



# VANDEWALLE & ASSOCIATES INC.

To: Al Hulick, City Administrator  
From: Sonja Kruesel, Vandewalle & Associates  
Date: June 2, 2022  
Re: Scope of Services for a Land Development Code Diagnostic and Solutions Memo  
for the City of Milton

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The following Scope of Services is designed to provide a Land Development Code Diagnostic and Solutions Memo for the City of Milton.

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.

## **Scope of Services**

### **June 2, 2022**

The estimated cost of the below Scope of Services is provided at a fixed fee of \$5,000.

**Task 1: Kick Off Meeting:** Vandewalle & Associates (V&A) will meet with City staff to discuss the ordinance's strengths and weaknesses, and to obtain input on city goals that can be influenced by the various land development codes.

**Task 2: Review Existing Ordinances and Plans:** V&A will conduct a thorough review of the zoning code, sign code, and subdivision code to identify areas for possible improvement in terms of their regulations, structure, clarity, ease of use, existing zoning districts and district standards, definitions, review procedures, and other topics. Additionally, V&A will conduct a broad review of the planning and development, buildings and building regulation, and streets, sidewalks, and other public places ordinances. Finally, V&A will conduct a broad review of the city's comprehensive plan to identify recommendations regarding improvements to the various land development codes mentioned above.

**Task 3: Produce Land Development Code Diagnostic and Solutions Memo:** V&A will complete an initial draft "Land Development Code Diagnostic and Solutions Memo" that analyzes the ordinances' strengths and weaknesses, and which offers potential solutions for the city's consideration.

**Task 4: Draft Review Meeting:** V&A will meet with City staff to discuss the Draft Land Division Development Code Diagnostic and Solutions Memo and provide any edits/changes needed.

**Task 5: Produce Final Memo:** V&A will make any revisions needed to the draft memo based on input received from the City staff and provide all documents to the City digitally for review by the Plan Commission and City Council.

**Optional Task: Plan Commission Presentation:** V&A will attend a regular Plan Commission meeting to present the findings of the memo and discuss future opportunities for the City.