Zoning & Subdivision Code Rewrite

TOWN OF MONUMENT

Monument, Colorado

Purpose

The Town of Monument is requesting proposals from planning consultants to lead the preparation and adoption of a comprehensive rewrite to zoning and subdivision codes; to implement the goals of the 2017 Comprehensive Plan; update codes to meet requirements of the State of Colorado; consolidate and simplify zoning requirements and approvals; and encourage quality, small town development consistent with the vision of the Town.

Overview

The Town of Monument is strategically located between the Denver metro area and Colorado Springs, in northern El Paso County. Monument is a statutory town that has been incorporated for 140 years and has experienced accelerated growth over the last two decades. With approximately 8,000 residents in the incorporated Town limits and many more in the surrounding County land, the Town is expected to nearly double in size by ultimate build out. The Town’s current zoning and subdivision codes are the result of piecemeal revisions over the last thirty years and are not cohesive with the vision of the Town or responsive to current development trends.

The Town is looking to hire an experienced planning consultant(s) to analyze the current zoning and subdivision codes, collect resident and other stakeholder feedback, and provide input and context from other Colorado communities to provide a zoning/subdivision code that can be implemented in the Town of Monument to achieve the Town’s vision and goals for decades to come.

Goals

The goals of the zoning and subdivision code rewrite may evolve through the project, but proposals should consider at a minimum:

1. Provisions to implement the goals of the Town's 2017 Comprehensive Plan.
2. Amendments to update the Code reflecting current federal and state requirements. The ordinance shall be legally defensible.
3. Determinations of the most appropriate zoning code style and format for the Town of Monument considering cultural, regional, historic, environmental, and economic impacts.
4. Simplifications and improvements in overall functionality of zoning standards including the elimination of conflicting and inconsistent provisions; clarifying requirements with graphics; and organizing requirements in appropriate sections of the Code.
5. Assurance that opportunities are available to retain and embrace commercial uses that provide goods and services to residents, add to the tourism experience, and attracts small business owners that contribute to the local economy.

6. Definitions of all uses permitted in the Town of Monument in a clear and concise method. There are many uses which are currently inconsistently defined or not defined at all within the zoning code. Add any new definitions and uses that are suitable to Monument and applicable to new development trends and patterns. Determine whether uses currently permitted by right or special review are still properly classified.

7. Review of areas of the code such as zoning districts, signage, planning processes, and landscaping requirements to provide regulations specific to and beneficial for the Town of Monument.

8. Making the zoning code user friendly and enhance consistency, predictability, and fairness of regulations in the Town.

9. Recommendations on land dedication and fees in lieu calculation formulas found within the subdivision ordinance.


11. Evaluation of codified processes in both the subdivision and zoning codes. Processes should not be overly cumbersome for citizens, staff, or the Town’s elected and appointed officials. Provide revised, simplified processes for handling land use applications.

Requirements

The final requirements will be determined upon hiring of a planning consultant, but a scope of work should include:

1. Diagnosis of current zoning and subdivision codes. The consultant will provide a working summary of current deficiencies and discrepancies in the current code. This should include references into other sections of the Municipal Code when necessary. *(While a comprehensive rewrite of both the subdivision and zoning code is desired, proposals will be considered for individual sections or a combination thereof; based on determined priority of need, timeline, feasibility, and cost.)*


3. Engagement of public engagement to obtain citizen input and keep community stakeholders informed throughout the zoning and subdivision code rewrite.

4. Evaluation of the existing context and character of the Town of Monument.

5. Incorporation of planning practices that encourage development appropriate to the Town while encouraging innovative uses for the future of the Town.

6. Preparation of drafts of the zoning ordinance for consideration by the Town, including graphics, for review and adoption.

7. Working with the Town Staff, Planning Commission, Board of Trustees, and/or an ad hoc committee during the update process.

8. Providing a strategy to inform residents, businesses, developers and other stakeholders on changes within the codes prior to adoption.
Proposal Submittal Requirements

Proposals should include:

- Cover letter
- Statement of project understanding
- List and description of services to be provided including an estimate of the expected number of meetings and key public hearings in the update process.
- A projected timeline.
- Organization and distribution of work hours.
- References of similar projects completed during the past five years.
- Qualifications and credentials of the project team.
- At least two writing samples from zoning codes completed.
- Detailed fee schedule including a complete list of costs per task, costs per team member, expected reimbursable expenses and a total fee for the proposal.

Deliverables

Draft ordinances will be provided at benchmarks during the study period.

A finished ordinance will be clear and concise avoiding extensive legal and technical language.

The consultant will prepare a summary of the major changes in the final draft suitable for distribution to residents.

Proposal Deadline

Proposals are due on or before Friday 07/19/2019 at 5:00pm MST to:

Town of Monument Planning Dept.
Attention: Jennifer Jones
645 Beacon Lite Rd
Monument, CO 80132

Information provided by the Town


Evaluation Criteria

The evaluation of submission will be done in accordance with the criteria and procedure defined herein. The Town may conduct interviews of finalist firms to better determine the best fit for
Monument. The Town shall contact the awarded planning consultant and offer contract for all or a portion of the proposed services within a timely manner. The Town reserves the right to reject any and all submittals. The following parameters will be used to evaluate submittals:

- Responsiveness of the submittal to RFP requirements.
- Basic knowledge of the Town and State of Colorado land use law.
- Understanding of the project and the objectives.
- Experience in similar projects dealing with updates to Zoning and Subdivision Codes.
- Consensus building experience working with communities and elected/appointed officials.
- Necessary resources.
- Required skills and demonstrated capability.
- Cost estimate/range.

Questions

Please direct questions regarding zoning/subdivision ordinance rewrite to:

Jennifer Jones, AICP
Senior Planner
719-884-8028
jjones@tomgov.org