



**BOLTON  
& MENK**

Real People. Real Solutions.

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Gregg Mandsager, City Administrator  
City of West Burlington  
122 Broadway Street  
West Burlington, IA 52655

Proposal to update Municipal Code Chapters 165 and 170

Dear Mr. Mandsager:

The City of West Burlington is seeking to update its zoning and subdivision regulations. We understand that the intent is not to draft a completely new set of regulations, but rather to modernize the existing chapters 165 and 170 covering zoning and subdivision regulations in city code. This is an opportunity to address specific issues and to incorporate any amendments into the ordinance that will result in a simplified, user-friendly and enforceable code.

The Bolton & Menk team is ready and able to complete this code review and update. We can build on our knowledge of similar communities to complete this project in a timely manner.

**Useful and Relevant Product** – We will focus on updating the city’s Zoning and Subdivision regulations to provide a strong and flexible guide to help evaluate development that furthers the city’s strategic goals of: *housing, economic development and quality of life*. We will build on our track record of writing and implementing codes to ensure the result is streamlined and responsive to city needs.

**Proven and Experienced Team** – Our project team has been assembled based on their direct project experience with code updates in communities like West Burlington. They are professionals known for their practical experience, creativity, and commitment to making cities environmentally and economically sustainable. We can provide the City of West Burlington with a full in-house team of professionals.

We are excited at the opportunity to complete a planning process with you. I will serve as your Project Manager. Please contact me at 507.740,0121 or by email at [mojra.hauenstein@bolton-menk.com](mailto:mojra.hauenstein@bolton-menk.com) if you have any questions regarding our proposal.

Respectfully submitted,

**Bolton & Menk, Inc**

Mojra Hauenstein, AICP  
Senior Planner

## Staff Credentials

Bolton & Menk has put together an experienced team to ensure the City of West Burlington receives a zoning and subdivision code review that will support the needed ordinance updates. You have our commitment that staff highlighted in this proposal will be performing and overseeing the work they have been identified to lead.

### Greg Broussard, PE

#### *Client Service Manager*

Greg will lead the project oversight and overall quality control. He will ensure the city's expectations are met and handle any executive authority requirements in the process. He will also provide the team with valuable municipal engineering insight.

### Mojra Hauenstein, AICP

#### *Project Manager*

Mojra is a senior planner within our Planning and Urban Design Group who is also an architect. She will provide expertise in code options to meet West Burlington's specific goals, current case law, state, and federal statutes, and identify ordinance provisions that should be modernized in a comprehensive way. Mojra spent many years practicing as an architect in the private sector and as a planner in the public-sector. She understands the need of developers as well as regulators, especially clear, and concise, standards with predictable development review procedures.

### Harry Davis, AICP

#### *Planner*

Harry will assist the team in evaluating the current zoning ordinance and provide technical assistance. His varied planning experience across several states provides insights and can offer alternatives to meet the city's custom needs with a choice of options that modernize the code.

### Frannie Nielsen

#### *Planner*

Frannie will support the drafting of new code provisions and making text updates. Her planning experience offers expertise in technical code modifications.

## Work Plan

### Task 1: Project Management

Bolton & Menk will manage staff, resources, and budget to successfully meet the project objectives. Mojra Hauenstein, AICP, a Senior Planner, will serve as project manager, working closely with the city team to ensure clear and consistent communication.

A kickoff meeting will be held to gain a full understanding of the updates needs. We would like to propose **monthly check-in meetings** with city staff to ensure progress aligns with expectations and timelines.

Zoning and subdivision code updates must comply with the Comprehensive plan. We suggest starting on the zoning code first, but adjusting the schedule to allow for realignment and compliance with the comprehensive plan before the code or plan are in final draft.

## Task 2: Review Current Codes/Issue Identification

The Bolton & Menk team will meet with city officials and staff to identify and prioritize issues specific to the city. One of the critical objectives of this meeting is to gain an understanding from staff's perspective of what is working well and what is not working effectively regarding the existing code. This in addition to Bolton & Menk staff's experience of utilizing the code will be necessary to identify specific code sections that may require additional definition and/or clarity. It will also determine if there are procedural issues that need to be addressed in the update. This will result in a summary memo listing specific areas for update, identifying what will be achievable as part of this scope update and what might require additional scope based on further study needs.

Our team will review the current Chapter 165, Zoning Code, and Chapter 170, Subdivision Code of the city code to determine updates necessary, including point identified in our discussion with the city administrator. These include but are not limited to:

- ensure compliance with the Comprehensive Plan, state statutes, and current case law, in coordination with the city's attorney
- modernize it for a better user experience for both constituents and city staff administering the code
- update definitions, structure, and layout
- remove obsolete sections and obstacles to development
- provide flexibility and more than one way for approval
- improve readability with simple and concise language
- provide an illustrative code, less word heavy
- simplify process approvals
- explore practical amendments aimed at implementation

We understand that you are interested in a hybrid form-based code. This can be provided for an additional fee. We will also research past approvals to identify typical conditions of approval or recurring requests that could be resolved with code changes. We will study past studies for relevance to the zoning code update such as the city's current housing study. We will also identify updates and/or changes necessary for consistency with the Comprehensive Plan, once it has been updated through the parallel project being proposed.

## Task 3: Consult with Stakeholders

We will work with city staff to determine the steering committee membership. An option could be to use the same steering committee members from the Zoning Code update project. We suggest including a cross section of stakeholders and subject matter experts who will be impacted by the zoning code update. We understand that the city council will provide overall direction and be the decision makers for zoning code changes.

We value the importance of educating stakeholders about planning, so we will **provide basic zoning education** to ensure committee members have helpful background and knowledge related to the project. We will provide drafts of code updates as they are completed to the steering

committee, city attorney and city staff to gain feedback and make changes as needed. We propose conducting three **(3) work sessions with the steering committee**, with the 1st and 3rd being in-person and the 2nd being held virtually.

Our team will conduct **one (1) planning commission workshop** to discuss the proposed updates after receiving direction from the steering committee as a way of updating the planning commission and receiving the input on current content drafted.

In addition, we propose conducting **six (6) virtual/phone interviews** with subject matter experts that are developing in the community or nearby in the residential, commercial, industrial, small business, and educational sectors to better understand any obstacles and incentives needed for growth.

#### **Task 4: Draft Ordinance Amendments**

Our team will draft the update based on Iowa statutes, city input, local developer feedback and previous amendments. The update will include consideration of best practices and alternatives to meet the needs of existing and future users. We will provide an initial draft of the amendments, and at **least two (2) sets of revisions** based on discussions with city officials and staff. We will also work with the city attorney for legal review.

As discussed in Task 2, it is important to address issues that are routinely problematic or challenging for the staff, commission, and/or the public. Some areas that could contain continual challenges for the community could include signage standards to ensure content neutrality consistent with current case law, home occupation standards, off-street parking regulations, landscaping and site plan review related issues, and emerging trends like short term rentals and tiny homes. An important step in modernizing any development code is ensuring that definitions of land use and identified special and/or conditional uses are working for the community.

Per our discussion with the city administrator, we will not include any map updates. However, we will include coordination of zoning updates that require mapping updates or new maps which will be produced by city GIS staff.

#### **Task 5: Attend Required Public Hearings**

We will also attend the planning commission public hearing and the subsequent city council meeting for the adoption of the update.

### **Project Schedule**

We anticipate completing this project six (6) to eight (8) months from the authorization to proceed, however the timeline may need to be adjusted and is dependent on the progress of the comprehensive plan (separate contract). This timeline is based on our review of the project background, description, and our experience on other similar projects. Upon selection, Bolton & Menk will work with city officials to revise and update this schedule as needed to ensure successful delivery of this project.

## **Budget & Fee**

The estimated fee includes labor, general business, and other normal and customary expenses associated with operating a professional business. Unless otherwise noted, the fees include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, out-sourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately. The scope of work is based on an hourly rate not-to-exceed amount of \$35,800.00 for this project. The finalized scope of work and fee for the project will be refined based on discussions with the City and will be mutually agreed upon prior to commencement of work.