterns, architectural styles, densities, and/or site layouts for the various areas of the city. Efforts will be taken to ensure that all public engagement activities are fun, engaging, creative, and informative!

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Meetings

- City Staff
- Planning Commission
- Public Engagement Meeting

Deliverables

- Summary of Code Review & Diagnosis
- Summary of Best Practices Findings
- Summary of public input

PHASE THREE – ANNOTATED CODE OUTLINE

Provide a proposed outline for the unified development code. This task will help give structure to the update process and provides a key checkpoint prior to the extensive work of drafting the unified development code, revised sections, and new sections.

Task One: Identify Structure of Unified Development Code

Analyze the results from the public engagement, development code research, and code diagnosis, and identify a general structure for the proposed unified development code.

Task Two: Prepare Annotated Outline

The outline will set out the structure of the unified development code sections, explaining the purpose and scope of each section. This will identify the overall structure for the unified development code including district structure, other development standards, and administrative procedures.

Task Three: City Staff Meetings

Present the outline to City Staff and City Attorney to ensure agreement on the direction of the development code update.

Task Four: Joint Planning Commission/City Council Work Session

Present the proposed structure of the unified development code to the Planning Commission and City Council.

Meetings

- City Staff & City Attorney
- Joint Planning Commission/City Council Work Session

Deliverables

- Annotated Outline

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PHASE FOUR – DEVELOPMENT CODE DRAFTING

Phase Four is when the technical updating and writing of the unified development code sections occurs. The updates will be reviewed in sections or modules to allow City Staff, City Attorney, and the Planning Commission to review each part of the new code in detail.

Task One: Prepare Draft Unified Development Code in a Series of Modules

Draft the revised development code sections in a series of modules to allow for a detailed review of the new code without overwhelming City Staff and the Planning Commission. The number and focus of the modules will be determined following the completion of Phase Three. We anticipate that there will be up to five (5) modules involved in updating and unifying Winona's development codes.

Following the review of the draft code sections with City Staff, City Attorney, and the Planning Commission, each module will be finalized including adding exhibits, graphics, and images where applicable.

Task Two: Conduct City Review Meetings for Each Module

Each module will be reviewed by City Staff and the Planning Commission to gain their feedback on the proposed revisions to and unification of the development code. CONSULTANT will provide each module to the City Attorney for review and comment.

Task Three: Conduct Stakeholder Sessions

Meet with stakeholders (City Council, City boards, commissions, committees, city staff, local developers, the university, downtown businesses, landlords, etc.) identified by the City, either individually or in small groups. These discussions will give us a better understanding of any concerns that key stakeholders may have with the proposed revisions to and unification of the development code.

Task Four: Prepare Draft of the Revised Zoning Map

The City's zoning map will be updated based on new district names, designations, or any other applicable changes from current zoning map designations.

Task Five: Conduct City Review Meetings of the Revised Zoning Map

The revised zoning map and full UDO will be reviewed by City Staff, Planning Commission, and City Council to gain their feedback on the proposed revisions. CONSULTANT will provide the revised zoning map to the City Attorney for review and comment.

Task Six: Public Review of the Draft Unified Development Code and Revised Zoning Map

The draft unified development code will be presented to the public for review and comment. Exhibits, test code examples, and potential development scenarios will be created to illustrate the impacts of the new code to the public. These scenarios will be presented in a way to clearly show what the current code allows and what the new code would allow. The proposed changes to the zoning map will also be available for review by the public so stakeholders can identify how their property might be affected by the proposed code updates.

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Task Seven: Full Draft of Unified Development Code and Revised Zoning Map

Following the input from the public review, code sections and the zoning map will be refined and updated as necessary and a full draft for City adoption will be prepared.

Task Eight: Prepare Executive Summary

The project team will prepare an executive summary that explains the new unified development code and the revised zoning map, including the key revisions and the rationale behind them.

Meetings

- City Staff & City Attorney (up to 5 module meetings, 1 revised zoning map/full UDO meeting)
- Planning Commission (up to 5 module meetings)
- Joint Planning Commission/City Council Work Session (revised zoning map/full UDO)
- Stakeholder sessions (up to 6 sessions)
- Public Engagement Meeting

Deliverables

- Draft Unified Development Code sections (note that the code will be divided into modules for more effective updating and review purposes)
- Revised Zoning Map
- Full Draft of Unified Development Code
- Executive Summary
- Summary of stakeholder and public input

PHASE FIVE – DEVELOPMENT CODE ADOPTION

Task One: Planning Commission Public Hearing

Attend one public hearing at the Planning Commission to present the Unified Development Code and revised code sections and answer any questions that the Commission or public may have.

Task Two: City Council Public Hearing

Attend one public hearing at the City Council to once again present the Unified Development Code and the revised code sections and answer any questions that the Council or public may have.

Task Three: Final Revisions to UDC and Deliverables

Make any final changes to the UDC sections or zoning map following the public hearings at the Planning Commission and City Council. Provide the final UDC to the City in both Word and interactive PDF format, as well as one printed copy. Provide the final zoning map to the City in both PDF and GIS formats.

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Meetings

- City Staff & City Attorney
- Planning Commission
- City Council

Deliverables

- Final Unified Development Code in both Word and interactive PDF format, and one printed copy
- Final Zoning Map in both GIS and PDF formats