



VANDEWALLE & ASSOCIATES INC.

To: Brian Zirbes, City Zoning and Floodplain Administrator
From: Sonja Kruesel, Vandewalle & Associates
Date: January 12, 2024
Re: Scope of Services for a Zoning Ordinance Diagnostic and Solutions Memo for the City of Watertown

The City of Watertown last comprehensively evaluated the Zoning Ordinance over 20 years ago when the ordinance was last rewritten. Minor tweaks and changes have been addressed within the ordinance since that time, but mostly to address specific issues that have arisen.

Community priorities, policies, and goals, in addition to modern development trends have evolved since 2002, and its time to take a step back to ensure the Zoning Ordinance is truly reflective of these changes. In particular, one key tool the community has to assist in combating the existing housing situation is to address the City's development policies and procedures to allow and facilitate the housing types sought in Watertown.

The Zoning Ordinance Diagnostics and Solutions Memo is a tool to capture and summarize a full evaluation of how the existing ordinance is working and potential amendments that may be needed. This will include a review of the entire Chapter 550 to examine strengths and weaknesses in terms of regulations, structure, clarity, ease of use, existing zoning districts and district standards, definitions, review procedures, and other topics. This memo will be reviewed in detail with City staff and the Plan Commission.

The goal of this exercise will be to assist Watertown in determining the best path forward, whether that be strategic amendments within the existing Zoning Ordinance, or if a full rewrite should be considered. A set of recommended solutions will be integrated throughout the memo and will describe possible amendments to facilitate the type of development the City desires, address issues with the current ordinance, and incorporate best practices and innovative ideas.

The following Scope of Services provides a Zoning Ordinance Diagnostic and Solutions Memo for the City of Watertown to be completed within 90 days of contract execution for a fixed fee cost of \$6,000.

Proposed Scope of Services

Task 1: Project Kick Off Meeting (in-person 2-hour meeting): Vandewalle & Associates (V&A) will meet with City staff to discuss the ordinance's strengths and weaknesses, and to gather an understanding of the existing shortfalls of the ordinance. This meeting could also include key community stakeholders such as representatives from the Redevelopment Authority, Main Street, or other local groups.

Task 2: Review Existing Ordinance and Plans: V&A will conduct a thorough review of Chapter 550 to identify areas for possible improvement in terms of regulations, structure, clarity, ease of use, existing zoning districts and district standards, definitions, review procedures, and other topics. Additionally, V&A will collect any relevant recommendations, goals, or strategies from existing plans that may pertain to the City's Zoning Ordinance, in particular the Comprehensive Plan.

Task 3: Produce Draft Zoning Ordinance Diagnostic and Solutions Memo: V&A will complete an initial Draft Zoning Diagnostic and Solutions Memo that analyzes the ordinance's strengths and weaknesses, and which offers potential solutions for Watertown's consideration. The memo will incorporate the findings and information gathered in Task 1 and 2 above and be provided to City staff in advance of Task 4.

Task 4: Draft Review Meeting (in-person 2-hour meeting): V&A will meet with City staff to discuss the Draft Zoning Diagnostic and Solutions Memo and provide any edits/changes needed.

Task 5: Plan Commission Presentation (in-person 1-hour meeting): V&A will attend a regular Plan Commission meeting to present the findings of the memo and discuss future opportunities for the City.

Task 6: Produce Final Memo: V&A will make any revisions needed to the draft memo based on input received from City staff and the Plan Commission. All documents will be provided to the City digitally.