



PUBLIC NOTICE IS HEREBY GIVEN THAT THE PLANNING COMMISSION WILL
MEET FOR A REGULAR MEETING IN THE

Grand County Commission Chambers 125 East Center Street, Moab, Utah
April 6, 2026 - 12:00 PM

Call To Order

[Youtube Link](#)

Join Zoom Meeting

[Zoom Link](#)

Meeting ID: 420 993 8173

Find Your Local Number: <https://us02web.zoom.us/j/kenwhyag3>

Citizens To Be Heard

We are receiving public comments by phone and online through Zoom. Dial: (669) 900 - 6833 Meeting ID: 420 993 8173 Planning Commission Zoom Link When joining the meeting, you will be placed in a waiting room and be added to the meeting by the moderator. Your comments will be recorded and on YouTube. (Unmute for public comment: *6)

Ex Parte Communications And Disclosures

Approval Of Meeting Minutes

Presentations (15 Min)

County Commission Update

Public Hearings

General Business - Action Items - Discussion And Consideration Of Approval

1. Discuss And Recommend To The County Commission A Consultant To Prepare The Updated Land Use Code

Andrew Jackson, Planning and Zoning Director

Discussion Items

Future Considerations

Adjourn

NOTICE OF SPECIAL ACCOMMODATION DURING PUBLIC MEETINGS. In compliance with the Americans with Disabilities Act, individuals with special needs requests wishing to attend Grand County Commission meetings/hearings and other Grand County Boards, Commissions, or Committees are encouraged to contact the County two (2) business days in advance of these events. Specific accommodations necessary to allow participation of disabled persons will be provided to the maximum extent possible. T.D.D. (Telecommunication Device for the Deaf) calls can be answered at:(435) 259-1346. Individuals with speech and/or hearing impairments may also call the Relay Utah by dialing 711. Spanish Relay Utah: 1 (888) 346-3162

It is hereby the policy of Grand County that elected and appointed representatives, staff and members of the Grand County Commission meetings/hearings and other Grand County Boards, Commissions, or Committees may participate in meetings through electronic means. Any form of telecommunication may be used, as long as it allows for real time interaction in the way of discussions, questions and answers, and voting.

At the Grand County Commission meetings/hearings and other Grand County Boards, Commissions, or Committees any citizen, property owner, or public official may be heard on any agenda subject. The number of persons heard and the time allowed for each individual maybe limited at the sole discretion of the Chair. On matters set for public hearings there is a three-minute time limit per person to allow maximum public participation. Upon being recognized by the Chair, please advance to the microphone, state your full name and address, whom you represent, and the subject matter. No person shall interrupt legislative proceedings.

Requests for inclusion on an agenda and supporting documentation must be received by 5:00 PM on the Tuesday prior to a regular Commission Meeting and forty-eight (48) hours prior to any Special Commission Meeting. **Information relative to these meetings/hearings may be obtained at the GrandCounty Commission's Office,125 East Center Street, Moab, Utah; (435)259-1346.**



AGENDA SUMMARY

Planning Commission Meeting

Date: April 6, 2026

Title: Discuss and recommend to the County Commission a consultant to prepare the updated Land Use Code

If this submission is from the general public you will need a commission sponsor, feel free to contact the Commission Administrators Office with any questions commadmin@grandcountyutah.net (435) 259-1342 or contact the Commissioners directly at commission@grandcountyutah.net

Fiscal Impact:

Presenter(s): Andrew Jackson, Planning and Zoning Director

Department: Planning and Zoning

Legal Review: Not Applicable

Approved and within budget? Yes

Budget Number:

Recommended Motion:

Background:

Attachments:

1. Agenda Summary-LUC RFP Award PC 04-06-2026
2. Final RFP for LUC 2-26-26 (1)
3. Grand County Land Use Code Rewrite Scoring Sheet
4. 1-czb Submittal for Grand County Land Use Development Management Code Rewrite
5. 1-Grand Co LU Update 2026 - proposal HPG and JDE
6. 1-Sunrise Engineering - Grand County Land Use Development Management Code Rewrite



AGENDA SUMMARY/STAFF REPORT

Grand County Special Planning Commission Meeting

Date: April 6, 2026

Review and recommendation for approval for a Consultant to prepare a rewrite of the Land Use Code.

Presenter(s): Andrew Jackson, Planning and Zoning Director

Department: Planning and Zoning

Legal Yes

Approved and within budget? Not Applicable

Review:

Background: On March 20, 2026, Grand County published a Request for Proposals for a Land Use and Development Management Code rewrite. The RFP was published in accordance with the Grand County Purchasing Policy. Three responses were received by the March 20th deadline. The responses were scored by a staff committee consisting of Mark Tyner, Quinn Hall, Sean Yeates, and Andrew Jackson. Please see the attached RFP, Scoring Sheet, and Proposals from each firm.

The results of the average scoring are:

Scoring Results		
CZB	Hansen Planning Group	Sunrise Engineering
56.25	67.75	73.5

Staff Recommendation: The staff recommends that the Planning Commission recommend Sunrise Engineering as the selected firm to be awarded the contract to rewrite the Land Use and Development Management Code.

Recommended Motion: I move to recommend the County Commission award the contract for the Land Use and Development Management Code to Sunrise Engineering.

Attachments:

- RFP
- Scoring Sheet
- RFP Responses



GRAND COUNTY
— U T A H —

REQUEST FOR PROPOSALS (RFP) GRAND COUNTY, UTAH

for

**LAND USE & DEVELOPMENT MANAGEMENT
CODE REWRITE**

Proposals due by:
March 20, 2026, at 4:00 p.m.

Electronic Submissions only:
Submitted via the U3P Public Procurement Platform
utah.bonfirehub.com

Technical inquiries are to be addressed by using the
U3P Utah Public Procurement Platform

INTRODUCTION AND PURPOSE

Grand County, Utah (the “County”) invites qualified planning and land use consulting firms (“Proposers”) to submit proposals to *comprehensively rewrite and simplify* the Grand County Land Use Code (the “Code”). The County seeks a modern, clear, internally consistent, and legally defensible land use code that implements the County’s General Plan, supports predictable development outcomes, and is tailored to the County’s unique rural, resort, and environmental context.

The rewritten Code shall improve usability for staff, elected officials, applicants, and the public; align with the current Utah State Code; and reflect best practices in contemporary land use regulation while remaining practical for a rural county with limited administrative capacity.

2. BACKGROUND

Grand County is located in southeastern Utah and encompasses a diverse range of land use contexts, including incorporated municipalities, unincorporated communities, agricultural lands, public lands, resort areas, and environmentally sensitive landscapes. The County currently administers land use regulations that have evolved over time through incremental amendments, resulting in complexity, redundancy, and internal inconsistencies.

The County desires a full rewrite of the Land Use Code rather than a piecemeal amendment process.

3. PROJECT OBJECTIVES

The primary objectives of this project include:

- Produce a clear, user-friendly, and enforceable Land Use Code
- Ensure consistency with the adopted Grand County General Plan
- Ensure compliance with current Utah State Code (Title 17, Chapter 79, and related statutes)
- Simplify and streamline development procedures
- Improve clarity of zoning districts, uses, standards, and procedures
- Strengthen legal defensibility and reduce ambiguity
- Support predictable outcomes for applicants and decision-makers
- Provide a format that is easy to amend and maintain over time
- Address Grand County–specific land use conditions, including:
 - Rural and remote development patterns
 - Resort, recreation, and tourism-related land uses
 - Agricultural and resource-based uses
 - Environmentally sensitive lands and scenic resources
 - Existing overlay zones, special areas, and public lands interfaces
 - Simplify the conditional use permit process

4. SCOPE OF WORK

This RFP is structured as a two-phase project. Proposers shall submit a proposal addressing both phases, with the understanding that Phase 2 authorization is contingent upon successful completion of Phase 1 and formal County approval.

Phase 1 – Code Audit, Framework, and Policy Direction

- Project kickoff meeting with County staff
- Comprehensive audit of the existing Land Use Code, zoning map, and related ordinances
- Identification of internal conflicts, redundancies, outdated provisions, and legal vulnerabilities
- Review of the adopted Grand County General Plan and applicable sub-area or special area plans
- Evaluation of existing zoning districts, overlay zones, and special regulations
- Preparation of a Code Audit and Framework Memorandum, including:
 - Key issues and constraints
 - Recommended code organization and format
 - Proposed zoning district structure and use table approach
 - Recommended treatment of overlays, special areas, and environmental constraints
 - Policy questions requiring Planning Commission or County Commission direction
- Presentation of Phase 1 findings at Planning Commission and County Commission work sessions

Phase 1 Deliverables:

- Code Audit and Framework Memorandum
- Annotated Table of Contents for the rewritten Code
- Summary presentation materials

Phase 2 – Land Use Code Drafting and Adoption Support

- Phase 2 shall commence only upon written authorization from the County.
- Drafting of the full Land Use Code consistent with approved Phase 1 direction
- Development of zoning district purpose statements, use tables, and standards
- Drafting of development standards that are objective, measurable, and enforceable
- Drafting of administration and procedures consistent with Utah State Code
- Preparation of administrative draft, public review draft, and final adoption-ready Code
- Participation in Planning Commission and County Commission meetings and public hearings

Phase 2 Deliverables:

- Updated Land Use and Development Management Code

5. DELIVERABLES

At a minimum, the Consultant shall provide:

Phase 1 Code Audit and Framework Memorandum

- Annotated Code Outline and Organizational Framework
- Administrative Draft Land Use Code
- Public Review Draft Land Use Code
- Final Adoption-Ready Land Use Code
- Redline/strikeout comparison to the existing Code

Maps and Graphics Requirements

- The Consultant shall prepare clear, publication-ready maps and graphics, including:
- Updated zoning district structure diagrams
- Overlay zone and special area graphics
- Process flowcharts for development review and approvals
- Tables, figures, and diagrams illustrating procedures and standards

Maps and graphics shall:

- Be suitable for inclusion directly within the Code
- Be delivered in editable format (e.g., Adobe Illustrator, GIS-compatible, or equivalent)
- Be coordinated with the County’s existing GIS and mapping conventions

Phase 2 Land Use Code

- Updated Land Use and Development Management Code with all appurtenant indexes, forms, and diagrams.

Digital deliverables shall be provided in Microsoft Word and searchable PDF formats, with graphics provided as separate editable files.

6. TIMELINE

The County anticipates a compressed project duration of approximately four to five (4–5) months from Notice to Proceed. Proposers shall include a detailed schedule demonstrating the ability to meet this timeframe.

Key expectations include:

Phase 1 completion within approximately 6–8 weeks of Notice to Proceed (June 30, 2026)

Phase 2 completion within approximately 10–12 weeks following Phase 1 authorization (September 22, 2026)

Clearly identified review periods for staff, Planning Commission, and County Commission

7. PROPOSAL SUBMITTAL REQUIREMENTS

Proposals shall include the following sections:

- Cover Letter
- Firm Qualifications and Relevant Experience
- Project Team and Roles
- Proposed Approach and Methodology
- Public Engagement Strategy
- Project Schedule
- Cost Proposal and Fee Breakdown
- References (minimum of three)

8. COST PROPOSAL

Proposers shall submit a lump-sum fee proposal for Phase 1, with a separate not-to-exceed fee proposal for Phase 2.

The County reserves the right to:

1. Authorize Phase 1 only
2. Negotiate scope and fee prior to Phase 2 authorization
3. Modify or reduce Phase 2 scope based on Phase 1 outcomes

9. EVALUATION CRITERIA

The evaluation team will consist of members of the County Commission, Planning Commission, and staff. Proposals will be evaluated using the following criteria:

Experience with land use code rewrites
Understanding of Utah land use law and the Grand County context
Proposed two-phase approach and schedule
Qualifications of the project team
Quality of maps, graphics, and code visualization approach
Cost proposal structure

9A. SCORING SHEET

Evaluation Criterion Weight Score (1–5) Weighted Score

- | | |
|------------------------------------|------------|
| • Relevant Code Rewrite Experience | 25% |
| • Utah Law & Grand County Context | 25% |
| • Two-Phase Approach & Schedule | 20% |
| • Project Team Qualifications | 15% |
| • Maps, Graphics & Visual Clarity | 10% |
| • Cost Proposal Structure | <u>5%</u> |
| | Total 100% |

10. PROCUREMENT SCHEDULE

RFP Issued: February 27, 2026

Questions Due: March 6, 2026, **4:00 pm**

Responses to Questions Issued: March 13, 2026, **6:00 pm**

Proposals Due: March 20, 2026, **4:00 pm**

Interviews (if needed): March 26, 2026

Notice of Award: April 7, 2026, **8:00 pm**

11. GENERAL CONDITIONS AND PROCUREMENT REQUIREMENTS

The following provisions reflect standard Grand County procurement requirements and shall apply to this RFP:

A. County Rights and Reservations

Grand County reserves the right to reject any or all proposals, or any part thereof, and to waive informalities or technical defects if deemed to be in the best interest of the County.

The County reserves the right to request clarification or additional information from any proposer.

The County may cancel this RFP or issue revisions by addendum at any time prior to the proposal due date.

The County is not obligated to award a contract under this RFP.

B. Proposal Preparation Costs

All costs incurred in preparing proposals and participating in the procurement process are the sole responsibility of the proposer. The County shall not be liable for any costs incurred by proposers prior to contract execution.

C. Public Records and GRAMA

All proposals submitted shall become the property of Grand County and may be subject to public disclosure in accordance with the Government Records Access and Management Act (GRAMA), Utah Code Title 63G, Chapter 2.

If a proposer believes that portions of its proposal qualify as protected or controlled records under GRAMA, such portions shall be clearly identified and submitted in accordance with Utah law. The County makes no representation that such information will be protected from disclosure.

D. Conflict of Interest

Proposers shall disclose any actual or potential conflicts of interest. The County reserves the right to disqualify any proposer whose conflict of interest is deemed unacceptable.

E. Compliance with Laws

The selected consultant shall comply with all applicable federal, state, and local laws, regulations, and ordinances, including, but not limited to, Utah procurement statutes and land-use laws.

F. Contractual Agreement

The successful proposer will be required to enter into a professional services agreement with Grand County. The County's standard contract terms shall apply, and any exceptions requested by the proposer must be clearly identified in the proposal.

G. Independent Contractor

The consultant shall perform all services as an independent contractor and not as an officer, employee, or agent of Grand County.

H. Non-Discrimination

The consultant shall comply with all applicable federal and state non-discrimination laws and regulations.

12. SUBMITTAL INSTRUCTIONS

Proposals shall be submitted electronically in PDF format to: to the U3P portal at utah.bonfirehub.com by the date listed on the Procurement Schedule.

13. QUESTIONS

All questions concerning this RFP shall be submitted to the Public Q+A section of the U3P Portal by the date listed on the Procurement Schedule.

14. LINKED DOCUMENTS

Land Use Code:

<https://www.codepublishing.com/UT/GrandCounty/>

Future Land Use Plan for Spanish Valley:

<chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.grandcountyutah.net/DocumentCenter/View/23881/GrandCounty-Spanish-Valley-Future-Land-Use-Plan-Adopted-Dec-2024?bidId=>

Grand County Land Use Code Rewrite

Proposing Firm: _____

Proposal Evaluation Scoring Sheet

Reviewer Information

- Reviewer Name: _____
-

Scoring Instructions

- Score each criterion using the scale below.
- Provide brief justification for each score.
- Total possible score: **100 points**

Score Description

0–2 Does not meet requirements / major deficiencies

3–5 Partially meets requirements

6–8 Meets requirements

9–10 Exceeds requirements

Evaluation Criteria

1. Relevant Code Rewrite Experience (25 points)

Sub-Criteria	Max Points	Score	Comments
Demonstrated experience drafting modern, user-friendly land use codes	15	_____	
Use of best practices (simplicity, graphics, administrative clarity, defensibility)	10	_____	
Subtotal (25 max):	_____		

2. Utah Law & Grand County Context (25 points)

Sub-Criteria	Max Points	Score	Comments
Experience with Utah counties or similar rural/western communities	15	_____	
Quality and relevance of past projects	10	_____	
Subtotal (25 max):	_____		

3. Two-Phase Approach & Schedule (20 points)

Sub-Criteria	Max Points	Score	Comments
Realistic and detailed timeline	10	_____	
Clear deliverables (audit memo, draft modules, final code, graphics)	10	_____	
Subtotal (10 max):	_____		

4. Project Team Qualifications (15 points)

Sub-Criteria	Max Points	Score	Comments
Qualifications of the project manager and key staff	10	_____	
Availability and capacity to meet the schedule	5	_____	
Subtotal (10 max):	_____		

5. Maps, Graphics & Visual Clarity (10 points)

Sub-Criteria	Max Points	Score	Comments
Quality of maps and graphics	5	_____	
Code visualization approach	5	_____	
Subtotal (10 max):		_____	

6. Cost Proposal Structure (5 points)

Criteria	Max Points	Score	Comments
Cost Clarity, Structure, and Justification (hours, tasks, assumptions)	5	_____	
Subtotal (5 max):		_____	

Total Score

Category	Points
Relevant Code Re-write Experience	____ / 25
Utah Law and Grand County Context	____ / 25
Two-Phase Approach & Schedule	____ / 20
Project Team Qualifications	____ / 15
Maps, Graphics & Visual Clarity	____ / 10
Cost Proposal Structure	____ / 5
TOTAL SCORE:	_____ / 100

Overall Ranking & Recommendation

- Proposal Rank (among all submittals): _____
 - Strengths:
-

- Weaknesses:
-

Recommendation

- Highly Recommend
 - Recommend
 - Recommend with Conditions
 - Do Not Recommend
-

Optional: Shortlisting Threshold

(For internal use)

- Advance to Interview (Score \geq _____)
-

Optional: Interview Score Add-On (if used)

Criteria	Max Points	Score
Team communication and clarity	10	_____
Responsiveness to questions	10	_____
Fit with County priorities	10	_____
Interview Total:		_____ / 30

Notes:



Confront your community's biggest challenges

PROPOSAL FOR LAND USE & DEVELOPMENT MANAGEMENT CODE REWRITE

for Grand County, UT



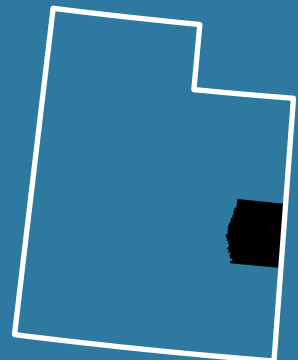
Submitted by **czbLLC**
March 2026

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czbLLC
Colorado Office
1314 Main Street,
Suite 203
Louisville, CO 80027

czb.org



Letter of Interest

czbLLC
Colorado Office
1314 Main Street,
Suite 203
Louisville, CO 80027

czb.org



March 20, 2026

Grand County Planning & Zoning Department
Attention: Andrew Jackson, Planning Director
59 N 200 East
Moab, UT 84532-2657

To Mr. Jackson and the Selection Committee:

In response to the County's RFP for a two-phased approach to the zoning code update—a Phase 1 Code Audit followed by a Phase 2 Comprehensive Code Update—czb is honored to submit our credentials and proposal for your consideration. czb is a national planning firm with four main specialties: comprehensive and land use plans; housing analysis and strategy; neighborhood revitalization; and development codes. We have had the pleasure to work with Grand County before, having prepared the Land Use Element for the General Plan in 2024, and would be grateful to write the code that allows for the full implementation of that plan.

We are confident we understand the issues facing Grand County. In this day and age—particularly since 2020—the mountain west's special small towns are no longer undiscovered. Whether you are in Castle Valley or the Spanish Valley, development pressures of various types exist, and the right code matters greatly in terms of how new development, or property redevelopment, are integrated into the existing built fabric.

When I was the Planning Director for Park City, now more than a decade ago, we could hardly foresee the possibility that there would soon be a bit of Park City everywhere across the west. In the face of increasing development pressures, planning plays a critical role in shaping a community's vision and establishing a desired direction. However, planning alone does not fully address the day-to-day challenges faced by planning and zoning departments. For this reason, our firm embraces a "plan-to-code" approach—ensuring that a community's vision, as expressed in a non-binding plan, is effectively implemented through a coordinated code update or rewrite. With the recent adoption of the County's General Plan, your community is well positioned to advance this effort and ensure that future development reflects the community's shared vision.

We further understand the urgent timeline facing the County and we are positioned to respond accordingly. In a strange coincidence of timing, we have good availability this Spring and Summer to dedicate significant effort to Grand County, especially by myself and another partner. Our ongoing work currently includes an update to the Fargo, ND land development code (June 2026 completion); Whitefish, MT land use plan and code update (May 2026 completion), and the Garland, TX housing strategy (April 2026 completion).

My team and I are excited about the opportunity to partner with you on the code audit and update. As outlined in our proposal, we have provided two approaches for Phase 2: a Phase 2A option that aligns with the RFP's scope for a targeted code update, and a Phase 2B option that offers a more comprehensive, holistic code rewrite should the County wish to pursue a more robust solution following the Phase 1 audit. We fully recognize that time and budget are important concerns but wanted to present this alternative for your consideration. Regardless of whether the County selects Phase 2A or Phase 2B, our team is confident in our ability to deliver a high-quality code that addresses the issues identified in the RFP.

If you have any questions about any part of this proposal, or our approach to the project, please do not hesitate to contact me at any time.

Sincerely,

Thomas Eddington, Partner, Colorado Office
teddington@czb.org
(609) 335-2850

Firm Profile

czb is a national planning practice with experience in over 40 states since 2001. We specialize in market-based economic analysis, housing analysis, and strategy development for communities seeking to shape their futures and willing to put in the effort to obtain the outcomes they want.



The professionals who comprise czb are seasoned experts in their respective fields of urban planning and design, econometric analysis, historic preservation, real estate development and finance, affordable housing and community development, and demand-based strategy and policy development. Communities never succeed or fail solely because of a single factor like design or jobs or affordable housing and, in recognizing this, czb has built an interdisciplinary team of some of the finest community development minds in the United States.

In our experience, communities set the course for their future in direct proportion to the degree to which they stay ahead of trends and capably manage a range of influential forces – internal as well as external. These interconnected forces are economic, demographic, political, and social in nature. Furthermore, they are filtered through and strongly shaped by the core values of a community’s residents and stakeholders. When events and influences are capably managed, the community’s values play a large role in determining policy. But good policy relies on data as well.

To do this successfully – to manage change so that outcomes reflect local aspirations – requires incorporating community values into policy-making as well as continually collecting and analyzing the right data to guide the community (and its political leaders) in making what are often difficult choices.

What czb does better than any planning practice in the United States is help communities clarify what’s at stake, get the information they need to make good decisions, and help them grow their capacity to manage and implement change.

We serve our clients across America from offices in three locations:

Mid-Coast Maine	Western New York	Front Range Colorado
Grant Building 31 Centre Street Bath, ME 04530	6 N. Main Street, Suite 140 Fairport, NY 14450	1314 Main Street, Suite 203 Louisville, CO 80027



Relevant Projects

[Click here to view the document](#)

FARGO GROWTH PLAN & LAND DEVELOPMENT CODE

FARGO, ND
2023-2026



czb first arrived in Fargo in 2020 to work on the Core Neighborhoods Master Plan which addresses issues of market stagnation that had occurred in near-downtown neighborhoods as the city developed its periphery. This remained a major theme when the Fargo turned to czb once again to create a long-range plan for citywide growth—one that effectively guides and shapes growth on the edges while defining the community's desired balance of new development and redevelopment. Working with a technical committee of staff from City Hall and partner agencies, as well as an Advisory Committee of community stakeholders, czb led an interdisciplinary team through a process that helped the community decide where and how Fargo should grow in the future.

Following the unanimous adoption of the new growth plan in August 2024, czb was retained again to update Fargo's Land Development Code (LDC). The new LDC will include new standards to enhance urban form, new mixed-use districts and standards to facilitate corridor redevelopment, and offers more administrative review in exchange for meeting the new, higher standards.



Relevant Projects

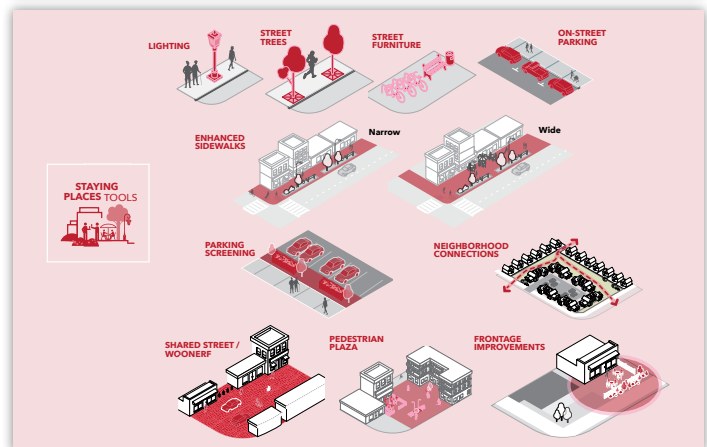
[Click here to view the document](#)

WHEAT RIDGE CITY PLAN

WHEAT RIDGE, CO
2025



As the Denver region strengthened in the 21st Century, and demographic turnover occurred, Wheat Ridge found itself both facing housing and development pressure from a strong market, and playing catch-up on infrastructure and amenities demanded by its changing base of residents. czb was retained to write a new comprehensive plan, titled Wheat Ridge City Plan, that would respond to these changing circumstances and help the city continue on its path of modernization and increased desirability. The plan focuses on four key priorities, including a more robust bicycle and pedestrian network and a strengthened retail environment. It also features a sophisticated approach to curating development and redevelopment in a city that has few greenfield sites, and that must ensure peaceful coexistence between new development and existing residential neighborhoods.

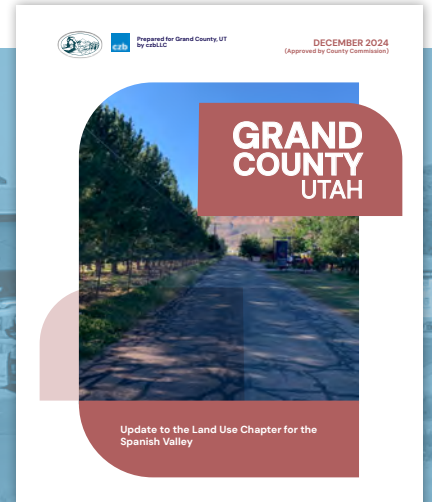


Relevant Projects

[Click here to view the document](#)

UPDATE TO THE LAND USE CHAPTER FOR THE SPANISH VALLEY

GRAND COUNTY, UT
2024



Grand County, Utah spans more than 3,500 square miles and encompasses portions of two of America's most iconic national parks—Arches and Canyonlands. This extraordinary landscape has made the area an international tourist destination, supported by the County's 10,000 residents—over 90% of whom live in the Spanish Valley, including the City of Moab. Alongside the thriving tourism industry, Grand County is experiencing steady growth from amenity migrants and retirees seeking to make Moab their full- or part-time home. These trends have introduced complex land use challenges related to housing, community character, transportation, and overall livability.

Facing a tight timeline to complete a Future Land Use Plan as part of its General Plan update, the County Planning Department engaged czb to lead the effort. In close collaboration with Planning Department staff, County Commissioners, and local stakeholders, czb facilitated a streamlined process that delivered a comprehensive land use plan for the Spanish Valley in under six months. The process included stakeholder interviews, two rounds of community workshops, and joint working sessions with the Planning Commission and County Commission. The resulting Land Use Chapter was formally adopted by the County Commission in late 2024.

COMPONENT 1

More Centers, Less Corridor Sprawl

The growth framework for this land use plan could be titled "Balancing Inner Growth and Edge Protection" – a sentiment generally expressed by the community throughout the planning and public outreach process for the General Plan. By encouraging built development within our community's existing built fabric, we can better preserve the surrounding rural areas and natural habitat. By concentrating growth inward, we make more efficient use of existing infrastructure, reduce the need for costly expansion, and maintain or enhance the vibrant character of established neighborhoods. By protecting the city's boundaries, we ensure that growth is managed responsibly, balancing the need for new development with the preservation of the surrounding environment, ultimately creating a more compact, livable, and sustainable community.

Moving forward, variation in development intensity should be incorporated along the highway around the a string of centers – where the majority of the corridor maintains its characteristically low density but with a location or a few locations, intersections, that allow for additional density and help to create a community center, or node, of activity.

What are Centers?
Centers are mixed-use clusters with higher density residential development and a concentration of people for walking, shopping, recreation, and work. By concentrating development along the corridor, we can reduce the need for additional infrastructure and create a more sustainable, walkable, vibrant community. By concentrating development in these centers, the county can enhance its infrastructure efficiency while the need for car travel and create a more sustainable urban form. These mixed-use areas should be strategically located to serve existing neighborhoods and include commercial areas, while retaining the need for current expansion.

22 Update to the Land Use Chapter for the Spanish Valley | Approved by CC 10/15/24 | czbLLC

Expanding Service-Related Jobs

Midway Food Corridor

Smart & Sustainable

23 Update to the Land Use Chapter for the Spanish Valley | Approved by CC 10/15/24 | czbLLC

What are Place Types?

Place Types help shape the future of our communities by focusing on the look and feel of places – their form and character, distinctive characteristics, right-of-way components, etc. – instead of focusing only on land use. They help provide insight into various forms that development can take and describe present and future conditions. The Future Land Use Map helps illustrate the recommended pattern for development in Spanish Valley based on the planning principles and growth framework. While adherence to this map is important to carry out the vision of the plan, there may be site considerations related to topography, the environmental conditions, or the type and/or quality of adjacent infrastructure that necessitate a more detailed review to determine whether other proposals use an existing designation in accordance with the Future Land Use Map and the place types recommendations.

How do Place Types fit into the Growth Framework?

The Place Types represent both land use and character recommendations for development. They are used to guide the planning process and to ensure that the growth framework is consistent with the Future Land Use Map and the place types recommendations.

24 Update to the Land Use Chapter for the Spanish Valley | Approved by CC 10/15/24 | czbLLC

PLACE TYPE: Rural Residential

PLACE TYPE: Range & Grazing / Open Lands

Rural Residential
Rural Residential generally consists of single-family homes on large lots. Other features include open fields, pastures, meadows, and streams, as well as accessory buildings, such as barns, storage sheds, and guest houses. Rural Residential may be present on higher elevation sites.

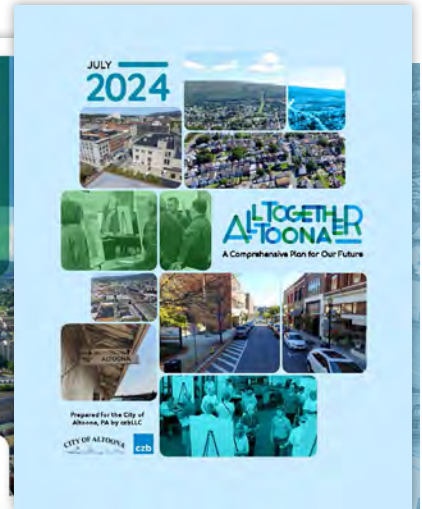
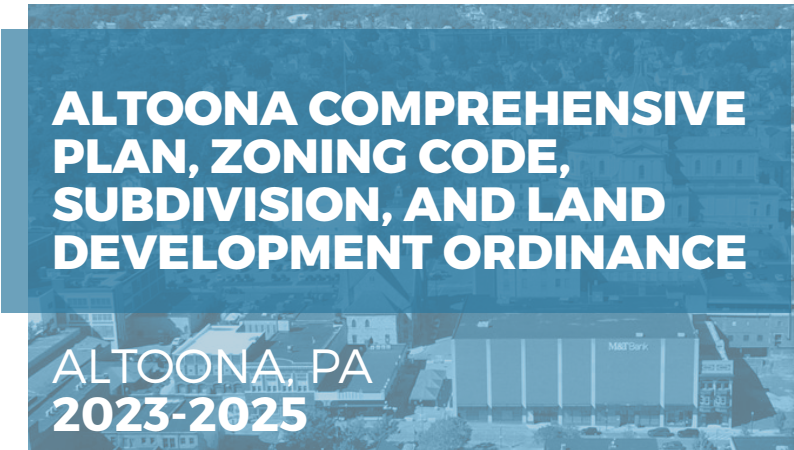
Range & Grazing / Open Lands
Range and Grazing / Open Lands generally consist of large open areas, and grasslands and for grazing livestock as well as natural areas which are also included in this place type. Ranches or farms, barns, storage facilities, silos and/or other structures commonly dot the range and grazing landscape.

25 Update to the Land Use Chapter for the Spanish Valley | Approved by CC 10/15/24 | czbLLC

Relevant Projects

[Click here to view the document](#)

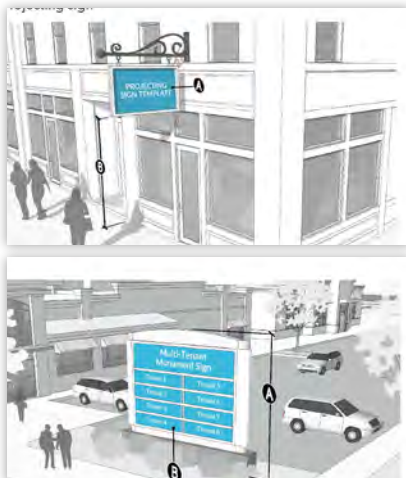
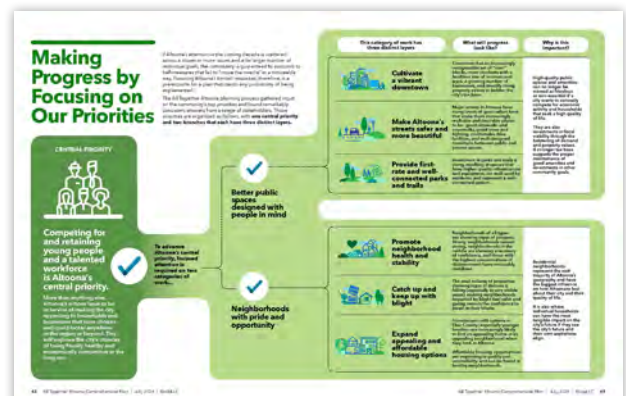
[Click here to view the document](#)



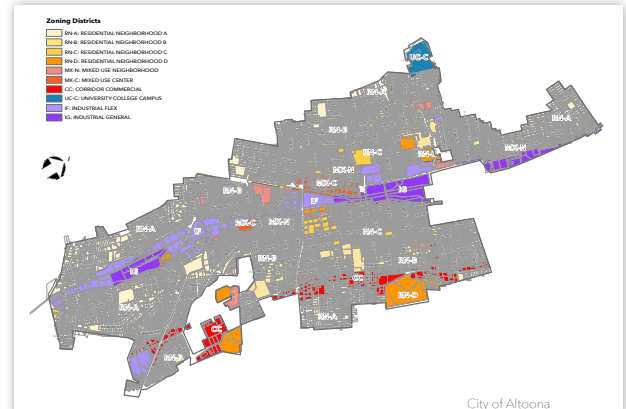
Although Altoona was designated as “financially distressed” by the Commonwealth of Pennsylvania in 2012, its financial outlook had improved by 2023. High-quality housing opportunities had been added to the city’s landscape. And there were glimmers of positive market activity downtown.

With an eye on boosting this momentum and not losing ground, the City of Altoona hired czb to facilitate a new implementable comprehensive plan. czb’s process found that the progress the City was after—improved streets and sidewalks, a more vibrant downtown, reductions in neighborhood blight—was not achievable with its traditional low-tax, low-investment approach. The implementation strategy embraced by community stakeholders, and unanimously adopted in July 2024, calls for the creation of a public-private investment fund and a boost to City Hall’s operational capacity.

In the subsequent 12 months, czb updated the City’s development regulations. Notable improvements included form standards, the permitting of missing middle housing and ADUs in select areas, new mixed-use districts for land use flexibility, a new campus district for Penn State-Altoona, and the design of a by-right administrative review process.



C. Building Placement		D. Building Composition	
1. PRIMARY BUILDING VERTICES	<ul style="list-style-type: none"> Primary vertical building corner joint: 2.6, 12.6 Building Footprint: 10% Secondary corner height (minimum): 2.8, 12.8 Height of Corner: 10% Height of Corner: 10% Height of Corner: 10% Height of Corner: 10% 	1. HEIGHT	<ul style="list-style-type: none"> Build Foot Height (Minimum): 11'10" (8') Build Foot Height (Maximum): 22' (8')
2. WIDTH	<ul style="list-style-type: none"> Primary street facing building width: 100% 	2. ENTRANCE	<ul style="list-style-type: none"> Minimum Street Access: 20' (8') Distance Between Street Faces: 20' Distance Between Street Faces: 20' Distance Between Street Faces: 20'
3. TRANSPARENT	<ul style="list-style-type: none"> Ground story (min): 10% Upper story (min): 25% 	3. TRANSPARENT	<ul style="list-style-type: none"> Ground story (min): 10% Upper story (min): 25%



Relevant Projects

[Click here to view the document](#)

POUGHKEEPSIE COMPREHENSIVE PLAN & ZONING CODE UPDATE

POUGHKEEPSIE, NY
2022



czb's process for Poughkeepsie delivered a full draft plan in just nine months that was built around three key priorities, a set of clear outcomes, and a block-level approach to implementation. The PK4Keeps comprehensive plan provides a level of focus that had long been absent in the city's planning efforts and a basis for making decisions that support social equity and sound environmental outcomes.

The zoning code updates achieved a number of important objectives. The zoning district framework was simplified, reducing the number of districts to a more manageable number. New density bonuses were put in place to facilitate inclusionary housing, and missing middle housing types were allowed in certain districts. The updated code also now includes supplemental regulations for cannabis-related uses to meet New York State requirements.



The Process to Define a New Vision for Poughkeepsie

PK4Keeps was developed over three phases during 2021 and 2022. It was guided by input from a steering committee and the broader public to ensure that the resulting vision is a reflection of the community's values, priorities, and desired direction.

OUR PRIORITIES

- Improve residential quality of life
- Expand access to good and affordable housing opportunities
- Strengthen civic life and commercial vitality

OUR CORE VALUES

- We are committed to being **INCLUSIVE** and **ENTREPRENEURIAL** and **FAR-SIGHTED**.

OUR DIRECTION

A Change of Course
to meaningfully advance Poughkeepsie's priorities

STEP 1 Tool Identification and Assembly

What is essential about each commercial block type?

Summary of key topics for the commercial block types:

Block Type	Prevailing Conditions	Opportunities	Challenges	Goals
Downtown Core Blocks	The Downtown Core Blocks have been largely replaced by new construction, but the quality of public realm and streetscape is poor. There is a high concentration of parking and a high concentration of people. The presence of individuals engaging with businesses is low.	The core blocks are a well-defined geographic area with a high concentration of people. Major transit routes intersect here, and the area is well-served by public transit. Major transit routes intersect here, and the area is well-served by public transit.	Competition with adjacent areas. The core blocks are a well-defined geographic area with a high concentration of people. Major transit routes intersect here, and the area is well-served by public transit.	Three core blocks. Competition with adjacent areas. The core blocks are a well-defined geographic area with a high concentration of people. Major transit routes intersect here, and the area is well-served by public transit.
Downtown Peripheral Blocks	The Downtown Peripheral Blocks have been largely replaced by new construction, but the quality of public realm and streetscape is poor. There is a high concentration of parking and a high concentration of people. The presence of individuals engaging with businesses is low.	The Downtown Peripheral Blocks have been largely replaced by new construction, but the quality of public realm and streetscape is poor. There is a high concentration of parking and a high concentration of people. The presence of individuals engaging with businesses is low.	Competition with adjacent areas. The core blocks are a well-defined geographic area with a high concentration of people. Major transit routes intersect here, and the area is well-served by public transit.	Three core blocks. Competition with adjacent areas. The core blocks are a well-defined geographic area with a high concentration of people. Major transit routes intersect here, and the area is well-served by public transit.
Neighborhood Commercial Blocks	Poughkeepsie is a neighborhood-scale commercial district with opportunities for new construction. The Downtown Peripheral Blocks have been largely replaced by new construction, but the quality of public realm and streetscape is poor. There is a high concentration of parking and a high concentration of people. The presence of individuals engaging with businesses is low.	Neighborhood-scale commercial blocks offer opportunities for new construction. The Downtown Peripheral Blocks have been largely replaced by new construction, but the quality of public realm and streetscape is poor. There is a high concentration of parking and a high concentration of people. The presence of individuals engaging with businesses is low.	Competition with adjacent areas. The core blocks are a well-defined geographic area with a high concentration of people. Major transit routes intersect here, and the area is well-served by public transit.	Three core blocks. Competition with adjacent areas. The core blocks are a well-defined geographic area with a high concentration of people. Major transit routes intersect here, and the area is well-served by public transit.

PK4KEEPS PRIORITIES

These three priorities, which are not ranked, lead into and influence the quality of the city's public realm and streetscape. They are the foundation for the city's vision for a vibrant civic and commercial spheres.

How these priorities emerged: The key trends and conditions that have shaped Poughkeepsie have changed in recent years. The city's public realm and streetscape have been largely replaced by new construction, but the quality of public realm and streetscape is poor. There is a high concentration of parking and a high concentration of people. The presence of individuals engaging with businesses is low.

Improve residential quality of life

What this priority refers to: Sense of safety and comfort. Revitalization of "older" neighborhoods with broad appeal. Feeding of connectivity to neighbors. Connection to transportation alternatives.

Expand access to good and affordable housing opportunities

What this priority refers to: Condition and extent of the city's housing stock. Provision of "higher" quality housing options. Healthy levels of investment and opportunity for diverse housing.

Strengthen civic life and commercial vitality

What this priority refers to: Engagement in the civic life of the community. Active participation in decision-making and plan implementation. A team effort that brings the community together.



MU5 (Map 5 - MU5)

1. Purpose: MU5 is a medium-density residential district designed to accommodate a mix of housing types, including single-family detached, townhomes, and multi-family units. It is intended to provide a high-quality residential environment with a mix of housing types and a high concentration of people.

2. Lots & Parking: MU5 is designed to accommodate a mix of housing types, including single-family detached, townhomes, and multi-family units. It is intended to provide a high-quality residential environment with a mix of housing types and a high concentration of people.

3. Building Placement and Composition: MU5 is designed to accommodate a mix of housing types, including single-family detached, townhomes, and multi-family units. It is intended to provide a high-quality residential environment with a mix of housing types and a high concentration of people.

STATION #2 Residential Zoning Districts

What Proposed Residential Districts Look Like

District	Number of Lots	Number of Units	Number of Units per Lot	Number of Units per Acre
R-1	100	100	1.0	100
R-2	200	200	1.0	200
R-3	300	300	1.0	300
R-4	400	400	1.0	400
R-5	500	500	1.0	500
R-6	600	600	1.0	600
R-7	700	700	1.0	700
R-8	800	800	1.0	800
R-9	900	900	1.0	900
R-10	1000	1000	1.0	1000

STATION #2 Residential Zoning Districts

Current and Proposed Residential Districts

District	Number of Lots	Number of Units	Number of Units per Lot	Number of Units per Acre
R-1	100	100	1.0	100
R-2	200	200	1.0	200
R-3	300	300	1.0	300
R-4	400	400	1.0	400
R-5	500	500	1.0	500
R-6	600	600	1.0	600
R-7	700	700	1.0	700
R-8	800	800	1.0	800
R-9	900	900	1.0	900
R-10	1000	1000	1.0	1000

Relevant Projects

[Click here to view the document](#)

GVL 2040 COMPREHENSIVE PLAN AND DEVELOPMENT CODE

GREENVILLE, SC
2021-2022



The GVL2040 comprehensive plan is focused on addressing the externalities of the community's economic revitalization—rapid growth in jobs and population, increased land consumption, rising housing costs, and worsened traffic congestion. The resulting plan gives Greenville the tools for making decisions on a daily basis that align with the plan's vision and support the realization of plan priorities, which include open space preservation, increased affordable housing, and more diverse mobility options.

Subsequent to adoption of GVL2040, the City was in clear need of a new code that would both implement the new vision for Greenville and increase predictability of process and outcomes for participants in the review and approval system, as well as for community stakeholders affected by development. The new code, employing a mix of both traditional use-based and modern form-based approaches, codifies the community's vision and will bring it to life as the city continues to redevelop. The code features a "base+bonus" system that provides development bonuses in exchange for inclusionary housing outcomes and open space contributions.



What does Greenville want to be in 2040?

The community input behind the development of GVL 2040 expresses a vision for growth and quality of life defined by what Greenville values most, its vibrant priorities, and its commitment to doing the work necessary to achieve what it wants.

GREENVILLE IN 2040 IS A PLACE WHERE...

Decisions reflect our values

We have been faithful in our commitment to be: **Resourceful, Entrepreneurial, Inclusive, Courageous**

Our values are put into practice through the application of our planning principles

We have listened to historically absent or ignored voices. We have not harmed our people without meaningful mitigation. We have applied the "Triple Bottom Line" to take Resourceful, Entrepreneurial, Inclusive, and Courageous impacts into account and strive to be right.

We have set standards we can be proud of decades from now.

We grow in a manner that respects and builds from our assets while helping us achieve significant progress on our community's priorities

We have grown and developed in a way that is: **Respectful, Entrepreneurial, Inclusive, and Courageous**

Open Space and the Environment

Preservation and creation of open space and natural resources are essential to the quality of life in Greenville. We have committed to protecting and enhancing our natural resources and to providing opportunities for recreation and outdoor activities.

Economic Opportunity

The diversity and vitality of our economy and our ability to attract and retain talent are essential to our success. We have committed to supporting and enhancing our economic vitality through a variety of strategies, including supporting entrepreneurship and innovation, providing training and workforce development, and supporting our small businesses.

Transportation and Mobility

Our transportation system has been a challenge for many years. We have committed to improving our transportation system through a variety of strategies, including supporting public transit, promoting active transportation, and supporting our transportation infrastructure.

What do we know about transportation and mobility?

Key Findings:

- All of new jobs are built by commuters who travel into the city.
- Commuting Patterns: 2010 vs 2017. 2017: 1,100,000 trips, 2010: 1,000,000 trips. 2017: 1,100,000 trips, 2010: 1,000,000 trips.
- Travel Time to Work for Greenville Residents: 2010 vs 2017. 2010: 16.8 min, 2017: 17.4 min, 2017: 17.5 min.
- Driving alone increasingly dominates the trip to work for Greenville residents.
- Traffic volumes have grown significantly throughout the city in the past few years.
- The road network's capacity to absorb further growth will diminish over the next 20 years.

Realizing Greenville's goals depends on WHERE and HOW Greenville grows.

Why is this the case?

Land Use: Greenville's growth is concentrated in the downtown and midtown areas. This concentration allows for higher density and more efficient use of infrastructure.

Transportation: The city's transportation system is designed to support high-density, mixed-use development. This includes walking, biking, and public transit.

Open Space: The city's open space system is designed to provide recreational opportunities and improve air quality. This includes parks, trails, and green roofs.

Energy: The city's energy system is designed to be sustainable and resilient. This includes renewable energy, energy efficiency, and smart grids.

Form-Based Codes

Form-Based Codes: These codes focus on the physical form of buildings and streets, such as height, setbacks, and lot coverage. They are designed to create a sense of place and community.

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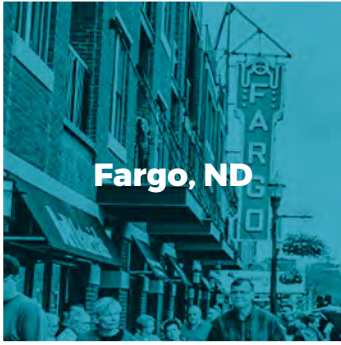
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References

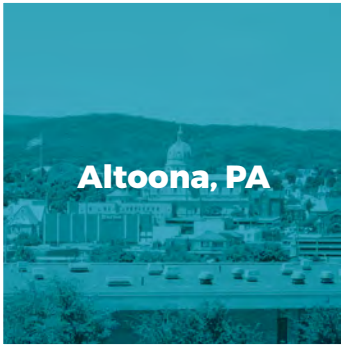


Fargo, ND

PROJECT FARGO GROWTH PLAN (COMPREHENSIVE PLAN), 2024, LAND DEVELOPMENT CODE, IN PROGRESS

CONTACT Kim Citrowske, *Long-Range Planning Coordinator*
City of Fargo

KCitrowske@FargoND.gov
(701) 241-1475

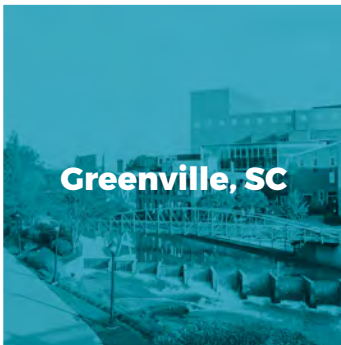


Altoona, PA

PROJECT ALL TOGETHER ALTOONA COMPREHENSIVE PLAN, 2024, ZONING CODE, SUBDIVISION, AND LAND DEVELOPMENT ORDINANCE, 2025

CONTACT Diana White, *Director of Community Development*,
City of Altoona

dwhite@altoonapa.gov
(814) 949-2471



Greenville, SC

PROJECT GVL2040: COMPREHENSIVE PLAN, 2021, DEVELOPMENT CODE, 2022

CONTACT Shannon Lavrin, *City Manager*
City of Greenville, SC

slavrin@greenville.sc.gov
(864) 232-2273

In Progress Project Client



Whitefish, MT

PROJECT VISION WHITEFISH 2045 GROWTH POLICY UPDATE (LAND USE ELEMENT) AND TARGETED CODE UPDATED, IN PROGRESS

CONTACT David Taylor, *Director of Planning and Building*
City of Whitefish, MT

dtaylor@cityofwhitefish.gov
(406) 863-2416

Alan Tiefenbach, *Long Range Planner*, City of Whitefish, MT

atiefenbach@cityofwhitefish.gov
(406) 863-2413

Key Personnel

The Code Audit and Code Update require an experienced interdisciplinary team that understands the nuances associated with the County's recent development pattern. czb partners Thomas Eddington and Matt Ingalls have been working on projects in the mountain west for more than a decade. Our team is led by Thomas Eddington and supported by the whole czb team, most directly by Matt Ingalls, Andy Martin, and Lauren Holm.



Thomas Eddington, AICP, PLA, Partner

Thomas is a planner and registered landscape architect with over 25 years of experience in all aspects of land use planning, community development, and public engagement, in both the public sector and in consulting roles. He began his career working on redevelopment projects for the City of South Bend, IN and later served as the Planning Director in Park City, UT. At czb, Thomas specializes in long range planning and the preparation of zoning codes as well as urban design. Thomas played leadership roles on recent projects in Greenville, Whitefish, Fargo, and Wheat Ridge.

Thomas holds degrees from the University of Illinois and the University of Pennsylvania.

Role:

Project Lead, Lead on Land Use and Regulatory Analysis; Lead on Code Assessment and Update/Rewrite



Matt Ingalls, AICP, ASLA, Partner

Matt is a planner and urban designer with more than 25 years of professional experience in both the private and public sectors. Trained in planning, urban design, and landscape architecture, Matt brings a unique set of skills to projects he is involved with. He has a detailed understanding of interdisciplinary collaboration and how planning and design work together to shape communities. Prior to joining czb, Matt was principal and founder of Ingalls Planning & Design, which partnered frequently with czb. Matt has recently played key roles in comprehensive plans in Greenville, High Point, Fargo, and Wheat Ridge.

Matt holds degrees from the University at Buffalo and The Ohio State University.

Role:

Lead on Zoning Analysis and District Framework Creation; Lead on Document Structure



Andy Martin, AICP

Andy Martin, AICP has over a decade of professional planning experience in governmental and consulting roles. He has strong interests in the link between transportation and land use and has emphasized multimodal planning and design and creative parking solutions in his work. He is also passionate about preserving urban-scale environments and values lively and active streets. At czb, Andy's major contributions are in the areas of land use, zoning, and bicycle and pedestrian planning.

Andy holds degrees from the SUNY College at Geneseo and Cornell University.

Role:

Lead on GIS Mapping; Lead on Spatial Analysis; Lead on Development Standards



Lauren Holm

Before joining czb, Lauren spent five years assisting with or co-managing special planning projects for the City of Boulder, one of the most engaged communities in the country. She specializes in perfecting the logistical details upon which successful planning projects depend and supports all project components, including analysis, engagement, deliverables development, and more. Lauren's background in preparing for public events, as well as business meetings and workshops of the Planning Board/Commission and City Council, helps set city planning staff at ease.

Lauren holds a B.A. in Environmental Design from the University of Colorado.

Role:

Lead on Project and Engagement Support; Support on Document Creation/Layout



THOMAS EDDINGTON, AICP, ASLA

Partner,
Director of Community Planning
and Engagement

CONTACT

EMAIL: teddington@czb.org

Thomas Eddington, AICP, ASLA specializes in urban design and community/economic development, with over 25 years' experience in all aspects of land use planning, including seven years as Planning Director for Park City, Utah. He is a certified landscape architect with design experience in the US and Japan, where he has demonstrated a strong commitment to the integration of planning and design. In his role at czb Thomas oversees urban design work and comprehensive planning. He is currently an adjunct professor in the College of Architecture and Planning at the University of Utah.



PROFESSIONAL EXPERIENCE

PRESENT **czbLLC**

2015 *Director of Community Planning and Engagement*
Project lead on land use and master/comprehensive plans, utilizing expertise in urban design, public engagement, planning and development systems, and political management

2015 **Park City Municipal Corporation; Park City, Utah**

2008 *Planning Director*
Responsible for the creation and implementation of the City's long-range planning projects, including writing a new General Plan (2014) as well as the preparation of sub-area economic and redevelopment plans

2008 **Karabashian Eddington Planning Group (KEPG)**

1999 *Partner / Director of Planning & Design*
Partner/owner responsible for the firm's development, conducting community visioning charrettes and creation of Master Plans, Economic Development plans, Strategic Implementation Policies, Zoning Ordinances, Design Standards / Guidelines, and Fiscal Impact Analyses

1996 **Community and Economic Development, South Bend, Indiana**

1991 *Project Manager / Development Coordinator*
Served in a dual role as the Downtown Project Manager and Development Review Coordinator in a city of 125,000 one hour southeast of Chicago. Served as project lead in a variety of redevelopment projects including the development of a retail sector downtown, redevelopment of vacant department store space for use as mixed-income apartments, and site-development of a new central transportation hub.

PROFESSIONAL MEMBERSHIPS AND REGISTRATIONS

American Institute of Certified Planners (AICP)
Licensed Professional Landscape Architect (PLA)

TEACHING EXPERIENCE

PRESENT **University of Utah, School of Regional and Metropolitan Planning,**

2012 *Adjunct Professor*

EDUCATION

2008 **M.C.P. City Planning**
Concentration: Community & Economic Development and Urban Design
School of Design, University of Pennsylvania

1991 **B.A.U.P. Urban and Regional Planning**
University of Illinois at Urbana-Champaign

1991 **B.A.L.A. Landscape Architecture**
University of Illinois at Urbana-Champaign

OTHER

American Planning Association (APA) National Conference Speaker
Philadelphia 2007, Las Vegas 2008, and Los Angeles 2012



MATT INGALLS, AICP, ASLA

Partner,
Director of Urban Planning and
Design

CONTACT

EMAIL: mingalls@czb.org

Matt Ingalls has more than 25 years of professional planning and design experience in both the private and public sectors.

Trained in planning, urban design, and landscape architecture, Matt brings a unique set of skills to projects he is involved with. He has a detailed understanding of interdisciplinary collaboration and how planning and design work together to shape communities. With a commitment to a collaborative process, Matt looks to understand stakeholders' aspirations and find common ground. The result is a plan with broad-based support that provides the foundation for implementation. Matt is an instructor for Monroe County's Annual Professional Development Workshops, including Introduction to Comprehensive Planning & Zoning, Negotiating Better Design, and Community Planning and Health.



PROFESSIONAL EXPERIENCE

PRESENT **czbLLC**

2022 *Director of Urban Planning and Design*
Leads planning, code, and urban design projects of all kinds. Skilled in process management and group facilitation. Leading firm expert in physical planning and transportation-related subjects.

2022 **Ingalls Planning & Design**

2005 *Principal and Founder*
Founder of Ingalls Planning & Design, a community planning practice specializing in comprehensive planning, urban design, zoning, and waterfront planning.

2006 **City of Rochester, Rochester, New York**

2001 *Senior Planner / Urban Designer*
Served as lead planner for long range planning and major project review committee; author Center City Master Plan; led consistency review for waterfront plans; and planning department lead on site plan review.

2001 **Dufresne Henry**

1999 *Project Planner / Urban Designer*
Project manager for consulting firm on planning and design projects for both State and local municipalities.

1999 **The Cavendish Partnership**

1997 *Urban Designer*
Prepared a variety of plans and studies such as small area plans, design standards, waterfront plans and parks and recreation plans.

PROFESSIONAL MEMBERSHIP AND REGISTRATIONS

American Institute of Certified Planners (AICP)
American Society of Landscape Architects (ASLA)

EDUCATION

1997 **Master of City & Regional Planning**
The Ohio State University

1997 **Master of Landscape Architecture**
The Ohio State University

1993 **B.A. in Urban Economics**
University at Buffalo

PUBLIC SERVICE

2000 **Executive Chapter Board**
2020 *American Planning Association - Upstate NY Chapter
Genesee/Finger Lakes Region*

1999 **Design Committee, Chair**
2019 *Fairport Village Partnership
2000-2003 - Chairperson
1999-Present - Member*

2002 **Committee Member**
2018 *Façade Review Committee
Village of Fairport*

2003 **Board Member**
2006 *Industrial Development Agency (IDA)
Village of Fairport*



ANDY MARTIN, AICP

Senior Planner

CONTACT

EMAIL: amartin@czb.org

Andy Martin moved from Charleston, West Virginia to Fairport, New York to join Ingalls Planning & Design as a Community Planner. Andy originally hails from Upstate New York and completed his undergraduate study at SUNY Geneseo before receiving his Master's in City and Regional Planning at Cornell University. Once he began studying and working in planning, Andy became enthralled with both transportation and community planning. He developed specific passions for bicycle planning and working toward creative parking solutions. As someone who works and lives in a small but dense Village, Andy is committed to preserving urban-scale environments, and he values lively and active streets, which he often observes during his daily walk to and from the office.



PROFESSIONAL EXPERIENCE

PRESENT **czbLLC**

2025 *Senior Planner*

Support or lead projects with experience and expertise in public engagement, land use, zoning, and bicycle and pedestrian planning.

2025 **Ingalls Planning & Design**

2017 *Senior Planner*

Worked with neighborhoods, villages, cities, towns, counties, and regions to develop comprehensive plans, waterfront plans, and zoning code updates.

2017 **Regional Intergovernmental Council, South Charleston, WV**

2015 *Transportation Planner*

Worked with municipalities throughout Kanawha and Putnam Counties to improve ADA compliance, implement comprehensive plans, address bicycle and pedestrian improvements, and develop intersection and streetscape improvements.

2015 **Town of Caroline; Caroline NY**

2014 *Planning Consultant*

Updated maps, graphics and narrative for the Town's comprehensive plan, carried out several community engagement efforts including informal mobile workshops, public information meetings, and online surveys.

PROFESSIONAL MEMBERSHIP AND CERTIFICATIONS

American Planning Association (APA)

American Institute of Certified Planners (AICP)

EDUCATION

2015 **Master of City & Regional Planning**

Cornell University

2011 **B.A. in Communication**

State University at New York at Geneseo

PUBLIC SERVICE

PRESENT **Fairport Village Planning Board**

2018 Alternate Member
Village of Fairport

PRESENT **Fairport Partnership Design Committee**

2017 Committee Member



LAUREN HOLM

Project Associate

CONTACT

EMAIL: lauren@czb.org

Lauren joined czb in 2022 to provide high quality project and process management support. Lauren spent five years assisting with or co-managing special planning projects for the City of Boulder, one of the most engaged communities in the country. She specializes in perfecting the logistical details upon which successful planning projects depend and supports all project components, including analysis, engagement, deliverables development, and more. Lauren’s background in preparing for public events, as well as business meetings and workshops of the Planning Board/Commission and City Council, helps set city planning staff at ease.



PROFESSIONAL EXPERIENCE

PRESENT **czbLLC**

2022 *Project Associate*

Provides firm-wide and project-specific project management capabilities to ensure successful outcomes for our clients. Leads planning and execution of public engagement events, including content development, logistics coordination, and resident interaction.

2018 Gravity Espresso, Boulder, Colorado

2018 *General Manager*

Took a break from planning work to build the Gravity cafes from original conception (June 2019) into 4 thriving locations with 32 employees (2022). Successfully managed the cafe through multiple COVID-related shutdowns. Oversaw day-to-day operations alongside the organizational development processes.

2018 City of Boulder, Colorado

2013 *Planner 1/Administrative Assistant*

Logistical coordination for more than 35 City events including open houses, working-group meetings, and workshops.

Assisted in project management of multiple special planning projects. Developed reports, memos, maps, and other planning documents for distribution and presentation to the public, City Council, and Planning Board.

EDUCATION

2013 Bachelor of Environmental Design

with an emphasis in Architecture and Design Studies
University of Colorado at Boulder

SKILLS


- Project and process management*
- People management and customer service*
- Organizational development*
- Creative problem solving*
- Event planning*
- Administrative skills*
- Graphic design*

Project Understanding



Having prepared the Land Use Element for the County's General Plan, our team brings a strong understanding of both existing conditions on the ground and the planning work completed to date.

PHASE 1



During Phase 1, we will conduct a comprehensive review of the Land Use and Development Management Code and prepare a Code Audit (Diagnostic) that clearly outlines the scope and nature of revisions recommended for Phase 2.


In our experience, the level of code revision needed to effectively implement a General Plan often falls along a spectrum. At one end, communities may prioritize getting the “basics” right—focusing on targeted updates to key sections of the code while leaving much of the existing structure intact. This approach can be effective in the near term, particularly when time and budget are constrained, but it often carries forward underlying organizational challenges and can limit the code’s long-term usability and flexibility.

Many communities, however, find that a more comprehensive update provides significantly greater long-term value. This approach goes beyond incremental fixes to address the structure, clarity, and usability of the code as a whole. It allows for the integration of graphics and diagrams to clearly communicate regulatory intent, modernized use tables and development standards, and a reorganization that makes the code more intuitive for staff, applicants, and decision-makers alike.

In cases where a code has evolved over many years through incremental amendments, a complete rewrite is often the most effective way to fully align regulations with the General Plan and incorporate current best practices. While this approach requires a greater upfront investment of time and resources, it results in a more durable, defensible, and user-friendly code that better supports implementation over the long term.


Based on this experience, and the fact that we have not gone through the Phase 1 code audit/diagnostic, we recommend a couple of options for Phase 2.

PHASE 2A



If the County elects to proceed with Phase 2A, the project will be structured to ensure completion of the Code update by September 2026. This streamlined approach allows for an efficient path to adoption while addressing priority issues identified in Phase 1.

PHASE 2B



Should the County instead pursue Phase 2B, the more comprehensive scope—including full code restructuring, expanded standards, and integrated graphics—will require additional time and resources, resulting in a longer schedule and increased overall project cost.

Project Approach - Scope of Work

PHASE 1 ZONING CODE AUDIT & DIAGNOSTIC



Overview

This phase provides a focused, comprehensive diagnostic of the County's existing land use regulations to identify strengths, gaps, and opportunities for improvement. The effort is structured to produce a clear, actionable framework that aligns the zoning code with the County's adopted General Plan and establishes a roadmap for subsequent code updates.

The work will be completed within a three-month timeframe, emphasizing efficiency, clarity, and early identification of key policy direction.

Task 1: Comprehensive Code and Regulatory Audit

We will conduct a thorough review of the existing Land Use Code, zoning map, and related ordinances to evaluate:

- Overall organization, usability, and internal consistency
- Alignment between the zoning map and regulatory framework
- Clarity of use classifications, definitions, and standards
- Administrative procedures and decision-making processes

This audit will establish a baseline understanding of how the code functions in practice and where improvements are needed.

Task 2: Identification of Conflicts, Redundancies, and Legal Risks

Building on the audit, we will systematically identify:

- Internal conflicts and inconsistencies within the code
- Redundant or overlapping provisions
- Outdated standards or provisions that no longer reflect current conditions
- Potential legal vulnerabilities, including areas of ambiguity or exposure

Findings will be documented in a clear, issue-based format to support decision-making relative to the extent of revisions desired vs. necessary for Phase 2.

Task 3: Plan Consistency Review

We will review the adopted Grand County General Plan and any applicable sub-area or special area plans to:

- Evaluate consistency between policy direction and current zoning regulations
- Identify gaps between the County's vision and implementation tools
- Highlight opportunities to better align zoning districts and development standards with adopted policy

Task 4: Evaluation of Zoning Districts and Overlays

We will assess the effectiveness of existing zoning districts, overlay zones, and special regulations, including:

- District purpose and differentiation
- Use tables and permitted/conditional use structure
- Dimensional and development standards
- Overlay applicability, redundancy, and clarity

This task will identify opportunities to simplify, consolidate, and modernize the district framework.

**PHASE 1
ZONING CODE
AUDIT &
DIAGNOSTIC
CONTINUED**



Coordination and Engagement

Throughout Phase 1, we will coordinate with staff to:

- Validate findings and ensure local context is reflected
- Refine key issues and priorities
- Prepare materials for decision-maker discussions

Work Sessions and Presentation of Findings

We will present Phase 1 findings at:

- Planning Commission work session
- County Commission work session

These sessions will:

- Summarize key findings and recommendations
- Highlight critical policy questions
- Facilitate discussion to establish direction for the next phase

Deliverable: Code Audit and Framework Memorandum

The primary deliverable for Phase 1 will be a Code Audit and Framework Memorandum, which will include:

Key Issues and Constraints

- Summary of major findings from the audit
- Identification of structural, regulatory, and procedural challenges

Recommended Code Organization and Format

- Proposed restructuring of the code for improved usability and clarity
- Recommendations for modern formatting and navigation

Proposed Zoning District Structure and Use Table Approach

- High-level recommendations for district consolidation or reorganization
- Strategy for simplifying and modernizing the use table
- Alignment with future land use or place-type concepts (as applicable)

Recommended Approach to Overlays and Special Areas

- Strategy for rationalizing overlay zones and special regulations
- Integration of environmental constraints and special conditions

Policy Questions for Decision-Makers

- Identification of key policy issues requiring direction from the Planning Commission and County Commission
- Framing of clear decision points to guide Phase 2

Phase 2 builds upon the findings and policy direction established in Phase 1 and advances the County toward adoption of an updated Land Use Code. Two implementation pathways are provided to align with the County’s priorities, timeline, and budget:

- Phase 2A – Targeted Code Update (Streamlined Approach)
- Phase 2B – Comprehensive Code Rewrite (Best Practices Approach)

Both options result in an adoption-ready code, but differ in scope, level of transformation, and degree of modernization.

OPTION PHASE 2A LAND USE CODE UPDATE AND IMPLEMENTATION



PHASE 2A – TARGETED CODE UPDATE (STREAMLINED APPROACH)

Purpose

Provide a focused, efficient update to the existing Land Use Code that addresses key issues identified in Phase 1 while maintaining the current structure and organization to the extent feasible.

Scope of Work

1. Code Revision and Integration
 - Update existing code sections to reflect Phase 1 direction
 - Retain overall structure while improving clarity and consistency
 - Remove redundancies
2. Zoning Districts and Use Tables
 - Refine zoning district purpose statements
 - Consolidate and normalize use categories
 - Update use tables for clarity and usability
3. Development Standards
 - Revise key standards to ensure they are Objective, Measurable, Enforceable
 - Focus on priority areas (e.g., setbacks, height, use-specific standards)
4. Administration and Procedures
 - Update procedures for consistency with Utah State Code
 - Clarify roles, processes, and decision criteria
5. Drafting and Adoption Materials
 - Prepare:
 - Administrative Draft
 - Public Review Draft
 - Final Adoption-Ready Code
6. Meetings and Hearings
 - Attend and support Planning Commission meetings, County Commission meetings, and public hearings
 - Host a code workshop with staff and/or stakeholders

Outcome

- A cleaned-up, internally consistent code
- Improved usability without structural change
- A interim solution that can support future modernization

Timeline

- Code update adoption ready prior to September 22, 2026

OPTION PHASE 2B LAND USE CODE REWRITE AND IMPLEMENTATION



PHASE 2B - COMPREHENSIVE CODE REWRITE (BEST PRACTICES APPROACH)

Purpose

Develop a fully modernized Land Use Code that reflects best practices in zoning, aligns with the General Plan, and provides a clear, user-friendly regulatory framework for long-term implementation.

Scope of Work

1. Full Code Restructuring and Organization
 - Reorganize the code into a modern, intuitive format
 - Align structure with user needs (applicants, staff, decision-makers)
 - Integrate clear navigation and formatting standards
2. Zoning District Framework and Use Table
 - Develop a restructured zoning district system aligned with the General Plan
 - Create a modernized use table with consolidated categories
 - Integrate flexibility to accommodate evolving land uses
3. Development Standards (Comprehensive)
 - Draft a complete set of objective, measurable, and enforceable standards, including: Site design, Building form, Parking and access, Landscaping, and Use-specific standards
 - Incorporate graphics, diagrams, and tables to improve clarity
4. Administration and Procedures
 - Fully modernize administrative procedures
 - Ensure consistency with Utah State Code
 - Improve clarity of processes, timelines, and decision criteria
5. Integration of Overlays and Special Areas
 - Rationalize and integrate overlays into a cohesive framework
 - Address environmental constraints and special districts
6. Drafting and Adoption Materials
 - Prepare:
 - Administrative Draft
 - Public Review Draft
 - Final Adoption-Ready Code
7. Public Engagement and Work Sessions
 - Support multiple work sessions with:
 - Planning Commission
 - County Commission
 - Assist with public and stakeholder outreach, such as an open house or a workshop

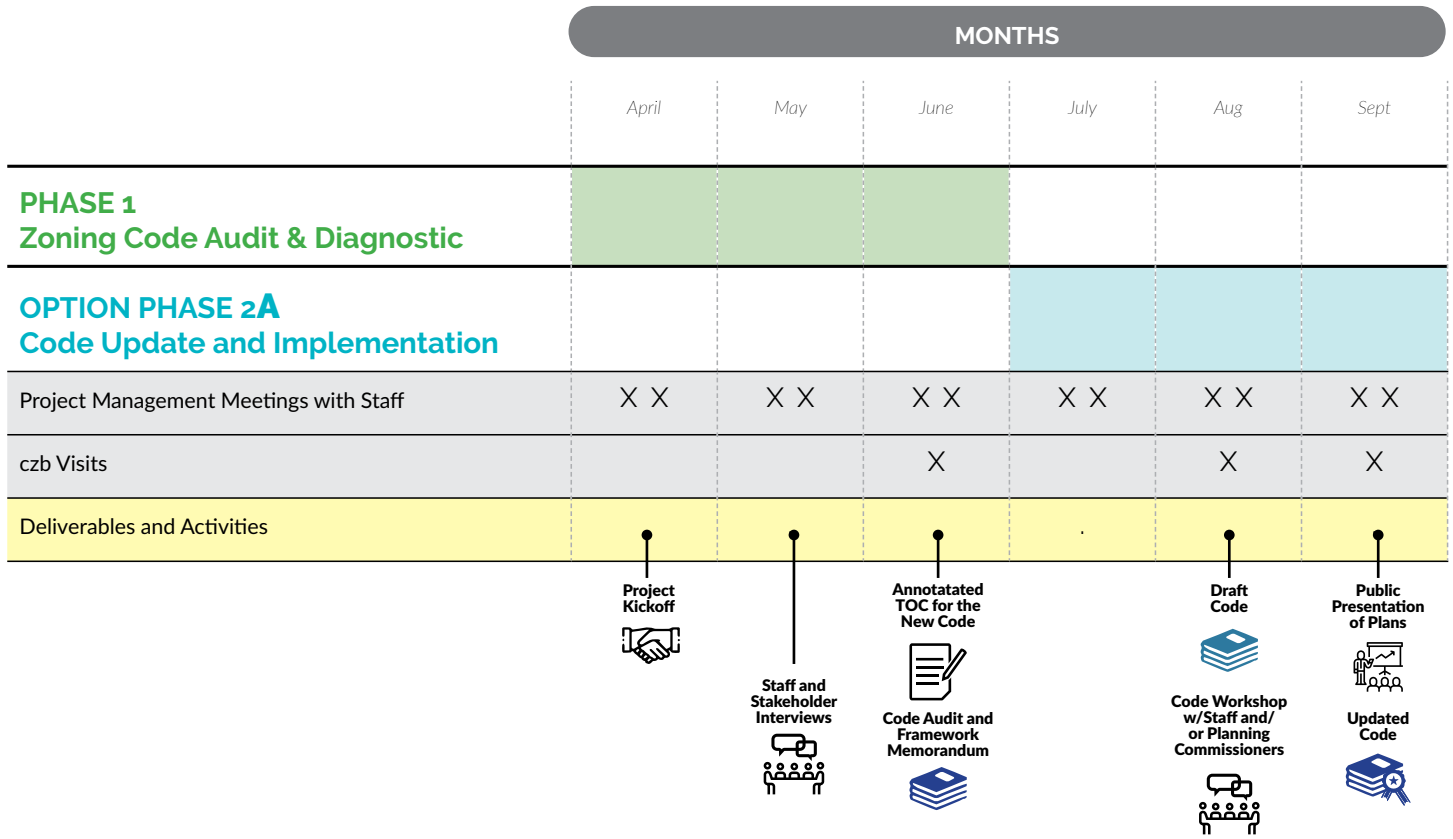
Outcome

- A fully modernized, user-friendly Land Use Code
- Clear alignment with the General Plan and policy direction
- Reduced ambiguity and improved defensibility
- A long-term regulatory framework designed for adaptability

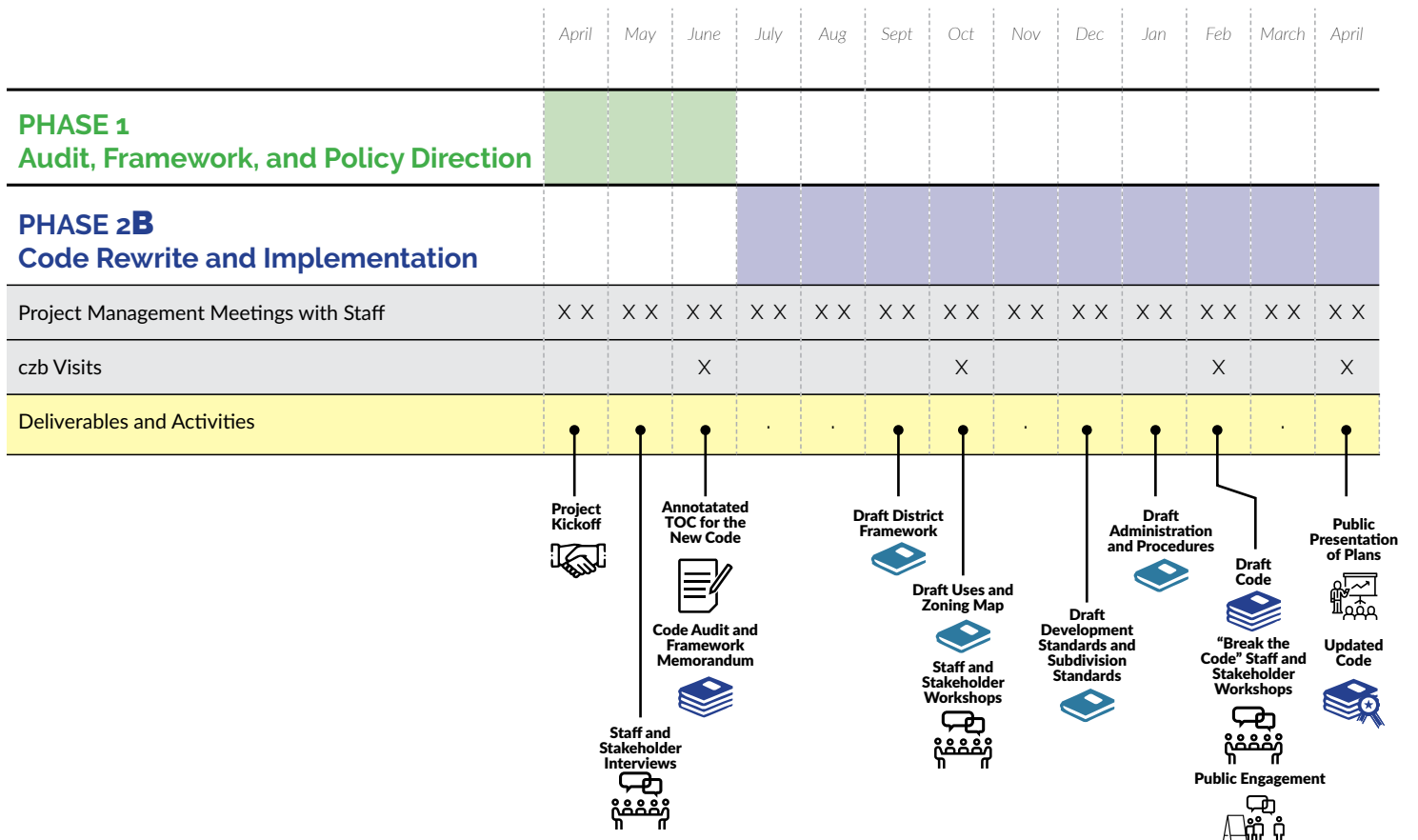
Timeline

- Code update adoption ready by April 30, 2027

Timeline Proposed Options



OR



Budget Proposed Options

czb proposes to complete this scope and deliver a Phase 1 Code Audit/Diagnostic for a lump-sum, all-inclusive, not-to-exceed amount of \$40,875. The nature of this project scope means that non-personnel project expenses, other than travel, are not anticipated. Should any unforeseen expenses occur during the course of completing the scope, they will be paid by czb.

Should the County wish to move forward with Phase 1 and Phase 2, the costs are detailed below:

Phase 1 Code Audit and **Phase 2A Code Update: \$103,200**

Phase 1 Code Audit and **Phase 2B Complete Code Rewrite: \$221,375**

	Thomas Eddington	Matt Ingalls	Andy Martin	Lauren Holm	Total
	\$175	\$175	\$140	\$120	
Phase 1 - Code Audit, Framework, and Policy Direction	90	85	55	15	245
Personnel Cost	\$15,750	\$14,875	\$7,700	\$1,800	\$40,125
Per Trip Cost - Projected	\$750	\$1,500	\$1,500	\$750	
Trips	1	0	0	0	1
Total Travel Costs	\$750	\$0	\$0	\$0	\$750
PHASE 1 Total Cost	\$16,500	\$14,875	\$7,700	\$1,800	\$40,875
OR					
Phase 2A: Land Use Code Drafting and Adoption Support	120	125	95	20	360
Personnel Cost	\$21,000	\$21,875	\$13,300	\$2,400	\$58,575
Per Trip Cost - Projected	\$750	\$1,500	\$1,500	\$750	
Trips	2	1	0	1	4
Total Travel Costs	\$1,500	\$1,500	\$0	\$750	\$3,750
PHASE 2A Cost	\$22,500	\$23,375	\$13,300	\$3,150	\$62,325
Total Cost of Phase 1 + Phase 2A	\$39,000	\$38,250	\$21,000	\$4,950	\$103,200
Phase 2B: Land Use Code Drafting and Adoption Support	360	340	320	60	1080
Personnel Cost	\$63,000	\$59,500	\$44,800	\$7,200	\$174,500
Per Trip Cost - Projected	\$750	\$1,500	\$1,500	\$750	
Trips	3	2	0	1	6
Total Travel Costs	\$2,250	\$3,000	\$0	\$750	\$6,000
PHASE 2B Cost	\$65,250	\$62,500	\$44,800	\$7,950	\$180,500
Total Cost of Phase 1 + Phase 2B	\$81,750	\$77,375	\$52,500	\$9,750	\$221,375



GRAND COUNTY 2026 LAND USE CODE UPDATE **PROPOSAL**



CONTACT:

Mike Hansen, AICP
Hansen Planning Group
124 B Street, Springville, UT 84663
mike@HansenPlanningGroup.com
801-550-5075



CONTACT:

Kendall Welch
Jones & DeMille Engineering, Inc.
1535 South 100 West, Richfield, UT 84701
kendall.w@jonesanddemille.com
435-896-8268

Grand County
Attn: RFP Selection Committee
Via: utah.bonfirehub.com

March 20, 2026

RE: GRAND COUNTY LAND USE CODE UPDATE - PROPOSAL

Hansen Planning Group (HPG) in conjunction with Jones & DeMille Engineering (JDE) is pleased to submit this proposal in response to the County's Request for Proposals for the Land Use and Development Management Code Rewrite. We have reviewed the RFP in its entirety, including all questions and answers published through the U3P portal on March 13, 2026. Our proposal reflects our understanding that Grand County wants a simplified, plain-language, legally defensible code - and wants it done efficiently without haste.

We bring three assets to this project that are uniquely relevant to Grand County's goal for this initiative:

First, we know Grand County. HPG under the Rural Community Consultants banner completed the County's Resource Management Plan (CRMP) in 2017 - a project that required careful navigation of sensitive land use issues - which was successfully done without significant controversy. Over the years JDE has also successfully completed several projects with the County, including the Arbor and Hecla subdivision, the EMS Building, the Pack Creek Fire EWP, and more. Together we understand the balance required to work here, where rural character, resort and recreation economies, and public lands all converge in a relatively small urbanized area.

Second, our team has done this work at scale. We have successfully led more than 87 land use and subdivision code updates across Utah. Our firms have partnered since 2021 with the Utah Office of the Property Rights Ombudsman to develop land use training materials which are utilized statewide. We write codes that are plain-language, concise, and illustrated - not because RFP's ask for it, but because that is how we work.

Third, our partnership with JDE strengthens this proposal in a very specific way. Together our recent code and planning projects include work for Sanpete, Juab, Millard, and Sevier Counties. For this project, we will draw on JDE's Planning Team and its Monticello Office staff, who bring direct familiarity with the region.



For this project HPG will operate as the prime contractor and will lead all in-person engagement. JDE will operate as a sub-contractor.

In closing, we commend and support the County's approach (i.e., two-phase structure) to this crucial planning initiative. We believe Phase 1 is the right foundation - a focused audit, with clear framework and policy direction from decision-makers will significantly expedite Phase 2 endeavors which will focus on the drafting adoption-ready code. We have no concerns regarding being able to complete this project in the County's stipulated timeframe contained in the RFP.

Thank you for the opportunity. We look forward to serving Grand County.

Respectfully,

A handwritten signature in black ink, appearing to read "MHansen".

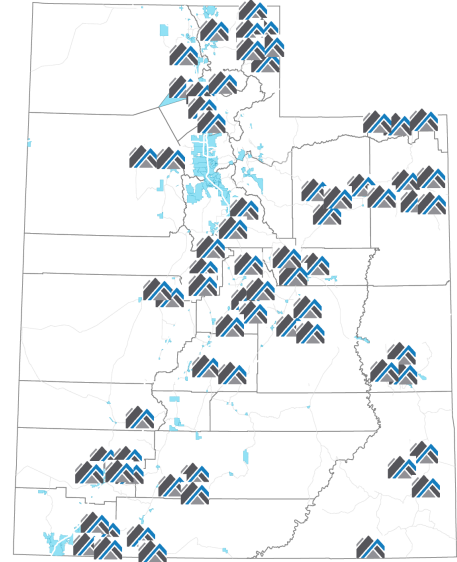
Mike Hansen, Hansen Planning Group

Firm Qualifications and Relevant Experience

About Hansen Planning Group

Hansen Planning Group, LLC is a Utah-based planning consultancy with experience serving local governments across the western United States. Our team has completed over 192 projects for 134 local government entities, spanning general plans, housing plans, strategic plans, transportation master plans, and land use, zoning, and subdivision code rewrites.

We write codes that follow a community's general plan, comply with state and federal law, can be understood by a non-specialist, are illustrated where useful, and are internally consistent. That approach has earned our firm a track record of successfully adopted codes, and it aligns directly with the goals Grand County has articulated for this project.



Our firm has served for several years as a contractor to the Utah Office of the Property Rights Ombudsman, developing and delivering land use training materials for local governments statewide. That work has deepened our expertise in Utah's land use, development, and management related statutes. Learn more at HansenPlanningGroup.com and Rural-Community.com.

About Jones & DeMille Engineering

Jones & DeMille Engineering, Inc., has provided quality civil engineering, land surveying, and planning services to clients across Utah and the Intermountain West for 44 years. They are committed to assisting clients in proactively managing and upgrading infrastructure and land use frameworks that sustain economic growth and contribute to thriving communities. Their portfolio spans municipal governments, counties, special service districts, and private clients across the region.

For this project, we will draw specifically on their Planning Team and JDE's Monticello Office, which is geographically close to Grand County and includes staff with direct familiarity with southeastern Utah communities and development patterns. HPG and JDE have an established working relationship through prior joint projects in Sanpete, Juab, Millard, and Sevier Counties, and our teams know how to collaborate efficiently and effectively.

Code Rewrite Experience

Our combined depth of code rewrite experience is our most significant qualification for this project. We have completed recent comprehensive land use code audits and rewrites for Riverdale City, Hinckley Town, Ballard City, Laketown, Richfield City, Central Valley Town, Fairview City, North Logan City, Hyde Park City, Mantua Town, and Nephi City, among others. HPG and JDE both also currently provide ongoing professional planning services including code/ordinance support to multiple Utah counties and municipalities.

In 2023 and 2024, Hansen Planning Group completed more than 87 subdivision and land use code update projects across Utah - representing nearly one-third of all Utah municipalities - in response to major state law changes. These projects ranged from small rural townships to growing urban cities and demonstrated our ability to produce high-quality, compliant code work efficiently and at scale.

Experience with Grand County

Hansen Planning Group completed Grand County's Resource Management Plan (CRMP) in 2017, a project that required careful navigation of competing land use perspectives and stakeholder sensitivities. We completed that work without significant controversy - a result of clear communication, respect for local values, and a process that moved with purpose. That experience gave us direct familiarity with the County's planning environment, institutional processes, and stakeholder landscape. We will carry that understanding directly into the Land Use Code Rewrite.

Value-Added: **civclinQ Platform**

Planning and implementation go hand-in-hand. JDE's **civclinQ** platform (<https://civclinQ.com>) is an online subscription-based service created to help communities improve transparency and administration of their land use regulations in a way that works best for them.

Communities can normally implement the **civclinQ** platform for an annual cost of \$1,100.00. However, this proposal includes a free, 1 year subscription to **civclinQ** as an additional, value-added service at no cost to Grand County. This includes upload of the County's revised Land Use & Development Management Code with access provided to the County for maintenance of its Land Use & Development Management Code during that time.

After the free 1 year subscription, the County can either choose to keep **civclinQ** by paying the \$1,100.00 annual subscription fee, or can request its data to be provided back to the County in .pdf, .docx, or other standard formats.

Project Team and Roles

Hansen Planning Group will serve as prime contractor, with Jones & DeMille Engineering as subcontractor. Mike Hansen (HPG) will serve as project manager and primary client contact, and will lead all in-person engagement with County staff, the Planning Commission, and the County Commission. Kendall Welch (JDE) will be responsible for project management on JDE's side including leading the code drafting effort and coordinating with the Monticello Office for their local engineering expertise and regional continuity throughout the project.



Mike Hansen, AICP (HPG) PRINCIPAL / PROJECT MANAGER

On this project, Mike will manage the overall engagement, lead all in-person presentations, and serve as the County's primary point of contact from Notice to Proceed through adoption. He will also lead all Phase 1 audit and framework work.

Mike has worked in strategy, land use, and organizational development for 20+ years. His career has been marked by successful leadership amidst progressively difficult challenges. Working in all levels of government, he has worn the hats of a strategic planner, demographer, administrator, and change leader. He has led small entrepreneurial teams, statewide initiatives, and even served in the Governor's Cabinet.

Among his many achievements, Mike's optimization efforts led to Utah being recognized as the "Best Managed State." In the private sector, Mike has orchestrated projects with citizen groups, special service districts, city staff, and engineers. Focusing on short-term implementation strategies and the long-term return on investment, Mike has drafted roadmaps for cities, counties, and the state with results seen in land use, industry investment, economic development, and state code compliance.

Education

American Institute of Certified Planners (AICP)

Master's of Political Economy, GWC

Master's of Public Administration, University of Utah

B.S. Urban Planning, University of Utah

Experience

20+ Years



Selected Recent Project Experience:

- Land Use Ordinance Update - Sanpete County, Riverdale City, Fairview City, Hinckley Town, Nephi City, Parowan City
- General Plan & Land Use Ordinance Updates - Millard County, San Juan County, North Logan City, Hyde Park City, Plain City, Lake Point City, Brian Head Town, Hildale City, Richfield City
- Land Use Training Materials - Utah Office of the Property Rights Ombudsman (<https://training.civclinQ.com>)



Jacob Hansen, JD (HPG)

CODE SPECIALIST / LEGAL REVIEW

On this project, Jacob will support all Phase 1 audit and framework work and all Phase 2 code drafting.

Jacob graduated from law school with honors. During law school, Jacob worked for Judge Carolyn B. McHugh on the U.S. Court of Appeals for the Tenth Circuit, for Chief Justice Durant on the Utah Supreme Court, and at Sidley Austin, one of the world's top law firms. He was also an editor of the BYU Law Review and winner of the school's appellate brief writing competition.

Jacob uses his legal background to draft local laws that are clear, effective, and compliant with state and federal law. He has personally architected major updates to the subdivision codes of 84 Utah municipalities and has developed proprietary tools for city code compliance review. Jacob also enjoys researching, writing, and teaching about land use and economic issues.

Selected Recent Project Experience:

- Land Use Ordinance Update - Sanpete County, Riverdale City, Fairview City, Hinckley Town, Nephi City, Parowan City
- General Plan & Land Use Ordinance Updates - Millard County, San Juan County, North Logan City, Hyde Park City, Plain City, Lake Point City, Brian Head Town, Hildale City, Richfield City
- Land Use Training Materials - Utah Office of the Property Rights Ombudsman (<https://training.civclinQ.com>)

Education

Juris Doctorate, J.
Reuben Clark Law
School (BYU)

B.S. Economics,
Brigham Young
University

Experience

5 Years





Isaac Hansen (HPG)
ENVIRONMENTAL AND GIS SPECIALIST

On this project, Isaac will provide all mapping and GIS services.

Isaac has nearly 10 years of experience in environmental resource planning and conservation. He has worked with both local governments and private parties to draft ordinances, conduct feasibility studies, optimize property taxes, and make actionable plans.

Isaac has also coordinated land annexations and acquisitions, including a +20,000-acre carbon offset project in the Olympic Rainforest. His special skills include GIS mapping and engaging diverse stakeholders. Isaac loves the outdoors and is always ready to provide a literal boots-on-the-ground perspective.

Education

B.S. Environmental Science and Ecological Restoration, Humboldt State University

Experience

7 Years



Selected Recent Project Experience:

- Land Use Ordinance Update - Sanpete County, Riverdale City, Fairview City, Hinckley Town, Nephi City, Parowan City
- General Plan & Land Use Ordinance Updates - Millard County, San Juan County, North Logan City, Hyde Park City, Plain City, Lake Point City, Brian Head Town, Hildale City, Richfield City
- Land Use Training Materials - Utah Office of the Property Rights Ombudsman (<https://training.civclinQ.com>)



Kendall Welch (JDE)
PROJECT MANAGER / PLANNER

On this project, Kendall will support Phase 1 audit efforts and lead JDE's portion of Phase 2 work, including civiQ platform support (if needed).

Kendall is International Code Council (ICC) certified and has over a decade of experience working in various community development capacities, primarily with local municipalities in Utah and Arizona. From small rural towns to large urban cities, she has served in various staff positions working with municipal and county staff, planning commissions, council, commissions, and more.

Education

AS - IT/Web Design

Registration/Licenses

Kendall has extensive experience with current planning projects including annexations, conditional uses, rezones, and land use ordinances (i.e., drafting,

ICC #8213735
Code Enforcement
Technician (2026)

Zoning Inspector
(2016)

Property Maintenance
& Housing Inspector
(2016)

Residential Plans
Examiner (2015)

Permit Technician
(2013)

Experience

13 Years



codification, publication, and enforcement). She has also worked on several long-range planning projects including general plan amendments/re-writes, and emergency preparedness/response plans. She also leads and manages civiclinQ, a platform designed to host public facing documents for counties and municipalities, which also provides land use related training for local officials in Utah regarding regional planning regulations/requirements and government framework.

Kendall actively assists team members with timely client communications, preparation of funding application submittals, as well as the daily management and coordination of project scopes, scheduling, and budget control. Kendall’s background, expertise, and proactive engagement with local government officials ensures solutions and deliverables are not only innovative, but in strict compliance with local statutory requirements.

Recent Project Experience:

- Sevier County - Land Use Ordinance Updates
- Millard County - General Plan & Land Use Ordinance Updates
- Juab County - Land Use Ordinance Updates
- Sanpete County - Code Update
- Roosevelt City - Misc. City Code Updates
- Ballard City - Misc. City Code Updates
- Central Valley Town - Town Code & Design Standards Update
- Hinckley Town - Town Code & Design Standards Update
- North Logan City - General Plan & Land Use Ordinance Updates
- Hyde Park City - General Plan & Land Use Ordinance Updates
- Box Elder City, South Dakota - General Plan & Ordinance Update
- Delta City - Annexation Policy Plan Update
- Hildale City - Misc. Planning Services
- Richfield City - Misc. Planning Services
- Laketown - Misc. Planning Services
- Lake Point City - Misc. Planning Services
- Monroe City - Misc. Planning Services
- Utah Office of the Property Rights Ombudsman - Land Use Training Provider (<https://training.civiclinQ.com>)

- Eagle Mountain City - Culinary Water Emergency Response Plan Update
- Lehi City - Culinary Water Emergency Response Plan Updates
- Stansbury Park Improvement District - Culinary Water Emergency Plan
- Tooele City - Culinary Water Emergency Response Plan



Devan Fowles (JDE)
ASSISTANT PROJECT MANAGER

On this project, Devan will be part of JDE's team contributing to Phase 1 audit efforts and JDE's portion of Phase 2 work.

Devan brings over eight (8) years of experience in community development as a planner. His work has spanned various local municipalities across Utah, where he has collaborated with officials, planning commissions, and community members in diverse environments, from small rural towns to dynamic urban areas.

Throughout his career, Devan has been involved in a wide range of planning projects, including annexations, conditional uses, rezonings, and comprehensive updates to land use ordinances and general plans. His expertise also encompasses stakeholder engagement, policy analysis, and project feasibility assessments, allowing him to effectively address the unique needs of each community.

In his current role, Devan supports his colleagues by facilitating clear client communications, preparing funding application submissions, and managing project scopes, schedules, and budgets. With a strong commitment to fostering sustainable development and enhancing community well-being, he is eager to contribute to the success of ongoing projects and initiatives.

Recent Project Experience:

- Moroni City - Misc. Planning Services
- Delta City - Annexation Policy Plan Update
- Juab County - Land Use Ordinance Updates

Education

MS - Public Administration

Experience

8 Years





Scoot Flannery, PE (JDE)
DIRECTOR, PROJECT DELIVERY

On this project, Scoot will contribute to development standards review and will provide local engineering perspectives and input where needed.

Scoot is the lead engineer in our Monticello, Utah office and brings 20 years of experience in construction management, engineering, and project costing. Raised in San Juan County, where he still resides, Scoot offers both technical expertise and a strong connection to the local community. He served five years on the San Juan County Planning Commission, giving him a unique perspective as both a consultant and a local government representative. This combination of experience allows him to understand what it takes to successfully deliver projects while remaining responsive to client and community needs.

Scoot has also gained valuable insight through his work with Grand County and its various departments, giving him a clear understanding of its processes, priorities, and preferences. This familiarity enables him to deliver effective, tailored solutions that align with County goals. His knowledge of County procedures and relationships with key stakeholders position him as a trusted partner in achieving impactful and sustainable outcomes.

His areas of expertise include project management, planning, and design. Scoot has managed more than 200 design projects spanning site civil and site development, transportation, water resources, structural engineering, surveying, inspections, funding procurement, construction engineering, and master planning.

Recent Project Experience:

- Grand County - Pack Creek Fire EWP
- Grand County Municipal Building Authority - Grand County Emergency Medical Services EMS Building
- Grand County - Arbor & Hecla Subdivisions Curb & Sidewalk Rehabilitation & Road Drainage Design
- Grand County - All American Wash EWP
- Rural Utah Infrastructure Coalition (RUIC) - Program Management & Engineering Services

Education

BS - Civil Engineering

Registration/Licenses

UT 7734559

AZ 72567

CO 57451

NM 28785

Experience

17 Years



Proposed Approach and Methodology

Our Philosophy

Our approach to code rewriting begins with a simple premise: a land use code should serve all of the people who use it - applicants, staff, decision-makers, and residents. When a code is clear, well-organized, and grounded in a community's adopted plans, it reduces conflict, speeds up decision-making, and builds public confidence.

The County's Q&A responses sharpened our understanding of what this project requires. The rewrite is focused on regulatory text - zoning map boundaries are not changing. Public engagement is informational rather than input-driven, building on work already completed during the General Plan and Spanish Valley Future Land Use Plan processes. Graphics will include development review flowcharts and dimensional standards diagrams, but no form-based code or architectural renderings. The project needs to move quickly and finish cleanly. That is a project we are well-suited to execute.

Phase 1 - Code Audit, Framework, and Policy Direction (8 Weeks)

Kickoff and Document Review. Within the first week of Notice to Proceed, we will hold a kickoff meeting with County staff to confirm scope, establish communication protocols, and identify key policy questions. We will immediately begin a comprehensive review of the existing Land Use Code, the adopted Grand County General Plan, the Future Land Use Plan for Spanish Valley, and any applicable sub-area or special area plans. Understanding how those plans should shape the rewritten code is a priority from day one.

Code Audit. Our audit examines the existing code across four dimensions: (1) internal consistency - redundancies, contradictions, and organizational gaps; (2) legal compliance - provisions that conflict with current State Code; (3) administrative functionality - provisions that create ambiguity or difficulty for day-to-day staff administration; and (4) alignment with adopted plans - ensuring that zoning districts, use permissions, and development standards are consistent with the County's General Plan direction. We will pay particular attention to the conditional use permit process, which the RFP identifies as a priority for simplification.

Code Audit and Framework Memorandum. At the conclusion of Phase 1, we will deliver a memorandum documenting our findings and recommendations, including: key issues and legal vulnerabilities; recommended code organization and format; proposed zoning district structure and use table approach; recommended treatment of overlays, special areas, and environmental

constraints; and policy questions requiring Planning Commission or County Commission discussion and direction before drafting begins.

Presentations. We will present Phase 1 findings at Planning Commission and County Commission work sessions. These presentations will be clear, direct, and designed to obtain the policy direction needed to move into Phase 2 efficiently.

Phase 1 Deliverables: *Code Audit and Framework Memorandum; Annotated Table of Contents; Summary Presentation Materials.*

Phase 2 - Land Use Code Drafting and Adoption Support (8–10 Weeks)

Phase 2 begins only upon written authorization from the County, and builds directly from the approved Phase 1 framework.

Code Drafting. The rewritten code will be written in plain language accessible to a non-specialist, organized clearly and logically, legally defensible and compliant with current state law, and illustrated with process flowcharts, definitions, and dimensional standards diagrams where they add genuine clarity. We will draft purpose statements for each zoning district, a clear use table, objective and measurable development standards, and simplified administration and procedures consistent with Utah State Code. The code will be structured for ease of future amendment and maintenance - because a code that is hard to amend tends not to stay current. Consideration will also be given for how the County can streamline approval processes, increasing the effectiveness of its various Land Use Authorities.

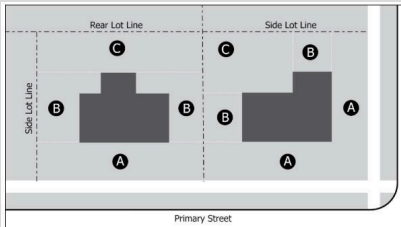
Review Process. We will produce an administrative draft for County staff review, incorporate staff comments into a public review draft, then prepare a final adoption-ready code. A redline/strikeout comparison to the existing code will be provided to assist the adoption process.

Graphics and Digital Deliverables. All graphics will be delivered in editable format (vector files), suitable for direct inclusion in the code. Digital deliverables will be provided in Microsoft Word and searchable PDF formats, with graphics as separate editable files. We have reviewed the County's ARCGIS-based GIS and mapping resources at grandcountyutah.net and will coordinate with existing County conventions.

Adoption Support. We will participate in Planning Commission and County Commission meetings and public hearings as needed through adoption. Meetings will follow the mix of in-person and video formats the County described. Formal adoption hearings will be supported in-person.

Phase 2 Deliverables: Administrative Draft Land Use Code; Public Review Draft; Final Adoption-Ready Code; Redline/strikeout comparison; All indexes, forms, and diagrams in Microsoft Word and searchable PDF; Graphics as separate editable files.

Example Work - Code Graphics



YARD DEFINITIONS

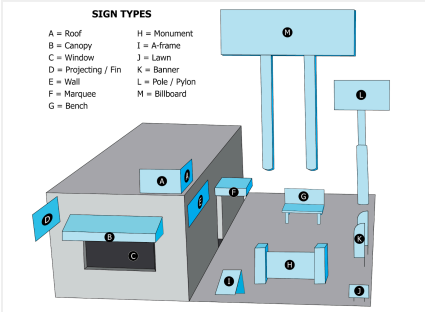
A = Front Yard
B = Side Yard
C = Rear Yard

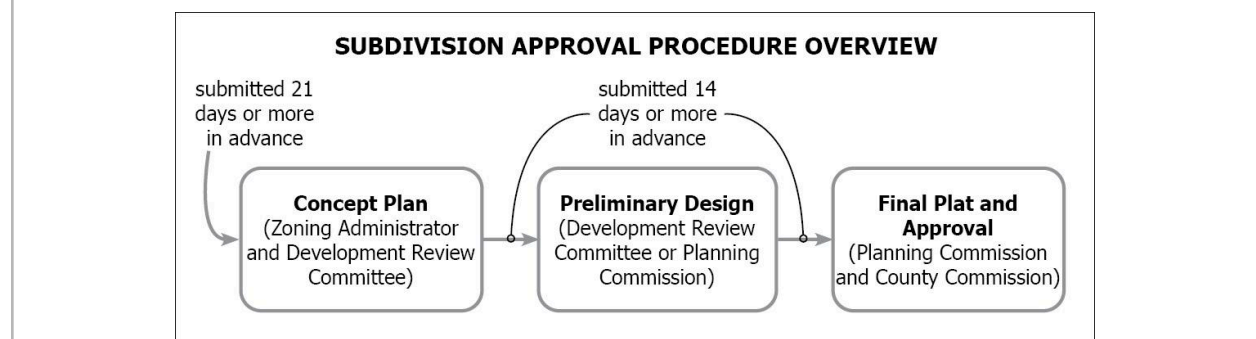
Yard Front - An open unoccupied space on the same lot with the building between the front line of the building and the front line of the lot and extending the full width of the lot.

Yard Rear - An open unoccupied space on the same lot with the building between the rear line of the building and the rear line of the lot and extending the full width of the lot.

SIGN TYPES

- A = Roof
- B = Canopy
- C = Window
- D = Projecting / Fin
- E = Wall
- F = Marquee
- G = Bench
- H = Monument
- I = A-frame
- J = Lawn
- K = Banner
- L = Pole / Pylon
- M = Billboard

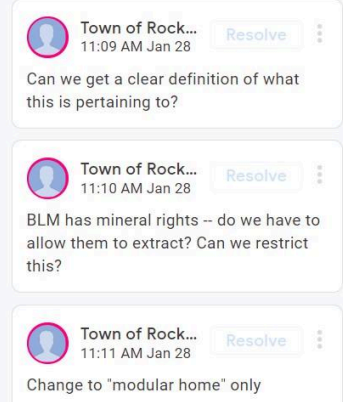




##.7.1 TITLE - LAND USES and ACTIVITIES

Note: also see provisions for specified uses (##.7.2)

	ROS	OS-20	A-1	RA-5	RR-2	RR-1	RR-0.5	PUZ
AGRICULTURAL and NATURAL RESOURCE:								
Buildings incidental to agricultural operations (L)	X	P	P	P	P	P	P	X
Farming, raising animals (J)	X	P	P	P	P	P	P	X
Habitat management (E)	P	P	X	-	X	X	X	X
Livestock grazing	P	P	P	P	P	X	X	X
Mineral extraction (C.D.G.H)	X	X	X	X	X	X	X	X
Wildfire management (E)	P	P	X	X	X	X	X	X
RESIDENTIAL and COMMERCIAL:								
Accessory buildings (I)	X	P	X	P	P	P	P	X
Bed and Breakfast	X	C	X	C	C	C	C	X
Congregate living facilities (K)	X	P	X	P	P	P	P	X
Home occupations	X	C	X	C	C	C	C	X
Single family dwellings	X	P	X	P	P	P	P	X
Mobile or modular home park	X	P	X	P	P	P	P	X
Multi-family dwellings	X	X	X	X	X	X	X	X
PUBLIC and CIVIC:								
Cemeteries	X	X	X	X	X	X	X	P
Church								
Primitive recreation (B.F)	P	X	X	X	X	X	X	X
Public buildings	X	X	X	X	X	X	X	P
Public recreation facilities	X	X	X	X	X	X	X	P
ROW for utilities (C)	P	P	P	P	P	P	P	P
Unstaffed public buildings	X	X	?X?	X	X	X	X	P



Public Engagement Strategy

Our team understands that public engagement for this project is primarily informational. The County gathered substantial public feedback during the General Plan development process and the adoption of the Future Land Use Plan for Spanish Valley. This project should build on that foundation rather than replicate it.

During Phase 1, we will meet with County staff and, as appropriate, hold brief working sessions with Planning Commission and County Commission members to identify outstanding policy questions before drafting begins. During Phase 2, we will participate in Planning Commission and County Commission work sessions and formal public hearings. All public-facing presentations will be clear and accessible - written and designed for a lay audience.

Proposed Project Schedule

The following schedule targets completion of both phases within four to five months of Notice to Proceed (April 8, 2026), consistent with the County's direction.

All dates are contingent upon timely staff review and availability of the Planning Commission and County Commission for scheduled work sessions and meetings.

Phase 1: April - May 2026		
Task	Target Date	Deliverable
Phase 1 Award (April 2026)		
Notice to Proceed	April 1 - April 8, 2026	Signed Notice To Proceed / Contract Execution
Phase 1 Kickoff: Document Review / Code Audit / Initial Findings (April 2026)		
Kickoff Meeting (HPG: Virtual) (JDE: Virtual)	April 8 - April 10, 2026	Kickoff Meeting With County Staff Including Formalizing Phase 1 Working Schedule
Document Review And Code Audit	April 8 - April 22, 2026	N/A
Draft Code Audit And Framework Memorandum Including Annotated Table Of Contents For Rewritten Code	April 8 - April 22, 2026	Code Audit And Framework Memorandum Including Annotated Table Of Contents For Rewritten Code
Staff Review Meeting (HPG: Virtual) (JDE: Virtual)	April 22 - April 24, 2026	Meeting With County Staff To Discuss Code Audit And Framework Memorandum Findings Including Annotated Table Of Contents For Rewritten Code
Presentation Of Initial Audit Findings (April 2026)		
Planning Commission Meeting (HPG: In Person) (JDE: Virtual)	April 27, 2026	Work Session Presentation And Discussion With Planning Commission Of Code Audit And Framework Memorandum Findings Including

		Annotated Table Of Contents For Rewritten Code
County Commission Meeting (HPG: In Person) (JDE: Virtual)	April 28, 2026	Work Session Presentation And Discussion With County Commission Of Code Audit And Framework Memorandum Findings Including Annotated Table Of Contents For Rewritten Code
Finalize Code Audit And Framework Memorandum Including Annotated Table Of Contents For Rewritten Code	April 28 - May 4, 2026	Transmittal Of Finalized Code Audit And Framework Memorandum To County Staff (Including Annotated Table Of Contents For Rewritten Code And Relevant Policy Discussions/Direction Required From County Required For Phase 2 Work).
Facilitation Of Related Policy Discussions Based On Initial Findings (May 2026)		
Planning Commission Meeting (HPG: In Person) (JDE: Virtual)	May 11, 2026	Work Session Review And Discussion Of Identified Policy Discussions/Directions Required From County In Preparation For Phase 2.
County Commission Meeting (HPG: In Person) (JDE: Virtual)	May 19, 2026	Review And Discussion Of Identified Policy Discussions/Directions Required From County In Preparation For Phase 2.
Phase 2: May - September 2026		
Task	Target Date	Deliverable
Phase 2 Award (May 2026)		
Notice to Proceed	May 19 - May 26, 2026	Signed Notice To Proceed / Contract Execution
Phase 2 Kickoff: Drafting Of Proposed Amendments (May - June 2026)		
Staff Review Meeting (HPG: Virtual) (JDE: Virtual)	May 26, 2026	Review Of V.1 Draft Of Subdivision Elements For County Staff Feedback

Revision Of V.1 Subdivision Elements	May 26 - June 1, 2026	Revised V.1 Subdivision Elements Based On County Staff Feedback
Staff Review Meeting (HPG: Virtual) (JDE: Virtual)	June 8 - June 10, 2026	Review Of V.1 Draft Of Zoning Elements For County Staff Feedback
Revision Of V.1 Subdivision Elements	June 8 - June 15, 2026	Revised V.1 Zoning Elements Based On County Staff Feedback
Begin Official Review Period For Planning Commission (June 2026)		
Planning Commission Meeting (HPG: Virtual) (JDE: Virtual)	June 8, 2026	Work Session Presentation Of V.2 Subdivision Elements (Packet Materials Transmitted To County Staff 1 Week Prior (i.e., 6/1/26))
Revision Of V.2 Subdivision Elements	June 8 - July 2, 2026	Revised V.2 Subdivision Elements Based On Planning Commission Feedback
Planning Commission Meeting (HPG: Virtual) (JDE: Virtual)	June 22, 2026	Work Session Presentation Of Zoning Elements (Packet Materials Transmitted To County Staff 1 Week Prior (i.e., 6/15/26))
Draft Required Public Notice For PC Public Hearing	June 22 - June 25, 2026	Transmittal Of Draft Public Notice To County Staff For Review By 6/25/26.
Revision Of V.2 Zoning Elements	June 22 - July 2, 2026	Revised V.2 Zoning Elements Based On Planning Commission Feedback
Formal Recommendation (July 2026)		
Planning Commission Meeting (HPG: In Person) (JDE: Virtual)	July 13, 2026	OPTION #1 - Public Hearing/Formal Recommendation Of V.3 Documents (Packet Materials Transmitted To County Staff 10 Days Prior (i.e., 7/2/26))
Planning Commission Meeting (HPG: In Person) (JDE: Virtual)	July 27, 2026	OPTION #2 - Public Hearing/Formal Recommendation Of V.3 Documents (Packet Materials Transmitted To County Staff 10 Days Prior (i.e., 7/17/26))

Revision Of V.3 Documents (If Required)	July 13 - July 28, 2026 OR July 27 - August 11, 2026	Revised V.3 Documents As May Be Required Based On Planning Commission Recommendation
Begin Official Review Period For County Commission (August 2026)		
County Commission Meeting (HPG: In Person) (JDE: Virtual)	August 4, 2026	OPTION #1 - Work Session Presentation Of V.3 / V.4 Documents (Packet Materials Transmitted To County Staff 1 Week Prior (i.e., 7/28/26))
County Commission Meeting (HPG: In Person) (JDE: Virtual)	August 18, 2026	OPTION #2 - Work Session Presentation Of V.3 / V.4 Documents (Packet Materials Transmitted To County Staff 1 Week Prior (i.e., 8/11/26))
Revision Of V.3 / V.4 Documents (If Required)	August 4 - August 25, 2026 OR August 18 - September 8, 2026	Revised V.3 / V.4 Documents As May Be Required Based On Commission Feedback
Adoption (September 2026)		
County Commission Meeting (HPG: In Person) (JDE: Virtual)	September 1, 2026	OPTION #1 - Final Adoption (Packet Materials Transmitted To County Staff 1 Week Prior (i.e., 8/25/26))
County Commission Meeting (HPG: In Person) (JDE: Virtual)	September 15, 2026	OPTION #2 - Final Adoption (Packet Materials Transmitted To County Staff 1 Week Prior (i.e., 9/8/26))
Project Closeout	September 15 - September 22	Finalized Deliverables / Transmittal Of Final Files To County

Our team has confirmed necessary capacity to complete this project within the proposed timeline. Our firm maintains a balanced workload and will assign this project a priority level which is consistent with the County's expectations.

Cost Proposal and Fee Breakdown

Consistent with the County's direction to keep the cost proposal clear and simple, we present the following fee structure. All travel and other reimbursable expenses are included in our rates. Phase 1 is proposed as a lump-sum fee. Phase 2 is proposed as a not-to-exceed fee, recognizing the County's reserved right to adjust Phase 2 scope following Phase 1 completion.

Hansen Planning Group

Staff / Role	Rate/hr	Ph 1 hrs	Ph 2 hrs	Total hrs	Total fee
Mike Hansen, AICP – Project Manager & Client Lead	\$160	46	26	72	\$11,520
Jacob Hansen, JD – Code Specialist	\$160	24	14	38	\$6,080
Isaac Hansen – GIS Specialist	\$160	8	4	12	\$1,920
HPG Subtotal				122 hrs	\$19,520

Jones & DeMille Engineering

Staff / Role	Rate/hr	Ph 1 hrs	Ph 2 hrs	Total hrs	Total fee
Kendall Welch – Project Manager / Planner II	\$140	58	42	100	\$14,000
Devan Fowles – Asst. Project Manager	\$165	6	2	8	\$1,320
Scot Flannery, PE – Senior Project Manager I / Engineer	\$255	4	4	8	\$2,040
JDE Subtotal				116 hrs	\$17,360
Total Project Fee – all expenses included				238 hrs	\$36,880

Phase 1 – Lump Sum	146 hrs	\$22,610
Phase 2 – Not-To-Exceed Fee	92 hrs	\$14,270

All travel and reimbursable expenses are included in hourly rates – the County will not receive a separate invoice for mileage or incidentals. Phase 1 is proposed as a lump-sum fee. Phase 2 is proposed as a not-to-exceed fee, recognizing the County's reserved right to adjust scope following Phase 1 completion. Access to JDE's civiclinQ platform for 1 year is provided as a value-added service at no additional cost.

Project References

The following references represent recent and relevant projects. A complete project list is available at HansenPlanningGroup.com and Rural-Community.com.



Contact: *Colby Park, Planning and Zoning Administrator* | colbyp@juabcounty.gov | 435.623.3400

Juab County, Utah – Land Use and Code Project

In December of 2023, JDE was retained by Juab County to assist with comprehensive updates to the County’s Code which included various updates to its land use, subdivision, design and construction standards. This is a multi-year (phased and still on-going) project which includes review and analysis of existing ordinances, suggested amendments, and new policy recommendations to ensure compliance with current statutory requirements and objectives as well as strategies which have been identified in the County’s General Plan.



Contact: *Adam Richins, County Planner* | arichins@co.millard.ut.us | 435-864-1405

Millard County, Utah – Land Use and Code Projects

In January of 2024, HPG and JDE were retained by Millard County to assist with a multi-year (phased) planning initiative which included a comprehensive update to the County’s General Plan (adopted in February 2026), including its resource management plan/element, as well as comprehensive updates to the County’s Code (on-going) which includes various updates to its land use, subdivision, design and construction standards. This includes review and analysis of existing plans and ordinances, various public outreach events, suggested amendments, and new policy recommendations to ensure successful growth and compliance with current statutory requirements.



Contact: *Gary Mitchell, County Zoning Administrator Sanpete County | 435-835-2115*

Sanpete County – Land Use and Code Project

Sanpete County is quickly becoming a rural area with an increased demand to develop in the unincorporated areas. The county needed an update to the chapters dealing with the subdivision approval process as well as the land use (or zoning) parts of their code. While certain sections had been completed over the years, an entire overhaul of the current code was needed to meet the needs of county residents. RCC was able to work with the County to identify ways to make the process easier to understand and implement practices that were compliant with state code and best practices recommendations.



Contact: *Malcolm Nash, Sevier County Administration & Economic Development | mrnash@sevier.utah.gov | 435-893-0454*

Sevier County – General Plan and Land Use Ordinance Updates

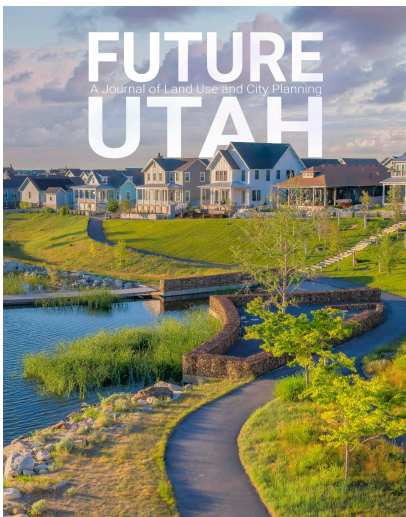
During 2025, HPG and JDE were retained by Sevier County to assist the County in updating the Water Element of its current General Plan, as well as review and recommend updates to Chapter 71, Recreational Vehicles; Title 5, Public Works Amendments; Title 15 Chapter 152: Streets, Sidewalks And Public Places; and Title 15 Chapter 153: Subdivisions of the County's Code to increase the County's compliance with the requirements of Utah State Code. The General Plan was successfully adopted in February of 2026, with amendments to the County's Code occurring between the months of December 2025 and March 2026.



Contact: *Scott Perkes, AICP, Community Development Director* |
sperkes@northlogancity.gov |
435-752-1310 ext 105

North Logan City, Utah - General Plan And Land Use Ordinance Updates

HPG and JDE partnered with North Logan City to develop multiple growth scenarios, helping the community visualize and evaluate different approaches to development. This process involved coordination with regional stakeholders to ensure alignment with broader regional goals. The final product included an implementation-focused general plan and updated development codes—developed in conjunction with JDE's planning staff—that provide clear guidance for managing growth while preserving community character.



Contact: *Rob Terry, MPA AICP, Statewide Land Use Training Director* |
robterry@utah.gov | *801-530-6392*

Utah Office of the Property Rights Ombudsman – Statewide Land Use Training

Since the Spring of 2021, HPG and JDE have produced and distributed land use training materials through the civclinQ.com platform courtesy of the Land Use Training Fund administered by the Land Use Eminent Domain and Advisory Board and Office of the Property Rights Ombudsman. To date, our team has developed and continues to maintain over 57 online, self-paced training modules on a variety of land use topics which are directly related to Utah's regulatory requirements. Over 250 active users spread across 80 jurisdictions!

Additional Proposal Notes

Q&A Acknowledgement. Hansen Planning Group and Jones & DeMille Engineering, Inc., have reviewed all eleven questions and answers published through the U3P portal on March 13, 2026. Our proposal reflects the County's guidance across each of those responses, including: the focus on simplified regulatory text with no changes to zoning map boundaries; a limited, informational public engagement approach drawing on prior General Plan work; no form-based code or architectural renderings; a mix of in-person and video meetings; and a project start date of April 8, 2026.

Litigation. Hansen Planning Group and Jones & DeMille Engineering, Inc., have no pending or previous litigation related to our firm's work.

Independent Contractor. Hansen Planning Group and Jones & DeMille Engineering, Inc., will perform all services as an independent contractor, not as an officer, employee, or agent of Grand County.

Insurance. A current certificate of insurance is available upon request. Our firms maintain general liability, professional liability (errors and omissions), automobile liability, and workers' compensation coverage.

Subcontractor. Jones & DeMille Engineering, Inc., will serve as subcontractor, contributing planning and engineering expertise and regional staff support through their office in Monticello, Utah.

GRAMA. Hansen Planning Group and Jones & DeMille Engineering, Inc., understand that this proposal may be subject to public disclosure under the Government Records Access and Management Act (GRAMA).

GRAND COUNTY UTAH

Land Use & Development Management Code Rewrite

Sunrise Engineering

March 20, 2026





1180 North Mountain Springs Pkwy, Springville UT 84663
TEL 801.523.0110 | FAX 801.523.0990

March 20, 2026

Grand County Commission and Planning Commission
Grand County, Utah
125 East Center Street
Moab, Utah 84532

RE: Proposal for Land Use & Development Management Code Rewrite - RFP GC10023

Dear Selection Committee,

Sunrise Engineering is pleased to submit this proposal to comprehensively rewrite the Grand County Land Use and Development Management Code. We understand what Grand County is asking for: a simplified, clear, and legally defensible code, completed quickly, that implements the adopted General Plan and serves the County's unique rural, resort, and environmental context. That is precisely what we deliver.

Our project manager, Daniel Jensen, JD, AICP, brings a rare combination of legal training, AICP certification, and direct experience as a public-sector planner in Utah communities. Daniel has led land use code rewrites and ordinance updates for numerous Utah communities, including Corinne, Stockton, Fillmore, Holden, and Loa, and has served as project manager for over 33 statewide subdivision code updates under Utah's SB 174 and HB 476. His legal background helps him draft code that is not only clear but also legally sound and defensible.

We have carefully reviewed the RFP and the County's Q&A responses. We understand that this project is focused on a simplified regulatory text rewrite and not a heavily engagement-intensive process. The County has already invested significantly in public engagement through the General Plan and the Future Land Use Plan for Spanish Valley. Our role is to translate that direction into an updated code that developers, residents, staff, and the Planning Commission and County Commission can easily follow and understand. This is what we do best.

We are prepared to begin the morning of April 8, 2026, meet the Phase 1 target of June 30, 2026, and deliver an adoption-ready code by September 22, 2026. Our fee proposal is structured to reflect the County's preference for simplicity and its compressed timeline.

Sunrise Engineering is confident we are the right team for this project. We look forward to the opportunity to serve Grand County

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "D. Jensen".

Daniel Jensen, JD, AICP
Principal Planner | Project Manager
Sunrise Engineering
daniel.jensen@sunrise-eng.com | 801.592.9599

ABOUT SUNRISE

Thriving communities don't happen by chance - they're built through thoughtful planning and collaboration. Since 1978, Sunrise Engineering has partnered with cities, counties, and stakeholders to create innovative and sustainable community development strategies. From our beginnings in Fillmore, Utah, we've grown into a multidisciplinary firm with nearly 500 professionals across 25 offices, offering a full range of services to support communities throughout the western United States.

Our expertise includes general plans, recreation master plans, housing policies, transportation plans, and public engagement strategies. We assist with zoning administration, annexation policies, and environmental planning, helping communities navigate growth while protecting their unique character. Our team also integrates GIS mapping, utility planning, and water resource studies to provide a comprehensive approach that aligns infrastructure development with broader community goals.

At Sunrise, we believe successful planning starts with listening. By collaborating with local leaders and engaging the public through surveys, meetings, and strategic communication, we ensure every project reflects the vision and priorities of the people it serves. Our multidisciplinary team brings technical expertise and creative problem-solving to each project, whether it's shaping land use policy, designing recreational spaces, or addressing housing challenges.

Committed to creating solutions that work and relationships that last, Sunrise Engineering helps communities achieve their goals, empowering them to grow stronger and brighter for future generations. When you partner with us, you gain a trusted ally dedicated to making your vision a reality.

SUNRISE CONTACT
Daniel Jensen
 1180 Mountain Springs Pkwy
 Springville, UT 84663
TEL 801.592.9599
 daniel.jensen@sunrise-eng.com

Services Offered



COMMUNITY DEVELOPMENT

- Community Planning
- Economic Development
- Public Involvement



ENGINEERING

- Transportation
- Water
- Wastewater
- Drainage/ Flood Control
- Environmental
- Electrical
- Land Development
- Structural
- Parks & Recreation
- Construction Management



SURVEY

- 3D imaging
- Topographic
- Construction Layout
- Land Boundary/Easements/ Right-of-Way



GIS

- Utility Mapping
- Cemetery Management
- Trails & Transportation
- Land Use Management
- Field Collection & Inspections
- Mapping, Management, & Analytical Services
- Cloud Smart GIS



NATURAL GAS

- Training & Qualification
- Compliance & Studies
- Pipeline Engineering
- 3rd Party Inspections
- As-built Mapping



BUILDING CODE SERVICES

- Building Inspection
- Plan Review
- 3rd Party Inspections
- Peer Reviews & Code Consulting

SUNRISE OFFICES

UTAH
 Cache Valley
 Cedar City
 Fillmore
 Nephi
 Richfield
 Roosevelt
 Salt Lake City
 South Ogden
 St. George
 Utah County
 Vernal

COLORADO
 Alamosa
 Fort Collins

WYOMING
 Cheyenne
 Laramie
 Star Valley
 Kemmerer

NEVADA
 North Las Vegas
 Henderson

ARIZONA
 Phoenix
 Prescott
 Kingman

IDAHO
 Pocatello

Our clients can depend on us to carefully administer projects from conceptualization through construction administration. For a more detailed description of our company, please visit our website at www.sunrise-eng.com.

Firm Qualifications & Relevant Experience



DWS SUBDIVISION CODE UPDATES STATEWIDE 33 CITIES | UTAH

Sunrise completed subdivision code updates for 33 Utah municipalities to ensure compliance with recent statutory amendments under SB 174 and HB 476. For each community, the team conducted a detailed audit of the existing subdivision ordinance, mapped current procedures against the revised state-mandated approval framework, and drafted ordinance amendments to align local processes with the updated legal requirements. Sunrise restructured review timelines, clarified administrative versus legislative approval authority, standardized notice and appeal provisions, and ensured conformity with vesting and completeness standards. Where appropriate, the team also modernized development standards, revised submittal checklists, and updated application materials to improve clarity, reduce ambiguity, and streamline processing. Sunrise performed this task on a tight budget and timeline for nearly three dozen communities throughout the State.

Amalga, Apple Valley, Big Water, Corinne, Enterprise, Fayette, Fillmore, Goshen, Hatch, Helper, Holden, Kingston, Lake Point, LaVerkin, Loa, Manila, Manti, Meadow, Moroni, Mt. Pleasant, Oak City, Orderville, Panguitch, Paragonah, Rush Valley, Spring City, Sterling, Stockton, Toquerville, Tropic, Virgin, Wallsburg, and Wellington

Project Manager: Daniel Jensen, JD, AICP	Year Completed: 2024-2025
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WELLINGTON GENERAL PLAN & SUBDIVISION CODE UPDATE | WELLINGTON, UTAH



Sunrise assisted Wellington City with a comprehensive update to its subdivision code and is actively creating a new general plan and transportation master plan. The subdivision code was completed swiftly to comply with the state mandate to update the ordinance before December 31, 2024. For the general plan, key planning challenges addressed included an aging and slowly growing population, economic uncertainty tied to the energy sector, aging road infrastructure, traffic safety concerns along state highways, and the need to expand moderate-income housing opportunities. The resulting plan provides Wellington with a practical, policy-driven framework to guide land use decisions, capital investments, and long-term community development for the next five-plus years.

Project Manager: Daniel Jensen, JD, AICP	Year Completed: 2026
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STOCKTON GENERAL PLAN, LAND USE, & SUBDIVISION ORDINANCE UPDATE | TOWN OF STOCKTON, UTAH



Sunrise is working to complete the Stockton General Plan, Master Transportation Plan, and Land Use Ordinance Update through a Transportation Land Use Connection Grant to better integrate infrastructure and land use for effective growth management. The project included review of existing plans, analysis of current land use and transportation conditions, community and inter agency coordination, development of plan alternatives, and preparation of updated maps and policy elements. Final deliverables will include revised ordinance amendments with a new water conservation chapter to guide long term development and resource stewardship.

Project Manager: Daniel Jensen, JD, AICP	Year Completed: 2026
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HOLDEN GENERAL PLAN & ORDINANCE UPDATE | HOLDEN, UTAH



Sunrise assisted Holden Town with a comprehensive General Plan, Land Use, and Subdivision Code update. Our team worked closely with town staff and elected officials to evaluate existing land use policies and develop updated policies and implementation strategies that reflect community priorities and planning best practices. The project included updates to key land use and development regulations to improve clarity, modernize standards, and support efficient administration of the town’s planning and development processes.

Project Manager:
Daniel Jensen, JD, AICP

Year Completed:
2025

FILLMORE ORDINANCE, SUBDIVISION, & ANNEXATION UPDATE 2023 | FILLMORE, UTAH



This project included providing an assessment of Fillmore’s existing zoning ordinance, creating new zones for downtown development, updating land use tables, and development standards to reflect the city’s expectations and the state requirements. The subdivision ordinance was updated to reflect current state code requirements, assurance, warranty, and recordation requirements, amended map requirements, and processing procedures. Included as part of this project are flow charts illustrating subdivision processing requirements to ease in public use and city administration. Finally, the project developed an annexation policy plan for Fillmore City that complies with state code and provided an annexation policy map.

Project Manager:
Daniel Jensen, JD, AICP

Year Completed:
2023

BEAVER COUNTY GENERAL PLAN 2026 | BEAVER COUNTY, UTAH



Sunrise facilitated stakeholder meetings to align priorities, then integrated local input with demographic, land use, recreation, traffic, safety, water, and infrastructure datasets to produce a data-driven plan. Sunrise evaluated freeway interchanges/crossings, prioritized capital projects, addressed access management and roadway design standards, analyzed safety and circulation needs, and incorporated active and regional transportation strategies. The deliverables included a five- and twenty-year improvement and maintenance programs that provide a clear implementation roadmap.

Project Manager:
Daniel Jensen, JD, AICP

Year Completed:
2026

ADDITIONAL EXPERIENCE

Moroni, UT:

General Plan, Land Use Code, and Subdivision Code Update

Corrine, UT:

General Plan, Land Use Ordinance, and Subdivision Code Update

Mount Pleasant, UT:

Land Use and Subdivision Code Update

Virgin, UT:

Land Use Code

Loa, UT:

Land Use, Subdivision, and Business License Code



Project Team & Roles

At Sunrise Engineering, we understand that when you select a team, you are ultimately selecting people – people that you will be working with side by side for years to come. Effective teams do not happen by accident. It can take years of collaborative efforts between the people involved to identify and harness the unique talents of each team member in order to improve upon and strengthen the team.



KEY PERSONNEL



Daniel Jensen, JD, AICP | Project Manager



EDUCATION

Juris Doctorate - J. Reuben Clark Law School, Brigham Young University
 BA - International Relations, Brigham Young University

YEARS IN PROFESSION

15; 4 with Sunrise

CERTIFICATIONS

State Bar: NM No. 149873
AICP: No. 32931

Daniel is a city planner with 15 years of interdisciplinary public service in community planning, law, and community organizing. Having spent several years as a planner in both urban and rural communities, he understands the unique challenges city and county staff encounter. Colleagues appreciate his comprehensive big picture approach to planning. Prior to Sunrise, Daniel has worked in planning for Utah County, Payson City, and Provo City, as well as in community development for Utah Way of Utah County. He received a law degree from BYU and is a certified AICP planner. In his free time he serves on the board for DarkSky Utah.

Key Project Experience

- Beaver County General Plan, Water Use, & Preservation
- Woodland Hills General Plan
- Stockton General Plan and Land Use Code Update
- Loa On-Call Planning & Subdivision Code Updates
- Corinne Land Use Code Update
- Toquerville General Plan Update
- Jensen Water District Bylaws and Admin Code
- Goshen Subdivision Code Updates
- Wallsburg Subdivision Code Updates
- Stockton Subdivision Code Updates
- Helper Subdivision Code Updates
- Wellington Subdivision Code Updates
- Lake Point Subdivision Code Updates
- Fillmore Subdivision Code Updates
- Meadow Subdivision Code Updates
- Oak City Subdivision Code Updates
- Corinne Subdivision Code Updates

Gabby Blackburn | Senior Planner



EDUCATION

MS - Masters of Business Administration, Southern Utah University
 BS - Landscape Architecture & Environmental Planning, Utah State University

YEARS IN PROFESSION

6; 2 with Sunrise

Gabby is a seasoned city planner with extensive experience in municipal management, planning, and community-building. With a background that bridges design, business, and local government roles, she brings a unique perspective to creating spaces that foster community connection and are designed for long-term vibrancy. Gabby has worked in both county and city settings, giving her a deep understanding of the unique challenges faced by rural communities. She excels in ordinance drafting, public presentations, and plan reviews, known for her creative, solution-oriented approach and collaborative mindset.

As the former Assistant City Manager and Planning Director for Vernal City, Gabby was instrumental in advancing initiatives such as the Downtown Revitalization and the Subdivision Update, both of which reflect her commitment to practical and inviting public spaces. Her contributions also extend to supporting programs like the Rural Rec Grant and Healthy Communities of Northeastern Utah, and she frequently volunteers at community events, underscoring her dedication to building cohesive and resilient communities.

Key Project Experience

- Duchesne County General Plan
- Vernal City Moderate Income Housing Plan
- Vernal City General Plan Update
- Uintah County Planning Services
- Uintah County CAFO Ordinance
- R.I.S.S. Grant & Facade Grant Facilitation/Monitoring

Ryker Steglich | Senior Planner



EDUCATION

AA - Applied Technology, Brigham Young University, Idaho

YEARS IN PROFESSION

9; 3 with Sunrise

Ryker is a skilled planning professional with nine years of industry experience, including direct collaboration with municipalities on a wide range of project types. His background in planning and zoning equips him with a strong understanding of complex regulatory frameworks, which he adeptly translates into practical, actionable solutions. Ryker has a proven talent for drafting clear and effective municipal ordinances, shaping thoughtful public policies, and facilitating open, transparent communication between agencies and the communities they serve. His ability to balance technical precision with public engagement makes him a trusted and valuable contributor to any project team.

Key Project Experience

- Leeds General Planning Services
- Milford General Plan Update
- Virgin Town On-Call Planning Services
- Tetonia General Plan
- Mt. Pleasant TMP & Zoning Code
- Apple Valley Town Subdivision Ordinance Updates
- Big Water Subdivision Ordinance Updates
- Enterprise Subdivision Ordinance Updates
- Fayette Town Subdivision Ordinance Updates
- Hatch Town Subdivision Ordinance Updates
- Kingston Town Subdivision Ordinance Updates
- Manti City Subdivision Ordinance Updates
- Meadow Town Subdivision Ordinance Updates
- Mount Pleasant City Subdivision Ordinance
- Orderville Town Subdivision Ordinance Updates
- Panguitch City Subdivision Ordinance Updates
- Sterling Town Subdivision Ordinance Updates
- Toquerville City Subdivision Ordinance Updates
- Virgin Town Subdivision Ordinance Updates
- Wallsburg Town Subdivision Ordinance Updates

Jarom Hlebasko, GISP | GIS Lead



EDUCATION

BS - Engineering Technology, Southern Utah University
 AAS - Design Technology, Southern Utah University

YEARS IN PROFESSION

20; 19 with Sunrise

REGISTRATIONS

GISP License: No. 49890

Jarom has been involved with numerous GIS projects throughout the states of Utah, Wyoming, Idaho, Arizona, and Nevada. He has experience providing mapping services and analysis through various ArcGIS software, much of which have been in the areas of utility mapping (water distribution, sanitary sewer, storm water, irrigation, and power/electrical systems), transportation, and facility management.

Key Project Experience

- Mt. Pleasant GIS Mapping & Management
- Loa Town GIS Cemetery Mapping Services
- City of St. Johns GIS On-Call Services
- Angell Springs GIS Mapping Project
- Rich County GIS Mapping & Management Services
- Corinne City Cloud SMART GIS Services

Proposed Approach & Methodology

The County has clearly stated its priorities: simplify, clarify, and complete quickly. We are proposing a focused, professionally managed two-phase project that delivers a modern, usable, legally defensible code aligned with the General Plan and Utah State Code, on the County's compressed timeline.

Key scope parameters from the County's Q&A that shape our approach:

Code review and amendment

- As needed development review flowcharts and dimensional standards diagrams
- Schedule is built around Planning Commission and County Commission meeting dates
- Mix of video and in-person meetings is acceptable

WHAT WE KNOW ABOUT GRAND COUNTY'S CODE & WHAT WE WILL FIX

Like many communities, years of incremental amendment have resulted in inconsistencies and gaps in Grand County's code. Our Phase 1 audit will confirm and refine this list, but we believe we are already focused on some of the right areas for improvement.

1. Conditional Use Permit Process Updates

Under Utah Code Title 17, Chapter 79, the conditional use permit process must be administered based on objective, written standards. A land use authority may only impose conditions that mitigate reasonably anticipated detrimental effects that exceed those normally associated with the permitted uses in the zone. It cannot deny a CUP based on general opposition, vague policy preferences, or subjective judgments about character or compatibility. Many codes, like Grand County's, rely on legislative determinations, where Utah Code and Utah Courts have determined that this is squarely an administrative decision.

Grand County's current CUP standards rely on language such as 'in harmony with the zone,' a phrase that Grand County Planning Commission members have publicly identified as too subjective and dependent on who sits on the Commission at any given time. The public record is clear: commissioners want a black-and-white process with objective, measurable standards.

The rewritten code will replace subjective CUP standards with specific, written criteria tied to identifiable impacts, including noise, traffic, lighting, hours of operation, water consumption, and similar measurable factors. Each CUP

decision will be supported by written findings of fact that apply the standards to the evidence in the record. This protects the County from reversal and gives applicants a clear path to approval.

2. Short-Term Rentals and Overnight Accommodations Need Clarity

Short-term rentals are among Grand County's most contested land-use issues. The rewritten code will provide clear STR standards and also improve definitions and regulations of overnight accommodations by type, such as bed and breakfasts, vacation rentals, glamping, RV parks, and similar uses. We will work with staff to create specific standards for each and clear identification of where each use is permitted, conditionally permitted, or prohibited.

3. Zone Consolidation

Grand County's current zone structure has become complex through incremental amendments, resulting in more districts than the County's development patterns and administrative capacity can realistically support. Public sentiment, captured directly in Planning Commission work sessions, is that residents do not want an urban code. They want a simple, rural framework with a limited number of zones that reflect how land actually functions in Grand County.

Our approach is to consolidate zones around a lean structure: a small number of broad, functionally clear districts for most of the unincorporated county, with supplemental zone types or standards for areas like Spanish Valley where urbanizing conditions require more specific treatment. The goal is a use table that staff can administer without constant interpretation and that applicants can understand without a planner's help.

4. Alignment Between the General Plan and the Land Use Code

A land use code that does not align with the adopted General Plan creates legal vulnerability on every discretionary decision. Grand County Planning Commission members have specifically identified that the General Plan's land use designations do not map one-to-one with the current zoning districts.

During Phase 1, we will systematically map General Plan land use designations against zoning districts and use tables to identify all gaps and inconsistencies. The rewritten code will be organized so that each zoning district ties to a specific General Plan designation.

5. Utah State Code Compliance — Including Recent Legislative Changes

Utah's land use statutes have changed significantly in recent years, and Grand County's code has not kept pace. Sunrise has been on the front lines of these changes and is prepared to review your ordinance against State Code changes, including those from the 2026 legislative session.

PHASE 1 — CODE AUDIT, FRAMEWORK, AND POLICY DIRECTION (WEEKS 1–8)

Phase 1 answers one critical question before drafting begins: what does the new code need to do, and how should it be organized? Our Phase 1 deliverables give the County a clear roadmap and secure Commission direction on the key policy questions before a single word of the new code is drafted.

Task 1.1 — Project Kickoff: We will meet with County staff within the first week of Notice to Proceed (April 13, following the APA Spring Conference) to confirm project goals, establish communication protocols, identify key contacts, and review available materials, including the existing Land Use Code, the General Plan, and the Future Land Use Plan for Spanish Valley.

Task 1.2 — Code Audit: The project manager, Daniel Jensen, will conduct a comprehensive audit of the existing Land Use Code, identifying internal conflicts, redundancies, outdated provisions, legal vulnerabilities, and misalignments with the General Plan and Utah State Code. We will evaluate every zoning district, overlay zone, use table entry, and procedural provision against the issues identified above.

Task 1.3 — Framework Memorandum: We will prepare a Code Audit and Framework Memorandum documenting key findings, recommended code organization, proposed zone structure, recommended overlay treatment, and policy questions requiring Planning Commission or County Commission direction before drafting begins.

Task 1.4 — Work Sessions: We will present Phase 1 findings to the Planning Commission and County Commission at scheduled work sessions. These presentations will secure policy direction so that Phase 2 drafting proceeds without policy surprises.

PHASE 1 DELIVERABLES

- Code Audit and Framework Memorandum
- Annotated Table of Contents for the rewritten Code
- Summary presentation materials for Planning Commission and County Commission

PHASE 2 — LAND USE CODE DRAFTING AND ADOPTION SUPPORT (WEEKS 9–21)

Phase 2 commences upon written authorization from the County following Phase 1 approval. All drafting will be guided directly by the Phase 1 Framework Memorandum and Commission direction, minimizing revision cycles and keeping the project on schedule.

Task 2.1 — Administrative Draft: Daniel Jensen will lead the drafting of the full Land Use Code, with support from Ryker Steglich. The code will be organized per the Phase 1 framework, with clear zoning district purpose statements, objective and measurable development standards, a streamlined use table, and modernized administration and procedures that comply with Utah Code Title 17, Chapter 79.

Task 2.2 — Staff Review and Revision: We will submit the administrative draft to County staff for review and incorporate feedback before advancing to final review.

Task 2.3 — Public Hearings / Adoption: We will attend Planning Commission and County Commission hearings, prepare staff reports and presentation materials, respond to comments, and deliver the final adoption-ready code incorporating Commission direction.

PHASE 2 DELIVERABLES

- Administrative Draft Land Use Code (Word and PDF)
- Final Adoption-Ready Land Use Code (Word and PDF)
- Redline/strikeout comparison to existing Code
- Process flowcharts for development review and approvals
- Dimensional standards diagrams (editable format)
- All appurtenant indexes, forms, and tables

Public Engagement Strategy

Sunrise understands that Grand County has already conducted extensive public engagement through the General Plan development process and the recent adoption of the Future Land Use Plan for Spanish Valley. For this code rewrite project, the County has clearly indicated that public engagement should be informational rather than input-gathering.

Our public engagement strategy is designed to inform — not to re-open policy debates that have already been resolved through the General Plan process.

Planning Commission Work Sessions (Phase 1 and Phase 2): We will attend scheduled Planning Commission meetings to present Phase 1 findings, review the Administrative Draft, and support public hearings. We anticipate two to three Planning Commission meetings total.

County Commission Work Sessions (Phase 1 and Phase 2): We will attend County Commission meetings

for Phase 1 direction and Phase 2 adoption hearings. We anticipate two County Commission meetings.

Planning Commission Public Hearing (Phase 2 only): At a regular Planning Commission meeting, we will explain key changes from the existing code and answer questions from residents.

Meeting Format: Consistent with the County’s Q&A responses, we are prepared for a mix of video and in-person meetings. We anticipate working closely with staff (largely remotely) with in-person Planning Commission and County Commission meetings. We will coordinate with County staff to determine the appropriate format for each meeting based on the nature of the agenda and participant needs.

Daniel Jensen will lead meeting presentations and coordinate with County staff on materials, formats, and communication logistics throughout the project.

Project Schedule

Sunrise is prepared to begin the morning of April 13, 2026, immediately following the APA Spring Conference, and complete the project within the County’s target timeline. The schedule below reflects the County’s stated milestones and the compressed 4–5 month project duration.

Timeframe	Task/Milestone	Deliverable/Notes
April 13, 2026	Notice to Proceed/Project Kickoff	Kickoff meeting with County staff
April - May 2026	Phase 1: Code Audit and Framework Memorandum Drafting	Review existing code, General Plan, and Spanish Valley FLUP
May – June 2026	Planning Commission and County Commission Work Sessions	Phase 1 findings presentation and policy direction
July – August 2026	Phase 2 (pending authorization): Code Drafting	Administrative Draft — full code text
August 2026	Staff Review — Administrative Draft	County staff review and incorporate staff comments
September 2026	Planning Commission Hearing	Adoption recommendation
September 22, 2026	County Commission Adoption Hearing	Final adoption-ready Code delivered

Note: The schedule above is built around the Planning Commission and County Commission meeting schedule as indicated by the County. We will coordinate specific meeting dates with County staff at the kickoff meeting and adjust as needed to align with Commission calendars.

Cost Proposal & Fee Breakdown

Per the County's Q&A guidance, our cost proposal is structured to demonstrate that we can finish the project on time. Consistent with the County's preference, we have kept the proposal simple and direct.

The County indicated it prefers a lump-sum fee for Phase 1 and a not-to-exceed fee for Phase 2.

Phase 1 — Lump Sum Fee		
Task	Hours	Fee
Project Kickoff and Coordination	8	\$1,520
Code Audit, Framework Memo, Annotated Table of Contents	60	\$10,120
Planning Commission Work Session Presentation	12	\$2,280
County Commission Work Session Presentation	12	\$2,280
Project Management and Staff Coordination	20	\$3,800
PHASE 1 TOTAL (Lump Sum)		\$20,000

Phase 2 — Not-to-Exceed Fee		
Task	Hours	Fee
Code Draft, Including Process Flowcharts & Dimensional Standards Diagrams	180	\$30,560
Staff Review Coordination and Revisions	20	\$3,800
Planning Commission Hearing(s)	16	\$3,040
County Commission Adoption Hearing	12	\$2,280
Final Adoption-Ready Code and Redline	12	\$2,280
Project Management	16	\$3,040
PHASE 2 TOTAL (Not-to-Exceed)		\$45,000

TOTAL PROJECT (Phases 1 + 2)	\$65,000
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Notes:

- Reimbursable expenses (mileage, printing, lodging) are billed at cost and estimated at approximately \$1,500–\$2,500 for the full project, depending on the number of in-person meetings.
- Phase 1 is proposed as a lump-sum fee. Phase 2 is proposed as a not-to-exceed fee, with actual charges billed on a time-and-materials basis at the rates shown below.
- The County retains the right to authorize Phase 1 only, negotiate scope prior to Phase 2 authorization, and modify Phase 2 scope based on Phase 1 outcomes.

Hourly Rate Schedule	
Classification	Hourly Rate
Principal / Project Manager (JD, AICP)	\$180/hr
Senior Planner	\$165/hr
GIS Specialist	\$164/hr

References

Reference 1 — Wellington City: General Plan 2026 & Subdivision Code Update 2024

Client Contact: Nicole Oveson, City Clerk | Wellington City

Phone: 435.637.5213 ext. 502 | **Email:** noveson@wellingtonutah.gov

Address: 150 West Main Street, Wellington, UT 84542

Project Manager: Daniel Jensen, JD, AICP

Scope: General plan update and comprehensive subdivision code rewrite for Wellington City, Carbon County, Utah.

Reference 2 — Loa Town: Subdivision Code Update & On-Call Planning, Land Use, & Business License Code Updates

Client Contact: Michelle Brian, Town Clerk | Loa Town & Waterworks

Phone: 435.836.2160 | **Email:** clerk@loautah.gov

Address: 80 West Center, P.O. Box 183, Loa, UT 84747

Project Manager: Daniel Jensen, JD, AICP

Scope: Comprehensive subdivision code update under Utah SB 174 and HB 476 in 2024. Land use ordinance and business license code updates during 2025 and 2026 with ongoing on-call planning services primarily focused on land use ordinance updates.

Reference 3 — Helper City: Subdivision Code Update

Client Contact: Cole Stapley, Community Administrator | Helper City

Phone: 435.472.5391 | **Email:** cstapley@helpercity.gov

Address: 58 South Main Street, Helper, UT 84526

Project Manager: Daniel Jensen, JD, AICP

Scope: Subdivision code update completed December 2024 under Utah SB 174 and HB 476, restructuring approval procedures, timelines, and standards for compliance with revised state code requirements. This was an expedited project completed in under two months.

Reference 4 — Town of Stockton: Stockton Land Use Code, Subdivision Code, & General Plan 2026

Client Contact: Diana Degelbeck, Town Clerk/Recorder | Town of Stockton

Phone: 435.882.3877 | **Email:** townclerk@stocktontown.org

Address: 18 N Johnson St, Stockton, UT 84071

Project Manager: Daniel Jensen, JD, AICP

Scope: New general plan, master transportation plan, and land use ordinance update. Completed subdivision code update in 2024

Reference 5 — Beaver County: General Plan 2026

Client Contact: Kyle Blackner, Building Official & Planner

Phone: 435.438.6483 | **Email:** kblackner@beaver.utah.gov

Address: 105 East Center Street, Beaver, UT 84713

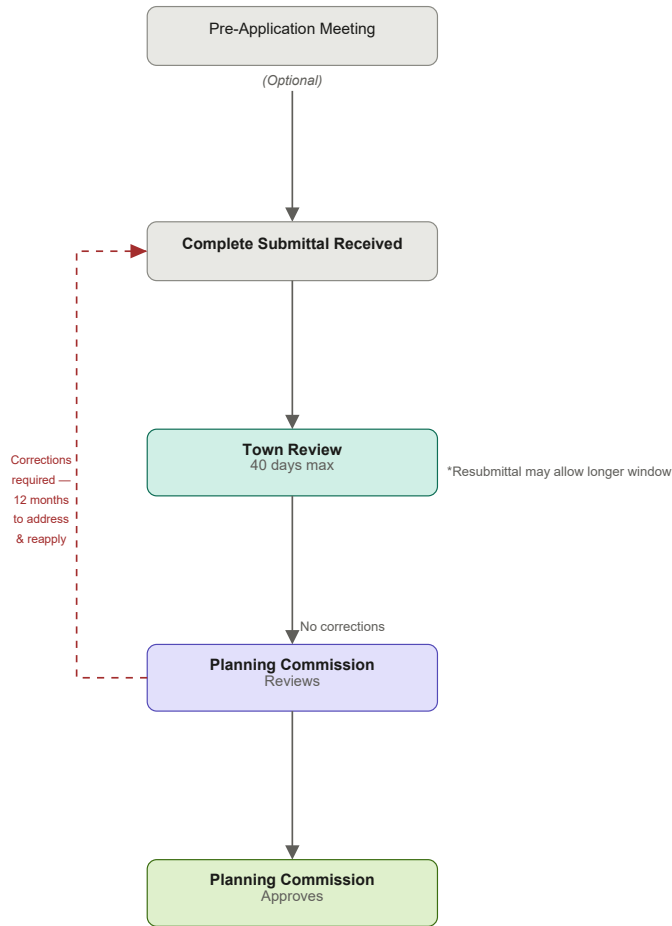
Project Manager: Daniel Jensen, JD, AICP

Scope: Countywide general plan integrating demographic, land use, recreation, traffic, safety, water, and infrastructure datasets. Includes five- and twenty-year improvement programs.

Sample Ordinance Flowchart

Paragonah Subdivision Flowcharts

Preliminary Plat & Subdivision Improvement Plan



Final Plat

