



**New Garden Township**  
299 Starr Rd. Landenberg, PA 19350  
(610)-268-2915; [www.newgarden.org](http://www.newgarden.org)

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**Request for Proposals  
Comprehensive Zoning Ordinance and Map Update  
for New Garden Township**

New Garden Township, Chester County, Pennsylvania is seeking professional consultants to submit proposals for a Comprehensive Zoning Ordinance and Map Review and Update. Proposals are due to the Township by Wednesday, January 31, 2024, at 4:00 p.m. Any questions may be directed to Christopher Himes, Township Manager at 610-268-2915 or [chimes@newgarden.org](mailto:chimes@newgarden.org).

**Overview**

The existing Township ordinance and map will be used as a basis for this comprehensive ordinance update. The ordinance update shall be consistent with the Township's adopted Comprehensive Plan (2018), Village of Toughkenamon Streetscape and Transportation Improvement Plan (2020), and Official Map (2019). The final product shall be responsive to input from the Board of Supervisors, Township Staff, and other stakeholders who will be engaged during the public outreach process. The updated Zoning Ordinance and Map will be a tool to support the implementation of previous planning efforts and shall comply with the applicable provisions and content requirements for a Zoning Ordinance, as prescribed by the Pennsylvania Municipalities Planning Code.

**Request for Proposals**

This solicitation is a Request for Proposals (RFP) by qualified firms. Proposals will be reviewed by Township Staff and the Board of Supervisors, who will evaluate each proposal according to relevant selection criteria. Interviews may be requested with one or more firms responding to the RFP. The award of this contract, if any, will be to the firm deemed best qualified to perform the services outlined in this RFP. New Garden Township may also utilize funds to support the project through the Chester County Planning Commission (CCPC) Vision Partnership Program (VPP) via the Landscapes 3 grant, meaning any prospective consultant should have experience with preparing municipal ordinances and coordinating this level of effort in collaboration with the CCPC.

The Township is open to considering consultant suggestions for alterations to the Scope of Work that would be in the best interest of the Township and not detract from the essential goals and objectives outlined in the RFP. Pricing, while an important factor, will be only one criterion used to evaluate the responses to the RFP.

New Garden Township reserves the right to reject all proposals submitted, to cancel the

solicitation request under this notice, and/or re-request proposals for this work and services.

### **Issues with the Current Zoning Ordinance**

The state of the current Zoning Ordinance and Map is not unusual for municipalities of this size, pattern of development, and diversity of land uses. The Consultant will work with Township Staff to prepare a diagnosis of existing issues and prepare a strategy for reviewing and addressing the issues. The primary issues with the current ordinance include:

- Unrealistic land use expectations based on Zoning Map overlay throughout the Township, leading to an excessive amount of:
  - Existing non-conforming use
  - “By right” use of agricultural facilities, specifically in Residential districts
  - Reliance on Conditional Use Hearings
  - Reliance on the Zoning Hearing Board for Special Exceptions and Variances
- Lack of flexibility in terms of adaptive re-implementation of modern revitalization efforts within specific zoning districts
- Constraints within low and medium density Residential districts (R-1, R-2, R-3) to achieve the Township’s Missing Middle Housing initiatives
- Lack of designated Agricultural districts to define and buffer areas of industrial-grade agricultural production from other land uses, specifically residential
- Lack of mixed-use, planned-use, and other blended-use zoning districts to permit developers to implement innovative approaches to modern revitalization
- Burdensome and/or inflexible Subdivision and Land Development Ordinance (SALDO) that restricts design requirement flexibility, leading to an overreliance on the Zoning Hearing Board for Special Exceptions and Variances
- Zoning misalignment with existing and future infrastructure (streets, stormwater, and sewer)
- Numerous amendments

### **Scope of Work**

With assistance from Township Staff, the selected consultant will conduct a public process to develop an updated Zoning Ordinance that takes into consideration the Township’s remaining potential development corridors and current “built-out” suburban environment, as well as the need for updated design standards to guide future development and redevelopment. The general Scope of Work includes, but may not be limited to, the following:

- **Review of Previous Planning Initiatives** – the consultant will review and identify plan goals, objectives, and recommendations to ensure that the new ordinance will be consistent with recent planning documents, including the Comprehensive Plan (2018), Village of Toughkenamon Streetscape and Transportation Improvement Plan (2020), and Official Map (2019).

- **Current Zoning Ordinance Diagnosis** – the consultant will work closely with Township Staff in producing a diagnosis of the existing code and identifying opportunities for improvement.
- **Evaluation of Existing Neighborhoods, Commercial Corridors, Agricultural Areas, and Zoning Districts** – the Township contains large areas of like-zoned land, as well as the permissive use within residential areas for agricultural facilities, that will warrant context-sensitive regulations. Township Staff will work with the consultant to identify these areas and develop strategies to address existing and future issues.
- **Public Outreach** – the consultant will develop a public outreach strategy designed to inform the community, solicit meaningful input, and build consensus among key stakeholders, including but not limited to the Board of Supervisors, Planning Commission, Open Space Review Board, Historic Commission, Business and Non-profit Community, and Township Residents. At a minimum, the consultant will provide the following engagements:
  - Eighteen (18) Township Staff Meetings (Monthly)
  - Four (4) Public Outreach Meetings
  - Two (2) Public Meetings with the New Garden Township Planning Commission
  - Two (2) Public Hearings with the New Garden Township Board of Supervisors
- **Drafting the Document** – the consultant will prepare drafts of the zoning ordinance, including graphics as needed, for review by Township Staff culminating in a final version to be acted upon by the Planning Commission and Board of Supervisors. In addition to drafting the ordinance, the consultant will provide an updated version of the official zoning map that is reflective of the revised ordinance, legible, and user-friendly.
- **Adoption Process** – the consultant will be responsible for the final codification and integration of all adopted changes into the Township code and will coordinate with Township Staff and Solicitor to initiate the review and adoption of final the ordinance per applicable timelines, including review by the County Planning Commission and other entities.

### **Primary Focus Areas**

In addition to the Zoning Ordinance and Map review and structural modifications, the following focus areas must be addressed throughout the ordinance process. The successful candidate shall demonstrate experience in analyzing information, communicating issues, and drafting ordinances addressing the following critical areas:

- Development and Redevelopment along Route 41 and Baltimore Pike
- Residential Development, including “Missing Middle” and Multifamily Dwelling Types within all applicable residential density districts to include:
  - Accessory Dwelling Units (ADUs)
  - Single-Family Housing Conversions
  - Side by Side Twins

- Side by Side, Stacked, and Back-to-Back Townhouses
- Stacked Duplexes
- Stacked Triplexes
- Stacked Quadplexes
- Multiplexes
- Live-Work Units
- Adaptive Reuse
- Implementation of mixed-use, planned-use, and other blended-use zoning districts within feasible development corridors with existing infrastructure capacity (streets, stormwater, sewer)
- Adaptive use and re-use for zoned Agricultural areas to include:
  - Implementation of Agricultural Districts that are buffered from other designated uses to include Open Space
  - Definitions of uses such as Controlled Environment Agriculture, Secondary Farm Businesses, and Agritainment
- Redevelopment within the Airport Development Zone and existing Business Park Zoning District
- Cohesive design Guidelines for overall Site Development and existing Subdivision and Land Development Ordinance (SALDO) that are consistent with the Township's historic and rural character while maintaining flexibility for future development
- Accessory Structure & Supplemental Use Standards for Commercial, Industrial, and Residential Districts
- Special Event & Temporary Use Regulations
- Branding and signage for all wayfinding corridors that route to the Township's public facilities and common areas
- Practical Lighting and Illumination Standards
- Natural and Environmental Resource Protection
- Sustainability (including accommodations for Alternative Energy, Electric Vehicles, etc.)
- Acclimation with existing Historic Resources as defined in the Historic Resource Atlas
- Implementing Modern and Revising Existing Zoning Definitions
- Zoning Administration and Regulatory Procedures for the Township's Community Development function
- Management of Non-Conformities
- Review of Existing Permitted Uses and Recommendation of Additional or Missing Uses
- Supplemental Use Regulations for Specific Uses (such as setbacks, buffering, screening, etc.)

### **Project Coordination**

The consultant shall designate a principal planner who will be responsible for all aspects of the project including attending all meetings as required by New Garden Township. Township Staff will serve as the principal liaison between the consultant and the Board of Supervisors, Planning

Commission, community stakeholders, businesses, and residents to facilitate the reporting of all project milestones and public engagement activities.

The consultant team is required to facilitate all public meetings in coordination with Township Staff, including the setting of an agenda, facilitating discussions, recording meeting minutes, and producing review materials in advance of the meeting. The frequency and duration of these meetings shall be determined by the needs of the project in consultation with Township Staff and the Board of Supervisors.

### **Proposal Requirements**

Proposals shall contain the following information for review by the Township:

- Introduction to the company, consultant, and/or consultant team – including professional qualifications, resumes, and summary of relevant experience for key members of the consultant team.
- Minimum criteria for the consultant to be a certified planner (AICP) with at least 10 years of professional planning experience and has authored at least 10 separate Zoning Ordinance projects for municipalities within the Commonwealth of Pennsylvania.
- References from similar projects completed by the company, consultant, and/or consultant team – including the name, address, phone number, and email of the contact person for whom the project was completed. New Garden Township reserves the right to contact these references to discuss their experience with the project.
- Responses to the proposed Scope of Work (outlined above) that demonstrate a clear understanding and ability to accomplish each task.
- Demonstrated experience with GIS mapping and ability to produce useful graphics and identify any enhancements of existing layer problems to better amplify land use information.
- Schedule of billable rates, fees, and other relevant expenses.
- Comprehensive calendar of all project activities and milestones, including the final completion of the new proposed zoning ordinance and map with all deliverables within the Township's preferred 18-month implementation timeline.
- Summary of the proposed public outreach strategy.
- Summary of the proposed approach to the project.
- Anticipated start date and approximate project schedule.
- Electronic submission and one (1) hard copy delivered to the Township Building.

### **Evaluation Criteria**

Pricing, while an important factor, will be only one criterion used to evaluate the responses to the RFP. The proposals will be evaluated by the Township based on the following criteria:

- Quality of responses to the RFP and Scope of Work outlined above (40%)
- Demonstrated experience on similar projects involving the integration of previous land use planning documents and public outreach initiatives to draft ordinances for municipal clients

(30%)

- Demonstrated experience and familiarity with the Primary Focus Areas as outlined above, including general knowledge of current planning issues and modern best practices (20%)
- Demonstrated experience with GIS mapping and production of graphics (10%)

### **Anticipated Project Schedule**

- Issuance of RFP: December 19, 2023
- Pre-Proposal Meeting: January 10, 2024, at 11:00 a.m.
- Due to Township: January 31, 2024, by 4:00 p.m.
- Interviews: To Be Determined
- Consultant Selection: To Be Determined
- Project Kick-Off: April of 2024
- Project Completion: October of 2025 (18-month timeline)

**All consultants interested in attending the Pre-Proposal Meeting on January 10<sup>th</sup>, 2024 at 11:00 a.m., please submit an email to [chimes@newgarden.org](mailto:chimes@newgarden.org) to be invited.**

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