

City Council Staff Report

July 20, 2016

Applicant: Mapleton City

Location: N/A

Prepared by: Sean Conroy,
Community Development
Director

Public Hearing: N

Zone: N/A

Attachments:

1. Resolution and RFP.

REQUEST

Consideration of a Resolution authorizing the mayor to execute a contract for consultant services to assist in developing commercial zoning and design standards for the City's Highway 89 corridor.

BACKGROUND AND PROJECT DESCRIPTION

As the City continues to grow, more interest in commercial development will occur. Most of this commercial development will likely occur along Highway 89. The General Plan includes goals to establish a high aesthetic commercial design standard and to focus development in key nodes rather than encouraging a strip development pattern.

On May 11, 2016 the City Council held a retreat to discuss a variety of long range planning topics. Future commercial growth was one topic of discussion. It was suggested that staff could look into obtaining consultant assistance to help develop standards that would properly implement the quality development the City hopes to obtain.

Staff sent out a Request for Proposal (RFP) and received two proposals. Staff is recommending that the council approve the proposal from the Civil Solutions Group for an amount not to exceed \$14,500. The final deliverables for this contract would include recommendations on how to properly allocation the City's commercial zoning, and the adoption of commercial design standards. The contact amount would be included and covered in the 2016/17 budget.

RECOMMENDATION

Adopt the attached Resolution.

RESOLUTION NO. 2016-

CONSIDERATION OF A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT FOR CONSULTANT SERVICES TO ASSIST IN DEVELOPING COMMERCIAL ZONING AND DESIGN STANDARDS FOR THE CITY'S HIGHWAY 89 CORRIDOR.

WHEREAS, the City desires to encourage high quality commercial development, particularly along Highway 89; and

WHEREAS, and Request for Proposals (RFP) was release in June of 2016; and

WHEREAS, staff is recommending the Council select the proposal for Civil Solutions Group, Inc; and

WHEREAS, Civil Solutions Group, Inc. will help develop commercial standards that will promote high quality commercial development.

NOW THEREFORE, BE IT RESOLVED by the City Council of Mapleton, to authorize the Mayor to execute a contract with Civic Solutions Group, Inc. for consultant services as described in exhibit "A" for an amount not to exceed \$14,500.

PASSED AND ORDERED PUBLISHED BY THE CITY COUNCIL OF MAPLETON, UTAH, This 20th day of July, 2016.

Brian Wall, Mayor

ATTEST:

Camille Brown
City Recorder
Publication Date:
Effective Date:

Mapleton City Commercial Design Ordinance



Mapleton City
General Plan, Zoning and Design
Standards for Commercial
Development

June 20, 2016
Sean Conroy
Community Development Director
sconroy@mapleton.org



Dear Sean and Mapleton City,

Civil Solutions Group is committed and excited to propose on the Mapleton General Plan (commercial) update and Commercial Design Standards. It is amazing how much Mapleton has changed over the last 10 years as population continues to grow and new construction of development is built. Civil Solutions Group (CSG) is ready and able to provide leadership on difficult issues facing the City through a planning process that includes 1) review of all existing plans, studies, and ordinances 2) providing specific direction on zoning and General Plan 3) working with City stakeholder group and 4) developing final design standard/ordinances for adoption. CSG has a reputation of facilitating the collaboration of stakeholders, and will provide exceptional teamwork to guide Mapleton City towards quality commercial development. I, Jake, have previously lived and worked in Mapleton City. I feel this understanding of the community character will assist in the planning and development of the standards.

The CSG team has a solid background of planning in both the public and private sectors, including John Janson who was a previous planning director. This unique combination of in-house public and private experience **enables our team to develop plans/ordinances which are creative, concise, and usable.** Our team is experienced in the fields of: General Plans, transportation, town centers, economic development, ordinances including Form Based Codes and Design Standards, public outreach, charrettes, GIS, presentations, and we have relationships with UDOT and UTA. We have a reputation for providing a **creative and customized planning process and plans/ordinances that are practical to implement.**

Our team consists of Jake Young (planner/project manager), John Janson (planner/project manager), Michael Taylor (transportation), and CSG staff. Our goal is to approach this project with full City cooperation and to work hand in hand with the City staff, your stakeholder groups, and the elected/appointed officials.

Thank you for the opportunity to serve Mapleton City. We are **confident you will value our customized process, planning expertise, heartfelt commitment, and careful listening.**

Jake Young & John Janson
Civil Solutions Group
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Salt Lake City, UT 84102
435.890.6287 mobile
jyoung@civilsolutionsgroup.net



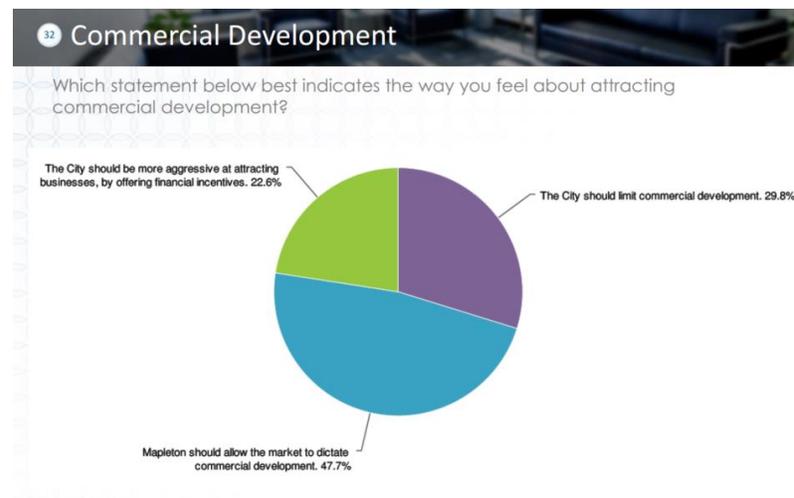
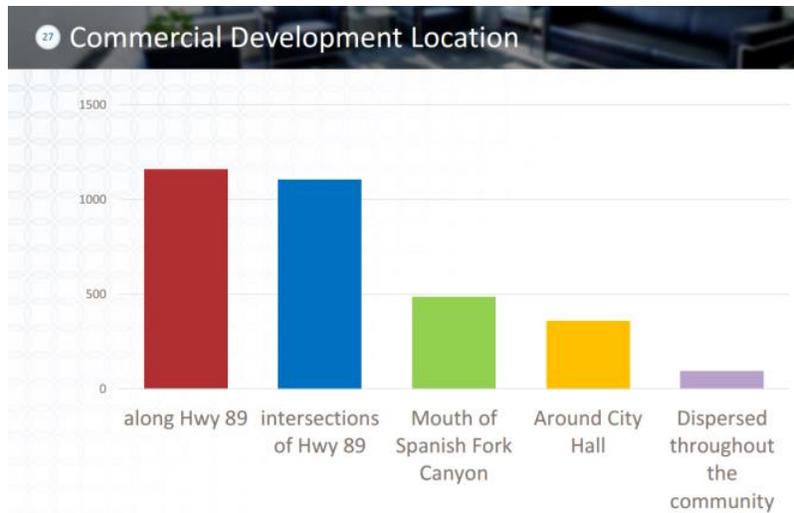
PROJECT UNDERSTANDING

The CSG team members have reviewed the 2009 Mapleton City General Plan, current Zoning, Economic Development Strategic Plan and 2015 Decision Wise Survey.

We understand that Mapleton is a growing rural community and the look and feel of the City is beginning to change. Historically Mapleton was a large lot, rural, and somewhat farming community. This face is now changing to be somewhat of larger lot subdivision community with some smaller lots on the west side. Highway 89 is a major thoroughfare in Mapleton City and is facing the major risk of strip commercial development. CSG will address the strip commercial through specific zoning, ordinances, and development to the key nodes and through design standards.

CSG understands that involving the property owners, businesses, elected and appointed officials, and area residents will be an important part of this process. We also suggest inviting potential developers to get their feedback and to peak interest. Developers will build the future Mapleton Commercial Development and should have a hand in the thought process behind it.

The natural and historical development patterns suggest strip commercial development, but the CSG Team recognizes this major issue and will address it from the beginning to the end of the process.

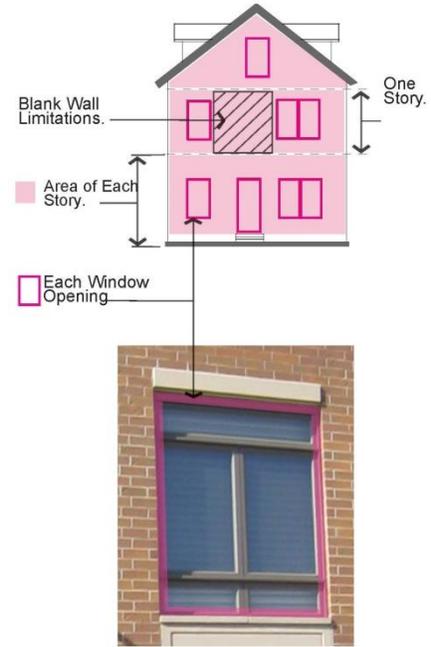




PROJECT APPROACH

CSG Proposes the following project approach:

- 1) Steering Committee
- 2) Visual Preference Survey
- 3) General Plan Commercial Vision Update
- 4) Draft of Commercial Design Standards
- 5) Property Owner and Developer Workshop/
UDOT Coordination
- 6) Public Open House
- 7) Revise Standards and Planning Documents
- 8) Adoption
- 9) Design Standards Checklist

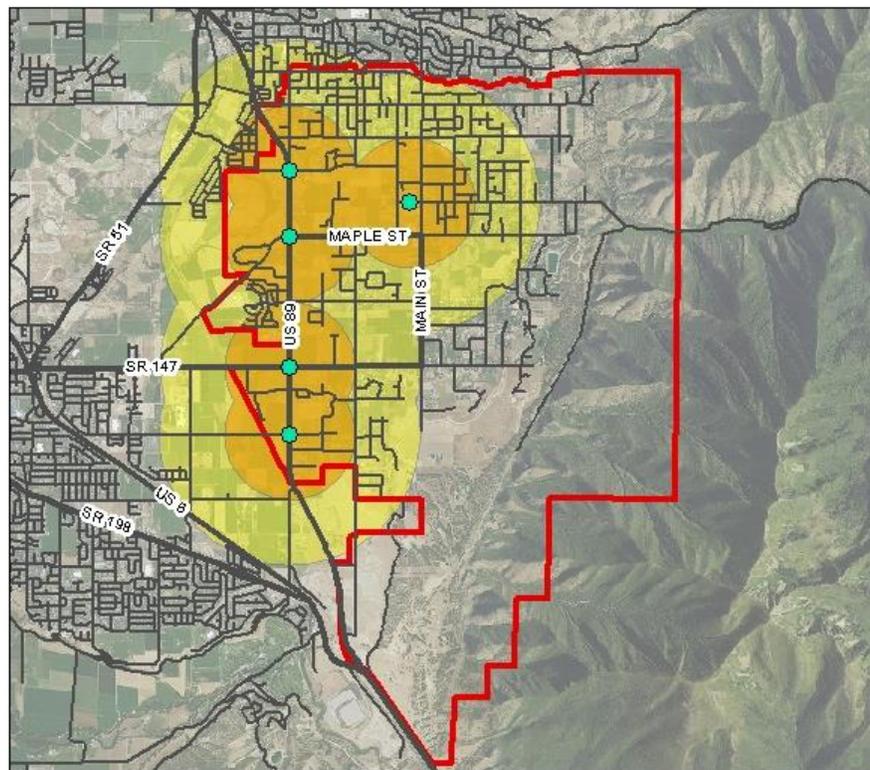


1) Steering Committee – CSG proposes that a project Steering Committee be developed to work with us and help in the decision making process.

The Steering Committee should have a variety of members (Staff, City Council, Planning Commission, leaders and others). CSG will prepare documents for the Steering Committee and facilitate meetings. The Steering Committee will help ensure that the project best meets Mapleton City’s needs and creates support for adoption. CSG

proposes that the Steering Committee generally meet three times throughout the project.

At the kick off meeting CSG will lead a visioning exercise for the Steering Committee and discuss what these commercial nodes should look like and how they should operate.



● Commercial Nodes 1/2 Mile from Commercial Nodes
 Roads 1 Mile from Commercial Nodes
 Mapleton Boundary



5. Please state your opinion below regarding the following pictures of residential multi-family buildings for applicability to Brigham City's downtown and/or near USU campus district.

Top number is the count of respondents selecting the option. Bottom % is percent of the total respondents selecting the option.

	least preferred	not preferred	undecided	somewhat preferred	highly preferred
picture 1	122 27%	95 21%	61 13%	123 27%	57 12%
picture 2	48 11%	49 11%	73 16%	186 41%	101 22%
picture 3	28 6%	29 6%	54 12%	134 29%	216 47%
picture 4	91 20%	82 18%	77 17%	138 30%	77 17%



2) Visual Preference Survey – will be a values survey to understand what the community likes the most in terms of building sizes, building heights, massing, look, and overall feel. The second survey is a Visual Planning Survey. The Visual Preference Survey is essential in providing guidance for commercial and residential development. CSG has a lot of experience in creating Visual Preference Survey's and has found them to be very useful when developing Design Standards. A Visual Preference Survey can help show what type of commercial development the community would support.

The Visual Preference Survey will be entirely online and CSG is asking that the Mapleton staff assist in distribution through email, website, Facebook®, and newsletters.

3) General Plan (GP) Commercial Vision Update – During this planning workshop CSG will work with Steering Committee and staff to designate which areas should be zoned as commercial and what type. We believe there may be reasons that the nodes take on a slightly different character based on existing usage, SC input, location and planning.



The GP update will focus on the text of the commercial zones, the uses, and the vision. The vision will help guide the Commercial Design Standards and the final recommendations on the GP update.

CSG will develop a summary of the workshop and planning efforts. The summary will provide context for updating and reconcile the General Plan.

4) Draft of Commercial Design Standards – the CSG Team is comprised of both designers and planners. This helps us develop design standards that adhere to the values and vision of Mapleton City and also result in standards that can be built within the Mapleton City market.

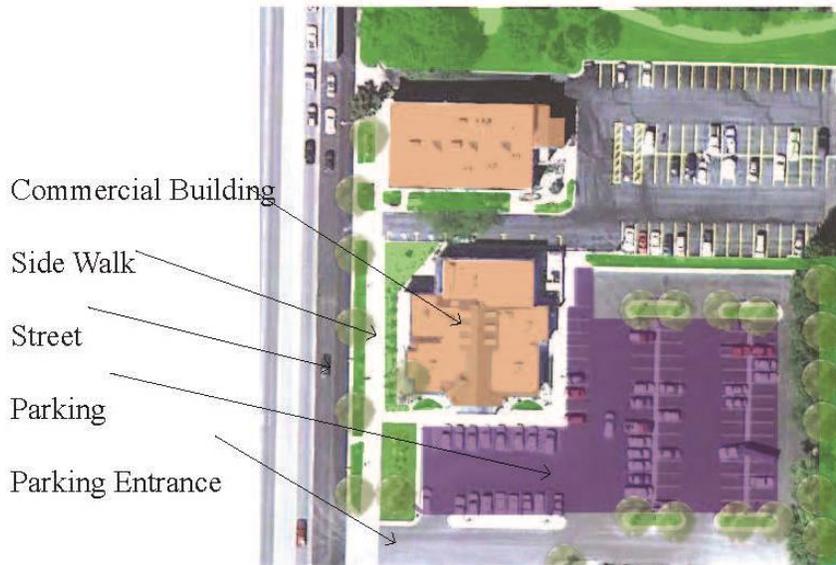
CSG will draw from our experience on more than five different Form Base Code ordinances and a number of design standards.

The design standards will address policies A-G mentioned in the RFP. These core issues include: quality landscaping, low profile, uniform design, limited traffic access points, integrated centers, key nodes, discourage strip development, setback, loading, screening, and others.

The backbone of the design standards will be form-based to include:

- Setbacks
- Fronting the street
- Parking
- Sidewalks
- Landscape
- Building Heights
- Building Widths
- Window and glass requirements
- Architecture variation
- Window coverings
- Doors
- Signage
- Lighting

Commercial Building/Side Parking Lot (for CC, MUB and CCB buildings)





To convey the design standards CSG will use:

- Diagrams
- Graphics
- Pictures
- Definitions (as needed)
- Supporting Text

Our goal is to make the design standards crystal clear and easy to follow.



Brigham City Design Workshop (2015)

5) Property Owner and Developer Workshop and UDOT Coordination – The CSG Team proposes a workshop with property owners and developers after a draft of the design standards have been developed and reviewed by staff and the Steering Committee. The Developer Workshop is essential to the long-term success of built projects, after all developers will build most of the commercial. The workshop is an informal and non-threatening way to discuss the standards being proposed. Our experience has shown that when developers participate in the planning process for standards and form based codes they generally support them and it makes approval of projects easier for both sides.

CSG is also proposing that in the same meeting or in a back-to-back meeting we have a coordination meeting with UDOT. We realize that the majority of the commercial nodes fall at the intersection of UDOT right-of-ways. CSG will review the visioning documents with UDOT and discuss access points. We regularly work with UDOT on town centers, main streets, and commercial planning projects (including Region 3).



6) Public Open House – CSG Team proposes a public open house after a draft copy is approved by staff and Steering Committee to go out to the public. It is intended that the public will get time to review the proposed ordinance online ahead of time via Mapleton City’s website and come with comments. The public open house offers a non-threatening way to discuss the details of the proposed General Plan changes and Design Standards. The CSG planning team, staff and maybe SC will sit down with residents and discuss the ideas of the proposed plans and standards.

7) Plan and Standards Revisions – Based on feedback from the Developer Workshop, Public Open House, input from Staff and Steering Committee, CSG will update the proposed General Plan changes to the commercial zone(s) and design standards.

CSG will go through a series of drafts and emails with staff to solidify the recommendations for the General Plan changes and Commercial Design Standards. CSG will provide Mapleton City with ready to adopt General Plan, commercial vision, and text. CSG will also provide Commercial Design Standards ready for adoption.

8) Adoption - A CSG planning professional will attend one Mapleton City adoption meeting (per staff recommendations). CSG will update the standards as necessary based on feedback from staff.

9) Design Standards Checklist – Through personal design experience on many commercial developments we have found that a quality checklist is a key component to making the city happy and moving a project along properly. CSG will provide a check list of the design standards. The check list will be beneficial to staff and to the developer. It will make it clear what is required from the design standards and assist with plan preparation and plan approval.



REFERENCES

Brigham City General Plan Contacts:

- Paul Larsen, Community and Economic Development Office: (435) 734-6603 plarsen@brighamcity.utah.gov.
- Mark Bradley, Planning Director MBradley@brighamcity.utah.gov Office: (435) 734-6616

Vineyard Town Center Plan Contacts:

- Nathan Crane, Planner, 801.837.3551 (mobile), NCrane@highlandcity.org (now at Highland); or
- Don Overson City Engineer, 385.215.4060, dono@vineyardtown.com

North Logan Form Based Code Plan Contact:

- Cordell Batt, City Planner 435.752.1310 (office) cordell.batt@gmail.com

SUMMARY

Thank you for reviewing the Civil Solutions Group team planning proposal. We promise to address all the issues in the RFP and provide a quality planning process and final product. CSG believes that customer service is essential to our planning process. We are both designers and planners and feel that this mixture of professionals will provide Mapleton City with the highest quality of professional planning.

FEE

Civil Solutions Group proposes to do the Mapleton General Plan (commercial update) and Design Standards for \$14,500. This is a fixed fee proposal and includes: all materials and professional time/labor to execute the scope as outlined in this proposal.



RESUMES

JAKE YOUNG, PLA, APA – Project Manager/ Planner

Areas of Expertise: Jake has over 10 years of professional experience in planning and landscape architecture. Jake's expertise includes land use planning, town centers, downtown planning, Form Based Codes, General Plans, recreation planning, community design and site design. Jake gained valuable planning experience by helping the fast growing Vineyard, Utah, design and plan a walkable town center and prepare for growth.



Talents: Jake's emphasis in planning is bringing organizations together for collaboration and consensus building, and providing leadership on difficult projects. Jake regularly presents to groups such as Steering Committees, Focus Groups, and at conferences. In 2015 Jake led the organization of the Cache Summit to promote regional collaboration; over 100 leaders (Mayors, Councils, Planning Commission, Developers and others) participated. Jake easily works with different organizations, public and private sectors in planning and designing healthy and walkable communities.

Education: BA from Utah State University 2002 and Master in Landscape Architecture from Kansas State University in 2006

Licensure and Certifications: Jake is a Registered Landscape Architect in Utah, Arizona and Idaho

Associations: Jake is an active participating member of APA and ASLA

Successful related projects and experience:

- Brigham City General Plan, Brigham City Utah (2015-Current)
- Vineyard Town Center and Form Based Code, Vineyard Utah (2015)
- North Ogden General Plan and Downtown Plan, North Ogden Utah (2014-2015)
- Smart Growth for Cache Valley – a free guide for City Leaders and Citizens regarding growth and development (2014)
- Form Based Code Heber City (2007-2008)
- Northwest Quadrant Land Use Planning (private development), Salt Lake County (2007-2008)
- South Salt Lake Form Based Code, South Salt Lake UT
- North Logan City – City Center Plan, North Logan UT
- North Logan City – Form-based Code for City Center, North Logan UT
- Utah State University, Recreation and Open Space Master Plan, Logan UT
- Community Design on private projects. Jake has helped design a number of private communities that are mixed-used, walkable and create a sense of place for residents.



Vineyard Town Center Train Station



JOHN M. JANSON AICP – Project Planner

Expertise: John has 40 years of experience in planning including managing the creation of General Plans and updates, special studies including RDA, EDA, and SAA, ordinance research and development, administration, permits, transit planning and construction, grants, public involvement, citizen planner education, and public and private work experience.



Talents: with a long history of varied planning experiences, John has used his knowledge to help communities, citizen planners, and fellow planners to improve the quality of planning in Utah. John has the ability to connect with people and groups and engage them in conversations about planning. He has a keen interest in creating plans that are action oriented. All the plans he has been involved in contain strategies to achieve the community goals. His efforts include training for town center development through Form Based Codes and basic training for citizen planners.

Education: University of Utah, Bachelor of Science in Geography in 1975 and a Master of City and Regional Planning from The Ohio State University in 1977.

Certification: American Institute of Certified Planners

Associations: American Planning Association

Utah Chapter of the American Planning Association – John has held President, Vice President, Professional Development, Secretary, conference chair, and Citizen planner representative positions in the Chapter. Millcreek Township Planning Commission – member and past Chair

Past President of ASSIST (non-profit community design coalition), Past Board Member Provo-Jordan River Parkway Authority, Member Salt Lake Community Action Program

Successful related projects:

- West Valley City General Plan 1984 and updates, Vision 2020 Plan, Strategic Planning, and City Center Vision Plan. SID project manager, UTA LRT project liaison for the Green Line
- Pleasant View City, 2000 General Plan update
- Consulting planning work, “Planning Solutions”, with Steve Pastorik AICP
- Davis County, Foothill Study, public involvement (2002)
- Kaysville City, various ordinances (2003 – 2008)
- Plain City, consulting planner, 2005 – 2006. Planned Unit Development ordinance
- Loa Town, 2008-2009, General Plan and complete Zoning Ordinance
 - Utah Form Based Code Template/Manual, Project Manager (2010-2013)
 - Jordan River Commission, Best Practices, Contributing author (2012-2013)
- Consulting work with Civil Solutions Group
 - South Salt Lake Form Based Code – East Streetcar Neighborhood (2014)
 - North Ogden General Plan (2015)
 - The Vineyard Town Center Vision and Form Base Code (2015)
 - Brigham City General Plan update (2015-current)



MICHAEL E. TAYLOR, PE – Michael will coordinate with UDOT

Areas of Expertise: Michael has over 8 years of professional experience in transportation planning and engineering architecture. Michael's expertise includes local and regional context-sensitive transportation planning, main street design, trail design, highway and roadway design, infrastructure cost estimating, and general plans. Recently Michael provided transportation planning, traffic modeling, cross-section design and Main Street design for the Vineyard Town Center Master Plan. While employed with Parsons Brinckerhoff Michael led extensive regional planning, design, and estimating efforts in western Utah County for such facilities as the Mountain View Freeway Extension, SR-73 Freeway, Eagle Mountain Expressway, and Pioneer Crossing Extension and was the principal designer of the Pioneer Crossing Extension Project.



Talents: Michael Taylor is a Professional Engineer with a passion and drive for sustainability and environmental stewardship, and a particular interest in how the integration of smart transportation and land use planning can lead to the creation of great places. Through several planning efforts, Michael has consistently helped growing communities such as Vineyard, North Ogden, and Nibley navigate the technical, financial, and human aspects of their rapid growth while maintaining livability and high life-quality as the ultimate goal. Michael has also served as a proven facilitator between municipalities and UDOT, often the critical player in any major transportation planning efforts, and has an excellent working relationship with UDOT Region 3's leadership.

Education: BS from BYU in 2008 and MS in Transportation Planning & Engineering from the University of Utah in 2011.

Licensure and Certifications: Michael is Registered Professional Engineer in the state of Utah.

Associations: Michael is an active participating member of the Congress for the New Urbanism and the Past-President of the Northern Utah Branch of the American Public Works Association.

Successful related projects and experience:

- Brigham City General Plan, Brigham City Utah (2015-Current)
- Vineyard Town Center Master Plan/Transportation Study, Vineyard Utah (2015)
- North Ogden General Plan and Downtown Plan, North Ogden Utah (2014-2015)
- Utah State University Transportation Master Plan, Logan Utah (2015)
- SR-165 Highway Relocation and Nibley Town Center Planning, Nibley Utah (2014)
- Logan Canyon Trail Project, Logan UT (2014)
- Pioneer Crossing Extension Design & Town Center Planning, Saratoga Springs
- Mountain View Corridor Program Management, Salt Lake & Utah Counties
- UTA 5600 West BRT Alternative Analysis and 30% Design, West Valley City UT (2012)
- 2100 North Lehi Highway Design, Lehi UT (2009)