



REQUEST FOR PROPOSALS

Land Use Code Update

Issued July 8, 2024

The City of Mission is seeking proposals from qualified consultants, or teams of consultants, to assist the City in a comprehensive update of its land use code including updates that reflect recommendations from the recently adopted Tomorrow Together: 2040 Mission Comprehensive Plan.

To be considered, six (6) hard copies and one (1) digital copy of a proposal should be submitted in a sealed enveloped labeled “Land Use Code Update” to the City Clerk’s Office, Mission City Hall, 6090 Woodson St., Mission, KS 66202 by 4:30 p.m. CDT, Friday, August 16, 2024.

Questions regarding this RFP should be submitted in writing to:

Brian Scott, Deputy City Administrator - Planning and Development Services
bscott@missionks.org

Cc: Karie Kneller, City Planner kkneller@missionks.org

1. Introduction

The City of Mission, Kansas is seeking proposals from qualified consulting firms, or teams of consultants, to assist the City in a comprehensive update of its land use code (Title IV Land Use of the Mission Municipal Code), and code sections that relate and pertain to the public realm and applicable zoning regulations. This code update will include overall modernization of the code to provide clarity, improved functionality, and achieve greater sensitivity to the character of the community. It is imperative that firms demonstrate experience with land use planning, zoning code revisions, public engagement and participation, meeting presentation and facilitation, and the development of municipal codes and design guidelines. Revisions will 1) address areas in the existing code that are deficient, conflicting, obsolete, overly complex, or otherwise may inhibit development, and 2) implement recommendations from the recently adopted Tomorrow Together: 2040 Mission Comprehensive Plan.

2. Background

2.1. The City of Mission

The City of Mission is a municipal corporation organized under the Kansas state statutes. The City serves a population of approximately 9,800 residents within a 2.87 square mile area located in northeast Johnson County, Kansas; two miles west of the Missouri/Kansas border.

The City is comprised of five operating departments: administration, community development, parks and recreation, police, and public works. The City has 73 full-time employees and an annual operating budget of approximately \$37 million (all funds). Respondents can find more information online on the City's website, <http://www.missionks.org>.

2.2. Development and Current Land Use Patterns

Mission is a land-locked and nearly built-out, first-tier suburb of Kansas City, Missouri, located approximately two miles west of the Missouri/Kansas state line in northeast Johnson County, Kansas. The city, incorporated in 1951, saw much of its growth in the second half of the 20th Century. The city's growth and development is now in a phase of regeneration, including a shift toward higher density housing and mixed-use commercial developments to meet the City's sustainability and economic development goals. Nearly 1.4 million square feet of multi-family development has been built, or entitled to be built, in the past five years.

Johnson Drive and Martway Street are the main east-west commercial corridors, centrally located a block apart, and cross the entirety of the community for approximately 1.5 miles through the West Gateway, Downtown, and East Gateway overlay districts. Properties along Johnson Drive are a mix of commercial office and retail development. Building construction varies in size, architectural style, and age. Commercial properties along Martway are situated on larger lots with primarily auto-centric development on both the east and west end of the city. As the corridor transitions to the downtown district in the city center, land use becomes primarily multi-family residential and small-lot single-family residential.

Mission's downtown shopping district is situated along Johnson Drive, the community's historic main street, and side streets between Johnson Drive and Martway from Nall Avenue west to Lamar Avenue. The typology of the downtown district is distinct with one- or two-story structures set close to the public sidewalk, large shop windows, and pedestrian-oriented signage. There are varying architectural details, lending the downtown area to an aesthetic that is eclectic, along with historically significant architectural motifs.

While the city's west side generally follows a more auto-centric typology, the area has undergone significant changes under a form-based code that has instituted varying degrees of conformance. The stipulations of the form-based code may be difficult for some developers to strictly follow, but the design guidelines therein have guided many developers and staff toward the intent of a more pedestrian-friendly and human scale sense of place as the west side has seen incremental, if not a literal, conformance with the code. Examples of form-based code implementation can be seen in the Mission Crossing retail development at Metcalf and Martway (built in 2014), the Cornerstone Commons retail development at Johnson Drive and Barkley (built in 2015), and The Locale mixed-use development at Johnson Drive and Lamar (built in 2020).

The city's east side boasts the Mission Mart shopping center and mixed-use development patterns that also tend toward an eclectic sense of place. The easternmost land area between Johnson Drive and Martway is an underdeveloped property that has been through several development plan iterations that call for a mix of uses. Locally known as "Gateway" it is the largest land area in Mission that has not been fully developed. Near this property is the newest large-scale mixed-use development in Mission, "The Lanes at Mission Bowl," and the same developer currently has plans in the entitlement process for a second phase located just to the east. This is also the district where Mission's regional transit center is located, and the Rock Creek Trail in Mission begins. This trail is a major bike and pedestrian connection through the center of Mission from east at Roeland Drive to Metcalf Avenue on the west. A plan for reinvigorating the Rock Creek Trail Corridor was recently completed and is currently being evaluated by the Planning Commission and City Council.

The north side of the city is largely residential, with a small node of commercial development at Lamar and 51st Street, and some industrial land use on the northern border. Several properties in the northwest portion of the city are zoned multi-family and comprise various apartment complexes built in the 1970's and 80's. The properties in Mission's south side are largely single-family dwellings with some of the larger residential lots in the community.

2.3. Challenges and Opportunities

The City's land use code was first adopted in 1964. Though the code has been amended and modified over the years, much of the original language and context still exists resulting in outdated terminology and regulations. Amendments have often resulted in conflicting language and requirements, or exceptions that are easily overlooked by the casual reader. There are currently 26 zoning districts and three overlay districts.

The City of Mission adopted the Tomorrow Together: 2040 Mission Comprehensive Plan (hereafter, Tomorrow Together) in December 2023. Tomorrow Together is a complete review and update to the City's Comprehensive Plan, last updated in 2007. Primary chapters of the

plan include Natural Features and Environment, Transportation and Mobility, Economic Revitalization, and Housing and Neighborhoods. Many of the concepts and recommendations formulated within the plan are based on Smart Growth principles including increased development density, mixed-use development, transit-oriented development, missing-middle housing, green space and preservation of natural resources, greater street connectivity, active transportation, and sustainability.

Effective implementation of the goals and objectives of Tomorrow Together will require an update to the City's land use code, primarily in Title IV "Land Use" of the municipal code. Chapters that will require extensive review and updates include Chapter 405 Zoning-General Provisions; Chapter 410 District Regulations; Chapter 415 Supplemental Regulations; Chapter 420 Accessory Uses, Prohibited Uses, and Non-Conforming Uses; Chapter 425 Parking and Loading Regulations; Chapter 430 Signs; Chapter 440 Rule and Procedures; Chapter 445 Subdivisions; and Chapter 460 Floodplain Management.

The City expects that the land use code update will involve not only updating the existing regulations, but also developing new regulations to conform to the comprehensive plan, along with an evaluation and potential update of the form-based code. Updates will include, but not limited to:

- Consolidating several zoning districts into a few, more general land use categories
- Updating permitted uses for each category
- Refresh of terminology and language
- Illustrations to better explain and reinforce land use principles and regulations
- Requirements for minor plats and lot line adjustments
- Analysis of height, set-back, floor area ratios and massing for new developments
- Analysis of parking maximums versus minimums
- Analysis of incentives and/or requirements for incorporation of open space within new development
- Analysis and development of requirements for accessory dwelling units (ADUs)
- Review and update of performance and design standards for commercial developments
- Analysis and development of performance and design standards for residential development.
- Updated landscaping requirements
- Updated zoning map

It is possible the land use code may require reorganization to simplify and provide a more user-friendly experience for applicants, staff, and the general public. Cross-check with other titles in the municipal code is expected to ensure consistency throughout, and any inconsistencies should be eliminated.

Because of the complexity of the project, the code update must incorporate community engagement and cooperation with City staff to ensure the project follows the community's needs and the goals reflected in the Tomorrow Together plan, which was developed with extensive public engagement. It is envisioned that much of the code updates related to recommendations from Tomorrow Together will begin with an analysis and policy discussion that will then naturally lead to the development of specific code requirements.

Specific goals of the project include analyzing the existing land use code to assess alignment with the recommendations of Tomorrow Together; developing a matrix of recommended changes to the land use code; coordination with City staff, steering and/or advisory committees, stakeholders, and the City Council. The project deliverables anticipate a user-friendly code with supporting graphics, tables, maps, and diagrams. The updates should provide better consistency throughout and ensure that terminology is current, with outdated language updated or eliminated for ease of comprehension. The updated code should also promote efficient administration and be responsive to market conditions, best practices, and quality outcomes.

This will be a major code update.

3. Scope

The City desires a project that will be initiated, completed, and implemented in phases* as outlined below. The final timing and detailed content of the phases are subject to final negotiation with the selected consultant. The contract with the selected consultant is expected to include an initial agreement for the work identified in Phases I and II, with subsequent contract amendments for remaining phases as needed, based on the original fee structure.

3.1. Phase I:

- a. Audit of the existing municipal code, including related design standards. Design standards are included in the form-based code and the adopted Johnson Drive Design Guidelines.
- b. Public Participation: Develop a public participation process which involves targeted focus group(s) with discussions and/or workshops to understand challenges of the existing land use code, including cross-referencing applicable titles/chapters of the municipal code to better understand the link within the land use code to the overall municipal code – this may include analysis of how the 2018 ICC Building Code (see Title V) may affect the land use code or form-based code, and how sections of the Traffic Code (see Title III) may also relate. Chapters 225, 230, and 240 of Title II should also be evaluated for how they relate to the land use code.
- c. Description of development and performance standards for each zoning district in conformance with the Tomorrow Together plan.
- d. Identification of opportunities to use innovative zoning approaches based on reliable market and development metrics including an evaluation of pros and cons of any approach presented.
- e. Market analysis of the feasibility of mixed-use districts to develop a detailed and applicable approach to the future land use plan as provided in the Tomorrow Together plan; evaluate the future land use map for minor changes to further emphasize efficient application of the goals and objectives of Tomorrow Together.

- f. Testing proposed code changes on sample scenarios to ensure that what is being proposed will in fact be applicable.
- g. Development of guidelines or a policy to assist with evaluation and facilitation of incremental change in accordance with the goals and objectives of Tomorrow Together.
- h. Review and incorporation of staff's comments.
- i. Other recommendations that further the goals of the project.

3.2. Phase II

Completion of this phase is expected to be a coordinated effort with City staff. The consultant team is expected to be responsible for the project management and follow-up required to keep the project on track; staff will be responsible for timely and consistent follow through on requests and necessary feedback as requested by the consulting team on a regular basis, but should be primarily directed by the consulting team including, but not limited to, scheduling virtual or in-person meetings to discuss the project and ensuring that staff consistently provides adequate input. This phase of the project will consist of the following tasks:

- a. Review of the Phase I recommendations to determine legality; the consultant should have an on-call/on-staff land use representative or attorney that is proficient in land use law (particularly Kansas law).
- b. Review of the Phase I recommendations to determine priority updates.
- c. Recommended outline of the land use code to develop an organizational process.
- d. Schedule and assign responsibilities in partnership with the consultants and city staff as appropriate to provide input on specific sections of the code; a section-by-section approach may be the most feasible, or a more concept-centric approach may be more efficient, depending on the advice of the consulting team.
- e. A comprehensive and detailed re-write of the land use code as needed according to consensus derived from the discussions and comments from steering committee(s), advisory committee(s), staff, and public input.
- f. Evaluation and updates to applicable definitions.
- g. Evaluation and creation of any necessary zoning map amendments, including evaluation of potential impacts to economic development, environment, and housing according to recommended changes.
- h. Cross-reference notations where applicable and suggest updates to other sections of the municipal code as needed.

- i. Consolidation and cross-referencing to eliminate repeat language and minimize the need to reference multiple chapters or documents unnecessarily.
- j. Development of a comprehensive section of the code that addresses non-conformities, processes thereof, and standards that staff and developers find user-friendly and straightforward.
- k. Guided framework in a separate internal document that outlines a process for staff to review development projects, and an outward-facing version for City officials or the public to have as a reference.
- l. Training and support for staff and planning commission to effectively implement the new code.

3.3. *additional phase may require the City to enter into an on-call contract with consulting team for ongoing advisory or development assistance or additional ordinance updates and Tomorrow Together implementation. The need for additional phase will be determined by City staff/City Council following completion of Phase II.

4. Schedule for Submittals and Reivew

- | | |
|--|----------------------------|
| • Issuance of request for proposals | Monday, July 18th |
| • Proposals due | Friday, August 16th |
| • Review of proposals by staff completed | Friday, August 30th |
| • Interviews with firms | Week of September 9th |
| • Negotiation of terms of agreement with selected firm | Week of September 16th |
| • Consideration of agreement by the City Council | Wednesday, October 9th |
| • Issuance of notice to proceed | Monday, October 23rd |

Reviews will be by a selection committee composed of staff and members of the Planning Commission and City Council. Review of proposals is expected to take approximately two weeks. Firms will be notified whether they have been selected for an interview or not. Interviews are anticipated to occur the week of September 9th. The selected firm will be notified by the end of the week and negotiations on the final scope of work and terms of the agreement will occur after that. The agreement is expected to be approved by the City Council in October.

It is anticipated that much of the initial review, evaluation and preparation for the project will be done in the remaining months of 2024 with the engagement, analysis, and drafting work commencing in early 2025.

5. Contract Negotiation

Upon selection of the preferred proposal, the City will negotiate the final business and performance terms, as well as the fee, with the selected consulting firm. The negotiations may result in minor or material changes to the proposal, including both the business terms and the project scope. The commencement of negotiations does not commit the City to accept any or all the terms of the

proposal, and negotiations may be terminated by the City at any time, in which case the City reserves the right to enter negotiations with other respondents to this RFP. Upon completion of negotiations, a recommendation will be made to the City Council to enter into an agreement with the consulting firm that outlines business terms, project scope, performance benchmarks, and costs. The agreement will also include requirements for insurance, indemnification of the City, and non-discrimination. Once approved by the City Council, the agreement will be signed by the respective representatives of each party and notice to proceed will be issued by the City.

6. Proposal Content and Format

6.1. Consultant Profile – Respondents shall, at a minimum, include the following information in the proposal.

6.1.1. Firm Qualifications – Describe general qualifications and experience working with municipalities regarding zoning, land use, and development codes; describe any special or unique qualifications related to the items listed in the scope of this RFP.

6.1.2. Staff Qualifications – Submit resumes and biographical information with relevant experience of key personnel on the project team; please include sub-contracted personnel and companies.

6.1.3. Previous Experience – Provide a list of relevant clients within the last five years with references (contact information, including a main contact, phone number, email, jurisdiction, and testimonials or letters of recommendation if available); include examples of the work completed relevant to the project RFP. Ideally, these would be for communities of a similar size and character.

6.2. Submission Criteria

6.2.1. Letter of Interest – a maximum one-page letter summarizing the consultant’s experience and understanding of the scope of work.

6.2.2. Consultant Profile (see section 6.1)

6.2.3. Approach – Describe the firm’s approach and include steps from initiation to completion in an easy-to-digest format; may include additional objectives as needed that are not outlined in the scope if the consultant feels it is necessary to complete a comprehensive land use code update.

6.2.4. Public Participation – describe how the consultant would approach public engagement and how to gain meaningful feedback.

6.2.5. Project Schedule – provide a comprehensive schedule that outlines the tasks and general timeline; provide as much detail as possible and include deliverables.

6.2.6. Project Budget – provide a schedule of fees by each task; include a “not to exceed” statement for total estimated cost of work at project completion

(Phase I and Phase II), with an estimated cost of on-call contract for continued Phase III work.

To be considered, six (6) hard copies and one (1) digital copy of a proposal should be submitted in a sealed enveloped labeled “Land Use Code Update” to the City Clerk’s Office, Mission City Hall, 6090 Woodson St., Mission, KS 66202 by 4:30 p.m. CDT, Friday, August 16, 2024. Any proposals received after this date and time will be returned unopened.

Questions regarding this RFP should be submitted in writing to:

Brian Scott, Deputy City Administrator - Planning and Development Services bscott@missionks.org

Cc: Karie Kneller, City Planner kkneller@missionks.org

The City will not pay for any information herein requested, nor is it liable for any costs incurred by those responding to this RFP. Proposals that do not meet the stated requirements will be considered in non-compliance and will be disqualified unless the City waives such non-compliance. The City reserves the right to reject any and all proposals received and to re-issue the RFP, or the right to select the proposal that best meets the needs of the City and to waive any informalities, technicalities, or irregularities in the proposal.

Resource Links

- 6.3. [City of Mission Website](#)
- 6.4. [Tomorrow Together: 2040 Mission Comprehensive Plan](#)
- 6.5. [Municipal Code](#)
- 6.6. [Form-Based Code](#)
- 6.7. [West Gateway Vision Plan](#)
- 6.8. [Johnson Drive Design Guidelines](#)
- 6.9. [East Gateway Redevelopment Plan](#)