



## Common Council Report

**Agenda Item:** Discussion and Possible Action Regarding Scope of Services for a Land Development Code Diagnostic and Solutions Memo for the City of Milton

**Meeting Date:**

**Presenter:** Al Hulick, City Administrator

**Department:** City Administration

**Conformance with Strategic Plan:**

- Affordability & Financial Stability
- Safe, Inclusive, Welcoming Community
- Diverse Opportunities for Fun and Life-Long Learning
- High Performing Organization with Professional Staff
- Environment for Business Success with Thoughtful Growth and Development

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### Summary

As previously noted, Staff has begun the process of evaluating the City of Milton's Code of Ordinances regarding possible incongruencies with current staffing, codification, and matching practice with policy. The more staff dives into this initiative, the more potential issues arise.

Therefore, staff has met with several consultants who may be able to assist in this diagnostic process. Attached is a Scope of Services by Vandewalle & Associates to evaluate the City of Milton's Code of Ordinances and provide solutions to the known and unknown issues within the existing ordinances.

### Analysis and Key Issues

The City of Milton's Code of Ordinance was primarily created in the 1960's. Over the past 70+/- years, changes have been made to the Ordinances, often without confirming those changes impacts on other sections of the code. Additionally, as staffing and procedures have changed in the City of Milton over the past several years, instances of inconsistencies have been noted within the existing Code of Ordinances.

Therefore, rather than taking a piece meal approach towards addressing those inconsistencies, staff has evaluated a potential full review of the City's ordinances. In discussions with other municipalities and consultants who perform this type of work, the City Administration met with Vandewalle and Associates who provided a Scope of Services for a land development code diagnostic and solutions memo.

The Land Development Code Diagnostics and Solutions Memo is a tool to capture and summarize our insights into various ordinances which regulate land development in the City. The primary focus of the review will include the existing Zoning and Sign Code (Chapter 78), and



Subdivision Code (Chapter 42). In addition, we will review the provide general recommendations on the City's Planning and Development Code (Chapter 58), the Buildings and Building Regulation Code (Chapter 10), and the Streets, Sidewalk, and Other Public Places Code (Chapter 66).

It will examine strengths and weaknesses in terms of their 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, as an optional additional task, the Plan Commission.

Review of this memo will help the city in determining whether a full rewrite of any ordinances should be considered. The recommended solutions content 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.

### **Fiscal Impact**

The Scope of Services provided by Vandewalle and Associates has a fixed cost of \$5,000 to provide the ordinance diagnostic and provide a solutions memo to address the identified issues.

If the City chooses to pursue the correction of said issues, additional costs will likely be incurred either through legal fees or the contracting of a consultant to help with any ordinance amendments or rewrites. Funds for this additional work could be provided through the City's ARPA allocation.

### **Recommended Motion**

The City Administration recommends approval of the Common Council to move forward with the scope of services as outlined by Vandewalle and Associates in the amount of \$5,000.00.

### **Attachments**

- Scope of Services Memo