



Bill from
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Bill to
City of Bay St. Louis

Micheal Reso

Project **24-10**

Services through
Dec 1, 2025 - Dec 31, 2025

MS BSL Code

Note

See the attached progress report.

Invoice #	Terms	Issue date	Due date	Invoice total
24-10-018	Net 30	Dec 31, 2025	Jan 30, 2026	\$8,206.86

Fixed Fee Services

PHASE	BUDGET	PREVIOUSLY BILLED (%)	CURRENT DUE
Code Assessment	\$10,855.00	100%	\$0.00
Code Update	\$70,645.00	82%	\$0.00
Code Adoption	\$20,000.00	18%	\$7,062.50
Fixed Fee Services Total	BUDGET	PREVIOUSLY BILLED (%)	CURRENT DUE
	\$101,500.00	71%	\$7,062.50

Expenses

CATEGORY	MARKUP	CURRENT DUE
Travel	\$0.00	\$1,144.36
Total for Expenses	MARKUP	CURRENT DUE
	\$0.00	\$1,144.36

Invoice total

\$8,206.86

Appendix - Attachments

Bay St. Louis Zoning Code Update Progress Report - December 25		Previous Period	Total Progress
Phase I: Project Activation and Code Assessment			
Project Orientation Meeting. The code team will convene a virtual project orientation meeting to review the recommendations of Bay St. Louis 2045 as related to the Bay St. Louis Zoning Code, to review overall project goals, areas of focused attention, and anticipated interventions.	100%	100%	
Process and Entity Identification. In coordination with Bay St. Louis staff, the code team will identify, inventory, and assess current development processes for the general public, developers, and staff.	50%	100%	
Preliminary Assessment and Zoning Code Update Framework. The existing code will be summarily assessed in comparison to best practices and a framework for the comprehensive update will be developed from the assessment. The assessment will focus on the type of treatment or intervention required to best align the code with Bay St. Louis 2045. Projected areas of update will include: Formatting and Navigation, Consolidation and revision of existing standards, Organization of content suitable for a matrix presentation, Consolidation of related subject areas, Content for graphic illustration, Administrative and review processes, Zoning district to place type alignment (district elimination, consolidation, creation, adjustment). The framework to be developed will function as a guide to the remaining work of the team and will inform creation of the annotated code outline.	95%	100%	
Staff and Stakeholder Survey. Based on Task 1.3, an identified group of stakeholders (i.e. planning commissioners, staff, developers, real estate professionals, citizens groups, etc.) will be electronically surveyed for prioritization of code revision components, regulatory concerns, and other process inputs as determined appropriate.	90%	100%	
Draft Annotated Outline. Based on the framework developed in task 1.3, an outline of the revised code will be created which includes explanatory notes of proposed amendments where needed.	90%	100%	
Review and Revise Annotated Outline. The draft annotated outline will be reviewed with staff and presented to the Planning and Zoning Commission. Following review, the annotated outline will be appropriately revised according to BSL direction.	90%	100%	
PHASE I DELIVERABLES			
Project orientation meeting summary	100%	100%	
Preliminary assessment and framework	100%	100%	
Annotated outline	100%	100%	
Presentation materials for meeting	100%	100%	
Phase II: Code Drafting Round 1			
Code Drafting. Following agreement of the Phase I outline, code drafting will be initiated. Code drafting will be conducted in incremental stages corresponding to the annotated outline and logical order of section development. Typically, general and administrative components are drafted first, regulatory content second, and concluding with process and procedural aspects. Comprehensively revising a zoning code is inherently a technical and complex endeavor. Every effort will be made to illustrate proposed changes as clearly and simply as possible while recognizing the need for efficiency in the process. To the extent appropriate and feasible, the draft code will indicate existing language proposed for retention, language to be added, language to be modified, and language to be struck.	85%	100%	
Creation of Draft Digital Zoning Map. The project team will create a working zoning map showing proposed changes (if any) in alignment with Bay St. Louis 2045 place types. The map will be electronically served for local review.	95%	100%	
Field Testing Round 1. The draft code will be field tested through the use of a variety of development scenarios to ensure effectiveness and functionality. Results will be presented to the Planning and Zoning Commission as determined necessary.	75%	100%	
PHASE II DELIVERABLES			
BSL Zoning Code Draft 1	95%	100%	
Electronic Service of BSL Zoning Code Draft 1 for review and comment	95%	100%	
Working draft zoning map	75%	100%	
Presentation materials for meetings	100%	100%	
Phase III: Code Drafting Round 2			
Code Drafting - Iteration 2. The second iteration of the zoning code draft will be conducted based on the results of Iteration 1, local review, and comments received in the review and comment process.	95%	99%	
Revisions to Draft Digital Zoning Map. In response to feedback received during the first round of code drafting and scenario testing, the project team will revise the digital zoning map as necessary to align with the second round of code drafting.	95%	99%	
Field Testing, Round 2. A complete revised draft of all code elements will be presented to the Planning and Zoning Commission and the public.	95%	99%	
Workshop Presentation of the BSL Zoning Code Draft 2. A completed second round draft will be presented to the Planning and Zoning Commission and, subsequent to Planning and Zoning Commission action, offered to the public electronically for comment.	20%	50%	
PHASE III DELIVERABLES			
BSL Zoning Code Draft 2	95%	99%	
Revisions to the working draft zoning map	95%	99%	
Presentation materials for meetings	40%	90%	
Phase IV: Final Draft Code For Adoption			
Preparation of the Final Draft Code. Based on comments in Phase III, the final draft of the zoning code will be prepared for official consideration.	50%	95%	
Presentation of the Final Draft Code for the Planning and Zoning Commission.	0%	0%	
Presentation of the Final Draft Code for Mayor and Council Consideration.	0%	0%	
PHASE IV DELIVERABLES			
Final code in digital form	80%	95%	
Final ArcGIS zoning map draft	80%	95%	
Presentation materials for meetings	0%	50%	