

# **SCOPE OF SERVICES**

## **Unincorporated Hillsborough County Commercial-Locational Criteria Study**

### **PROJECT OVERVIEW**

The purpose of this study is to provide an analysis of current Commercial-Locational Criteria for Unincorporated Hillsborough County and analyze best practices resulting in updated policy for the Unincorporated Hillsborough Comprehensive Plan Future Land Use Element. This study will update the frameworks for allowing non-residential development in residential land use categories and balance the changing demands for retail and non-residential uses in residential areas based upon the continued need to prevent strip commercial along major roadways.

### **PROJECT AREA**

The study area will consist of lands located in the following area:

- Unincorporated Hillsborough County where properties meet the Commercial-Locational Criteria

### **PROJECT OBJECTIVE**

The project objective is to identify and address the issues outlined below.

- Evaluate the current structure of the Commercial-Locational Criteria (CLC) as referenced in the Objectives and Policies of the Future Land Use Element and the Livable Communities Element in the Unincorporated Hillsborough County Comprehensive Plan as it pertains to the relationship between commercial uses and the Future Land Use categories, urban and rural service areas, waiver requirements, infill and redevelopment, office, business professional use and industrial exceptions, proximity to residential developments, mixed use developments and the development of higher intensity non-residential land uses.
- Obtain meaningful input from community stakeholders.
- Literature review of best practices for commercial development in residential areas while continuing to minimize strip commercial development and Evaluate the existing strip commercial development guidelines, particularly from the standpoint of ensuring they are implementable.
- Recommend changes to the CLC policies given the relationship between other Future Land Use Policies such as incentives for mixed use, urban service and rural area policies and discouraging strip commercial development.
- Evaluate the utilization of the existing adopted Highway Cost Affordable Long Range Transportation Plan for identifying intersections that meet the CLC requirements and the implications of using an existing or future functional classification map.
- Review the current commercial land use categories (neighborhood commercial, general commercial, rural scale neighborhood commercial, community serving commercial, residential support uses and non-residential uses) and update definitions.
- Produce proposed policy changes in a strikethrough underline format.

## **SCOPE OF WORK**

### **The following tasks may be accomplished concurrently.**

#### **Task 1. Project Work Plan**

- Scope of Work and Schedule
- Consultant, Hillsborough County, and Hillsborough County City-County Planning Commission to coordinate on data gathering
- Stakeholder identification

#### **Task 2. Existing Plan and Research Review**

- Review of existing policies and regulations
- Review of existing research and studies
- Best practices research

#### **Task 3. Public Outreach**

- Propose a Countywide public outreach strategy that utilizes a variety of engagement tools including but not limited to surveys and stakeholder interviews.
- Prepare outreach materials to communicate to the public.
- Coordinate with staff for status updates to the Hillsborough County City-County Planning Commission and the Hillsborough County Board of County Commissioners.
- Meet with Commissioners and other elected officials, as appropriate, to provide status updates and draft language.

#### **Task 4. Report Recommendations**

- Provide the Planning Commission staff with two rounds of a draft report to propose:
  - New Commercial-Locational Criteria structure for the unincorporated Hillsborough County Comprehensive Plan in strikethrough underline format.
  - Best practices, definitions and other policies and regulations recommendations described above in the Project Objectives.
  - Case studies that document the practical impacts of how these changes will impact properties/developments throughout the county.
- PowerPoint presentation outlining the major changes
- Integrate feedback from project partners

#### **Task 5. Report Refinement and Finalization**

- One workshop to the Planning Commission
  - *Individual briefings may be requested in lieu of the workshop*
- Two briefings or workshops to the BOCC
  - *Individual briefings may be requested in lieu of the workshops*
- Presentation with recommendations for the Planning Commission/BOCC
- Final Report delivered to staff

**TIMELINE**

There is an anticipated 6 month timeline for this project. It is anticipated that the final report shall be delivered to staff by January 31, 2022. All work shall conclude by July 1<sup>st</sup>, 2022. Planning Commission staff and project consultant staff will hold regularly scheduled meetings to check-in and update throughout the study timeline.

**BUDGET**

Project expenditures are not to exceed \$100,000. Procurement will be conducted by the Hillsborough County City-County Planning Commission.