

WORK PLAN PROJECT SHEET

PROJECT NAME: Update 2006 Subdivision Ordinance to align with General Plan Update and 2040 Vision Strategic Plan.

PROJECT OWNER: Zoning Administrator, Kazi Haque

VISION 2040 PRIORITY: Well Planned Quality Growth and Development A. Land Use, Goal 1 Create, adopt, and implement a General Plan update that, where possible, aligns with the Maricopa 2040 Vision and Strategic Plan.

Strategy #1: Assess compliance with and consider potential updates to the General Plan on an annual, bi-annual, and five-year cycle.

Strategy # 2: Incorporate broad long range planning policies such as Regional Transportation Plan updates, policy direction with long range planning implications, and Parks, Trails, and Open Space Master Plan updates.

Strategy #3: Engage high quality City staff for the development of Master and Area Specific Plans.

Strategy # 6: Require that the City Council and Planning and Zoning Commission uphold the General Plan to ensure balanced land use.

General Plan 2006: Land Use Element, Goal 1- Achieve a balance in the community between jobs and housing.

DESCRIPTION: The City Council approved 2006 Subdivision Ordinance will need to be updated to be consistent with the recently approved policy documents- 2040 Vision; Zoning Code and the General Plan Update. In addition, there are some provisions in the Subdivision Ordinance that will need modifications for clarity of the language and application.

TIMELINE: July 1, 2016 – June 30, 2017

COST: In addition to staff time, there will be some costs associated with this FY 16/17 project, public meetings, newspaper and public notices that will need to be posted as required by state law.

COUNCIL ACTION: To implement the goals and strategies in the 2040 Vision, the City Council will need to consider the text amendments to the Subdivision Ordinance.

EXPECTED OUTCOME - Improved Subdivision Ordinance that will be consistent with, and implement the 2040 Vision, General Plan and Zoning Code and will facilitate economic development.

SCOPE OF WORK – SUBDIVISION CODE UPDATE

COMMUNITY PROFILE:

Incorporated on October 15, 2003, the City of Maricopa has a rich history of agriculture and transportation. However, agriculture is currently giving way to rapid suburban expansion from the Phoenix metropolitan area as the Maricopa area transitions from a rural city to a suburban and urban community. The economy of the City, traditionally an agricultural center, is diversifying and is currently heavily influenced by the residential and retail construction and real estate industries.

The City of Maricopa is located at an elevation of approximately 1,200 feet and is approximately 16 miles south of the City of Phoenix. The City is located near the Sonoran Desert Monument and is almost entirely bound by the Ak-Chin Indian Community to the south and the Gila River Indian Community to the north within Pinal County in central Arizona.

Population growth in the state, and particularly in the Metro-Phoenix area, continues at a significant rate. Pinal County, in which the City of Maricopa is located, is the fastest growing county in Arizona and the City of Maricopa is the fastest growing city within Pinal County. The City has been at the epicenter of unprecedented growth with a 4,081% population increase from 2000 to 2010.

The current population of the City of Maricopa is estimated at 46,000 citizens. The city covers an area of approximately 43 square miles. In addition, there are approximately 2,320 acres ($3\frac{3}{4}$ square miles) of State Trust Land encompassed or adjacent to the City limits. These trust lands are subject to sale at public auction for development or other purposes. The timing of such action would likely be dependent on market pressures and the potential for their conservation, which will be influenced by the land use pattern established over the next 10-20 years, as well as the amount of private land available for development.

The City of Maricopa serves as edge city to the Phoenix Metropolitan Area within Pinal County and is included in the Phoenix Metropolitan Statistical Area (MSA). The City is dissected by three main thoroughfares; State Route 347 (SR347) running north-south through the City, acting as the connection between the City and the Phoenix Metropolitan Region, State Route 238 (SR238) running west to Gila Bend and the Maricopa Casa Grande Highway running east to Casa Grande. Consequently, traffic congestion, particularly along SR347, continues to increase as the region and the state grow. The City's location at the intersection of the above stated highways has attracted significant residential development and has situated the City at the center of explosive growth in western Pinal County.

PROJECT BACKGROUND:

The City of Maricopa was incorporated in response to the housing boom that had occurred in Pinal County between 2000 and 2007. Prior to incorporating the Maricopa area was a quiet

farming community with a population of 1,040 (2010 Census). Between 2000 and 2003 the area was inundated with 16 subdivision plats that were either approved for zoning or entitled under a plat approval.

At the time of incorporation in 2003 the City adopted the County's Zoning and Subdivision Code. By 2006 the City was able to adopt its own version of a Subdivision Ordinance and replaced the old County Subdivision Regulations. By the time the City's subdivision regulations went into effect, majority of the City's subdivision developments were completed and approved under the County's platting and design procedures. This led to the lack of utilization of the Subdivision Ordinance from 2008 to 2013.

As staff familiarized itself with the procedures and standards set forth in the current adopted Subdivision Code, it became obvious that several sections of the Ordinance needed light slight modification while other portions of the Ordinance required a full update. The desire through this update is to keep the structure in tact while updating various sections contents as necessary and applicable.

PROJECT GOALS:

The City of Maricopa seeks a major text amendment update to the Subdivision Ordinance adopted in 2006. This update will guide future development and help implement the recommendations of the recently adopted Planning Maricopa 2030 (General Plan), Vision 2040 (Strategic Plan), Area Transportation Plan and any other applicable Master Plan Study's adopted by the City.

SCOPE OF SERVICES:

This scope of work seeks to conduct a major text amendment update to the City's existing Subdivision Ordinance. The consultant shall be required to produce deliverables that best fit the particular needs of the City of Maricopa. The consultant is expected to interact frequently with staff as well as the community representatives through a project steering committee. The steering committee will include representative from the City's Planning and Zoning Commission, City staff, Committee Chair members/representatives, stakeholders, development community and other community representatives. The selected consultant is expected to attend all scheduled steering committee meetings. Drafts of all deliverables shall be provided to the City for review at least two weeks prior to presenting to the steering committee or the public. The selected consultant will work under the direction of the assigned project manager, Rodolfo Lopez – Senior Planner. The expected project stages and deliverables are described below.

Task 1:

A. ASSESSMENT OF SUBDIVISION ORDINANCE:

1. The consultant shall review the city's adopted long range policy documents as Planning Maricopa (General Plan Update), Zoning Code, Strategic Plan 2040, Area Transportation Plan, and other applicable documents for consistency purposes. Any

- applicable goals, objectives, or statement shall be reviewed, and if warranted to be integrated into the updated Subdivision Ordinance. Such as, but not limited to walkability standards and age friendly design concepts.
2. The consultant shall evaluate the existing subdivision ordinance including various issues that the staff has identified as needing additional clarification or changes. The topics includes but is not limited to, definitions, platting procedures, submittal requirements, improvement plan review and process, design standards, lot splits, minor land divisions, lot line adjustments, lot combinations, other similar categories; infrastructure design specifications, minimum requirements and construction standards, detached sidewalk analysis for local roads; vested rights, plat expirations, administrative and legislative process, variance and appeal requests, abandonment of ROW's, Planned Area Development (PAD)/Master Planned Developments (MPD), and other subdivision matters as identified by City staff.
 3. The consultant shall also incorporate complete streets policy for new development and develop a procedural policy for retrofitting existing streets.
 4. The consultant shall meet with key staff members, as determined by the project manager, to further understand issues with the existing Subdivision Ordinance.
 5. The consultant shall present a memo (white paper) or similar type of document, describing their preliminary findings/project assessment and recommendations related to the existing Subdivision Ordinance. This deliverable shall summarize the analysis and assessment of the existing ordinance, provide justified reasons for specific recommendations and describe the consultant's approach to revising the existing ordinance. A draft memo will first be distributed to the project manager and designated staff members. Staff will provide comments/feedback prior to it being finalized and presented to the Steering Committee.

Task 2:

At the completion of Task 1 of the Subdivision Ordinance, the consultant shall review the City of Maricopa Zoning Code, adopted November 2014, for consistency and compatibility with the Subdivision Ordinance. Further, the Zoning Code text amendments as needed will be reviewed and vetted for public input. As applicable, the Zoning Code required amendments will be included in the contract and submitted for staff review and approval.

B. PUBLIC PARTICIPATION:

The City of Maricopa values the input from the public, stakeholders, property owners, etc. To engage the public through the process and help identify issues and potential solutions, it is the intent of this project to be as transparent as possible throughout the process and to assure that the final product is the general consensus of the citizens, property owners, stakeholders,

etc.

The consultant shall develop a public participation plan for community and stakeholder engagement. The plan should include various types of outreach and engagement activities that includes but is not limited to, public forums, stakeholder meetings, steering committee meetings, open house meetings, public hearings, newspaper advertising, required legal notices, email blasts, webpage announcements and lastly consultants are encouraged to propose other innovative public engagement methods. A draft public participation plan will first be distributed to the project manager and designated staff members. Staff will provide comments/feedback prior to it being finalized and presented to the Steering Committee.

C. DRAFT ORDINANCE:

From the preliminary findings/recommendation memo and input received from the public engagement activities, the consultant shall submit proposed text amendments to the City's Subdivision Ordinance. The text amendment proposed should be clearly worded and organized for user friendliness. Applicable graphics and tables should be utilized when applicable, to illustrate the concept. In addition, the consultant should keep track of significant changes from the existing ordinance to ensure clarity and transparency. The draft text amendments will first be presented to the project manager and designated staff, who will review and provide comments prior to the document distribution to the steering committee and the public.

D. PREPARE FINAL ORDINANCE:

The consultant shall prepare final ordinance document for adoption based on comments made on the draft by City staff, local stakeholders, the public, and others. The consultant should assume that a series of meetings may be necessary to finalize the document, including a presentation to the project steering committee and an informational open house. In addition, more formal adoption procedures, such as a public hearing and presentations to the Planning and Zoning Commission and the City Council, will be necessary.

1. The consultant shall prepare the final Updated Subdivision Ordinance to the City in both a Word (with commonly available fonts) and PDF formats with hyperlinks built into the document for ease of access; all illustrations, maps, and graphics contained therein should also be provided in electronic, editable formats.
2. In addition, the consultant shall prepare an executive summary that be utilized as a tool for describing the significant changes made within the updated Subdivision Ordinance.

SCHEDULE:

The City desires to complete the project with partial cost to occur in FY2016-2017 and FY2017-2018. Unless otherwise directed, the firm shall commence work immediately upon

execution of the service agreement. To meet the City's desire to complete the work by September 1, 2017, the firm shall complete all work including adoption on or before July 31, 2017.

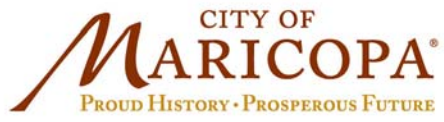
EVALUATION PROCESS:

All proposals submitted in response to this request will be reviewed and analyzed for completeness and cost effectiveness. The following criteria will be used in evaluating proposals:

1. **Cover Letter:** The cover letter should include a brief statement regarding the understanding of the work to be performed and a statement as to why the consulting firm believes it is best qualified to perform the services described. If the submittal is for a team, the letter should identify the lead firm and all sub-consultants.
2. **Understanding of Project:** The proposal shall demonstrate an understanding of the City's needs, a proposed scope of work, including process and schedule, and the ability to complete the project within budget. If the team does not believe the work can be completed within the City's budget, a list of suggested alternatives with corresponding fees should be included. The proposed scope of work should indicate which individuals will be responsible for completing the work. These criteria will be evaluated based on the proposer's understanding of the City's objectives and ability to demonstrate a process that efficiently and effectively achieves the desired outcomes.
2. **Examples of Work:** The proposal shall include three or more examples of subdivision regulation updates and/or similar work, including references for each project with current contact information, a statement as to whether the work was adopted, whether the project was completed on time and within budget, and which members of the project team were involved and in what capacity. Recent example of work done in Arizona and examples that demonstrate knowledge of Arizona planning, zoning and subdivision laws are preferred. Additional examples of work demonstrating expertise in subdivision regulation administration and enforcement, subdivision and land use law, and best practices.
3. **Project Team:** The proposal shall include resumes for all project team members including educational background/training, certifications, related experience and detailed descriptions of roles played on past projects. The proposal should identify primary project contacts and all team members who would represent the firm at public meetings.

SUBMITTAL REQUIREMENTS

Five (5) paper copies of all proposals as well as one (1) electronic version in PDF format on flash drive, submitted no later than 3:00 p.m. on March __, 2017. Submissions must be in a



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sealed package or envelope. The applicant's organization name and address shall appear in the upper left corner of the package.