

**Date: Wednesday, August 10, 2016**

**Time: 5:00 pm**

**Place: City Hall**

## **PLAN COMMISSION**

A. CALL TO ORDER & ROLL CALL

B. CORRECTION OF MINUTES

C. BUSINESS

1. CONSIDER LOCATION OF PROPOSED DOG PARK IN NORTH INDUSTRIAL PARK AND POSSIBLY MAKE RECOMMENDATION TO COUNCIL FOR APPROVAL

Individual Requesting Item	City Clerk/DOGG
Expected Length of Discussion	10 min.

2. CONSULTANT PROPOSALS FOR ZONING CODE RE-WRITE

Item returns from July Plan Commission for further consideration.

Individual Requesting Item	Martin Shanks
Expected Length of Discussion	10 Minutes

Documents:

[\*2016-07-05 Zoning Code.pdf\*](#)

D. BUSINESS BY MEMBERS

May make brief informative statements or bring up items to be discussed at a future meeting.

E. ADJOURNMENT

***This Commission may take any action it considers appropriate related to any item on this agenda.***

Requests from person with disabilities who need assistance to participate in this meeting, including need for an interpreter, materials in alternate formats, or other accommodations, should be made to the Office of the City Clerk at (608) 329-2564 with as much advance notice as possible so that proper arrangements can be made.

**Member: Mayor/Chairperson Louis Armstrong, Vice-Chairperson Nate Klassy, Ronald Spielman, William Bethke, Keith Ingwell, Chuck Schuringa, and Alderperson Charles Koch**



# Plan Commission Staff Review

## **Agenda Item:**

Zoning Code Re-Write Consultant Proposals

## **Review Notes:**

On April 14<sup>th</sup> a request for proposals for a Zoning Code re-write was issued after consultation with the Plan Commission. The RFP was posted for approximately 1 ½ months. Four proposals were received by the deadline of June 3, 2016 from CodaMetrics, LSL Planning, Vandewalle, and MSA.

An internal project group was formed comprised of: City Administrator Phil Rath; Assistant Administrator Martin Shanks; Zoning Administrator Ryan Lindsey; Director of Public Works Al Gerber; Inspection/Zoning Secretary Arianna Meier; GCDC Executive Director Mike Johnson; Chamber of Commerce Executive Director Cara Carper and Historic Preservation Committee member Aaron Holverson. The group met initially and decided to review the four proposals and recommend one to Plan Commission. We met again on June 30<sup>th</sup>, and discussed our review of the proposals. The group has agreed to recommend Vandewalle as the firm to complete the Zoning Code Rewrite. Vandewalle can be made available for a pre-selection interview if the Plan Commission desires.

In general, the team collectively highlighted the following items related to Vandewalle's proposal:

- Best addressed all items contained in the RFP.
- Offered an approach that identified several suggestions on how to develop a new zoning code specific to Monroe responsive to both the RFP and comprehensive plan.
- Offers a robust public participation component throughout the process, including regular interaction with Plan Commission, public workshops, focus groups, stakeholder interviews, open houses, web-based interaction, and establish contact with local media.
- Quoted their total costs within our anticipated costs for the project
- Matched our expected timeline
- Provides a staff of experts familiar with working on projects for similar sized Wisconsin communities.
- Experience working with more modern zoning and land use best practices that were identified in our comprehensive plan.
- Identified attorney firm that they partner with to assist communities throughout zoning code projects.
- Ongoing support after project is finished.

Note: SWWRPC and planning consultant Vierbicher notified staff that at this time their organizations will not submit a proposal. However, both organizations stated they would consider submitting with an extended timeframe.

The Zoning Code Re-Write project was funded with \$20,000 in 2016. The expectation is the remaining funds will be placed in the 2017 budget, however that will be subject to the 2017 budget process.

**Staff Review:**

- Building Inspector/Zoning Administrator (if necessary)
- Engineering Supervisor (if necessary)
- City Attorney (if necessary)
- City Clerk/Director of General Government (if necessary)
- Director of Community Development (required)

**Staff Recommendation:**

Motion to recommend and finalize an agreement with Vandewalle for Zoning Code Re-Write Project to City Council.

## Zoning Code Proposal Quick Facts

<u>Firm</u>	<u>Cost</u>	<u>Completion Timeline</u>	<u>Notes</u>
MSA	\$29,000	7 Months	*Proposed project is considered "Stage 1"; addresses public participation, project orientation, issue identification analysis, zoning code analysis/evaluation. Proposal doesn't include developing final zoning code and staff training.
Vandewalle	\$59,975	12 Months	City staff selected proposal
LSL Planning	\$128,378	14 Months	-
CodaMetrics	\$142,582	19 Months	-