



Scope of Services to Complete Title 17, Zoning Code

Background

In late 2023, the town was awarded DOLA funding of \$25,000 to complete the land use code critical issues project under an administrative grant. The award, in addition to the town's match of \$25,000, was exhausted early this year. Direction from the Planning Commission resulted in the update of Title 17 becoming more than a critical update. It was discovered that many topics in the current code were not addressed.

Because the town received the maximum amount of funds from DOLA for this project, additional funding is not available. The contract deadline for this project is 8/31. Evidence of completion of the project is required to be fully reimbursed.

The following Scope of Work enables CMI to provide a final draft of the remaining sections of Title 17 to the Planning Commission for their review and any requested modifications. The direction from the Commission was to request town funds to complete the remaining scope of the project in the most efficient manner possible, versus extending the deadline one year and seeking additional funds through a non-administrative grant process. It was further discussed that the importance of completing this work is because the current town Zoning Ordinance is lacking key sections, especially administration and procedures, while development applications continue to be submitted to the town.

The method of completing Title 17 will follow the method that was used to complete the rewrite of Title 16.¹ Given that Title 17 needs to be adopted no later than August 31, 2025, one final draft will be sent to the Planning Commission for their review and comment no later than July 15, 2025.²

The following is an approximate summary of the work for completing Title 17, Zoning.

- **Article 1- General Provisions:** Completed and reviewed by PC, conditionally approved; one final review for consistency with the entire code.
- **Article 2- Zone Districts:** Completed and reviewed by PC, conditionally approved; one final review for consistency with the entire code.
 - **Planned Development Code:** Complete and adopted.
- **Article 3- General Standards:** First draft completed by CMI with several questions/review to be completed and reviewed by PC for consultant review of PC comments and one round of modifications. (*This article can be sent to the Planning*

¹ Title 16 Subdivision has been rewritten and was adopted and is an example of the expected format for Title 17.

² Note that Article 2: Zone Districts has been preliminarily accepted by the Planning Commission after five+ reviews by the Commission, with the understanding that the Commission will review the entire document including Article 2.

Commission for review as soon as possible. The consultant is requesting one set of final comments from the Commission no later than June 1st, 2025. Modifications will be included in the Final Draft for Planning Commission review.)

- **Article 4- Special Requirements:** This will include floodplain standards, cluster development provisions, perhaps grading and drainage, and reorganize other land use special requirements to this Article.
- **Title 16 Subdivision Code** (formerly planned as Article 5): Complete and adopted (*this will remain Title 16-Subdivision*).
- **Article 5- Administration and Procedures:** This will include all procedures for submittal, review, and required approvals, almost entirely new/rewritten.
- **Article 6– Annexation:** Complete and adopted but will need to be renumbered to insert here.
- **Article 7- Definitions:** This will be an entirely new rewritten section.

Article	DRAFTING	REVIEW AND UPDATE	Total
1		\$ 1,000	\$ 1,000
2	\$ 1,000	\$ 2,400	\$ 3,400
3		\$ 4,500	\$ 4,500
4	\$ 2,000	\$ 1,000	\$ 3,000
5	\$ 5,000	\$ 1,000	\$ 6,000
6	\$ 500	N/A	\$ 500
7	\$ 5,000	\$ 1,000	\$ 6,000
Final edits to Title 17		\$ 5,600	\$ 5,600
		TOTAL	\$ 30,000

The costs associated with each Article assume that the Planning Commission will receive one draft of Article 3 for comment and one final draft of Title 17 for review. The PC will provide the consultant with one marked-up copy of all requested changes no later than August 1, 2025. CMI will conduct two workshops with the Planning Commission - one to review Article 3 and one to review the entire draft.

The Town Attorney will undertake a final review of the code before a final hearing by both the Planning Commission and the Board of Trustees. Any additional requests by the Planning Commission or the public shall be billed at the hourly rate outlined in the original contract and are not included in the not-to-exceed scope of services. A detailed schedule will follow and may involve special meetings and workshops to meet the August 31, 2025, adoption date.

This is a not-to-exceed contract amount of **\$30,000**. Any additional time not accounted for above will be billed on an hourly basis.