

TO: Planning Commission/Board of Adjustment  
FROM: David Chanski, City Administrator/Clerk  
RE: Zoning Code Update Consultant Interviews  
DATE: May 7, 2024

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**Zoning Code Update RFP Responses**

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

- Bolton & Menk
- HKGi
- Landform
- WSB

Each proposal is attached.

**Consultant Interview Process**

As discussed at the April 9 Planning Commission meeting, consultants will be given 15 minutes to make a presentation on their firm and their approach to the City's requested zoning code update. After each presentation is complete, the Planning Commission and staff will have a follow-up, 10-to-15-minute Questions & Answer period.

At the April 9 meeting, the Planning Commission discussed interviewing 2-3 consultants and appointed Commissioner Theis to work with staff to select which consultants to interview. However, as the City received 4 proposals, the determination was made to just interview all 4. Interviews will be held in the same alphabetical order as above at the following approximate times:

- 4:30: Bolton & Menk
- 5:00: HKGi
- 5:30: Landform
- 6:00: WSB

Once all interviews are complete, the Planning Commission may deliberate and either immediately make a recommendation to the City Council or table such decision until the May 14 regular Planning Commission meeting.