

OAK GROVE URBAN RENEWAL REZONING PROJECT

Scope of Services

PART 1: PROJECT AREA EVALUATION

Task 1.1 – Relevant Plans and Studies: BCPD will review recent and on-going planning initiatives that are relevant to existing conditions and future development in the Oak Grove Urban Renewal Area (URA) zoning district. We will ask Town staff to identify all planning initiatives for review that are relevant to the project area.

Task 1.2 – Current Land Use and Development Patterns: BCPD will examine existing land uses, ownership, property characteristics, street design, parking, and development to gain a contextual understanding of residential and mixed-use opportunities and public realm enhancements needed to fulfill urban renewal goals for the URA. We will prepare base mapping that will serve as a foundation for the Regulating Zoning Map.

Task 1.3 - Project Kick-Off and Listening Session: BCPD will meet with Town planning staff, the Medway Redevelopment Authority (MRA) and the Oak Grove Zoning Task Force (OGZTF) at the beginning of the project to thoroughly review the scope of work and to establish working relationships, lines of communication, protocols, project meeting schedules, and goals and objectives of the re-zoning effort. BCPD will conduct a walking tour of the project area with the OGZTF and Town officials on the same day but prior to the kick off session to observe the unique features, prevailing development patterns, and surrounding context. During the listening session, we will ask Town officials and task force members to share their thoughts regarding challenges and opportunities in the URA under the possibility of new zoning.

Deliverable: Presentation Slides, Challenges & Opportunities Notes, Photos and URA Base Maps

PART 2: VISIONING

Task 2.1 - Stakeholder Meetings: BCPD will interview groups and individuals including the MRA, OGZTF, Planning Board, EDC, other Town officials, property owners, civic organizations, business owners, developers, and interested residents in order to educate the public about the process and obtain sufficient input on potential development scenarios under new zoning. BCPD will conduct “Office Hours” four (4) times during the project in which we will be available to meet with the public at Town Hall during afternoon or early evening hours.

Task 2.2 – Task Force Workshop: BCPD will conduct a workshop with the OGZTF and staff to present and obtain feedback on conceptual development scenarios, possible uses and density, design characteristics, and possible zoning alternatives for the Oak Grove Area. We will invite the Planning Board, Design Review Committee, Economic Development Committee, and Open Space Committee

to attend the workshop and share their thoughts and ideas. We will discuss possible engagement technique with the OGZTF prior to workshop such as concept drawings, 3D model exercises, visual preference surveys, and others.

Task 2.3 – Mixed Use and Public Realm Concept Plan: Following the Task Force workshop, BCPD will prepare a conceptual master plan drawing of the URA illustrating buildings, roads, sidewalks, streetscape elements, civic spaces, and other features of the plan, supplemented by cross-sections and three-dimensional perspectives that will help participants visualize the current and potential future development and public realm alternatives. This concept plan will serve as the foundation for the regulating plan and form-based development standards. We will supplement the concept plan with case studies of actual development projects and public realm treatments to support the discussion of future alternatives. Concept plans will be supplemented with photos, diagrams and other graphics.

Task 2.4 – Preliminary Recommendations: BCPD will consider obstacles to carrying out the Urban Renewal Plan (URP) and Oak Grove conceptual master plan under current zoning regulations and subdivision regulations, and provide and outline of recommendations amendments to these development standards as well as new design standards for buildings, streetscapes, and other public realm improvements to achieve the vision and development goals for the URA.

Deliverable: Memo from stakeholder meeting; presentation and meeting notes from the OGZTF workshop; conceptual master plan of the URA, and preliminary zoning recommendations.

PART 3: PREPARE ZONING AND DESIGN STANDARDS

Task 3.1 – Prepare Draft Zoning Amendments: BCPD will work closely with Town planning staff and the OGZTF in preparing a regulatory framework that meets the planning and development goals of the URP and Oak Grove conceptual master plan. In preparing the zoning amendments, BCPD will work closely with Town staff and the OGZTF in considering the advantages and disadvantages of various zoning techniques and applications.

Elements of the new code will include the following:

Building Form Standards: Standards for building forms and lot development in the project area. Some key characteristics of these standards that will be integrated into the new zoning code are the following:

- Provisions for desired density, mix and vertical definition of uses;
- Provisions for outdoor activities in private areas;
- Appropriate building design standards for size, scale, massing, rhythm, articulation, orientation, and fenestration;
- Site standards that provide specificity in terms of building types, placement, frontage zones for commercial use at ground level, allowed encroachments (i.e. porches, terraces, balconies, etc.), vehicle access and parking placement; and

- Provisions to ensure compatibility from building to building.

Dimensional Standards: Standards ensuring that development and density of building sites are consistent with Medway’s vision for the project area and compatible with the favorable development characteristic of Medway. Key elements include:

- Minimum/maximum lot size, depth and frontage, and coverage (to establish appropriate density and pedestrian/auto orientation by transect);
- Build-to-zones and frontage occupation requirements (to establish walkable environment and strong relationship between buildings and the street);
- Ground floor limitations and vertical mix of use requirements on certain street frontages; and
- Building heights and step-backs from the street for tall buildings.

Use Standards: Amendments to the current Table of Uses to facilitate desired mixed uses into the project area. We will consider whether additional uses should be allowed by Special Permit or “by right” with specific performance standards that address the potential impacts on adjacent uses (horizontally or vertically) that could be incompatible without specific regulations.

Parking and Access Standards: Context-based amendments to existing parking standards allowing for residential and mixed use in the Oak Grove Project Area anticipating the possible future availability of public parking, bus transit, and the pedestrian orientation of the district.

Public Realm Design Standards: BCPD will prepare design standards for public realm elements including:

- **Complete Street and Streetscape Design:** Cross sections illustrating the desired character of existing and future public streets in the downtown project area with enhancements designed for compact, walkable mixed-use districts with connections to surrounding neighborhoods. Street section illustrations will clearly define building relationships with the street, width of travel and parking lanes, placement of street trees and lighting, and sidewalk widths based on the setting and desired character.
- **Open Space Standards:** Design standards for open spaces, civic amenities, and gathering spaces in the downtown project area intended for active and passive recreational uses. These standards may replace existing standards in the Subdivision Regulations.
- **General Design Standards:**
 - Utilization standards for public sidewalks and civic spaces (i.e. seating, displays, gatherings).
 - General gateway and wayfinding treatments.
 - Bike racks, tree pits, and other sidewalk furnishings.
 - Placement and design options for bus stops and shelters.

Design standards for buildings, sites, and public realm elements will be enhanced with “character examples” which are a series of photos, diagrams and other graphics that illustrate intended design objectives.

Task 3.2 – Present Preliminary Zoning and Design Standards: BCPD will meet with Town staff, MRA, and OGZTF to review the preliminary Zoning and Design Standards for the project area and will receive comments and suggestions.

Task 3.3 – Revise Preliminary Zoning and Design Standards: BCPD will revise the preliminary Zoning and Design Standards based on input received by Town Staff, MRA, and OGZTF.

Task 3.4 – Prepare Draft Zoning Map: BCPD will prepare the **Oak Grove Regulating Plan** using the project area concept plans as a foundation. The regulating plan is an enhanced zoning map which defines the underlying zoning districts together with specific location and type of street and open space design. The Regulating Plan may also include schematic representation of the build-to-zones, frontage occupation zones, and ground floor requirements.

Task 3.5 - Public Forum

BCPD will facilitate a public forum with the OGZTF, Town staff, stakeholders, and general public to present the recommended Oak Grove Regulating Plan and Zoning & Design Standards. We anticipate that this forum will begin with an “open house” format where participants can informally review materials and ask questions of the project team. We will then make a PowerPoint presentation and display of maps, plans and other graphic materials related to the new zoning code and design standards. We will provide the Town all presentation materials in electronic format so that it can be posted on the Medway website.

Task 3.6 – Refine and Complete Final Zoning Bylaws: After the Public Forum and subsequent review by stakeholders and Town officials, BCPD will prepare the final draft of the Design Standards, Regulating Plan and Zoning Bylaws. We will meet with the OGZTF to review the draft and final zoning bylaws, and be responsible for two (2) rounds of revisions to these standards. We will asked the Town staff to be responsible for collecting comments, questions, and suggestions for these refinements from various sources and consolidating them into a series of action items for revision or responses.

Deliverable: Memo and presentation materials from the Public Forum; draft and final regulating plan; draft and final zoning bylaws.

SCOPE BUDGET

This budget is an all-inclusive lump sum fee for all services and deliverables including all direct costs and expenses (copying, mileage, photographs, etc.). Compensation schedule by task is included below.

TASKS	TASK BUDGET
Part 1: Project Area Evaluation	\$2,500
1.1 – Review Relevant Plans and Studies	
1.2 – Current Land Use and Development Patterns	
1.3 - Project Kick-Off and Listening Session (1 meeting with OGZTF)	
Part 2: Visioning	\$3,500
2.1 - Stakeholder Meetings	
2.2 - OAZTF Workshop	
2.3 – Mixed Use and Public Realm Concept Plan 2.4 – Preliminary Recommendations (1 workshop and 1 meeting with OGZTF)	
Part 3: Prepare Zoning and Design Standards	\$20,000
3.1 – Prepare Draft Zoning Amendments	
3.2 – Present Preliminary Zoning and Design Standards	
3.3 – Revise Preliminary Zoning and Design Standards	
3.4 – Prepare Draft Zoning Map	
3.5 - Public Forum	
3.6 – Refine and Complete Final Zoning Bylaws and Design Standards (1 public forum and 4 meeting with OGZTF)	
<i>Deliverable: Final Form-Based Zoning Bylaw and Regulating Plan/Zoning Map</i>	
TOTAL FEE DUE:	\$26,000

Included below are the firms’ current hourly billing rates by category of personnel. We shall adhere to these rates for the duration of the contract.

Brovitz Community Planning & Design

Principal - \$125/Hour

Dodson & Flinker Associates

Principal - \$125/Hour; Associate - \$90/Hour

Ownership of Work Products

Upon completion of this engagement, all work products associated with it shall become the property of the Town of Medway. “Work products” include all data, graphs, charts, tables, maps, photographs, text documents, and any memorialization of a communication, whether by paper, film, video, audio, electronic or other media.

PROJECT TIMELINE

We are prepared to complete the project by October 15, 2018. This will require moving quickly to prepare the initial evaluation, and Town planning staff actively assisting with helping the Project Team connect with stakeholders and obtain feedback from the MRA, OGZTF, and other municipal boards and officials. The general project schedule follows:

Phase 1: Project Area Evaluation:

- Completed within 3 weeks in April

Phase 2: Visioning:

- Completed within 8 weeks between April and June

Phase 3: Prepare Zoning and Design Standards:

- Completed within 8 weeks between July and August

Phase 4: Visioning:

- Completed within 8 weeks between August and Mid-October

MUNICIPAL RESOURCES

In addition to the list of municipal resources in the Request for Proposal, the Project Team will ask that the Town provide GIS data, Assessors property records, a list of pending development projects and relevant site plan, and as-built street plans (as available) in the project area. We will also ask the Town to provide us with a comprehensive list of individual and group stakeholders along with contact information. We anticipate the planning staff to take an active role in all aspects of the project and will assist in the facilitation of stakeholder interviews and public workshops to the level that they are interested and comfortable.