

Memorandum

Community Economic Development Department



To: City Council
Subject: Zoning Ordinance Update
Date: August 5, 2015

In May, CED staff advertised a Request for Qualifications (RFQ) seeking qualified professionals to carry out a comprehensive review, analysis, and rewrite of the City's land development regulations—specifically zoning, landscaping, parking, signs, and site plans. The primary purpose of updating our land development regulations is to implement the 2014 Comprehensive Plan. This project will also fulfill the following objectives:

- Create modern and legally-defensible development regulations that ensure a desirable and sustainable development pattern to achieve the community vision outlined in the Comprehensive Plan.
- Codify regulations that ensure predictable, high-quality development that is sensitive to the context, form, and character of surrounding development.
- Recognize that some existing development may not align with the desired community character and that the desired character may be achieved through strategic revisions to the City's development regulations.
- Integrate process improvements necessary to ensure an efficient and predictable development review process.
- Create an ordinance that is logically organized, well cross-referenced, and easily understandable through the use of common, consistent language and the inclusion of graphics, charts, and tables that illustrate the regulations.
- Update the zoning map to implement the adopted Comprehensive Plan and new ordinance.

CED staff advertised the RFQ with the American Planning Association as well as the Illinois and Iowa Chapters. CED staff received six proposals from qualified firms around the US; three were selected for in-person interviews. After thorough consideration, CED staff selected Ancel Glink, a Chicago-area law firm with planning and zoning expertise, to complete the project. Ancel Glink will partner with Michael Blue of Teska Associates, Inc. and will complete the project in 12-18 months for a fee not to exceed \$125,000.

RECOMMENDATION: CED staff recommends that the City Council approve Ancel Glink for professional consulting services for the update of the City's Zoning Ordinance in an amount not to exceed \$125,000 and authorize the City Manager to execute the contract documents allowing for minor modifications by the City attorney.

Submitted by: Brandy Howe, Urban Planner
Jeff Eder, Assistant City Manager, Community & Economic Development
Director

Approved by: Thomas Thomas, City Manager