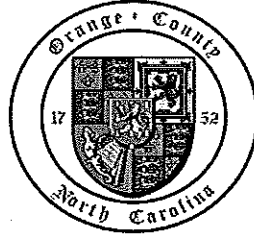


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MEMORANDUM

TO: Orange County Board of Commissioners
Frank Clifton, County Manager

FROM: Craig Benedict, AICP – Planning Director
Michael D. Harvey, AICP, CZO – Planner III

DATE: December 15, 2009

RE: INFORMATION ITEM – UPDATE on consultant selection process with the Unified Development Ordinance (UDO)

This memorandum is provided as an update from staff regarding the status of the selection of a consultant to assist with the development of the proposed Unified Development Ordinance (UDO).

At the August 24, 2009 Quarterly Public Hearing, staff was authorized to begin development of a UDO. As part of this project staff will also be developing a synopsis of potential future amendments to address other identified issues for the Board's review and comment.

Part of the approved work plan involved the selection of a consultant to assist staff with:

- Development of new and revised graphic representations/illustrations that will serve as practical examples of the development standards contained within the UDO.
- Re-packaging the revised regulations including all graphics/diagrams.

It should be noted that staff will complete, and be responsible for, the word processing of all documents associated with the UDO project. The consultant will be asked to offer suggestions on formatting and shall be required to submit all work product (i.e. graphics) so that staff can incorporate them into the various draft UDO documents.

- Completion of an outline and annotation explaining the organization of the proposed UDO, as well as:
 - a. A detailed synopsis of all public comments received during the process, and
 - b. Identifying potential future amendments to the UDO that may be necessary in order to address public concerns/comments or various objectives of the Comprehensive Plan.

The submittal deadline for proposals from consultants to assist with the UDO project was November 25, 2009 at noon. Twelve firms submitted proposals. Interviews are planned for the first and second weeks of December. Staff will inform the Board at the December 15, 2009 meeting which firm was selected to assist with the project.

Funds for consultant services are budgeted for the 2009-2010 fiscal year, specifically \$30,000.00 for the consultant and approximately \$6,000.00 for printing and mailing costs. Staff will negotiate with the selected consultant to determine just 'how far' the allotted amount may go. The contract for the consultant will be brought before the BOCC in January 2010 for approval.