

CITY OF MANDEVILLE

COMPREHENSIVE LAND USE REGULATION ORDINANCE SIGN CODE REVISION

INTRODUCTION & PURPOSE

The City of Mandeville is requesting proposals for qualified planning consultants to revise and supplement its current Sign Code, which is codified in Article 10 of the Comprehensive Land Use Regulation Ordinance ("CLURO"). The Sign Code addresses topics related to general provisions, types of signs, review authority and procedures, applications & permits, use of signs in all zoning districts, development & design standards for signs, and compliance and enforcement.

The City of Mandeville desires to produce regulations that address contemporary development and zoning practices; are easily understood by administrators, the public and the development community; support the goals and policies of the Mandeville Comprehensive Plan, which is attached hereto as Attachment A, and other related long-range planning policy documents.

Mandeville's focus is establish clear, responsible sign regulations with appropriate design criteria that will provide opportunities for innovative and creative approaches to sign usage while maintaining its status as an economically viable and sustainable wooded coastal community that exists in harmony with its abundant environmental resources, preserves its rich cultural history and endeavors to enhance of the quality of life for future generations.

Areas of key concern to be incorporated into the Sign Code include, but are not limited to, the following:

- Creating regulations that provide a means of implementing the policies & goals of the City of Mandeville Comprehensive Plan and other related long-range planning policy documents;
- Creating regulations that address market trends, incorporate best practices and address contextual issues throughout the City;
- Removing or amending outdated or inappropriate standards;
- Removing redundancies and conflicts;
- Creating clear definitions and terminology;
- Ensuring all regulations and prohibitions are compliant with the Louisiana and United States Constitutions, including but not limited to content neutrality and other 1st Amendment considerations;
- Providing graphics and illustrations to supplement, replace and/or clarify written regulations; and
- Crafting regulations that provide for effective administrative enforcement;

The Sign Code review process should engage and encourage the involvement of community leaders, key stakeholders, business owners, economic development partners and interested citizens. Public engagement is expected from the consultant, though substantial base vision data already exists in the various adopted long-range plans. The Planning & Zoning Commission will function as the citizen advisory committee for revising the Sign Code, with focus groups or other engagement methods targeting key stakeholder groups to the extent deemed necessary.

The City of Mandeville will receive sealed responses for a Sign Code Review and Revision from consultants interested and qualified to perform such studies. It is the intent of the City of Mandeville to select a single consultant to accomplish all the services outlined in this Request for Qualifications.

The City of Mandeville will receive sealed responses for a Sign Code Review and Revision to provide for a contract commencing within thirty (30) days after the date of the award by the City of Mandeville and continuing for a period sufficient to complete the original scope of work, though the City places high value on completing the work in an efficient manner and prefers completion of a document within six months of award.

The City of Mandeville reserves the right to negotiate all elements that comprise the response and to accept or reject part or all of any response.

Request for Qualifications documents are available at the City of Mandeville Finance Department and online at cityofmandeville.com

SCOPE OF SERVICES

Overview

The scope of the Sign Code Review and Revision will affect areas located within the incorporated limits of the City of Mandeville. Thus, it will impact residential, commercial, mixed use, and planned development districts. The consultant team is expected to familiarize itself with the City of Mandeville's zoning districts and the City's comprehensive plan that addresses the interrelatedness of these districts and the goals of the community as a whole. The consultant team selected to review and revise the Sign Code is expected to work in a coordinated and collaborative manner with other efforts by the City.

Public Involvement

The consultant team is expected to hold public meetings and workshops with the administrative working group, the City Council, Planning & Zoning Commission (which will also serve as the citizen advisory committee for the Sign Code review), other boards & commissions, the development community and general public. A methodology for public participation shall be identified by the consultant. This may include but is not limited to public forums, hearings, media releases, websites, crowdsourcing efforts, etc. It should demonstrate understanding that while technology is shaping the way citizens interact, there are populations that rely on more traditional methods of engagement. The Sign Code shall be produced through an interactive planning process, with opportunities for public engagement provided throughout the process as deemed appropriate given the time constraints.

Evaluation of Existing Sign Code:

The Mandeville Comprehensive Plan and other associated long-range plans capture broad policy issues that must be addressed in a revised Sign Code. In addition, City staff has conducted evaluation of the existing Sign Code and received feedback from the Planning & Zoning Commission as well as the City Council. The consultant team is expected to review adopted plans & existing evaluation of the Sign Code, and conduct any further evaluation it deems necessary. This may include meeting with public & private stakeholders to obtain input. The consultant team is expected to demonstrate clear understanding of the existing ordinance & necessary actions to achieve the vision established in adopted plans.

Identification of Potential Solutions & Approaches

The consultant team is expected to develop potential solutions and the approach the City should undertake to implement a revised Sign Code. This should include a preliminary table of contents for the new Sign Code. The consultant team is expected to articulate implications of the revised Sign Code, presenting approach and implications to the public and stakeholders as deemed necessary for input. This conceptual framework for the revised Sign Code should address issues identified in the Comprehensive Plan and associated long-range plans.

Draft Development

The consultant team is expected to prepare and submit a written revision to the Sign Code that clearly defines the City of Mandeville's expectations regarding appearance, design, quality & density of development, implementing the policies of the adopted Comprehensive Plan and associated long-range plans. The consultant team shall ensure compliance with all applicable State and Federal Law. The Sign Code is expected to rely heavily on graphics to communicate & support regulations.

With the draft, the consultant team shall recommend the best method for managing and maintaining codification and updates to the Sign Code. To the extent practical, the Consultant is expected to produce an online ordinance with hyperlinks that is user friendly, searchable, and linked to a glossary of diagrams and terms.

Final Document Adoption The consultant team is expected to carry the Sign Code review and revision from inception through document adoption by City Council. The adoption process will include both the Planning & Zoning Commission and City Council, and potentially other boards & commissions such as the Parks and Parkways Commission and Historic Preservation Commission. The consultant team's responsibility to attend & lead meetings with these other boards & commissions is subject to negotiation.

The consultant team will provide one (1) original and eight (8) copies of both the draft and final version of the Revised Sign Code in hard copy, in electronic format acceptable to the City (i.e. .docx), and web-ready electronic format acceptable to the City. To the extent applicable, the successful Consultant will create all maps in a City approved geographical information systems application. Maps and supporting documentation will be maintainable using current City software programs.