



HANOVER, NEW HAMPSHIRE 03755
Department of Planning and Zoning
P.O. Box 483 (603) 643-0708

Request for Qualifications and Proposals
Master Plan Zoning Consultant
October 30, 2003

The Town of Hanover, New Hampshire, seeks a qualified and experienced planning consultant to assist the Planning Board and the Planning and Zoning Department staff with the implementation of our newly adopted Master Plan 2003 through the creation of a new zoning ordinance or a thorough set of amendments to our existing zoning ordinance. Specifically, the Town seeks such a consultant to develop a comprehensive draft of such an ordinance or set of amendments. The consultant's draft will serve as a sound and practicable basis for a final ordinance or set of amendments to submit to Town Meeting for adoption.

The new Master Plan embodies Hanover's commitment to protecting its natural and human environment and its highly valued New England college-town character against the degradation of auto-oriented sprawl by:

1. Stringent protection of its substantial rural areas and natural resources;
2. Preservation and enhancement of its vital downtown and existing neighborhoods; and
3. Development of two new mixed-use, pedestrian- and transit-oriented village centers.

The new zoning ordinance will be fundamental for implementing this vision. Thus, the Town seeks a consultant who can bring extensive experience with innovative approaches to zoning controls that will guide such a "smart growth" future for Hanover.

The consultant's work will complement the concurrent effort by the Board and Department staff to revise the Subdivision and Site Plan Regulations, to develop a Capital Improvement Program, and to formulate other public policies for consideration by the Board of Selectmen, the Planning Board, and other municipal decision-making agencies.

The selected consultant will prepare a draft of a revised zoning ordinance or of a set of zoning amendments, including identified issues and options, that will form the zoning basis for putting into full and practical effect the Town of Hanover's Master Plan 2003.

The Town of Hanover's existing zoning ordinance was originally adopted in 1976. The Planning Board's deliberations leading to the Master Plan 2003 concluded that this

ordinance would need either replacement or significant revision or in order to implement this Master Plan. As one of the first steps, the consultant should evaluate the existing ordinance in relation to the goals and recommendations of the Master Plan and advise the Planning Board as to which provisions of this ordinance are appropriate to retain and which course, replacement or thorough amendment, would be more effective.

The consultant should be aware that the Planning Board and the Planning and Zoning staff intend to work on a limited number of amendments to the existing zoning ordinance to attend to immediate and self-standing issues; these immediate amendments, which will be submitted to Town Meeting in May 2004, would then be incorporated into the draft zoning ordinance or full set of amendments prepared by the consultant.

Purpose of Work:

Implementation of the Master Plan through creating a full draft of effective and flexible zoning regulations, with attention to the following major Master Plan emphases:

- Village centers/growth centers, with relatively high residential densities,
- Preservation of downtown character and economic vitality,
- Mixed office/residential areas,
- Strengthening of a greenbelt to define built-up “in-town” area,
- Affordable housing incentives (and mandates as state law may allow),
- Increased diversity of housing costs, types, and sizes,
- Preservation of the character of existing neighborhoods,
- Campus/neighborhood interface,
- Enhancement of meaningful and accessible open space and outdoor recreation,
- Natural resource and wildlife protection,
- Rural cluster/PRD standards and incentives,
- Preservation of rural character and reduction in allowable residential densities,
- Protection of rural village character in Etna Village and Hanover Center,
- Protection of agricultural soils and agricultural activities,
- Groundwater protection—wells and septic,
- Preservation of viable forestry areas,
- Incentives for promotion of traffic calming, transit/shuttle service, pedestrian and bicycle commuting, recreational trails,
- Growth management/control of rate of residential growth.

Work Program:

The general process of this work will encompass the following major elements:

- Orientation and Issue Identification:
 - Familiarization with the Master Plan and related documents,
 - Examination of the existing zoning ordinance,
 - Compilation of incompatibilities between the existing ordinance and the Master Plan.
- Community Input:
 - Conduct at least one public meeting/workshop to gather public views on matters of particular concern, and conduct a subsequent public meeting to present to the

- public, and to solicit public comment on, the consultant's proposed draft zoning ordinance or set of amendments,
- On-going public meetings with the Planning Board at critical steps, not more than once per month; interested citizens and citizens groups can be expected to be in attendance at these meetings; both the Board and the public will provide on-going input, suggestions, and comments to the consultant at these meetings.
- Analysis and Integration:
 - Integration and systematization of the goals and recommendations of the Master Plan as the framework of the consultant's draft,
 - Identification of issues and options,
 - Evaluation and resolution of trade-offs.
- Draft of Proposed Zoning Provisions (to be completed by October 1, 2004):
 - First and revised drafts, and public discussions at Planning Board meetings,
 - Final draft, and public presentation.

Particular Issues:

- Hanover is a place with an active and engaged public, who are quite willing to consider innovative approaches and equally willing to question the assumptions underlying proposed approaches.
- A balanced and fair implementation approach is essential, recognizing that much of the innovative aspects of the Master Plan form a mutually supportive system and recognizing that various citizen groups, businesses, property owners, and institutions have particular aspects they would like pursued more thoroughly or more flexibly than other aspects not so important to them.
- The elements to be implemented should be prioritized and logically arranged in ways that make sense from the Planning Board's perspective and in ways that will give Town Meeting voters confidence that the proposed zoning forms a reasonable and workable set of trade-offs and is balanced, fair, and effective.
- This implementation needs to be carried out expeditiously, so that the momentum gathered in the Master Plan process will not be lost and so that those interested in any aspect of the implementation will not wonder if their concerns are being ignored.
- There will be a need to make choices among a variety of workable alternatives.
- It will be useful and efficient to avail ourselves of the lessons from other places where similar approaches have been attempted, so that we can learn from their successes and failures.

Qualifications:

- Planning consultant, with sub-consultants, proposed by the planning consultant, in appropriate related fields if and as necessary.
- Working familiarity with New Hampshire land use laws and practices.
- Demonstrated successful experience with the practical application of "smart growth" and "new urban" or "neo-traditional" principles in New England.
- Background in formulating workable approaches to innovative, flexible, design- and environmentally-based land use regulatory and policy programs.

- Strong community and urban design skills especially as related to guiding the development of new mixed-use growth centers and protection of rural character and conservation areas.
- Experience in listening to and considering input from town boards, committees, and commissions; citizens groups; and the general public:
 - The consultant should be aware that this work will need to be conducted in a way that is and that appears to be sensitive and balanced with respect to a wide variety of concerns and interests in the community. The Master Plan calls for a quite different approach to land-use than has been traditional in Hanover and has been codified in our existing ordinance.
 - We expect the consultant to attend at most one meeting per month with the Planning Board, at which groups will be welcome to share their perspectives and ideas with the Board and the consultant. Otherwise, to a large extent, the Planning and Zoning Staff will provide on-going interface with various citizen groups.
- Effective at making public presentations and listening and evaluating public input.
- Clear verbal and graphic communications skills:
 - It is important that the consultant be adept at graphic communications techniques, in order to help the Planning Board and the public envision and evaluate what kinds of places the prospective zoning provisions would create. The Town has *ArcView 3.2* GIS and has *CommunityViz* software available for its use for these purposes, particularly with respect to the design of the proposed village centers.

Proposals:

- Proposals should provide:
 - Background and experience of the proponent consultant and any sub-consultants;
 - Work program content, in sufficient detail to show significant phases and decision points;
 - Proposed timetable for conduct of work, showing sequence and timing of all major phases of the work program, with completion of full draft not later than October 1, 2004;
 - Proposed cost to perform work program, broken down by proposed phase. The Town anticipates that no proposed cost shall in total exceed \$30,000 for this work.
- Proposals shall be submitted in original and fifteen full copies so as to be received not later than 4:00 PM on December 8, 2003, to Jonathan Edwards, Director of Planning and Zoning, Town of Hanover, P.O. Box 483, Hanover, New Hampshire 03755; at the Planning and Zoning Office, Second Floor, Town Hall, 41 South Main Street, Hanover, New Hampshire.
- The Planning Board, or a subcommittee of the Board, will review all proposals, including interviewing finalists, according to the Board's sole judgment as to the fitness and qualifications identified through such submitted proposals.
- All questions and comments should be directed to Jonathan Edwards at the above address or at (603) 643-0708. None of the documents referenced below as available on the Hanover website will be provided in material copy free of cost or beyond the existing supply to any prospective proponent.

Background Information:

- In the Master Plan implementation process, general policy direction will be provided to the consultant by the Planning Board.
- The consultant's work will be overseen by, and communication between the public, the Planning Board, and the consultant will be coordinated by, the Director of Planning and Zoning. Limited support will be available from the Town of Hanover's Planning and Zoning staff.
- It is anticipated that the consultant at the outset of the work will conduct a public workshop for public input, and will conduct a subsequent public meeting to solicit public comment on the proposed draft zoning ordinance or set of amendments.
- The consultant should expect to participate in a working session with the full Planning Board on the second Tuesday evening of each month during the conduct of this work.
- Subject to funding, the Planning Board's intent is, under separate contract, to have the selected consultant provide subsequent advice to the Planning Board and town staff on the preparation of the full, final zoning ordinance or set of amendments for presentation to Town Meeting for adoption in May 2005; however, such follow-up consulting cannot be promised at this time.
- The Town of Hanover reserves the right to reject any and all submitted proposals for any reason deemed valid by the Town.
- Available at Hanover website, www.HanoverNH.org:
 - *Master Plan*, in particular:
 - Chapters 1 (Introduction) and 3 (Land Use & Community Vision),
 - Map 3-4 (Land Use Concept Map) and associated narrative description, and
 - Map 3-5 (Land Use Concept Build-Out Analysis) and associated statistical tables
 - *Open Space Priorities Plan*
 - *Downtown Visioning* report
 - *Guiding Growth in Rural Hanover* report
 - Affordable Housing Feasibility Study
 - *Something for Everyone* Scenic Locales report
 - *Natural Communities and Rare Plants of Hanover* report
 - Hanover Zoning Ordinance
- Available at Dartmouth College website, www.Dartmouth.edu/~news/cr/facilities:
 - Dartmouth College Master Plan and related information.