

**AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING**

**ITEM #11-H: CONTRACT – SURRY COUNTY SUBDIVISION ORDINANCE**

**SUBJECT:**

Surry County has requested the HRPDC's assistance in revising the County's Subdivision Ordinance.

**BACKGROUND:**

Surry County has requested planning assistance from the HRPDC. This work entails updating the County's Subdivision Ordinance. Funding in the amount of \$25,000 for this project will come from Surry County.

Attachment 11-H

**RECOMMENDED ACTION:**

Authorize the Interim Executive Director to execute a Contract with Surry County for the revision of the County's Subdivision Ordinance.

**ATTACHMENT I  
SCOPE OF WORK  
SURRY COUNTY PLANNING ASSISTANCE PROGRAM**

**Revision of the Surry County's Subdivision Ordinance and the County's Erosion and Sediment Control (E & S) and Wetlands Ordinances.**

Step #1: Coordinate with Staff & the County Oversight Committee (Completion: August 2014)

- HRPDC will meet with County Staff to refine the ordinance update process, identify hot button issues, concerns and opportunities, and refine the design and structure of the Public Forums.

Step #2: Orientation/Work session of Elected and Appointed Officials and the Oversight Committee (Completion: September 2014)

- HRPDC will conduct an orientation session on the relationship of the Subdivision Ordinance and Land Development Ordinances.

Step #3: Prepare Final List of Issues and Opportunities for each Ordinance (Completion: September 2014)

- HRPDC will prepare a list of issues and opportunities associated for each ordinance being revised.

Step #4: Work Session on Alternative Conceptual Provisions for Ordinances (Completion: October 2014)

- HRPDC will develop alternative approaches to each of the issues and opportunities to be presented and discussed by the Oversight Committee for selection of the approaches to pursue.

Step #5: Presentation of List of Issues and Opportunities to Commission & Board for Comments & Consensus. (Completion: October 2014)

- HRPDC will present the issues and opportunities identified and the alternatives considered and selected by the Oversight Committee to pursue in revising the ordinances to the Planning Commission and Board of Supervisors prior to proceeding with major work on revisions to the ordinances.

Step #6: Preparation of Draft Ordinances (Completion: February 2015)

A. Administrative Provisions (Completion: October 2014)

Provisions currently contained in Articles 1, 2, 5, and 7 dealing with the purpose, enabling authority, applications, administration and enforcement will be revised based on the assessment undertaken in step #1 through #7 above and the new Zoning Ordinance. Flow charts of each major process will be prepared to facilitate discussion of these items.

B. Definitions (Completion: November 2014)

Definitions will be revised from the current ordinance to coincide with the new Zoning Ordinance and any new alternative approaches identified during the assessment process above.

C. Design Standards (Completion: December 2014)

The Design Standards (Article 3) will be redrafted to coincide with the new zoning ordinance as well as to incorporate revised standards and processes adopted by the Virginia Department of Transportation. Additional standards will be addressed as identified in the assessment process above.

D. Required Improvements (Completion: February 2015)

The required improvements (Article 4) will be revised based on the assessment process above, the new Zoning Ordinance and appropriate changes in state and federal laws related to land development.

Step #7: Finalize Draft Ordinances (Completion: February 2015)

- Following drafting of ordinances by HRPDC and review by the Oversight Committee, the revised ordinances will be prepared in final draft form for further consideration.

Step #8: Presentation of Final Draft Ordinances to Commission and Board (Completion: February 2015)

- HRPDC will present the proposed revisions to the Subdivision Ordinance and other Ordinances to the Planning Commission and Board of Supervisors for their review and comment prior to initiating the public review and public hearing process.

Step #9: Public Forum (Completion: February 2015)

- HRPDC, with the assistance from County staff, will conduct a public forum to inform the public of the changes proposed in the draft ordinances and advise the public of the process and schedule for consideration by the Planning Commission and Board of Supervisors. This meeting will provide the public with the opportunity to raise questions about the draft ordinances and provide further public comment prior to the public hearings. Depending on the public comments and questions, an additional meeting of the Oversight Committee may be held.

Step #10: Finalize Draft Ordinances for Public Hearing (Completion: March 2015)

- HRPDC will make any modifications deemed necessary as a result of the presentations to the Planning Commission and Board of Supervisors and as well as any revisions resulting from the Public Forum.

Step #11: Planning Commission Public Hearing (Completion: March 2015)

- HRPDC will present a summary of the draft ordinances at the Planning Commission's Public Hearing and respond to any questions of the Commission members and public as may be appropriate.

Step #12: Revisions from Public Hearing (Completion: March 2015)

- All comments and revisions approved by the Planning Commission will be incorporated into the ordinances by reference or revision as deemed necessary for final recommendation by the Planning Commission.

Step #13: Board of Supervisors Public Hearing (Completion: April 2015)

- HRPDC will present a summary of the draft ordinances at the Board of Supervisors Public Hearing and respond to any questions of the Board members and public as may be appropriate.

Step #14: Produce Final Ordinances (Completion: May 2015)

- HRPDC will incorporate all approved adjustments and revisions approved by the County Board of Supervisors and prepare the adopted ordinances for reproduction as well as provide the County with final digital copies of all materials developed during the ordinance update process.

Deliverables

1. Thirty (30) copies of the adopted Revised Ordinances and Regulations.
2. One copy of the Revised Ordinances and Regulations in Microsoft Word and one copy in PDF format.
3. One digital copy of any resource maps developed.

Notes:

HRPDC has anticipated 10 meetings in the County of Surry for the revision of the Surry County's Subdivision Ordinance and the County's Erosion and Sediment Control (E & S) and Wetlands Ordinances. Additional meetings beyond the number of meetings in this schedule shall be deemed as Additional Services under the attached Payment Provisions and Schedule.

Please respond with itemized budget so that we can determine cost differential for modifications noted.

## **Attachment II**

### **PAYMENT PROVISIONS AND SCHEDULE**

#### **PAYMENTS FOR BASIC SERVICES**

Payment for Basic Services shall be made monthly in proportion to services performed as described in the attached Scope of Work and Project Benchmarks.

Total Compensation for Basic Services shall not exceed Twenty Five thousand dollars (\$25,000).

#### **COMPENSATION FOR ADDITIONAL SERVICES**

- a. Services not reasonably related to the Scope of Work and Project Benchmarks may be required during the course of this contract. Such additional services shall be undertaken only after written authorization by the County Administrator.