



Agenda Item Report

Meeting Type: City Council

Meeting Date: March 18, 2025

Item Title: Zoning and Subdivision Rewrite Proposal

Submitted By: Mike Kornmann, Director of Community and Economic Development

Detailed Description of Subject Matter: This item implements Objective #13 in the City's current Strategic Plan regarding the rewrite of the zoning and subdivision code.

The review team of Shelly Albright, Joe Hammer, Matt Amundson, David Bennett, and Mike Kornmann reviewed the proposals and came to a consensus recommendation based on scoring in several categories. Review team members scored the proposals on a five-point scale in the categories of value, scope of work, experience, project staff, timeline. The budget for the project is \$150,000 across the 2025 and 2026 fiscal years. The RFP requested that the zoning and subdivision code be updated to reflect the goals of the comprehensive plan, update code to reflect changes in state statutes, modernize code, and stream-line development processes.

Proposals Ranking:

1. **Vandewalle and Associates \$110,750 with optional services outside the RFP scope of services \$129,090** (average score 22.5).
2. S.E.H. \$144,500 (average score 20.75)
3. MSA/ZoneCO \$126,250 plus \$3,000 per form based zoning category (average score 19.5)
4. Codametrics with Duncan Associates \$147,910 (average score 18.5)
5. Vierbicher Associates \$72,000 (average score 16.25)
6. HouseaLavigne \$199,155 (average score 11.25)

Vandewalle and Associates was a consensus pick for the combination of quality and value. They have an experienced and skilled staff with several people working on the project. Their timeline has the council adopting the new code in November of 2026. They emphasized that based on their experience a project of this size and scope requires more than twelve months. At a previous plan commission our discussion included the likelihood that the project would likely take about 18 months.

List all Supporting Documentation Attached:

- Vandewalle and Associates

Action Requested: Approve the proposal with optional services by Vandewalle and Associates for the rewriting of the zoning and subdivision code in the amount of \$129,000.