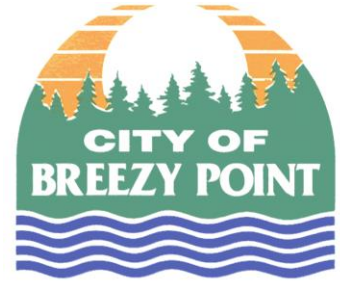


TO: Planning Commission/Board of Adjustment
FROM: David Chanski, City Administrator/Clerk
RE: Zoning Code Update
DATE: April 9, 2024



Background

The City Council approved the issuance of the attached RFP for an update to the Zoning Code on April 1. The Planning Commission previously discussed the RFP on March 12.

RFP Review and Consultant Selection

As staff shared at the March 12 Planning Commission meeting, the Planning Commission will play an intricate role in the zoning code update process. Staff is looking for the Commission to provide direction on a number of items as the City moves forward with this process.

- 1) Does the Planning Commission desire to interview consultants?
 - a. Staff does recommend conducting consultant interviews. However, that can be done in different ways. The Commission can call a special meeting just to conduct the interviews or hold them during a regular meeting. Additionally, the entire Commission can conduct interviews or an interview committee can be appointed to conduct interviews outside of a public meeting.
- 2) If interviews are conducted, does the Planning Commission desire to interview all consultants or just the top 2-3?
 - a. This question can be dependent on the number of proposals received. However, staff does not recommend interviewing all consultants due to the time it takes to conduct interviews. Additionally, consultants are less likely to submit a proposal if they know that they have to also interview against all other consultants.
 - b. If the Commission selects to only interview the top 2-3 consultants, how should they be selected? Should it be staff's recommendation or staff working with 1 or 2 members of the Planning Commission?
- 3) How does the Planning Commission desire to interview consultants?
 - a. Does the Planning Commission desire to ask each consultant a developed list of questions, or should the interviews be comprised of a presentation followed by a question & answer period?
- 4) Once a consultant is selected, how does the Planning Commission want to work on the update process?
 - a. Does the Commission desire do work as a whole body or appoint a working group that reports back to the full commission as needed?