

TO: Planning Commission/Board of Adjustment
FROM: David Chanski, City Administrator/Clerk
RE: Zoning Code Update Consultant Discussion
DATE: May 14, 2024



Zoning Code Update RFP Responses

The City received 4 responses to the Zoning Code Update RFP. The responding firms were (in alphabetical order):

- Bolton & Menk
- HKGI
- Landform
- WSB

Each proposal is attached.

Consultant Interviews

On May 7, representatives with Bolton & Menk, HKGI, and WSB made presentations to City Administrator Chanski, Planning & Zoning Administrator Gansen, and Commissioners Theis and Zierden. Representatives from Landform were unable to attend. The interviews can be viewed here: <https://www.youtube.com/watch?v=iKP9ADHAI34>

Consultant Selection

At the May 14 Planning Commission meeting, the Commission should select a consultant to recommend to the City Council. This recommendation will then be presented to the City Council at the June 3 council meeting.