

ZONECO Scope of Services

Module 1: Diagnose

Duration: Months 1-2

Deliverables: Draft Diagnostic Report, Final Diagnostic Report

Total Base Fee: \$19,500

Task #	Task Description	Included in Base Fee?
1.1	Review all Town Plans, Purcellville 2030, Planning Commission's "gap analysis," administrative forms, items that frequently require zoning relief, and the current zoning regulations; provided by Town staff/working committee.	Included
1.2	Distribute form to receive general comments from Town staff/working committee to gain insight into those areas needing revision and improvement within the zoning regulations and the associated procedures and administrative practices.	Included
1.3	Isolate goals for land use, architectural design, site development, and the built environment from Purcellville 2030.	Included
1.4	Create a diagnostic matrix that incorporates the Planning Commission's "gap analysis" and scores for consistency: (i) the existing zoning regulations, and (ii) all goals reviewed above; Consultant to review every provision in the existing zoning ordinance and create detailed notes and supporting the Matrix scores, and will review every line of the existing zoning ordinance.	Included
1.5	Flag potential legal issues (in consultation with the Town Attorney) identified in the course of reviewing the existing zoning ordinance.	Included
1.6	Summarize and distill the findings from the diagnostic analysis into a draft Diagnostic Report.	Included
1.7	Review draft Diagnostic Report with Town staff/working committee; revise based on comments received.	Included
1.8	Deliver final Diagnostic Report to Town staff/working committee.	Included
1.9	Present Diagnostic Report to Planning Commission and Town Council	+ \$5,500 for in person presentation

Module 2: Calibrate

Est. Duration: Months 3-6

Deliverables: Draft Calibration Table, Final Calibration Table

Total Base Fee: \$35,000

Task #	Task Description	Included in Base Fee?
2.1	Review existing zones/districts and map. Propose any amendments to zones/districts and map.	Included
2.2	Present proposed amendments to zones/districts and map to Planning Commission (in-person presentation).	Included
2.3	Prepare calibration table showing existing standards applicable to zones/district and proposed standards applicable to amended zones/districts; prepare draft use tables by zone/district.	Included

2.4	Videoconference with Town staff/working committee to review draft calibration/use tables.	Included
2.5	Finalize draft calibration/use tables.	Included
2.6	Present calibration/use tables to Planning Commission (in person).	Included
2.7	Finalize calibration/use tables in preparation for codifying.	Included

Module 3: Codify

Est. Duration: Months 7-14

Deliverables: Administrative Draft Regulations, Public Review Draft, Final Draft Regulations

Total fee budget: \$68,500

Task #	Task Description	Included in Base Fee?
3.1	Draft code outline and table of contents and present to Town staff/working committee by videoconference; revise based on comments received.	Included
3.2	Draft introduction, districts/zones, and uses sections of code with formatting and graphics and present to Town staff/working committee by videoconference; revise based on comments received.	Included
3.3	Present introduction, districts/zones, and uses sections of code to Planning Commission (in person); revise based on comments received.	Included
3.4	Draft generally applicable regulations section of code and present to Town staff/working committee by videoconference; revise based on comments received.	Included
3.5	Present generally applicable regulations section of code to Planning Commission by videoconference; revise based on comments received.	+ \$5,500 for in person presentation
3.6	Draft nonconformities, administrative procedures sections of code and present to Town staff/working committee by videoconference; revise based on comments received.	Included
3.7	Present nonconformities, administrative procedures sections of code to Planning Commission by videoconference; revise based on comments received	Included
3.8	Draft fully formatted administrative review draft code and present to Town staff/working committee by videoconference; revise based on comments received.	Included
3.9	Draft public review draft code and present to Planning Commission and Town Council (in person); revised based on comments received.	Included
3.10	Draft adoption draft code and present to Planning Commission and Town Council (in person); revised based on comments received.	Included
3.11	Deliver final adopted code with all graphics	Included