



**City of Ashland, Missouri
Meeting Agenda
Board of Aldermen
7:00 p.m. Tuesday, October 06, 2020**

MEETING WILL BE CONDUCTED VIA ZOOM AT THE FOLLOWING LINK:

<https://us02web.zoom.us/j/86555475313?pwd=YVVxSzB5NUVkJm55eVhRbUw1OVRuQT09>

I. INTRODUCTORY ITEMS

Invocation
Pledge of Allegiance
Roll Call
Approval of Previous Minutes-September 15, 2020
Adjustment and approval of the Agenda

II. SPECIAL ITEMS

a. None

III. APPOINTMENTS TO BOARD AND COMMISSIONS

a. None

IV. SCHEDULED PUBLIC COMMENT

a. None

(Written request must be received by the City Clerk by Wednesday before the meeting date)
Speakers cannot comment on items on the agenda. Time will be permitted following the reading of each agenda item under Old and New Business for public comment.

V. PUBLIC HEARINGS

a. Voluntary Annexation of 97.94 acres located on East Liberty Lane for Martin Builders, Inc.

VI. INTRODUCTION AND FIRST READING

- a. Council Bill No. 2020-035, an ordinance authorizing the Mayor to execute a Missouri Highways and Transportation Commission Municipal agreement
- b. Council Bill No. 2020-036, an ordinance of the City of Ashland authorizing the Mayor to enter into an agreement for professional services with Allstate Consultants to update the City of Ashland's Zoning, Subdivision, and stormwater regulations
- c. Council Bill No. 2020-037, an ordinance authorizing the Mayor to enter into an agreement with Christensen Construction for the mill and overlay project; providing for

compliance with the prevailing wage law and state-mandated construction safety training

- d. Council Bill No. 2020-038, an ordinance authorizing the Mayor to execute a subdivision warranty agreement for Liberty Landing Plats 1-6
- e. Council Bill No. 2020-039, an ordinance approving the final minor plat for McDow Subdivision

VII. OLD BUSINESS

- a. Ordinance No. 1313, An ordinance authorizing the Mayor to execute Addendum No. 1 to the agreement for engineering services with Allstate Consultants, LLC. for the mechanical wastewater treatment plant.

VIII. NEW BUSINESS

- a. A Resolution to approve the site plan for Lot 6A of Ashland Industrial Court for A & H Steel
- b. Acceptance of a donation for the Police Department
- c. Accepting the Southern Boone FFA donation of agility equipment to the City for use in the dog park

IX. REPORTS

- a. Mayor's report
- b. City Administrator report
- c. City Attorney report
- d. Police Chief monthly report
- e. Alliance Water Resource waste water report
- f. Board of Aldermen report

X. GENERAL COMMENTS BY PUBLIC, ALDERMEN AND STAFF

XI. ADJOURNMENT

Members of the public may attend any open meeting. For requests for accommodations related to disability, Please call 573-657-2091 or email cityclerk@ashlandmo.us

In order to assist staff in making the appropriate arrangements for your accommodation, please make sure your request as far in advance of the posted meeting date as possible.

Posted: _____

S.45
10-2-2020

TUESDAY, SEPTEMBER 15, 2020

BOARD OF ALDERMEN MINUTES

7:00 P.M.

DRAFT MINUTES NOT APPROVED BY THE BOARD

Mayor Sullivan called the regular meeting to order at 7:00 p.m. on September 15, 2020 via Zoom.

Mayor Sullivan gave the invocation.

Mayor Sullivan led in the pledge of allegiance.

Mayor Sullivan called the roll:

Ward One: Leslie Martin-here, Bryan Bradford-here

Ward Two: Melissa Old-here, Stephanie Bell-here

Ward Three: Rick Lewis-here, Jeff Sapp-here

Staff Present: Jon Sanders, Deputy City Clerk/Treasurer, Jeffrey Kays, City Attorney, Gabe Edwards, Police Chief, Tony St. Romaine, City Administrator and James Creel, Public Works Director.

Mayor Sullivan presented the minutes of September 1st board meeting for consideration. Alderman Sapp made a motion and seconded by Alderwoman Martin to approve the minutes as presented. Mayor Sullivan called for the vote. Motion Carried.

Mayor Sullivan called for adjustments to the agenda. Being none, he called for the motion to approve the agenda. Alderwoman Old made a motion and seconded by Alderman Sapp to approve the agenda as presented. Mayor Sullivan called for the vote. Motion carried.

Mayor Sullivan reported there are no scheduled public comments.

Mayor Sullivan presented Ordinance No. 1313 for consideration. Mayor Sullivan asked for a motion to table this ordinance as there is supposed to be a line item break down of the cost. Tony stated that Allstate has had a COVID related office issue and has not been in the office to get this break down taken care of. Alderwoman Bell made the motion and seconded by Alderwoman Martin. Motion carried.

Mayor Sullivan presented Ordinance No. 1314 for consideration. Alderman Sapp made motion and seconded by alderwoman Old to take up Ordinance 1314, an ordinance approving a cooperative agreement with Southern Boone School District for school zone crosswalk enhancements. Mayor Sullivan called for questions or comments. Hearing none Mayor Sullivan called for the vote. Alderwoman Old-aye, Alderwoman Martin-aye, Alderwoman Bell-aye, Alderman Bradford-aye, Alderman Lewis-aye, Alderman Sapp-aye. Motion carried.

New Business

Mayor Sullivan presented the next item on the agenda, a resolution adopting the Boone County Hazard mitigation plan 2020. Alderman Sapp made motion, second by Alderman Bradford. Mayor Sullivan asked for questions and comments. Tony stated this plan is prepared annually by the county and must be adopted by municipalities within the county in case of natural disaster. Tony stated having a plan allows the county to receive FEMA and federal fund opportunities in the wake of natural disasters. Mayor Sullivan called for the vote. Alderwoman Old-aye, Alderwoman Martin-aye, Alderwoman Bell-aye, Alderman Bradford-aye, Alderman Lewis-aye, Alderman Sapp-aye. Motion carried.

Mayor Sullivan presented the next item on the agenda, a resolution to make changes to the City of Ashland Personnel Manual. Alderman Lewis made a motion, seconded by Alderwoman Old. Mayor Sullivan asked for a staff report. Tony stated that due to extenuating circumstances of a current employee a vacation bank will be set up so that employees can anonymously donate vacation time for others to draw from. Alderman Sapp stated he thought these donations should be placed in to a pool to avoid peer pressure or retribution. Tony addressed this stating the donations and withdrawals from the pool would be anonymous. Alderman Sapp also stated that he would like to be able to donate sick time in addition to vacation. Alderwoman Old asked if sick time is lost at the end of the year. Tony stated it is lost at 1400 hours. Alderman Bryan Bradford stated he was not familiar with the policy and could not support it. Mayor Sullivan asked for a motion to include sick time in addition to vacation time. Alderman Sapp made the motion and seconded by Alderman Lewis. Mayor Sullivan called for the vote. Alderwoman Old-aye, Alderwoman Martin-aye, Alderwoman Bell-aye, Alderman Bradford-no, Alderman Lewis-aye, Alderman Sapp-aye. Motion carried.

Mayor Sullivan stated the next item on the agenda was discussion of parking ticket warnings. Alderman Sapp made a motion and was seconded by Alderwoman Old. Mayor Sullivan asked for a report from Chief Edwards. Chief Edwards states that there was a call for service about illegal parking. There was miscommunication on whether a ticket could be issued or if a warning ticket could only be issued. The grace period begins August 18 and runs six months stated Mayor Sullivan. This is to allow for education but repeat violations should be ticketed. Alderwoman Old states that unlimited warnings in a six month period would not make sense for repeat offenders and they should be ticketed. Chief Edwards stated he would like to change the wording from grace period to education period and allow for ticketing of repeat offenders. Mayor Sullivan clarified this is strictly for parking tickets and does not relate to unattached trailers. Alderwoman Old made a motion to amend the wording from grace period to education period and allow for tickets to repeat violations. Alderman Bradford seconded. Mayor Sullivan called for the vote. Alderwoman Old-aye, Alderwoman Martin-aye, Alderwoman Bell-aye, Alderman Bradford-no, Alderman Lewis-aye, Alderman Sapp-aye. Motion carried.

Reports

Mayors Report:

Mayor Sullivan stated he had a concern on Sue Drive about old Lagoon there. He stated he received a complaint about children playing in the old lagoon and would like to see if that can be dug out and filled in. Mayor Sullivan also gave a thanks to chief Edwards and the school district in regards to having him out for school traffic he states there is a joint effort to fix school traffic. Mayor Sullivan states the recycling lot issues have been corrected with citations. States open gates and open bins would promote mass dumping of unrecyclable items. Mayor Sullivan states he received a complaint about cars parking on sidewalks and says it goes back to enforcement.

City Admin report – Tony states the City has received the first site plan for East Ashland plaza, he states Break Time has submitted the first plan. All the lots have been sold and several others are in the back log but should be submitted soon. Tony states a lot of interest in Ashland for commercial development as well as residential. Tony stated the City will submit a check to Missouri main street for our share of the grant match and will begin working on ways to improve downtown.

City Attorney Report – Jeff Kays shares changes to trailer parking codes that are included in the packet. Excludes class 1 2 and 3 pickup trucks. Construction trailers and dumpsters are limited to times when construction can take place during the day; it is also limited to the construction permit and the construction lot boundaries. Tony states this is strictly informational and is not being voted on this evening. Trucks up to one ton could park in residential areas. Larger than that would not be allowed. Alderman Sapp passes from comment. Alderman Lewis comments that he would like to get more input from local construction folks. Alderwoman Bell agrees with Rick Lewis. Alderwoman Old thinks it's a great starting point but would like to see more input as well. Alderman Bradford has no comment. Mayor Sullivan asks if a public meeting would be beneficial to sit down and talk to contractors. Alderman Sapp states he thinks that would be a good idea and so does alderman Martin. Mayor states that he would like Tony to set a meeting up. Tony would like to send draft to contractors and give them a chance to respond. Jeff Kays states that he is busy with speeding tickets, littering tickets and parking tickets.

Public works report – James reviewed his report attached in the board packet. Sarah Drive bridge project would be done this October. Mill and Overlay bids are currently out. That bid closes on the 23rd and RRFB crosswalk will be ordered and installed by the end of this month. The lights at the school zone are not currently working but are working to get this fixed. Winter prep, formal bid will have to go out for salt. Martha crump storm water repair is completed.

Alderman Reports – Alderman Sapp would like to encourage feedback of contractors if they can't make the public hearing regarding trailers. In regards to recycling alderman Sapp encourages boxes being broken down and would like to see chained box cutters to encourage breaking down of boxes.

Alderman Bradford – No knives at the recycling center.

Alderwoman Old – Sign Request for Kentucky Drive. Dead End or No Outlet sign request. James states he will work on that if it falls within guidelines. Park Board meeting, FFA additions to the dog park will be coming to the regular board soon.

Alderwoman Bell No report

Alderwoman Martin No report

Alderman Lewis – More input the better on the trailer ordinance. Recycling comment he received from a citizen, would like to get a longer slit put in the recycle bin.

Public comment

Mayor Sullivan asked for any public comments.

Carson Blake – Asks when she can make comments when it comes to zoom meetings. Mayor Sullivan stated new format so that it was clear. Tony States public comments is only comments and not question and answer session between citizens and the board. Carson states that in West Oaks there are no sidewalks in the area so they take long walks and in the Palomino Ridge area States that there are several cars parked on sidewalks and it is inconvenient for pushing a stroller and getting up and down curbs is difficult.

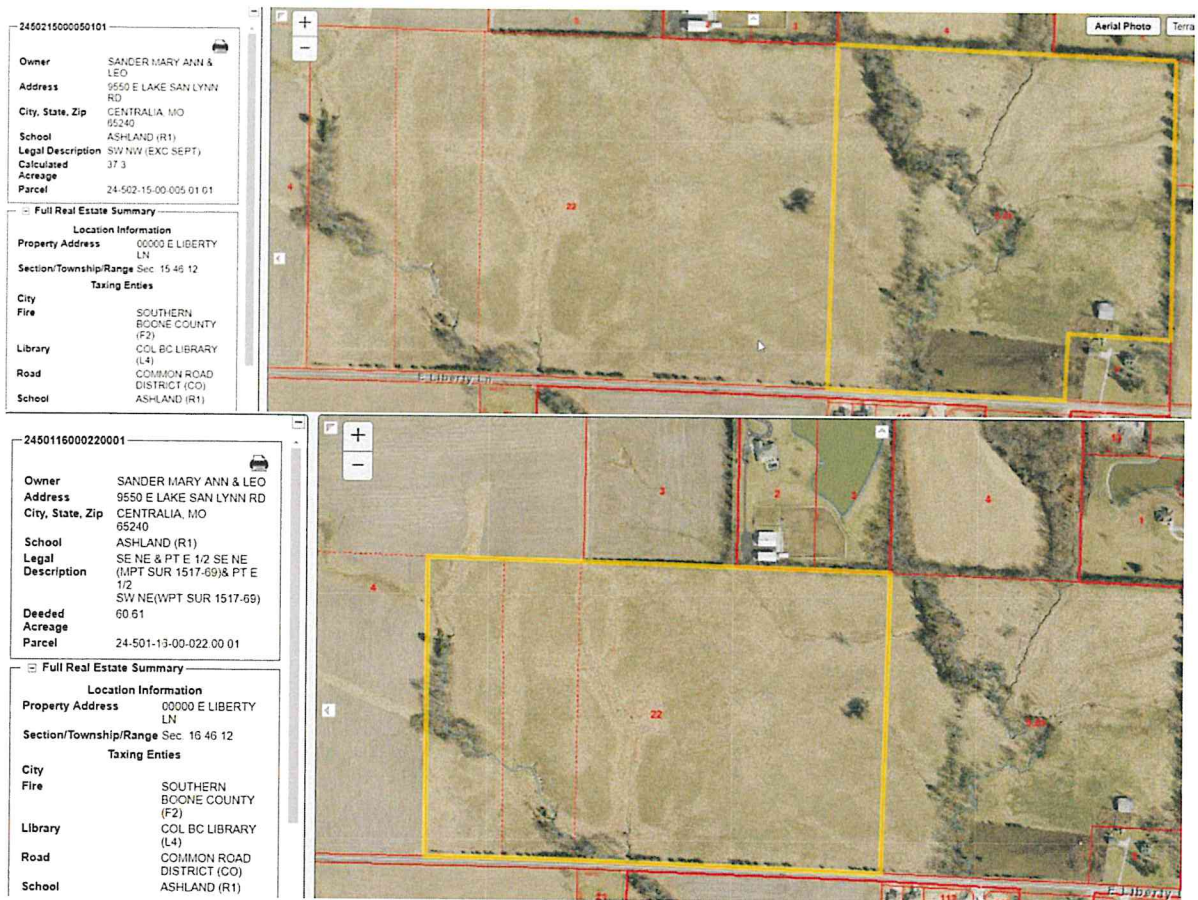
Mayor Sullivan asked for any other public comment.

Hearing none Mayor Sullivan called for the adjournment.

Alderman Bradford made motion and seconded by Alderwoman Martin. Mayor Sullivan called for the vote. Motion carried.

Jon Sanders, Deputy City Clerk

Richard Sullivan, Mayor



NOTICE OF PUBLIC HEARING

Notice is hereby given that a public hearing will be held before the Board of Aldermen of the City of Ashland, Missouri at 7:00 p.m. on October 06, 2020 via zoom link: <https://us02web.zoom.us/j/86555475313?pwd=YVVxSzB5NUVkJm55eVhRbUw1OVRuQT09> concerning the matter of the proposed annexation into the City limits of the following described real estate in Boone County to wit:

The voluntary annexation of 97.94 acres located on East Liberty Lane for Martin Builders, Inc. The tract of land in the Northwest Quarter of Section 15, Township 46 North, Range 12 West, Boone County, Missouri. Said tract, being part of that land described in Book 1287, page 229 of the Boone County records. A complete legal description is on file in the City Clerk's office.

At this public hearing any interested person, corporation or political subdivision may present evidence regarding the proposed annexation. Furthermore, any objections to the proposed annexation should be filed in writing with the Board of Aldermen of the City of Ashland no later than fourteen days after the date of said public hearing.

For additional information contact City Hall at 657-2091 or e-mail cityclerk@ashlandmo.us

Done by order of the Board of Aldermen

Darla Sapp, City Clerk



City of Ashland

109 East Broadway, Ashland, Missouri 65010

Department Source: City Administrator

To: Board of Alderpersons

From: Tony St Romaine

Board Meeting Date: October 6, 2020

Re: MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION MUNICIPAL AGREEMENT FOR PAVING IMPROVEMENTS ON ROUTE M

EXECUTIVE SUMMARY: The attached agreement relates to the paving improvement project on Route M in Ashland. This project is scheduled to be let for the 3rd time on December 18, 2020. This project advertises November 12th,

DISCUSSION: This agreement for pavement improvements within the City is located as follows: Route M beginning at a location approximately 100 feet west of Route DD at Log Mile 6.519 running eastwardly to Log Mile 7.976 just east of Oaks Street. Length of improvement within the city is 1.457 miles.

The general location of the public improvement is shown on an attached sketch marked "Exhibit A" in the agreement. The City grants the right to use the right-of-way of public roads, streets, alleys and any other property owned by the City as necessary for construction and maintenance of said public improvement.

FISCAL IMPACT:

Short Term Impact (cost proposed legislation the next 2 years): \$0

Long Term Impact: \$0

SUGGESTED BOARD ACTION: Approval of the legislation authorizing an agreement with the Missouri Highways & Transportation Commission for pavement improvements on Route M.

COUNCIL BILL NO. 2020-035

ORDINANCE NO.

AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A MISSOURI HIGHWAYS
AND TRANSPORTATION COMMISSION MUNICIPAL AGREEMENT

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF ASHLAND,
MISSOURI AS FOLLOWS:

Section 1. The Board of Aldermen hereby authorizes the Mayor, on behalf of the City of Ashland, to execute a Missouri Highways and Transportation Commission Municipal agreement for improvements on Route M. The form and content of the Agreement shall be substantially as set forth in Exhibit A, which is attached to and made a part of this ordinance.

Section 2. This ordinance shall be in full force and effect from and after its passage and approval.

Dated this _____ day of _____, 2020.

Richard Sullivan, Mayor

Attest:

Darla Sapp, City Clerk

Certified as to correct form:

Jeffrey Kays, City Attorney

CCO Form: DE11
Approved: 04/93 (CEH)
Revised: 04/20 (BDG)
Modified:

Municipal Agreement
Route: M
County: Boone
Job No.: J5S3232
2020-09-59134

MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION MUNICIPAL AGREEMENT

THIS AGREEMENT is entered into by the Missouri Highways and Transportation Commission (hereinafter, "Commission") and the City of Ashland, Missouri, a municipal corporation (hereinafter, "City").

WITNESSETH:

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations contained herein, the parties agree as follows:

(1) IMPROVEMENT DESIGNATION: The public improvement designated as Route M, Boone County, Job No. J5S3232 shall consist of pavement improvements on Route M.

(2) IMPROVEMENT WITHIN CITY: The improvement within the City is located as follows:

Route M beginning at a location approximately 100 feet west of Route DD at Log Mile 6.519 running eastwardly to Log Mile 7.976 just east of Oaks Street. Length of improvement within the city is 1.457 miles.

(3) EXTENT OF AGREEMENT: This Agreement shall apply only to the portion of the improvement lying within the city limits as they exist on the date this Agreement is executed by the City.

(4) LOCATION: The general location of the public improvement is shown on an attached sketch marked "Exhibit A" and made a part of this Agreement. The detailed location of the improvement is shown on the plans prepared by the Commission for the above-designated route and project.

(5) PURPOSE: It is the intent of this Agreement to outline the parties' responsibilities with respect to the construction and maintenance of those improvements to the State Highway System located within the City limits described in paragraphs (1) and (2) above and designated as Commission Job No. J5S3232.

(6) RIGHT-OF-WAY USE: The City grants the right to use the right-of-way of public roads, streets, alleys and any other property owned by the City as necessary for construction and maintenance of said public improvement.

(7) CLOSE AND VACATE: The City shall temporarily close and vacate all streets or roads, or parts thereof, which may be necessary to permit the construction of the project in accordance with the detailed plans.

(8) RIGHT-OF-WAY ACQUISITION: No acquisition of additional right-of-way is anticipated in connection with Job No. J5S3232 or contemplated by this Agreement.

(9) UTILITY RELOCATION:

(A) The Commission and the City shall cooperate to secure the temporary or permanent removal, relocation, or adjustment of public utilities or private lines, poles, wires, conduits, and pipes located on the right-of-way of existing public ways as necessary for construction of the improvement and the cost shall be borne by such public utilities or the owners of the facilities except where the City is by existing franchise or agreement obligated to pay all or a portion of such cost, in which case the City will pay its obligated portion of the cost.

(B) The Commission shall secure the removal, relocation, or adjustment of any public or private utilities located upon private easements and shall pay any costs incurred therein.

(C) It is understood and agreed by the parties to this Agreement that no city-owned utility facilities will require relocation or adjustment in connection with this improvement, but that should utility facilities be discovered at any time during development or construction of this improvement, relocation or adjustment of the same will be done and performed under a supplemental agreement covering the subject, and in accordance with Commission policy then in effect on division of costs for adjustment of utility facilities.

(D) In cases of public utilities owned by the City which must be moved, adjusted, or altered to accommodate construction of this improvement, and such city-owned utilities, poles, wires, conduits, and pipes are located within the present city limits and located on an existing city street, not state highway right-of-way, but being taken over by the Commission as a part of its highway right-of-way, the City will perform the necessary removal, adjustment, alterations and relocation, and the Commission will reimburse the City except as otherwise provided. The City shall perform the removal, adjustment, alterations and relocation in accordance with the detail plans, estimates of costs and bills of materials prepared by the City in accordance with Federal Aid Policy Guide, Title 23 CFR Subchapter G, Part 645, Subpart A (FAPG 23 CFR 645A), dated December 9, 1991 and any revision of it, and approved by the Commission's district engineer, and shall perform all work and keep the records of the costs in accordance with FAPG 23 CFR 645A and its revisions. Upon the completion of any such work and on receipt by the Commission of the original and four copies of a bill for the actual costs incurred by the City in making any such removal, adjustment, alteration and relocation, the Commission shall reimburse the City for the actual cost necessitated by construction of this public improvement. The Commission's obligation toward the cost of any such

removal, adjustment, alteration and relocation shall extend only to those costs incurred in accordance with FAPG 23 CFR 645A and its revisions.

(E) Should it be necessary to alter, relocate or adjust any city-owned utility facilities outside the present city limits on public right-of-way or on state highway right-of-way within or outside the city limits or within the right-of-way of a public way other than a city street or alley, the alteration, relocation, or adjustment shall be made by the City at its cost.

(F) The City agrees that any installation, removal, relocation, maintenance, or repair of public or private utilities involving work within highway right-of-way included in this project shall be done only in accordance with the general rules and regulations of the Commission and after a permit for the particular work has been obtained from the Commission's district engineer or his authorized representative. Similarly, the City will allow no work on the highway right-of-way involving excavation or alteration in any manner of the highway as constructed, including but not limited to driveway connections, except in accordance with the rules and regulations of the Commission and only after a permit for the specific work has been obtained from the Commission's district engineer or his authorized representative. The City shall take whatever actions that are necessary to assure compliance with this Subsection.

(10) LIGHTING: The Commission will, at its cost and expense, install, operate, and maintain basic highway intersection or interchange lighting at warranted locations on the improvement. The construction, installation, and maintenance of any other or further lighting system on the public improvement covered by this Agreement shall be only in accordance with the Commission's policy on highway lighting in effect, and to the extent deemed warranted by the Commission, at the time of any such installation. No lighting system shall be installed or maintained by the City on the improvement without approval of the Commission.

(11) TRAFFIC CONTROL DEVICES: The installation, operation and maintenance of all traffic signals, pavement markings, signs, and devices on the improvement, including those between the highway and intersecting streets shall be under the exclusive jurisdiction and at the cost of the Commission. The City shall not install, operate, or maintain any traffic signals, signs or other traffic control devices on the highway or on streets and highways at any point where they intersect this highway without approval of the Commission.

(12) DRAINAGE: The Commission will construct drainage facilities along the improvement and may use any existing storm and surface water drainage facilities now in existence in the area. The City shall be responsible for receiving and disposing of storm and surface water discharged from those drainage facilities which the Commission constructs within the limits of highway right-of-way to the extent of the City's authority and control of the storm sewer facilities or natural drainage involved.

(13) PERMITS: The Commission shall secure any necessary approvals or

permits from the Surface Transportation Board, the Public Service Commission of Missouri, or any other state or federal regulating authority required to permit the construction and maintenance of the highway.

(14) COMMENCEMENT OF WORK: The Commission shall construct the highway in accordance with final detailed plans approved by the Federal Highway Administration (or as they may be changed from time to time by the Commission with the approval of the FHWA) at such time as federal and state funds are allocated to the public improvement in an amount sufficient to pay for the federal and state government's proportionate share of construction. The obligation of the Commission toward the actual construction of the public improvement shall be dependent upon the completion of plans in time to obligate federal funds for such construction, upon approval of the plans by the FHWA, upon the award by the Commission of the contract for the construction, and upon the approval of the award by the FHWA.

(15) MAINTENANCE:

(A) Except as provided in this Agreement, upon completion of the public improvement, the Commission will maintain all portions of the improvement within the Commission owned right-of-way. Maintenance by the Commission shall not in any case include maintenance or repair of sidewalks whether new or used in place, water supply lines, sanitary or storm sewers (except those storm sewers constructed by the Commission to drain the highway), city-owned utilities within the right-of-way or the removal of snow other than the machine or chemical removal from the traveled portion of the highway.

(B) When it is necessary to revise or adjust city streets, the right-of-way acquired for these adjustments and connections will be deeded to the City.

(16) POLICE POWERS: It is the intent of the parties to this Agreement that the City shall retain its police powers with respect to the regulation of traffic upon the improvement contemplated. However, the City will enact, keep in force, and enforce only such ordinances relating to traffic movement and parking restrictions as may be approved by the Commission and as are not in conflict with any regulations for federal aid. The Commission shall not arbitrarily withhold approval of reasonable traffic regulations, signs, and markings which will permit the movement of traffic in accordance with accepted traffic regulation practices.

(17) RESTRICTION OF PARKING: Since the improvement is being designed and constructed to accommodate a maximum amount of traffic with a minimum amount of right-of-way, the City shall take whatever actions that are necessary to prevent parking upon the highway or any part of the area of the highway right-of-way within the limits of the improvement.

(18) OUTDOOR ADVERTISING: No billboards or other advertising signs or devices or vending or sale of merchandise will be permitted within the right-of-way limits

of the project and the City shall take whatever actions that are necessary to enforce this Section.

(19) WITHHOLDING OF FUNDS: In the event that the City fails, neglects, or refuses to enact, keep in force or enforce ordinances specified or enacts ordinances contrary to the provisions in this Agreement, or in any other manner fails, neglects or refuses to perform any of the obligations assumed by it under this Agreement, the Commission may, after serving written request upon the City for compliance and the City's failure to comply, withhold the expenditure of further funds for maintenance, improvement, construction, or reconstruction of the state highway system in the City.

(20) FEDERAL HIGHWAY ADMINISTRATION: This Agreement is entered into subject to approval by the Federal Highway Administration, and is further subject to the availability of federal and state funds for this construction.

(21) INDEMNIFICATION:

(A) To the extent allowed or imposed by law, the City shall defend, indemnify and hold harmless the Commission, including its members and department employees, from any claim or liability whether based on a claim for damages to real or personal property or to a person for any matter relating to or arising out of the City's wrongful or negligent performance of its obligations under this Agreement.

(B) The City will require any contractor procured by the City to work under this Agreement:

(1) To obtain a no cost permit from the Commission's District Engineer prior to working on the Commission's right-of-way, which shall be signed by an authorized contractor representative (a permit from the Commission's District Engineer will not be required for work outside of the Commission's right-of-way); and

(2) To carry commercial general liability insurance and commercial automobile liability insurance from a company authorized to issue insurance in Missouri, and to name the Commission, and the Missouri Department of Transportation and its employees, as additional named insureds in amounts sufficient to cover the sovereign immunity limits for Missouri public entities (\$500,000 per claimant and \$3,000,000 per occurrence) as calculated by the Missouri Department of Insurance, Financial Institutions and Professional Registration, and published annually in the Missouri Register pursuant to Section 537.610, RSMo.

(C) In no event shall the language of this Agreement constitute or be construed as a waiver or limitation for either party's rights or defenses with regard to each party's applicable sovereign, governmental, or official immunities and protections as provided by federal and state constitution or law.

(22) AMENDMENTS: Any change in this Agreement, whether by modification

or supplementation, must be accomplished by a formal contract amendment approved and signed by representatives of the City and Commission, respectively, each of whom being duly authorized to execute the contract amendment on behalf of the City and Commission, respectively.

(23) COMMISSION REPRESENTATIVE: The Commission's Central District Engineer is designated as the Commission's representative for the purpose of administering the provisions of this Agreement. The Commission's representative may designate by written notice other persons having the authority to act on behalf of the Commission in furtherance of the performance of this Agreement.

(24) CITY REPRESENTATIVE: The City's Mayor is designated as the City's representative for the purpose of administering the provisions of this Agreement. The City's representative may designate by written notice other persons having the authority to act on behalf of the City in furtherance of the performance of this Agreement.

(25) NOTICES: Any notice or other communication required or permitted to be given hereunder shall be in writing and shall be deemed given three (3) days after delivery by United States mail, regular mail postage prepaid, or upon receipt by personal or facsimile delivery, addressed as follows:

- (A) To the City:
City of Ashland, Missouri
Mr. Richard Sullivan, Mayor
109 East Broadway
Ashland, MO 65010
Facsimile No: (573) 657-7018
Email: Mayor@Ashlandmo.us

- (B) To the Commission:
Missouri Department of Transportation
Attn: Machelles Watkins, District Engineer
1511 Missouri Boulevard
Jefferson City, MO 65102
Facsimile No: (573) 751-8267
Email: Machelle.Watkins@modot.mo.gov

or to such other place as the parties may designate in accordance with this Agreement. To be valid, facsimile delivery shall be followed by delivery of the original document, or a clear and legible copy thereof, within three (3) business days of the date of facsimile transmission of that document.

(26) ASSIGNMENT: The City shall not assign, transfer or delegate any interest in this Agreement without the prior written consent of the Commission.

(27) LAW OF MISSOURI TO GOVERN: This Agreement shall be construed according to the laws of the State of Missouri. The City shall comply with all local, state and federal laws and regulations relating to the performance of the contract.

(28) VENUE: It is agreed by the parties that any action at law, suit in equity, or other judicial proceeding to enforce or construe this Agreement, or regarding its alleged breach, shall be instituted only in the Circuit Court of Cole County, Missouri.

(29) SOLE BENEFICIARY: This Agreement is made for the sole benefit of the parties hereto and nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the Commission and the City.

(30) AUTHORITY TO EXECUTE: The signers of this Agreement warrant that they are acting officially and properly on behalf of their respective institutions and have been duly authorized, directed and empowered to execute this Agreement.

(31) SECTION HEADINGS: All section headings contained in this Agreement are for the convenience of reference only and are not intended to define or limit the scope of any provision of this Agreement.

[remainder of page intentionally left blank]

IN WITNESS WHEREOF, the parties have entered into this Agreement on the date last written below.

Executed by the City this ___ day of _____, 2020.

Executed by the Commission this ___ day of _____, 2020.

MISSOURI HIGHWAYS AND
TRANSPORTATION COMMISSION

CITY OF ASHLAND

By: _____

By: _____

Title: _____

Title: _____

ATTEST:

ATTEST:

Secretary to the Commission

By: _____

Title: _____

APPROVED AS TO FORM:

APPROVED AS TO FORM:

Commission Counsel

By: _____

Title: _____

Ordinance Number _____

CITY OF ASHLAND

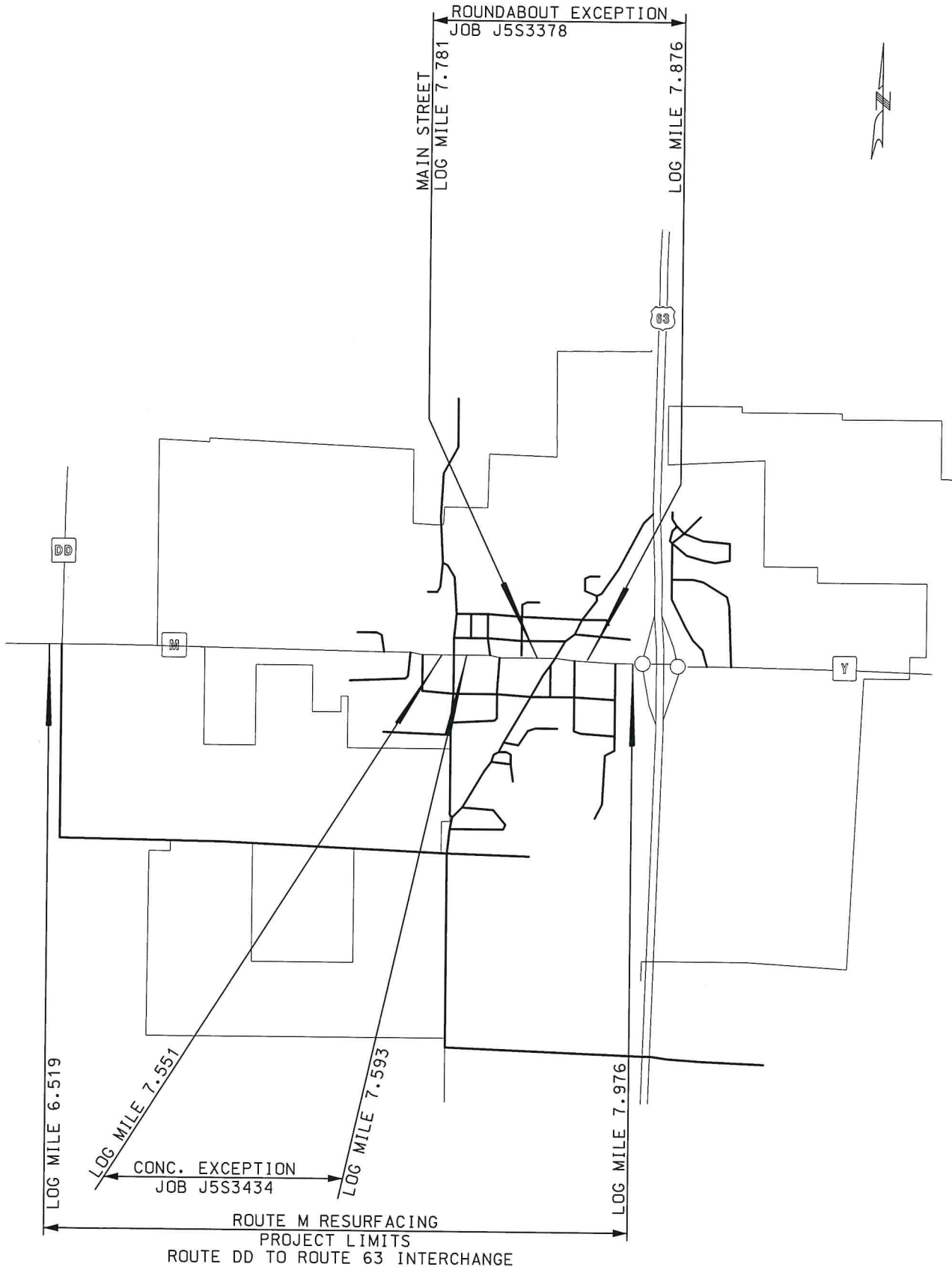


EXHIBIT A



City of Ashland

109 East Broadway, Ashland, Missouri 65010

Department Source: City Administrator

To: Board of Alderpersons

From: Tony St Romaine 

Board Meeting Date: October 6, 2020

Re: Agreement with Allstate Consultants to Update the City's Zoning/Subdivision Codes

EXECUTIVE SUMMARY: An RFP was issued by the City on June 22, 2020 for a consultant to update the City's Zoning and Subdivision Codes. Four proposals were received by the deadline of July 18, 2020. Firms submitting proposals were Streiler Planning/Peckham Architecture, Allstate Consultants/Community ReCode, PGAV Planners, and H3 Studio.

DISCUSSION: A selection/review committee was formed consisting of Tony St Romaine, City Administrator, Mayor Richard Sullivan, Thad Yonke, Boone County Resource Management Senior Planner, and Nicki Fuemmeler, Boone County Stormwater Coordinator. Nicki also serves as a member of the City's Planning & Zoning Commission.

Based on an initial review of the four proposals, two firms were selected for interview by the Committee (Streiler Planning/Peckham Architecture and Allstate Consultants/Community ReCode). The evaluation scoresheets are attached and demonstrate the reason to select Allstate Consultants/Community ReCode to perform the stated scope of work.

FISCAL IMPACT:

Short Term Impact (cost proposed legislation the next 2 years): \$52,980.00 (\$30,000 budgeted in FY 2021, balance to be appropriated in FY2022 budget)

Long Term Impact: \$0

SUGGESTED BOARD ACTION: Staff recommends approval of the legislation for an agreement with Allstate Consultants, LLC to update the City's Zoning/Subdivision Code as described in the agreement.

COUNCIL BILL NO. 2020-036

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF ASHLAND AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT FOR PROFESSIONAL SERVICES WITH ALLSTATE CONSULTANTS TO UPDATE THE CITY OF ASHLAND'S ZONING, SUBDIVISION, AND STORMWATER REGULATIONS

BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF ASHLAND, MISSOURI AS FOLLOWS:

Section 1. Whereas, the City of Ashland requested for proposals was issued by the City on June 22, 2020 for a consultant to update the City's Zoning and Subdivision Codes. The City received four proposals.

Section 2. A selection committee reviewed these proposals and conducted interviews. The selection committee recommends Allstate Consultants' LLC.

Section 3. The Mayor of the City of Ashland, Missouri is hereby authorized to execute said agreement for professional services with Allstate Consultants as attached as Exhibit A.

Section 3. This ordinance shall be in full force and effect upon final passage and approval.

Dated this _____ day of _____, 2020.

Richard Sullivan, Mayor

Attest:

Darla Sapp, City Clerk

Certified as to correct form:

Jeffrey Kays, City Attorney

**AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE CITY OF ASHLAND, MISSOURI AND
ALLSTATE CONSULTANTS, LLC**

THIS AGREEMENT (hereinafter "Agreement") between the City of Ashland, Missouri, a municipal corporation (hereinafter "City") and Allstate Consultants, LLC, with an address of 3312 Lemone Industrial Blvd., Columbia, MO 65201, (hereinafter "Consultant") is entered into on the date of the last signatory noted below (the "Effective Date").

WITNESSETH

WHEREAS, City desires to engage Consultant to render certain professional services to update the City of Ashland's Zoning, Subdivision Code and stormwater regulations as outlined in the City's Request for Proposal (RFP) attached as Exhibit A, and Consultant's proposal date July 17, 2020, attached as Exhibit B, both of which are attached to this agreement and made a part of therein, and

WHEREAS, Consultant represents and warrants that Consultant is equipped, competent, and able to provide all of the professional services necessary or appropriate in accordance with this Agreement.

NOW, THEREFORE, the Parties hereto, for good and sufficient consideration, the receipt of which is hereby acknowledged, intending to be legally bound, do hereby agree as follows.

1. Services. City agrees to engage the services of Consultant and Consultant agrees to perform the professional services outlined in the City's Request for Proposal (RFP) and Consultant's proposal date July 17, 2020. City may add to Consultant services or delete therefrom activities of a similar nature, provided that the total cost of such work does not exceed the total cost allowance as specified herein. Consultant shall undertake such changed activities or prepare written reports only upon the direction of City. All such directives and changes shall be in written form and prepared and approved by the City Administrator and shall be accepted and countersigned by Consultant.

2. Subcontracts. Consultant represents that Consultant will hire and secure at Consultant's own expense Community ReCode (Elizabeth Garvin) and Sun Daisy Enterprises (Christy Eichorn) along with all personnel required to perform the services called for and represented to the City under this Agreement by Consultant. None of the work or services covered by this Agreement shall be subcontracted or assigned without the written approval of City.

3. Term. The services of Consultant shall commence as soon as practicable after the execution of this Agreement, unless otherwise directed in writing, and shall be undertaken and completed in such sequence as to assure their expeditious completion in the light of the purposes of the Agreement

4. Payment. The City agrees to pay the Consultant at the rates set forth in Exhibit B, Section D attached hereto in a total amount not to exceed the sum of Fifty Two Thousand, Nine Hundred Eighty Dollars (\$52,980.00), not including options, which shall constitute complete compensation for all services and payment of expenses to be rendered under this Agreement. Consultant shall submit a monthly invoice to City setting forth the amounts due and payable for services rendered and City shall make payment, or notify Consultant of any dispute relating to amounts due, within thirty (30) days following the submission of such invoice. It is expressly understood that in no event will the total amount to be paid to Consultant under the terms of this Agreement or any amendment thereto exceed the sum set forth in this paragraph unless otherwise agreed to in writing between the parties in advance of the provision of such services. Funding for this agreement consists of \$30,000 that has been

appropriated in the City's FY2021 budget. The balance will be budgeted as part of the City's FY2022 budget which takes effect on May 1, 2021.

5. Termination. City shall have the right at any time by written notice to Consultant to terminate and cancel this Agreement, without cause, for the convenience of City. In such event, Consultant shall immediately stop work and City shall not be liable to Consultant except for payment for actual work performed prior to such notice in an amount proportionate to the completed contract price and for the actual costs of preparations made by Consultant for the performance of the cancelled portions of the contract, including a reasonable allowance of profit applicable to the actual work performed. Anticipatory profits and consequential damages shall not be recoverable by Consultant. Should City terminate this Agreement, Consultant shall refund any advance payment made and amount due to City within thirty (30) days of the termination date.

6. Notices. Any notice, demand, request, or communication required or authorized by the Agreement shall be delivered either by hand, facsimile, overnight courier or mailed by certified mail, return receipt requested, with postage prepaid, to:

If to CITY:

City of Ashland
City Administrator
109 E. Broadway
Ashland, MO 65010

If to CONSULTANT:

Allstate Consultants
Wes Bolton
3312 Lemone Industrial Blvd
Columbia, MO 65201

The designation and titles of the person to be notified or the address of such person may be changed at any time by written notice. Any such notice, demand, request, or communication shall be deemed delivered on receipt if delivered by hand and on deposit by the sending party if delivered by courier or U.S. mail.

7. Compliance with Laws. Consultant shall comply with all applicable federal, state and local laws, ordinances, rules and regulations.

8. Governing Law and Venue. This Agreement shall be governed, interpreted, and enforced in accordance with the laws of the State of Missouri and/or the laws of the United States, as applicable. The venue for all litigation arising out of, or relating to this Agreement, shall be in Boone County, Missouri, or the United States Western District of Missouri. The Parties hereto irrevocably agree to submit to the exclusive jurisdiction of such courts in the State of Missouri. The Parties agree to waive any defense of forum non conveniens.

9. Employment of Unauthorized Aliens Prohibited. Consultant agrees to comply with Missouri Revised Statute Section 285.530 in that Consultant shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. As a condition for the award of this Agreement the Consultant shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services, Consultant shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. Consultant shall require any subcontractor to affirmatively state in its contract with Consultant that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri.

Consultant shall also require any subcontractor to provide Consultant with a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

10. No Third-Party Beneficiary. No provision of the Agreement is intended to nor shall it in any way inure to the benefit of any person, so as to constitute any such person a third-party beneficiary under the Agreement.

11. No Assignment. This Agreement shall inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns. Neither Party shall assign this Agreement or any of its rights or obligations hereunder without the prior written consent of the other Party.

12. No Waiver of Immunities. In no event shall the language of this Agreement constitute or be construed as a waiver or limitation for either party's rights or defenses with regard to each party's applicable sovereign, governmental, or official immunities and protections as provided by federal and state constitutions or laws.

13. HOLD HARMLESS AGREEMENT. To the fullest extent not prohibited by law, Consultant shall indemnify and hold harmless the City of Ashland, its directors, officers, agents, and employees from and against all claims, damages, losses, and expenses (including but not limited to attorney's fees) for bodily injury and/or property damage arising by reason of any act or failure to act, negligent or otherwise, of Consultant, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with Consultant or a subcontractor for part of the services), of anyone directly or indirectly employed by Consultant or by any subcontractor, or of anyone for whose acts the Consultant or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require Consultant to indemnify, hold harmless, or defend the City of Ashland from the City of Ashland's own negligence.

14. Professional Oversight Indemnification. Consultant understands and agrees that City has contracted with Consultant based upon Consultant's representations that Consultant is a skilled professional and fully able to provide the services set out in this Agreement. In addition to any other indemnification set out in this Agreement, Consultant agrees to defend, indemnify and hold and save harmless City from any and all claims, settlements, and judgments whatsoever arising out of City's alleged negligence in hiring or failing to properly supervise Consultant.

15. Audit. Consultant shall maintain financial records according to generally accepted accounting standards. City has the right, at its sole expense and during normal working hours, to examine the records of Consultant to the extent reasonably necessary to verify the accuracy of any statement, charge or computation made pursuant to this Agreement.

16. Nondiscrimination. During the performance of this Agreement, Consultant shall not discriminate against any employee, applicant for employment or recipient of services because of race, color, religion, sex, sexual orientation, gender identity, age, disability, or national origin. Consultant shall comply with all provisions of laws, rules and regulations governing the regulation of Equal Employment Opportunity including Title VI of the Civil Rights Act of 1964.

17. General Independent Contractor. This Agreement does not create an employee/employer relationship between the Parties. It is the Parties' intention that the Consultant will be an independent contractor and not the City's employee for all purposes.

18. Contract Documents. This Agreement includes the following exhibits, which are incorporated herein by reference:

<u>Exhibit</u>	<u>Description</u>
A	RFP: Consultant for Updating the City of Ashland's Zoning and Subdivision Codes
B	Allstate Consultant's Proposal dated July 17, 2020

In the event of a conflict between the terms of an exhibit and the terms of this Agreement, the terms of this Agreement control.

19. Entire Agreement. This Agreement contains the entire agreement of the parties. No modification, amendment, or waiver of any of the provisions of this agreement shall be effective unless in writing specifically referring hereto, and signed by both parties.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the day and year herein stated.

CITY OF ASHLAND, MISSOURI

By: _____
Mayor

Date: _____

Attest: _____
City Clerk

CERTIFICATION: I hereby certify that this Agreement is within the purpose of the appropriation to which it is to be charged, Account Number _____, and that there is an unencumbered balance to the credit of such appropriation sufficient to pay therefor.

Treasurer

ALLSTATE CONSULTANTS

By: _____

Name: _____

Title: _____

Date: _____

ATTEST:

BY: _____
Secretary or Witness

Name: _____

EXHIBIT A

RFP Title: Consultant for Updating the City of Ashland's Zoning and Subdivision Codes



RFP TITLE: Consultant for Updating the City of Ashland’s Zoning and Subdivision Codes

ISSUE DATE: June 22, 2020

RETURN PROPOSAL NO LATER THAN: **2:00 p.m. July 17, 2020**

DELIVERY INSTRUCTIONS: Clearly print or type “Consultant for “Updating the City’s Zoning and Subdivision Codes Proposal” on the outside of a SEALED envelope or package. Proposals may be mailed or delivered to Office of the City Administrator, Attn: Tony St. Romaine, 109 East Broadway, P.O. Box 135, Ashland, MO 65010 by the due date and time.

The offeror hereby declares understanding, agreement and certification of compliance to provide the services, at the prices quoted, in accordance with all requirements and specifications contained herein. The offeror further agrees that the language of this RFP shall govern in the event of a conflict with his/her proposal.

SIGNATURE REQUIRED

OFFEROR NAME
MAILING ADDRESS
CITY, STATE, ZIP CODE

CONTACT PERSON	EMAIL ADDRESS
PHONE NUMBER	FAX NUMBER
OFFEROR TAX FILING TYPE WITH IRS (CHECK ONE) <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt	
AUTHORIZED SIGNATURE	DATE
PRINTED NAME	TITLE

1. INTRODUCTION AND GENERAL REQUIREMENTS

INTRODUCTION:

This document constitutes a request for proposal for Updating the City's Zoning, Subdivision Codes and Stormwater Regulations for the City of Ashland (hereinafter referred to as City) as set forth herein.

The land use regulations, in their current format, were adopted in 2006 and have been amended numerous times since then. The Board of Aldermen, Planning & Zoning Committee, Board of Adjustment, City staff, residents and the development community have expressed concerns with the current codes and subsequent amendments and the inability to interpret and enforce them fairly and consistently. The City wishes to modernize the land use regulations and implement the vision, goals, and objectives as set forth in the Comprehensive Plan.

Chapters 9-12 of the City's Code can be found on the City's website at the link shown below:

http://www.ashlandmo.us/government/city_of_ashland_code.php#revize_document_center_rz3

The updated land use regulations should have the following characteristics:

1. Intuitive format and structure.
2. Easily understood and interpreted by all users, including residents, staff, developers, and elected and appointed officials.
3. Simple, flexible and easily administered by staff.
4. Heavily illustrated, with considerable graphics depicting relevant standards and concepts.
5. Clearly detailed processes and procedures.
6. Flexible to allow for streamlining of the development review process.
7. Encouraging of development and redevelopment, particularly within targeted areas that are consistent with the community's planning and development goals.
8. Capable of innovative and creative approaches to land use regulations.
9. Incorporate recommendations of the City's Comprehensive Plan.

The updated zoning map should reflect the recommended land use categories designated on the Comprehensive Plan's future land use map.

QUESTIONS/CLARIFICATIONS OF THE REQUEST FOR PROPOSAL:

All questions concerning the solicitation and specifications shall be submitted in writing via e-mail to Tony St. Romaine, City Administrator, at cityadmin@ashlandmo.us.

Any oral responses to any question shall be unofficial and not binding on the City of Ashland. An Addendum to this RFP providing the City of Ashland's official response will be issued if necessary to all known prospective offerors.

VALIDITY OF PROPOSALS:

Respondents agree that proposals will remain firm for a period of ninety (90) calendar days after the date specified for the return of proposals.

REJECTION OF PROPOSALS:

The City of Ashland reserves the right to reject any or all proposals received in response to this RFP, or to cancel the RFP if it is in the best interest of the City of Ashland to do so. Failure to furnish all information requested in this RFP may disqualify the proposal. Any exceptions to the requirements specified must be identified in the proposal.

WITHDRAWAL OF PROPOSALS:

Any Respondent may withdraw his or her proposal at any time prior to the scheduled closing time for the receipt of proposals. However, no proposal will be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for the receipt of proposals.

ALTERATION OF SOLICITATION:

The wording of the City of Ashland's solicitation may not be changed or altered in any manner. Respondents taking exception to any clause in whole or in part should do so by listing said exceptions on their letterhead and submitting them with their proposal; such exceptions will be evaluated and accepted or rejected by the City of Ashland, whose decision will be final.

RESPONSE MATERIAL OWNERSHIP:

All material submitted regarding this RFP becomes the property of the City of Ashland. Any person may review proposals after the Agreement has been issued, subject to the terms of this solicitation.

INCURRING COSTS:

The City of Ashland shall not be obligated or be liable for any cost incurred by Respondents prior to issuance of an Agreement. All costs to prepare and submit a response to this solicitation shall be borne by the offeror.

COLLUSION CLAUSE:

Any agreement or collusion among offerors and prospective offerors to illegally restrain freedom of competition by agreement to fix prices, or otherwise, will render the proposals of such offerors void.

CONTRACT DOCUMENTS:

The final agreement between the City of Ashland and the Respondent will include by reference:

- Respondent's response to the RFP
- The City-issued RFP with any addendums

Any changes, additions or modifications hereto will be in writing and signed by the City Administrator. No other individual is authorized to modify the agreement in any manner.

2. SCOPE OF SERVICES:

TASK 1.0: PROJECT INITIATION – IDENTIFY EXISTING CONDITIONS

The project shall commence with a “Regulatory Update Meeting” with City staff and the Planning & Zoning Commission to review the City’s objectives and expectations as they relate to:

- Zoning, subdivision requirements, land use development, stormwater management, tree preservation, and review and approval procedures;
- Commercial and residential building codes, design review and approval procedures;
- Consistency with the latest and anticipated development trends and the City’s 2020 Comprehensive Plan;
- Summarize the deficiencies and or requested changes identified by City staff and designated officials or appointees and include them in a regulatory amendment summary memo.

The intent of the initial phase of the regulatory update process is to better understand the expectations of the City and the factors that influence future growth, development, and preservation.

Task 1.0 Deliverables: Regulatory Update Meeting & Regulatory Amendment Summary Memo

TASK 2.0: ANALYZE CURRENT REGULATIONS & PROCEDURES

To keep up with the ever-changing trends in commercial and residential development, the Consultant shall review the City’s existing subdivision and land use regulations and provide recommended amendments. The Consultant shall also address the issues identified in the Regulatory Amendment Summary Memo generated in Task 1. The Consultant shall review the City’s 2020 Comprehensive Plan (Plan) and identify inconsistencies between the current regulations and the Plan and propose regulatory amendments necessary to ensure the Plan and codes are consistent. The findings shall be included in a Regulatory Amendment Assessment Report that identifies deficiencies in the existing regulations and provides recommended regulatory amendments and design review guidelines and procedures. The recommended zoning amendments shall include local examples and incorporate the latest concepts and standards for sustainable zoning, design guidelines, development requirements, and plan review procedures. The proposed amendments shall be developed with the intent of promoting the principles of “smart growth”, incentivizing commercial development in an economy in recovery, and increasing the level of predictability within the planning and zoning process.

Deliverables: Zoning & Subdivision Code Assessment/Regulatory Amendment Memo

TASK 3.0: OUTREACH AND PUBLIC ENGAGEMENT

The goal of the public engagement process is to empower City Officials and community stakeholders to have a voice in the Regulatory Update and ensure the final redrafted codes are reflective of the desires and vision of the community. Under Task 3, the Consultant shall provide outreach to City Officials, residents, and developers as needed to raise awareness of the proposed regulatory amendments. The Consultant shall conduct up to ten (10) Stakeholder Interviews and up to two (2) Regulatory Update Focus Sessions. During the outreach and public engagement activities, the Consultant shall present the latest development trends and state of the practice zoning tools, regulations and procedures. Following the outreach and public engagement process, the consultant shall provide a summary of the meetings and stakeholder interviews.

Deliverables: Stakeholder Interviews, Regulatory Update Focus Sessions, and Summary of the Public Engagement & Outreach efforts.

TASK 4.0: DRAFT REGULATORY & DESIGN GUIDELINE AMENDMENTS

Following the meetings with the City's elected and appointed officials, the Consultant shall begin identifying recommended updates to the City's Zoning and Subdivision Codes. The new sections may include, but are not limited to:

- New zoning districts or zoning district overlay(s) that address mixed use development, infill commercial corridor development, and neighborhood preservation.
- Restorative residential development guidelines to encourage reinvestment in the City's housing stock and help achieve the Comprehensive Plan's lifecycle housing goals and objectives.
- Supplemental regulations to mitigate negative land use externalities such as the establishment of transition buffer requirements between residential and non-residential uses.
- Commercial design guidelines for creating a contextual built environment that strengthens design continuity.
- Landscape, tree planting, tree preservation, and parking lot design standards.
- Stormwater management guidelines and procedures for pre and post development scenarios.

The Consultant shall prepare a memo describing the amendments for review and comment by the City. After review, discussion, and revisions, a follow-up meeting shall be conducted with City staff and the City's decision makers to review a consultant draft of the regulatory redraft.

***Deliverables:** Draft Zoning Regulations and Subdivision Code Update*

TASK 5.0: FINAL REGULATORY UPDATE PREPARATION

The recommended regulatory amendments shall be codified consistent with the City's existing Municipal Code and submitted to the City in digital format for final review. The use of graphics, tables and matrixes shall be used to consolidate zoning district requirements and land uses regulations in a use-friendly layout. This Task shall place the City in a position to adopt the recommended updates to the City's zoning and subdivision codes. The recommended regulatory updates and amendments shall be consistent with the policies and recommendations of the City's 2020 Comprehensive Plan. The Consultant shall conduct a meeting with City staff to review the amendments prior to final adoption. Any recommended changes shall be made prior to scheduling the public hearing and incorporated into the final Zoning Ordinance Subdivision Code Update. A digital version of the draft Zoning & Subdivision Code Update shall be provided to the City.

***Deliverables:** Final Regulatory Update*

TASK 6.0: UPDATE THE CITY'S OFFICIAL ZONING MAP

The City shall provide the consultant with a digital GIS version of the City's Official Zoning Map in a format compatible with ArcView. Under this task, the Consultant shall review and update the City's official zoning districts and prepare an official Zoning Map, showing the latest rezonings, subdivisions, and annexations in digital GIS format. A PDF and digital version of the Zoning map shall be provided to the City for final review.

***Deliverables:** One (1) Digital MXD file and one (1) PDF of the City's Zoning Map and one (1) printed 24" X 36" color version of the Zoning Map.*

TASK 7.0: PUBLIC HEARING AND FINALIZATION OF ALL UPDATES:

The Consultant shall present the recommended regulatory amendments, design guidelines, and Zoning Map at a Public Hearing specifically highlighting the text amendments and key changes to the existing zoning and subdivision codes. The documents shall be presented in a logical and legible format that minimizes legal syntax and presents the zoning, subdivision, and sign regulations in a logical, easy to use format with prominent sections, sub-section headings, and heavily illustrated with considerable graphics and concepts.

***Deliverables:** Five (5) hard copies and one (1) digital copy of the final updates, including an internet ready copy, compatible with the City's software.*

3. TIMEINE:

The Consultant shall perform the services described in Section 2 "Scope of Services" for Tasks 1-7 within 15 months, commencing with the Project Kick-Off Meeting (Task 1). The Consultant shall submit deliverables throughout the regulatory amendment process and present the deliverables during scheduled meetings with City Staff.

4. EVALUTION AND AWARD PROCESS:

A selection committee will evaluate and rank the proposals based on the following criteria:

1. Management capabilities.
2. Technical capabilities.
3. Approach to the project.
4. Understanding of City's objectives.
5. Proposed work schedule.
6. Staff to be assigned.
7. Fee and/or schedule of hourly rates.
8. Knowledge of local situation.
9. Knowledge of Federal and Missouri State statutes.
10. Ability to communicate effectively with citizens, elected officials, and City staff.
11. Presentation and attitude, including sensitivity to citizen concerns
12. Confidence factor.

The City will select a short list of applicants to meet with the selection committee. The City reserves the right to select any consultant it believes to be in its best interest and to negotiate proposed scope elements and fees, or to reject any or all proposals at its sole discretion.

The City of Ashland hereby notifies that it will affirmatively ensure that in any agreement entered into pursuant to this invitation, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, religion, or national origin in consideration for an award.

The City of Ashland is an Equal Opportunity Employer and does not discriminate against any person, firm partnership, or organization as it pertains to race, color, religion, sex, age, national origin, marital status, sexual orientation, medical condition, physical handicap or disability. Any person, firm, partnership, or organization contracting with or doing business with the City shall be in conformity with the City's policy on non-discrimination.

5. INSURANCE REQUIREMENTS:

The successful Respondent shall obtain and maintain insurance coverage naming the City as additional insured in amounts acceptable to the City.

6. PROPOSAL SUBMISSION:

In submitting the Statement of Qualifications, your firm acknowledges that the City shall not be liable to any person for any costs incurred therewith or in connection with costs incurred by any proposer in anticipation of Commission action approving or disapproving any proposed agreement. The City may accept or reject any proposal or proposed agreement without limitation. Nothing in this RFP or in subsequent negotiations creates any vested rights in any person.

Statements that do not address the items listed in this section will be considered incomplete and will be deemed non-responsive by the City.

Each proposal shall contain at least the following information:

1. A resume of the firm principal who will be responsible for the project.
2. A resume of the proposed project supervisor.
3. Resumes of key project personnel.
4. A statement of the ability of the firm to meet required time schedules and within budget allowance.
5. A description of the proposer's understanding of the project and summarization of how the project would be conducted.
6. A schedule of hourly rates for various services offered and a proposed project fee range.
7. A list of municipal references for similar types of projects.
8. Any other pertinent information the firm wishes to present.
9. A copyright release in order for the City to make copies of any copyrighted materials submitted.
10. References:

Provide names and telephone numbers of at least three references willing to attest to your firm's ability to complete projects on time and within budget.

Five (5) copies of the complete Statement of Qualifications are due to the City of Ashland, 109 E. Broadway, Ashland, MO 65010 prior to 2:00 p.m. on July 17, 2020. Proposals may be hand-delivered, mailed, or delivered by courier. Facsimiles and emailed proposals WILL NOT be accepted, and considered non-responsive to this RFP. Submissions including less than the requested number of copies will be deemed non-responsive and ineligible for further consideration during the selection process.

EXHIBIT B

ALLSTATE CONSULTANT'S PROPOSAL DATE JULY 17, 2020



July 17, 2020

Mr. Tony St. Romaine
City Administrator
City of Ashland
109 E. Broadway
PO Box 135
Ashland, MO 65010

RE: RFP - City of Ashland's Zoning and Subdivision Code Update

Dear Mr. St. Romaine:

Developing an updated Zoning and Subdivision code to accomplish a community's goals takes a team familiar with the community's challenges and experienced in providing a clear path to the community's goals. Allstate Consultants, in partnership with Community ReCode, is proud to submit this Statement of Qualification for the City of Ashland's Zoning and Subdivision Code Update.

Allstate Consultants has provided engineering services for the City of Ashland since 1997. In addition, Allstate has extensive experience delivering quality private development projects within the City of Ashland since 1978. We've followed Ashland's code through various revisions to its current state as both the City's plan reviewer and as private consulting engineers. This perspective gives Allstate a unique opportunity to help guide the code update process to a standard that accomplishes Ashland's goals. In addition, Allstate has worked extensively in Boone County and many surrounding communities since 1975. This allows us to provide perspective to help Ashland retain some of its current development advantages while improving both its development process and the practical results of this process. Allstate has rapport with many community stakeholders which will enable us to dig past the basic disconnects with the current code and into solutions that serve all parties.

Community ReCode brings a broad national knowledge of the current state-of-the-industry as well as invaluable perspective on enforceability. Many codes spell out a community's desires but developing a code that presents enforceable, clear, and concise direction leads to a more positive outcome for everyone. Community ReCode's founder, Elizabeth Garvin, Esq., AICP, is originally from Kansas City and is licensed in Missouri. Elizabeth has completed many successful Missouri projects, big and small. Elizabeth will be working with Christy Eichorn, AICP, CPM - another Missourian abroad - of Sun Daisy Enterprises. Our team looks forward to the opportunity to draft updated regulations for Ashland that are friendlier for both the community and applicants in terms of better clarity, predictability, and support for the development outcomes that Ashland wants to promote. Allstate and Community ReCode are currently partnering to develop Zoning and Subdivision Regulations for a portion of a very rural county (county population less than 7,000) in north Missouri in preparation for anticipated growth due to a proposed new major reservoir.

Our team brings both an extensive knowledge of Ashland's challenges and a fresh perspective on how best to accomplish Ashland's goals. The robust combination of Engineering/Planning/Legal expertise will serve all facets of the code, from conceptual development to enforcement. Allstate Consultants' headquarters is located 11.2 miles from Ashland City Hall and our current technology allows for seamless integration with remote members of our project team, minimizing travel expense while providing a high level of involvement and standard of care.

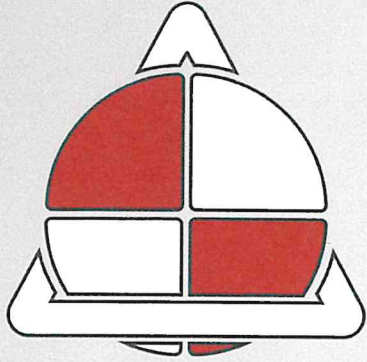
We have had the pleasure of being a part of Ashland's history and would welcome the opportunity to partner with Ashland to update your Zoning and Subdivision Codes. Thank you for your consideration.

Sincerely,
Allstate Consultants LLC

A handwritten signature in black ink that reads "Wesley Bolton". The signature is written in a cursive style with a horizontal line extending from the end of the name.

Wes Bolton, PE, ACTAR

Enc.



ALLSTATE
CONSULTANTS



Community
ReCode

STATEMENT OF QUALIFICATIONS

CITY OF ASHLAND ZONING AND SUBDIVISION CODE UPDATE - JULY 17, 2020



Executive Summary

A. The Land Use Code Update Creates Opportunities

An opportunity to implement the hard work of creating a new comprehensive plan. An opportunity to take good regulatory ideas and rework them into successful regulatory ideas. And an opportunity to move Ashland's zoning and subdivision codes forward.

B. We Like How You Do Things in Ashland

Half of our team, **Allstate Consultants**, is already working in Ashland and they provide the knowledge of and experience in the community that will help embed the new Comprehensive Plan's vision into the land use code. The other half of our team, **Community ReCode**, is here to bring national experience in code drafting to the project. As a team, we want to help create the regulations that build Ashland for the next 20 years.

C. Your Scope is Our Scope

This proposal is built around the scope of work provided in the RFP. We've added our thoughts about **content** and **public outreach** so you can see how we would bring this project to life. We see the creation of the final project scope as a conversation. We'll adapt our approach to the specifics of the project, working in conjunction with staff to finalize the specific organization and tasks to work the most effectively and efficiently within the community.

D. Specific Questions

The Ashland RFP for Updating the Zoning and Subdivision Codes requests the following information, which we have included in the proposal:

1. Resumes for Project Personnel

Pages 17 to 22.

2. Ability to Meet Schedule and Fee

We've provided a detailed project schedule and fee on page 13.

3. Project Understanding and Scope

Pages 2 to 12.

4. Schedule of Hourly Rates

Our rates are included in the proposed project schedule and fee on page 13.

5. Relevant Municipal Experience

We draft codes, design projects to meet codes, and help enforce codes. See pages 23 to 26.

6. List of References

Check, pages 23 to 26.

7. Copyright Release

We will not include copyrighted material, ours or anybody else's, in documents intended for public adoption and publication.

Project Understanding

The foundational goal of a land use regulations update is usually easy to summarize: “fix the code so we can properly implement the new comprehensive plan.” This overarching goal also has some key support goals, such as “eliminate the old standards that are responsible for development that doesn’t match our community character,” “make the code easier to decipher and follow,” and “please deal with the loopholes so that development outcomes are more predictable.” It doesn’t take great mind reading skills to identify these goals, yet land use regulation drafting is just difficult enough that most communities will avoid updating the land use code until the number of dysfunctional sections roughly equals the number of functional sections. In the meantime, a combination of creative code interpretation, one-off edits, and planned development projects are used to fill gaps.

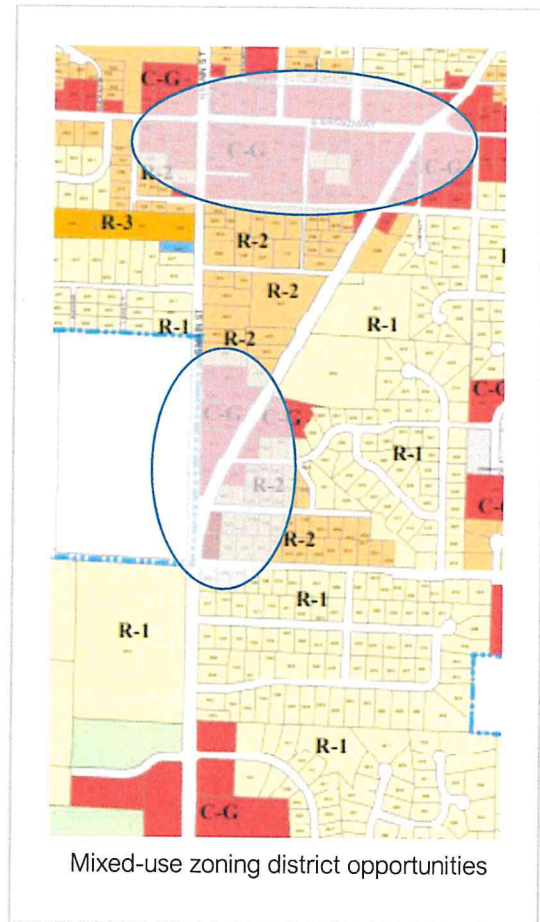
This hesitation to update the code is because “fix” is a simple term for months of hard work that is guaranteed to include uncertainty, change, and public push back. The end result, though, can be transformative for a community. “Making the good easy” – an expression we have all heard by now - - also makes the good happen. Our job, as a consultant team, is to help Ashland get the good outcomes built into the land use regulations.

We’ve had the opportunity to work with both the current zoning and subdivision regulations for years and have some preliminary thoughts about the path forward. Some key changes to the current regulations should include:

Establish New Zoning Districts: Update the line-up of zoning districts to more effectively and directly implement mixed-use Downtown development; this should include a shopfront and business district that reflects the scale, character, and key design elements in the core of Downtown along East Broadway and the Downtown Corridor district that can be used to guide new and redevelopment along Henry Clay Boulevard and Main Street. Outside of Downtown, the current CN district can be redrafted as a more fully integrated mixed-use district focused on neighborhood-scale commercial and residential development to ensure both walkability and transitions between uses in areas like the commercial/neighborhood corner at S. Main Street and Henry Clay Boulevard.

Improve the Allocation of Uses by Zoning District:

The current zoning code shows its age in the long laundry lists of uses in each zoning district. Typically, as an older code is revised, this format leads to unintended use conflicts across districts, including both allowing uses that should not be permitted and creating uncertainty for some of those that are. We’d move the City to a more current approach to uses by creating a single use table reflecting the permitted uses across all



districts, and then work to ensure that the right uses are permitted in the right districts. Here is an excerpt from a master use table that we are currently creating for another community:

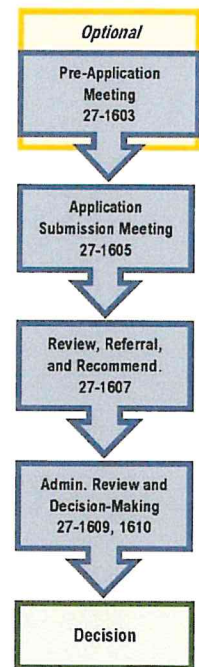
Table 4.1: Permitted Primary Uses

	LLR ^a	new ^a	R1 ^a	new ^a	MRF ^a	new ^a	MH ^a	CB1 ^a	CB2 ^a	CH ^a	LI ^a	new ^a	P ^a	R10 ^a	R35 ^a	Additional-Use-Limitations ^a	
	LLR 1 ^a	LLR 2 ^a	NR1 ^a	NR2 ^a	NR3 ^a	U ^a	MH ^a	DM U1 ^a	DM U2 ^a	HM U ^a	IND ^a	P1 ^a	P2 ^a	R10 ^a	R35 ^a		
^a	Key: /P/ Permitted Use /PL/ Permitted with Use Limitations /C/ Conditional Use /-/ Not Permitted															^a	
Restaurant ^a	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□
with drive-thru ^a	--□	--□	--□	--□	--□	--□	--□	--□	--□	--□	P□	--□	--□	--□	--□	--□	□
without drive-thru ^a	--□	--□	--□	--□	--□	--□	--□	--□	--□	--□	--□	--□	--□	--□	--□	--□	□
Financial Services ^a	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□
Financial Institution, no drive-thru ^a	--□	--□	--□	--□	--□	P□	--□	P□	P□	P□	--□	--□	--□	--□	--□	--□	□
with drive-thru ^a	--□	--□	--□	--□	--□	--□	--□	--□	--□	P□	--□	--□	--□	--□	--□	--□	□
Alternative Financial Services ^a	--□	--□	--□	--□	--□	--□	--□	--□	--□	P□	P□	--□	--□	--□	--□	--□	□
Lodging ^a	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□
Bed and Breakfast Inn ^a	P□	P□	P□	P□	P□	--□	--□	C□	C□	--□	--□	--□	--□	--□	--□	--□	Sec. 4.5.B ^a
Boarding or Rooming House ^a	C□	C□	C□	C□	C□	--□	C□	--□	--□	--□	--□	--□	--□	--□	--□	--□	Sec. 4.5.B ^a
Hotel/Motel ^a	--□	--□	--□	--□	--□	--□	--□	P□	P□	P□	--□	--□	--□	--□	--□	--□	□
RV Park ^a	--□	--□	--□	--□	--□	--□	--□	--□	--□	--C□	C□	C□	C□	--□	--□	--□	Sec. 4.5.B ^a
Short-Term Rental ^a	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	Sec. 4.5.B ^a

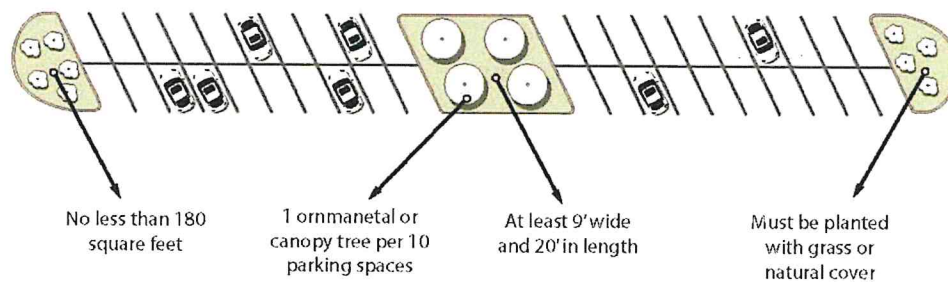
As we create the Ashland updated master use table, we would also clarify use-specific standards with an emphasis on streamlined approvals and limits on the use of conditional uses and variances through the creation of standard regulations and procedures that allow for minor modifications. Here is an excerpt from a table of contents for the use-specific standards section of a code we have recently drafted for another community, along with sample site development standards for RV parks in that community:

Article 4: Use Standards	
Table of Contents	
Section 16-4-1 → General	
Section 16-4-2 → Use Table Organization	
Section 16-4-3 → Use Table Descriptions	
A. → Agriculture	
B. → Residential	
C. → Civic, Public, and Institutional Uses	
D. → Commercial	
E. → Industrial, Wholesale, and Storage	
Section 16-4-4 → Permitted Uses and Classification of Unlisted Uses	
A. → Interpretation Process	
B. → Interpretation Criteria	
C. → Appeal	
D. → Primary Uses	
E. → Permitted Accessory Uses	
F. → Permitted Temporary Uses	
Section 16-4-5 → Use-Specific Standards for Residential Uses	
A. → Dwelling, Manufactured Homes	
B. → Dwelling, Mobile Home	
C. → Group Home	
D. → Mixed-Use Building	
Section 16-4-6 → Use-Specific Standards for Commercial Uses	
A. → Bed and Breakfast	
B. → Gasoline Service Station	
C. → Marijuana Dispensary	
D. → Recreational Vehicle (RV) Park	
E. → Vehicle Maintenance and Repair	
4. → Site Development Standards	
A recreational vehicle park shall not be constructed, altered, or enlarged without an approved site plan as described in Section 16-19-7, Site Plan Review, that indicates how the park meets the standards of this section and all applicable requirements of this LUC, including but not limited to:	
a. → Each site shall:	
i. → Be designed for one recreational vehicle and one personal vehicle;	
ii. → Have direct access from the internal street system; and	
iii. → Have paved, ADA-compliant walkways to it.	
b. → Exterior boundaries of recreational vehicle/travel trailer parks shall be screened as follows:	
i. → Park boundaries that abut a public street shall be designed with a 10-foot-wide perimeter landscaping strip that runs parallel to the street for the entire length of the public street along the park property boundary. The perimeter landscape strip shall be planted with one street tree every 30 feet and other landscaping materials sufficient to reasonably screen the recreational vehicle/travel trailer park from view off-site and shall be maintained by the owner or operator of the recreational vehicle/travel trailer park.	
ii. → Interior park boundaries shall be provided with an opaque screening fence or wall that is six feet in height.	
c. → Visitor parking shall be provided at a ratio of one visitor space per 15 RV spaces (or fraction thereof).	
d. → Signage shall meet the requirements of Section 16-13.	
e. → Uses within the park shall comply with all Town ordinances, including the noise ordinance.	

Build a Complete Set of Procedures: Both the zoning and subdivision regulations include incomplete and unclear application and procedure processes. While there may be enough content in the current codes to comply with Missouri statutory requirements, a good code should also fill in the blanks to make processes more understandable to both code users and decision makers. Often, older and incomplete zoning or subdivision regulations are difficult to use because process gaps make the application of the regulations unpredictable. We find that communities sometimes confuse a complete set of regulations with a complicated set of regulations, but they are not the same. We can create a complete set of administrative procedures for Ashland that help to guide the process clearly and efficiently without adding time and expense for applicants. Experience has taught us that applicants value clarity and predictability above much else, because those aspects of a code allow an applicant to best estimate the time and cost of the approval process.



Raise the Bar for Baseline Development Standards: Modern zoning and subdivision regulations can incorporate consistent standards for how a community is designed. The Ashland RFP identifies some important standards that need to be included in the regulatory update, including landscaping, tree planting and preservation, parking lot design, buffering, stormwater management, infill development, character and context design, and housing choices. We'd also recommend adding the sign code to this list; it is currently noncompliant with federal law. We will work with the community to establish a range of standards that reflect Ashland's look and development priorities and reflect those concepts through clearly drafted and illustrated development standards.



Project Approach

We think the scope of services proposed in the RFP is well-designed to provide a systematic approach to the update process. We have imported the scope into our proposal so we can add commentary and be clear about how we link our schedule and fee to that scope.

A. Phase 1: Regulatory Assessment

We propose combining Tasks 1, 2, and 3 into an initial regulatory assessment phase. The combined tasks and deliverables are described following the RFP scope.

1. RFP Proposed Scope

TASK 1.0: PROJECT INITIATION – IDENTIFYING EXISTING CONDITIONS

The project shall commence with a “Regulatory Update Meeting” with City staff and the Planning & Zoning Commission to review the City’s objectives and expectations as they relate to:

- A. Zoning, subdivision requirements, land use development, stormwater management, tree preservation, and review and approval procedures;
- B. Commercial and residential building codes, design review and approval procedures;
- C. Consistency with the latest and anticipated development trends and the City’s 2020 Comprehensive Plan;
- D. Summarize the deficiencies and or requested changes identified by City staff and designated officials or appointees and include them in a regulatory amendment summary memo.

The intent of the initial phase of the regulatory update process is to better understand the expectations of the City and the factors that influence future growth, development, and preservation.

Task 1.0 Deliverables: Regulatory Update Meeting & Regulatory Amendment Summary Memo.

TASK 2.0: ANALYZE CURRENT REGULATIONS & PROCEDURES

To keep up with the ever-changing trends in commercial and residential development, the Consultant shall review the City’s existing subdivision and land use regulations and provide recommended amendments. The Consultant shall also address the issues identified in the Regulatory Amendment Summary Memo generated in Task 1. The Consultant shall review the City’s 2020 Comprehensive Plan (Plan) and identify inconsistencies between the current regulations and the Plan and propose regulatory amendments necessary to ensure the Plan and codes are consistent. The findings shall be included in a Regulatory Amendment Assessment Report that identifies deficiencies in the existing regulations and provides recommended regulatory amendments and design review guidelines and procedures. The recommended zoning amendments shall include local examples and incorporate the latest concepts and standards for sustainable zoning, design guidelines, development requirements, and plan review procedures. The proposed amendments shall be developed with the intent of promoting the principles of “smart growth”, incentivizing commercial

development in an economy in recovery, and increasing the level of predictability within the planning and zoning process.

Task 2.0 Deliverables: Zoning & Subdivision Code Assessment/Regulatory Amendment Memo

TASK 3.0: OUTREACH AND PUBLIC ENGAGEMENT

The goal of the public engagement process is to empower City Officials and community stakeholders to have a voice in the Regulatory Update and ensure the final redrafted codes are reflective of the desires and vision of the community. Under Task 3, the Consultant shall provide outreach to City Officials, residents, and developers as needed to raise awareness of the proposed regulatory amendments. The Consultant shall conduct up to ten (10) Stakeholder Interviews and up to two (2) Regulatory Update Focus Sessions. During the outreach and public engagement activities, the Consultant shall present the latest development trends and state of the practice zoning tools, regulations and procedures. Following the outreach and public engagement process, the consultant shall provide a summary of the meetings and stakeholder interviews.

Task 3.0 Deliverables: Stakeholder Interviews, Regulatory Update Focus Sessions, and Summary of the Public Engagement & Outreach efforts.

2. Consultant Comments and Suggestions

A. Content

We propose combining the deliverables from Tasks 1,0, 2.0, and 3.0 into a single report entitled Ashland Zoning and Subdivision Update Regulatory Audit. The Regulatory Audit is the project team's opportunity to both identify critical issues and think big about solutions. This early in the process, we are working at a 10,000-foot level to make sure we are listening to the community, defining problems before we solve them, keying in on hot button issues (e.g., encouraging reinvestment in housing), and sorting through recurring themes that have multipart regulatory solutions, such as "how do we encourage more infill development?"

We also like to use the Regulatory Audit as a framework for exploring significant changes to the regulations, such as determining how best to build key aspects of community character and design into the updated regulations. We will organize the Regulatory Audit as follows:

Overview and Purpose

This section of the Regulatory Audit describes the purpose of the audit, the background research and kickoff meetings that were completed in support of the audit, and the content of the Code Audit report.

Key Issues

This section of the Regulatory Audit identifies key issues that



"Reveals" are great for HGTV. Downtown building form should not be a surprise, but a thoughtful response to community character and design preferences.

were raised by kickoff meeting participants and the consultant team's review of the current regulations.

Annotated Outline

The final section of the Regulatory Audit includes an Annotated Outline of the updated regulations. The Annotate Outline shows how the new land use regulations will come together and provides the City with an opportunity to make sure we've accounted for all of the relevant changes. We've attached a recent code assessment for Dolores, Colorado (population 900), and earlier assessment from Lee's Summit, Missouri. Here is a link to a code assessment that Elizabeth prepared for [Cedar Rapids, Iowa](#).¹

B. Public Outreach

Public outreach for the Regulatory Audit should be inclusive, interactive, and accessible both in person and online. We want to ask questions and gather feedback about the form, shape, and feel of the community for the next 20 years so we can accurately reflect local preferences in the updated zoning and subdivision regulations.

We suggest scheduling a series of 90-minute workshop meetings over two days as the Project Kickoff. Participants should include some or all of the following groups:

- Neighborhood organizations
- City Aldermen
- Chamber/Downtown/Main Street + business owners
- Historic preservationists/community history organizations
- Developers/Builders/Contractors /Real Estate/Surveyors
- Landscape Architects/Designers/Plant Suppliers
- Hospitality/Tourism-oriented businesses
- Water Quality/Conservation
- County/State/Federal agencies
- City staff – anybody who works with Zoning and Development
- Boards and committees (planning-related, such as the Park Board)
- Special events organizers
- Artisan/craft/home-based, and light industry business owners
- Civic/Institutional representatives – arts, cultural, medical/hospital/community health, civic clubs (Rotary, Kiwanis, Elk), religious organizations
- Sign companies, both local and billboard

¹ URL:

https://cms.revize.com/revize/cedarrapids/Community%20Development/ReZone/Cedar%20Rapids%20New%20Zoning%20Code%20Assessment%20Report_FINAL_09.22.2016.pdf

Here are sample kickoff meeting schedules from land use code update projects in Cedar Falls, Iowa, and Billings, Montana:

Date - Tuesday June 12, 2018		
Project Re:Code Meetings	Where	Comments
Meet with HBD - Melissa Henderson & Staff	1st Floor Conf Rm 2825 3rd Ave N	SAFE
Meet with BSEDA Staff 10 am to 11 am	1st Floor Conf Rm 2825 3rd Ave N	SAFE
Urban Issues WG 11:30 am to 1:00 pm	1st Floor Conf Rm 2825 3rd Ave N	SAFE
B.I.R.D. - East Billings Property Owners 1:00 to 2:30 pm	1413 4th Ave N Suite C	SAFE
Meet with Project Re: Code Staff 3:30 to 4:30	1st Floor Conf Rm 2825 3rd Ave N	SAFE Built Project Team & Planning Staff

Cedar Falls - Imagine Downtown! Community Design Charrette Stakeholder Meeting Schedule	
Monday, June 3	
3:30 AM - Brent Dahlstrom (major developer)	
10:00 AM - Dave Wieland (City Council)	
10:30 AM - Frank Darrah (City Council)	
11:00 AM - Kelly Starn (Library Director)	
11:00 AM - Cedar Falls Food Co-op (looking for a location in or near downtown)	
11:00 AM Facebook Live shoot at the studio - Arianda Hussain, Communications Specialist	
Lunch	
1:00 PM - Ron Gaines, City Administrator & Stephanie Sheetz, Karen Howard, Iris Lehmann	
2:00 PM - Mark Miller (City Council)	
2:30 PM - 4:00 PM - Mark Kittrell (downtown developer, would like to discuss several redevelopment ideas along east of Main Street and along Grove Street, alternative housing types)	
4:00 PM - Tom Planford (City Council)	
Tuesday, June 4	
9:30 AM - Mayor Jim Brown	
9:30 AM - Public Safety (Police Chief and fire Chief)	
10:00 AM - Lisa Skubal (Greater Cedar Valley Alliance - regional economic development)	
10:30 AM - Public Works, Water Reclamation, Cedar Falls Utilities (CFU), Engineering	
11:00 AM - Daryl Kruse (City Council)	
LUNCH & LEARN	
1:15 PM - Krista Billgren, Iowa Department of Transportation	
2:00 PM - Mark Little, Director Met Transit & David Starck (CF City Planner on the Met Transit Board)	
2:00 PM - Michael Kager, Senior Vice President of Finance and Operations, UHI	
3:00 PM - Stephanie Sheetz available to go over the proposed Downtown streetscape plan	
3:00 PM - Cary Darrah (Greater Cedar Valley Alliance - regional economic development org)	
4:00 PM - Bob Green (City Council)	
4:00 PM - Carol Lilly (Community Main Street Director)	
5:15 PM - Bike/Ped Committee (meet at City Hall - Duke Young Room)	
5:30 PM - Historic Preservation Commission & Historical Society (meet at Historical Society)	
Wednesday, June 5	
TBD - Meet with Parking Committee (City Staff and Community Main Street reps working on implementation of the parking study recommendations)	
Thursday, June 6	

As we complete the kickoff outreach conversations, we will summarize them and identify common themes as part of the Regulatory Audit.

When the Regulatory Audit and Annotated Outline are complete, we recommend the following outreach activities: (1) hold a public meeting to share the findings with everybody who was invited to participate during the early kick-off meetings and the general public, (2) make a summary presentation of the code audit and annotated outline to the Planning Commission and City Council, and (3) post the documents, presentation(s), and comments on the project website. We have proposed an optional task in our schedule and fee to work with the City to create an interactive project website. This will allow us to both post draft documents for public review and use the website platform to engage the public in surveys or provide project videos that explain regulatory concepts along with examples of how that concept could be applied in Ashland. If website metrics and traffic are useful to the City's decision-makers, we can also track public interactions with the website apart from scheduled project outreach activities.

B. Phase 2: Draft Regulations and Update Zoning Map

1. RFP Proposed Scope

TASK 4.0: DRAFT REGULATORY & DESIGN GUIDELINE AMENDMENTS

Following the meetings with the City's elected and appointed officials, the Consultant shall begin identifying recommended updates to the City's Zoning and Subdivision Codes. The new sections may include, but are not limited to:

- A. New zoning districts or zoning district overlay(s) that address mixed use development, infill commercial corridor development, and neighborhood preservation.
- B. Restorative residential development guidelines to encourage reinvestment in the City's housing stock and help achieve the Comprehensive Plan's lifecycle housing goals and objectives.
- C. Supplemental regulations to mitigate negative land use externalities such as the establishment of transition buffer requirements between residential and non-residential uses.
- D. Commercial design guidelines for creating a contextual built environment that strengthens design continuity.
- E. Landscape, tree planting, tree preservation, and parking lot design standards.
- F. Stormwater management guidelines and procedures for pre and post development scenarios.

The Consultant shall prepare a memo describing the amendments for review and comment by the City. After review, discussion, and revisions, a follow-up meeting shall be conducted with City staff and the City's decision makers to review a consultant draft of the regulatory redraft.

Task 4.0 Deliverables: Draft Zoning Regulations and Subdivision Code Update

TASK 6.0: UPDATE THE CITY'S OFFICIAL ZONING MAP

The City shall provide the consultant with a digital GIS version of the City's Official Zoning Map in a format compatible with ArcView. Under this task, the Consultant shall review and update the City's official zoning districts and prepare an official Zoning Map, showing the latest rezonings, subdivisions, and annexations in digital GIS format. A PDF and digital version of the Zoning map shall be provided to the City for final review.

Task 6.0 Deliverables: One (1) Digital MXD file and one (1) PDF of the City's Zoning Map and one (1) printed 24" X 36" color version of the Zoning Map.

2. Consultant Comments and Suggestions

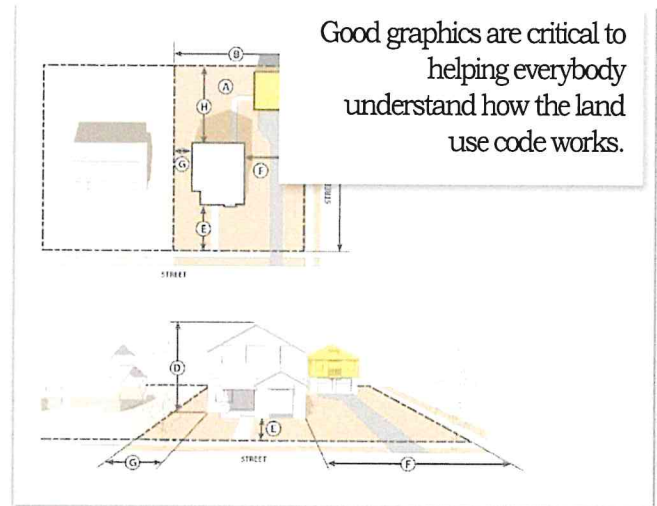
A. Content

We will draft the code in three segments (modules), review each module with the Technical Advisory Committee and Steering Committee (discussed below), and then knit the whole thing together for a final round of edits. We group the drafting material into modules so we can address similar issues at one time and to make sure we start with the core segments of

the regulations and work our way through those regulations that reference back to the core segments.

Module 1: Districts and Uses

Our initial drafting module will focus on updating the zone district content, including changing the district line-up to include new districts as needed and potentially “retiring” districts that are no longer functional; updating the use table and use allocations across districts; reviewing and revising use-specific standards; and drafting or updating use definitions. Our overarching goal for this module is to ensure that it is possible to implement the City’s comprehensive plan and development policies across the appropriate zone districts.



This task also includes the preparation of a new zoning map. Community ReCode finds that allowing the community to explore the new zoning map early in the project makes people more comfortable with the project and helps invite them to participate in the process. Here is an example of an [interactive before-and-after zoning map](#) in Billings, Montana.²

Module 2: Site Development Standards and Subdivision Content

Based on the direction established through the Regulatory Audit, we will prepare and/or revise the substantive development standards for areas of regulation such as – subdivision, parking, landscaping, mobility and connectivity, outdoor lighting, and signs. We will also work with the City to determine how to target parking and landscaping regulations to specific zone districts as well as incorporate standards for city-wide issues, such as design quality and redevelopment standards. The goals of this task include establishing clear and relevant development standards and ensuring that regulatory provisions are current and legally enforceable.

This module will also include an update to the sign code to ensure that it is compliant with *Reed v. Town of Gilbert* and reflects local preferences about the type, size, and location of signs. Here’s link to an early working draft of the [sign code update](#) that Community ReCode created for Branson, Missouri.³

Module 3: Administration and Procedures

In the third draft module, we will prepare and/or revise existing administrative provisions to follow the comprehensive plan, the City’s procedural preferences, and applicable Missouri law. The goal of this task is to provide a streamlined, standardized approach to development decisions, while maintaining flexibility for project design and ensuring conformance with the

² URL: <https://project-recode.com/zoning-map-comparison#mapjump>

³ URL: <http://www.cityofbranson.org/361/Signs>

City's planning goals and policies. We believe that administrative and procedural requirements should be written (and illustrated) very clearly so that applicants can understand the process, which then minimizes their need to check the rules with City staff.

In this final drafting module, we will also update the introductory general provisions of the regulations and finalize any outstanding changes to the definitions. Also, when all of the zoning and subdivision drafting is in place, we will prepare a summary of additional edits the City may want to consider for other code provisions to ensure consistency with the updated land use regulations.

B. Drafting and Public Outreach

We recommend establishing two standing committees to gather consistent feedback to project concepts and drafts. A Technical Advisory Committee (TAC) should be formed and include both City planning and building representatives as well as participants from any other departments and decision-makers who have a review role in development projects. This might include any of the City's contracting consultants and potentially representatives from Boone County. The second committee is a project Steering Committee (SC) – comprised of a range of community members – which should be established to provide input about both regulatory language and impact.

We will draft each module in the same series of steps:

- A. We will prepare a draft for staff review,
- B. Meet with Technical Advisory Committee to discuss changes and edits,
- C. Revise the draft,
- D. Distribute the revised draft to the Steering Committee,
- E. Meet with the Steering Committee to review comments and suggested edits,
- F. Summarize the draft module for staff presentation to the Planning and Zoning Commission and Board of Aldermen for review and discussion, and
- G. Post a copy of the summary, presentation, and draft module on the project website.

To contain project costs, we have not included any scheduled public outreach in the drafting segment of the project. We find, though, that many communities take the opportunity to have the planning commission review draft modules as they are completed, usually in a public meeting setting. We have added an optional task to the project schedule that includes presentation of the draft updates to the planning commission and board of aldermen with the completion of each drafting phase. Additionally, we find that it can be helpful to invite kickoff meeting participants back to the table with us as focus groups during the drafting process; this allows us to get topic specific feedback about proposed code language. If Ashland would like to incorporate either of these outreach approaches, both have been included in the proposed project budget and schedule as optional tasks.

C. Phase 3: Adoption Draft Land Use Code

1. RFP Proposed Scope

TASK 5.0: FINAL REGULATORY UPDATE PREPARATION

The recommended regulatory amendments shall be codified consistent with the City's existing Municipal Code and submitted to the City in digital format for final review. The use of graphics, tables and matrixes shall be used to consolidate zoning district requirements and land uses regulations in a use-friendly layout. This Task shall place the City in a position to adopt the recommended updates to the City's zoning and subdivision codes. The recommended regulatory updates and amendments shall be consistent with the policies and recommendations of the City's 2020 Comprehensive Plan. The Consultant shall conduct a meeting with City staff to review the amendments prior to final adoption. Any recommended changes shall be made prior to scheduling the public hearing and incorporated into the final Zoning Ordinance Subdivision Code Update. A digital version of the draft Zoning & Subdivision Code Update shall be provided to the City.

Task 5.0 Deliverables: Final Regulatory Update

TASK 7.0: PUBLIC HEARING AND FINALIZATION OF ALL UPDATES:

The Consultant shall present the recommended regulatory amendments, design guidelines, and Zoning Map at a Public Hearing specifically highlighting the text amendments and key changes to the existing zoning and subdivision codes. The documents shall be presented in a logical and legible format that minimizes legal syntax and presents the zoning, subdivision, and sign regulations in a logical, easy to use format with prominent sections, sub-section headings, and heavily illustrated with considerable graphics and concepts.

Task 7.0 Deliverables: Five (5) hard copies and one (1) digital copy of the final updates, including an internet ready copy, compatible with the City's software.

2. Consultant Comments and Suggestions

Our first-round drafts will have included graphics, tables, and specific regulatory language, so this round of edits will be focused on refining that information and combining everything into a single set of regulations. Working in Microsoft Word, unless another software is specified by the City, we will complete a final draft of the full code that incorporates edits provided by the TAC and SC.

By the time a project reaches adoption, our goal is to have transitioned from a consultant-led project to a community-led project. We will be available in a support position for this part of the project, to put together presentations about the new regulations and make edits to the draft as necessary. Our budget for this Phase includes completion of the adoption draft, attendance at one planning commission and one board of aldermen public hearing, and final amendments to the draft as necessary. Preparing one round of revisions for the final draft may put some pressure on the adoption process if the public wants to revisit any hot-button issues in more detail. We've seen this happen in other communities when discussing topics like accessory dwelling units, commercial design standards, and signs. We have proposed an optional second round of public outreach and edits following the release of the full code to allow enough time for the community to give input before the start of the adoption process.

D. Project Schedule and Fee

We propose a 15-month schedule for the project with the goal of allowing enough time for the community to both think about and comment on draft code language.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Allstate Hours	ReCode Hours	Sun Daisy Hours	Subtotal
Phase 1: Land Use Code Audit																			
Project Initiation																8	2	2	
Analyze Current Regulations and Procedures																4	8	6	
Outreach and Public Engagement																16	2	8	
Prepare Regulatory Audit Report (Optional Interactive Website)																4	6	22	
Phase Subtotal (w/o options)																32	18	38	\$ 12,600.00
Phase 2: Draft Regulations																			
Drafting and Review																20	36	100	
Public Review and Outreach (Optional Working Draft Review Meetings)																18	6	20	
Phase Subtotal (w/o options)																38	42	120	\$ 26,400.00
Phase 3: Adoption Draft Land Use Regulations																			
Final Revisions (Optional Second Public Draft)																14	18	44	
Public Hearing and Adoption Process																16	16	32	\$ 8,640.00
Phase Subtotal (w/o options)																24	26	54	\$ 13,980.00
																	Project Total (w/o options)		\$ 52,980.00

Hourly Fees: Allstate Consultants = \$150 /hr
 Community ReCode = \$180 / hr
 Sun Daisy Enterprises = \$120 /hr

This timeline is subject to discussion with staff and adjustments to accommodate Ashland's preferences. Following project completion, we will be available for on-call support based on an hourly fee structure negotiated with the City.

Project Team

Project Principal: Ron C. Shy, PE – Allstate Consultants

Project Supervisor: Wes Bolton, PE, ACTAR – Allstate Consultants

Key Personnel: Elizabeth Garvin, Esq., AICP – Community ReCode
Christy Eichorn, AICP, CPM – Sun Daisy Enterprises
Brian Harrington, PE, PTOE – Allstate Consultants

ALLSTATE CONSULTANTS

Allstate Consultants (Allstate) is a civil engineering consulting firm headquartered in Columbia, Missouri. Established in 1975, by Ron Shy, PE, Allstate has provided comprehensive surveying and engineering services for planning commissions, contractors, subdivisions, and developments. Today, Allstate remains locally owned and operated, working with municipalities and governmental entities, educational institutions, contractors, developers, architects and other clients.

Our clients and their projects directly benefit from our years of experience, breadth of knowledge, and depth of expertise. With more than forty five years in business, Allstate is committed to diversifying our services by hiring competent, hardworking individuals in the disciplines of engineering, planning, and surveying, including civil, structural, geotechnical, transportation, hydrologic and investigative engineering.

Our team includes licensed engineers and surveyors, drafting and field crew technicians, construction observation and testing personnel, forensic and investigative personnel and administrative office staff. Allstate has professionals with specialized experience, including:

- Owner's Engineer/Representative
- Wastewater Collection, Treatment
- Water Supply Treatment and Distribution
- Land Use Design and Planning Support
- On Call Municipal Services/Project Compliance
- Roadways/Bridges
- Transportation Engineering
- Stormwater Engineering
- Flood Plain Management
- Public Water Supply
- Sewer Collection & Pumping
- Geotechnical Engineering/Geology
- Structural Engineering
- FAA Part 107 (Commercial Drone)
- Crash Reconstruction
- Fire Investigation
- LEED AP/Envision Sustainability
- Indoor Air Quality
- Construction Observation/Administration/Materials Testing

Construction services staff are certified by the American Concrete Institute (ACI) for concrete testing and are also licensed by the Nuclear Regulatory Commission (NRC) to own and operate soil testing equipment. In addition, Allstate's geotechnical laboratory in the Columbia office is capable of performing an extensive variety of geotechnical materials testing. Our firm has professional engineers licensed in the states of Arkansas, Hawaii, Illinois, Iowa, Kansas, Kentucky, Missouri, Nebraska, and Oklahoma. We also have Land Surveyors licensed in Kansas and Missouri.



Columbia

3312 LeMone Industrial Blvd.
Columbia, MO 65201
(573) 875-8799



Marceline

30601 Highway 5
Marceline, MO 64658
(660) 376-2941



Lee's Summit

900 SW Oldham Pkwy #203
Lee's Summit, MO 64081
(816) 895-2310

www.allstateconsultants.net



Community ReCode

Community ReCode is a boutique consulting practice that specializes in land use regulations and community development review processes.

Community ReCode has experience with the full range of land use regulations: zoning, subdivision, design, unified codes, sign codes, and specialty topics such as accessory dwelling units and wind power. We draft codes across all zoning platforms, including traditional/Euclidean, form-based, performance, and negotiated/incentive-based codes. We think it is critical to understand all of the available approaches because our job is to help local governments select a mix of tools that will work to address local needs.

We use an outcome-based drafting process that matches regulatory tools to issues, staff experience, and local preference about the “right amount” of regulation. Our codes are built on best practices, practical problem solving, hard-won experience. The only thing we don't provide is a pre-drafted version of the latest zoning trend. We firmly believe a code update must be a process that leads to a tailored and well-vetted regulatory system, with an eye toward how the parts will work together and evolve over time.

The planners at Community ReCode spend a great deal of time teaching and educating other planners about how to draft land use regulations. We have thought hard about how to help communities best use a land use code and how to help planners really understand various code approaches to make them local and relevant



RÉSUMÉ

Ron C. Shy, PE **President**

As an owner and principal of Allstate Consultants for nearly 40 years, Ron has significant project experience in a variety of civil projects across the State of Missouri. In addition to managing the staff of 36 employees, he is directly involved with client relations and project management. His diverse experience includes private and public street and drainage projects, water and sewer projects, feasibility studies, annexation and re-zoning issues, public presentations, preparation of engineering plans and specifications, bidding and contractual processes and construction management.

PROJECT EXPERIENCE

The Reserve Residential Subdivision
Sedalia, Missouri

Settler's Ridge Residential Subdivision
Boone County, Missouri

Vandiver Drive Extension
Columbia, Missouri

Waco Road Extension
Columbia, MO

Meyer Industrial Boulevard
Columbia, Missouri

Columbia Hinkson Creek/Grindstone Sewer Transmission
Columbia, Missouri

Holts Summit Collection System Improvements
Holts Summit, Missouri

Missouri State Fairgrounds Sanitary Sewer I & I Investigation
Sedalia, Missouri



EDUCATION

B.S., Civil Engineering, University of Missouri-Columbia

M.S., Construction Management
University of Missouri-Columbia

PE REGISTRATIONS

Missouri (PE)
Missouri (PLS, Inactive)

AFFILIATIONS

American Society of Civil Engineers (ASCE)

American Council of Engineering Companies

Missouri Society of Professional Engineers (MSPE)

Missouri Land Improvement Contractors Association (Honorary Member)

National Society of Professional Engineers (NSPE)

National Society of Professional Surveyors (NSPS)

Water Environment Federation (WEF)

RÉSUMÉ

Wes Bolton, PE, ACTAR Professional Engineer

Wes joined Allstate in 2003 as a Project Engineer and is responsible for a diverse range of engineering design, including site/civil design, utility design (sanitary sewer, storm sewer, water), detention and water quality systems design, street and intersection design (conventional as well as single and multi-lane roundabouts), traffic impact studies, traffic flow modeling, plan review, and ADA facilities design. Additionally, Wes is responsible for presenting to boards/commissions, land owners, and project stakeholders on a diverse range of topics.

In 2009, Wes obtained his accreditation as a Crash Reconstructionist/Accident Investigator and began working with Allstate's forensic department to investigate and reconstruct motor vehicle crashes and bodily injury cases. In 2016, Wes obtained his FAA Part 107 Remote Pilot certification and developed Allstate's UAS (Drone) Program.

PROJECT EXPERIENCE

Ashland On-Call Engineer
Ashland, Missouri

New Bloomfield On-Call Engineer
New Bloomfield, Missouri

Settler's Ridge Subdivision
Boone County, Missouri

Vandiver Drive Extension
Columbia, Missouri

East Ashland Plaza
Ashland, Missouri

Renee Drive Stormwater Improvements
Ashland, Missouri

Missouri Certified Sites Aerial Photography/Videography
Missouri

New Bloomfield R-III Parking & Storm Drainage Improvements
New Bloomfield, Missouri

Sexton Road Traffic Calming
Columbia, Missouri

Waco Road Extension
Boone County, Missouri

Brunswick R-II Site Improvements
Brunswick, Missouri



EDUCATION

B.S., Civil Engineering,
University of Missouri - Columbia

M.S., Civil Engineering, University of
Missouri - Columbia

Crash Investigation/Reconstruction
(276 hours), University of Central
Missouri (Missouri Safety Center)

Crash Investigation/Reconstruction
(96 hours), Northwestern University
Center for Public Safety

REGISTRATION

Missouri (PE)
ACTAR
FAA Part 107 (Drone)

AFFILIATIONS

Central Missouri Chapter Institute of
Transportation Engineers (CMITE)

Elizabeth Garvin, Esq., AICP



Elizabeth Garvin is the Community ReCode Founding Principal and she works in the Denver office. Elizabeth is both an attorney and a planner and she has practiced in both disciplines. She has prepared both traditional and FBC/hybrid code update projects for cities, towns, and counties across Colorado and the country; drafted topic-specific code provisions covering issues such as ADUs, sustainability, and signs; served as an expert witness on land use issues; and organized and undertaken numerous code-related public participation processes. Prior to founding Community ReCode, Elizabeth practiced law with Spencer Fane in Kansas City and Denver, and worked as a senior staff member at Clarion Associates.



Community
ReCode

Ms. Garvin is a frequent speaker and author on planning and regulatory topics, including serving as an advisory board member for the Rocky Mountain Land Use Institute as well as RMLUI's legal columnist to the *Western Planner*. Recently, Elizabeth co-authored the April 2018 APA Zoning Practice article entitled *Living with Form-Based Codes* and presented on the same topic at the 2018 APA National Conference in New Orleans. She was a co-presenter at the Bettman Symposium on Equity and Zoning at the 2019 APA National Conference. Elizabeth earned all of her degrees – Juris Doctor, Master of Urban Planning, and BA in Environmental Studies - at the University of Kansas. KU has repaid the favor by allowing her to teach graduate planning classes in regulatory processes. Go Jayhawks.

Sample Projects

Denver, Colorado

Form-Based Code Site Plan Review

LDC Reorganization and Housekeeping Updates

Arlington, Texas

Unified Development Code

Garfield County, Colorado

Targeted Code Updates

King County, Washington

Code Enforcement Best Practices

Omaha, Nebraska

Sustainable Mixed-Use Neighborhood District

Riley County, Kansas

Land Development Regulations

Cedar Falls, Iowa

Downtown Vision Plan and Code Update

Adams County, Colorado

Transit-Oriented Development District

Billings/Yellowstone County, Montana

Zoning Code Updates

Lake Oswego, Oregon

Community Development Code Update

Town of Gilbert, Arizona

Best Practices for Uses Study

St. Louis County, Missouri

Sustainable Regulations

Avon, Colorado

Unified Development Code

North Las Vegas, Nevada

Unified Development Code

Philadelphia, Pennsylvania

Zoning & Sign Code Update

Mancos, Colorado

Land Use Code Update

Leavenworth, Kansas

Zoning Update

Northglenn, Colorado

Development Process Update

Lake Oswego, Oregon

Laramie, Wyoming

Unified Development Code

CHRISTY EICHORN

LAND USE PLANNING AND ZONING CONSULTANT

AT SUN DAISY ENTERPRISES

How I can help you: Zoning Research | Code Updates | Land Use Analysis | Site Acquisition | Community Relations and Outreach | Representation at Government Meetings | Permitting

CONTACT DETAILS

Phone: 402-730-8539

Email: christy@sundaisyent.com

Website: www.sundaisyent.com

Address: 7824 Sycamore, Lincoln, NE 68506

EXECUTIVE SUMMARY

I am a community and regional planner with over 15 years of experience in both public and private sector program planning and management. I started Sun Daisy Enterprises in 2020 to help small businesses and governments with their land use planning and zoning needs. I bring value by identifying challenges, vetting alternatives, and implementing solutions.

COMPETENCIES & SKILLS

Permitting | Process Improvement | Team Integration | Research | Negotiation | Goal Attainment | Customer Satisfaction | Zoning | Public Speaking | Policy Advisement | Site Analysis

Microsoft Office | G Suite | GIS | Remote conferencing tools | Sketchup | SharePoint

CERTIFICATIONS

- American Institute of Certified Planners (AICP) certified since 2009
- Certified Public Manager (CPM) University of Omaha since 2014

EXPERIENCE

REGIONAL PERMIT MANAGER, WIRELESS INFRASTRUCTURE MOBILITIE LLC, July 2016 to Dec 2019

- Consistently forecasted and met deliverable deadlines
- Drove process to connect, research, submit and obtain entitlements
- Built trusted relationships with utilities and jurisdictions in Nebraska, Iowa, Kansas, and Colorado

CITY PLANNER AND ZONING COORDINATOR CITY OF LINCOLN NEBRASKA, JAN 2006 TO JULY 2016

- Project managed hundreds of building permits, zoning changes, subdivisions, special permits, floodplain permits, LOMAR applications, wireless permits, community unit plans, sign permits, and special use permits.
- Facilitated special projects including zoning code rewrite, two department software upgrades and citizens planning academy
- Worked with multi-departmental teams on community design standards, Comprehensive Plan and Capital Improvements Program

STATE RECYCLING COORDINATOR

STATE OF NEBRASKA, APRIL 2004 TO JAN 2006

- Coordinated recycling operations at all state facilities
- Managed contracts for environmentally preferable products recycling and refuse services
- Reviewed grant applications for Nebraska Department of Environmental Quality

EDUCATION

UNIVERSITY OF NEBRASKA - LINCOLN

- Master of Community and Regional Planning (2002)
- Bachelor Degree in Geology (1999)

Summary of Experience

EXPERIENCE

REGIONAL PERMIT MANAGER, WIRELESS INFRASTRUCTURE

MOBILITIE LLC, July 2016 to Dec 2019

- o Consistently forecasted and met deliverable deadlines
- o Drove process to connect, research, submit and obtain entitlements
- o Built trusted relationships with utilities and jurisdictions in Nebraska, Iowa, Kansas, and Colorado

CITY PLANNER AND ZONING COORDINATOR

CITY OF LINCOLN NEBRASKA, JAN 2006 TO JULY 2016

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- o Facilitated special projects including zoning code rewrite, two department software upgrades and citizens planning academy
- o Worked with multi-departmental teams on community design standards, Comprehensive Plan and Capital Improvements Program

STATE RECYCLING COORDINATOR

STATE OF NEBRASKA, APRIL 2004 TO JAN 2006

- o Coordinated recycling operations at all state facilities
- o Managed contracts for environmentally preferable products recycling and refuse services
- o Reviewed grant applications for Nebraska Department of Environmental Quality

As a public servant for over a decade, my experience working in and with various city departments, state agencies, and federal regulators is diverse. Reviewing grant applications for the Nebraska Department of Environmental Quality provided me with in-depth experience looking at details to see if programs and processes work. In addition to years of hands-on experience conducting site plan reviews, negotiating development, zoning, and annexation agreements, I spent a significant amount of time helping to develop the Lincoln Lancaster County 2040 Comprehensive Plan. After adoption, I spent much of my time updating regulations to better align with plan implementation.

As a professional planner, I am proficient in conducting public meetings and organizing community outreach. In 2014, my team and I implemented a successful citizen planning academy to empower citizens through education.

In addition to land use planning, zoning and community engagement, I have a solid background in permitting, process review and development.

My passion is to help communities navigate the future of broadband and renewable energy infrastructure by identifying challenges, vetting alternatives, and implementing solutions.

RÉSUMÉ

Brian Harrington, PE, PTOE

Project Engineer

Brian Harrington joined Allstate in 1993 and has primarily focused on general civil and traffic engineering projects. His responsibilities include various engineering work including civil/site design, utility design, roadway design, roundabout design, traffic impact studies, traffic signal design, storm sewer design and modeling, grading and erosion control design, and preparation of site plans for commercial, industrial and institutional projects.

In 2005, Brian obtained his accreditation as a Professional Traffic Operations Engineer (PTOE). This designation recognizes the traffic operation specific experience and education Brian has accumulated in his 27 years of work with traffic and transportation related projects.

PROJECT EXPERIENCE

East Locust Creek Surface Water Reservoir
Sullivan County, Missouri

The Baptist Home Campus & Site Planning
Ashland, Missouri

Lenoir Woods Senior Living Master Plan & Site Development
Columbia, Missouri

The Crossing Church Campus & Site Planning
Columbia, Missouri

East Ashland Plaza Site Planning
Ashland, Missouri

Boonville Wastewater Plant
Boonville, Missouri

Menards Plaza Site Planning
Sedalia, Missouri

Waco Road Extension
Boone County, Missouri



EDUCATION

B.S., Civil Engineering (Magna Cum Laude), University of Missouri - Columbia

M.S., Civil Engineering,
University of Missouri - Columbia

REGISTRATION & CERTIFICATIONS

Missouri (PE)
Arkansas (PE)
Kansas (PE)
Professional Traffic Operations Engineer (PTOE)

AFFILIATIONS

Institute of Transportation Engineers (ITE)

Central Missouri Chapter Institute of Transportation Engineers (CMITE)

Project Experience and References for Similar Projects

Our team members are working on or have completed the following comparable projects.

Branson, Missouri Unified Development Ordinance

Community ReCode

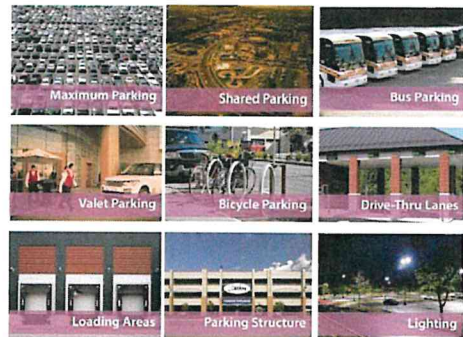
Working closely with the Branson planning staff, Elizabeth revised, rewrote, and updated the entire Branson UDO in a series of segments over a four-year period. The first round of updates included: a new zone district line up with mixed-use districts, a new Downtown district, and a Highway 76-specific entertainment district; basic design requirements; overhauled use table and expanded use-specific standards; and improved application and review processes. The second round of updates included subdivision and landscaping/stormwater regulations. And the most recent, third round of updates has focused on the sign code and has provided a deep dive into a laundry list of things that were not working in the old code in a city that takes its signage very seriously.

Contact: Joel Hornickel, Director of Planning & Development
417.337.8549 jhornickel@bransonmo.gov

Project status: The new sign code was adopted in September 2019 and the entire UDO project won the 2019 Outstanding Implementation Project award from the Missouri Chapter of the APA,.

Missing From Current Code

The following topics are missing from current code or minimal direction is provided.



Mancos, Colorado | Land Development Code

Community ReCode

Located west of Durango, Mancos (pop. 1,500) is one of the gateway communities to Mesa Verde. Mancos has dated regulations that the Town has outgrown with the growth and change they've seen over the past decade. Elizabeth worked with the town to update the Land Development Code to better implement the comprehensive plan and to include modern, best-practice based standards to regulate development going forward. The new LUC has an expanded list of zone districts that will help guide context-appropriate downtown growth as well as new sensitive lands and cluster development standards that will be applicable as Mancos expands into its growth areas. Working with the planning commission and board of trustees, Elizabeth has also helped the town prepare standards for infill development, sign regulations in conformance with the *Town of Gilbert* decision, and updated parking requirements to better reflect different pedestrian and vehicular character areas. The Mancos LDC project has a project specific website that provides updated project information to the community along with live outreach through meetings, interviews, and a very successful (and fun!) booth at the Mancos Days celebration.

Contact: Heather Alvarez, Town Administrator
970.533.7725 halvarez@mancoscolorado.com



Warsaw, Missouri Unified Development Code

Community ReCode

Working closely with Warsaw staff and dPlanit of Kansas City, Elizabeth updated the Warsaw zoning and subdivision regulations to help encourage downtown redevelopment and overall economic growth in the community. Key updates included purpose statements linking the zoning and subdivision regulations more clearly to the new comprehensive plan, a waterfront overlay district intended to encourage water-activity related development while encouraging non-water activities to locate elsewhere, connectivity standards focused on creating a more walkable downtown, and natural resource protection standards that balance the impact of development with the beauty of the Ozarks. The full code can be found on the [Warsaw website](https://www.ecode360.com/29525248):

<https://www.ecode360.com/29525248>

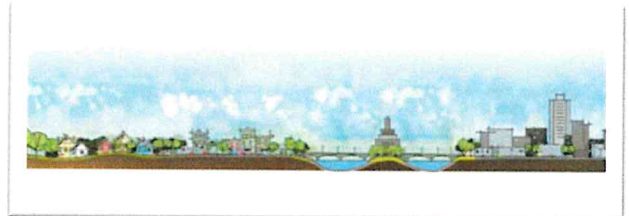


Contact: Randy Pogue, City Administrator 660.438.5522 randy.pogue@welcometowarsaw.com

Cedar Rapids, Iowa Zoning Code Update

Community ReCode

Community ReCode worked with Ferrell Madden to update Cedar Rapids' 2006 tradition zoning code into a hybrid form-based and traditional code. Cedar Rapids, pop. 130,000, was implementing their 2015 award-winning EnvisionCR comprehensive plan through the targeted use of form-based regulation in downtown, corridor, and mixed-use neighborhood areas while aligning the traditional zone districts to address transitional development outside of the form-based areas and expand the mix of housing products and densities across the city.



The ReZone Cedar Rapids project incorporated an extensive public outreach process –with a mix of live and online activities - that city staff and the consultant team used to both inform the project content and educate the community about upcoming changes in the zoning process. Outreach for the project can be viewed at: http://www.cedar-rapids.org/local_government/departments_a_-_f/community_development/rezone_cedar_rapids.php

Contact: Bill Micheel, Assistant Director Community Development 319.286.5045
w.micheel@cedar-rapids.org

Project status: adopted late 2018, winner APA Iowa Best Practice Award, 2019

Lee's Summit, Missouri M-150 Corridor Development Overlay

Community ReCode

Elizabeth worked with Kevin Klinkenberg and Clarion Associates to prepare the M-150 Sustainable Corridor Vision and Framework Plan and the supporting targeted revisions to the unified development code. The M-150 corridor is a major east-west thoroughfare through a predominately residential area of the city that is expected to develop with a vibrant mix of commercial and office uses. The plan's objective is to encourage a more sustainable pattern of development

in terms of the economy, the community, and the environment. To accomplish this, the plan, adopted in 2012, promotes an integrated approach to land use, transportation, and greenways through: the identification of focused activity centers; a balanced, market-based mix of uses; enhanced pedestrian and bicycle transportation options; and the provision of a range of housing types. These plan goals are reinforced by the M-150 Corridor Development Overlay that provides the city with a new range of mixed-use districts and site and structure design standard to guide development in the corridor. The CDO also establishes an innovative "sustainability menu" that requires the use of sustainable design elements in development design but allows individual developers to choose a range of approaches that meet the needs of their specific project. Sustainable design menu categories include compact development, multi-modal transportation, natural resource and water conservation, a healthy community, water quality and stormwater management, energy, and waste reduction and recycling.



Ashland, Missouri On-Call Engineering Services/Private Development

Allstate Consultants

Allstate has provided a wide array of engineering services in Ashland since 1978 including numerous municipal and private projects. We have provided plan review services for Ashland since 2014 and is deeply familiar with the current code and its shortcomings. Having completed many private projects within Ashland as well (including East Ashland Plaza and The Baptist Home), Allstate is also familiar with the challenges faced from the private development arena. In addition, having worked on a wide array of municipal projects (including the Ashland WWTF, Renee Drive Stormwater, and many other water, wastewater, stormwater, and roadway projects), Allstate's knowledge of Ashland's inner workings is unsurpassed.

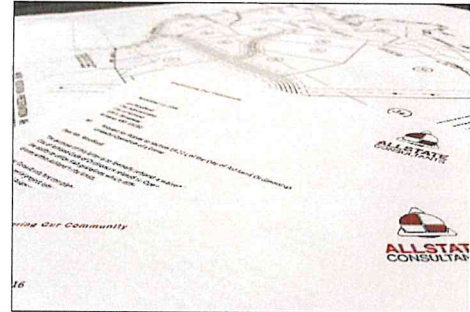


New Bloomfield, Missouri On-Call Engineering Services/Private Development

Allstate Consultants

Allstate has provided engineering services in New Bloomfield for the past 20 years. From infrastructure improvement projects to plan review, code compliance, and litigation support, Allstate has helped this rural community navigate the challenges of limited budgets, concerned citizens, and antiquated codes.

Contact: Rosemary Augustine, Ward II Alderwoman
573.491.3614 nbcity@embarqmail.com

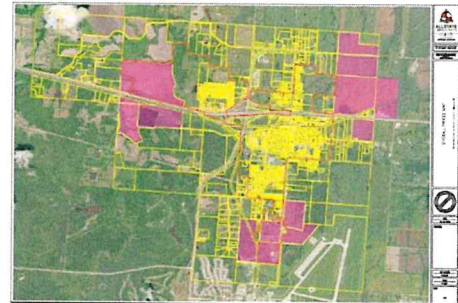


Knob Noster, Missouri Engineering and Planning Services

Allstate Consultants

Allstate has provided engineering and planning services for Knob Noster including community assessments and visioning with town hall meetings, long term infrastructure planning (sanitary sewer, storm water, trails, and sidewalks), economic development, and intergovernmental cooperation with Whiteman Air Force Base.

Contact: Luke Lewis, MBA, MPA, City Administrator
660.563.2595 llewis@cityofkn.net



Consultant for Updating the City of Ashland's Zoning and Subdivision Codes

Evaluation Scores

Scored by: Larry St. Romaine Date: 9/4/20

	FACTOR	POINTS (Max)	STREILER/PECKHAM	ALLSTATE/RECODE
1	Management capabilities	5	4	5
2	Technical capabilities	10	9	10
3	Approach to the project	10	10	10
4	Understanding of City's objectives	10	9	10
5	Proposed work schedule	5	5	5
6	Staff to be assigned	10	9	10
7	Fee and/or schedule of hourly rates	5	5	4
8	Knowledge of local situation	10	10	10
9	Knowledge of Federal and Missouri State statutes	5	5	5
10	Ability to communicate effectively with citizens, elected officials, and City staff.	10	9	10
11	Presentation and attitude, including sensitivity to citizen concerns	10	9	10
12	Confidence factor	10	9	10
TOTAL:		100	93	99

Consultant for Updating the City of Ashland's Zoning and Subdivision Codes

Evaluation Scores

Scored by: THADDEUS YONKE Date: Sept 08 2020

	FACTOR	POINTS (Max)	STREILER/PECKHAM	ALLSTATE/RECODE
1	Management capabilities	5	4	5
2	Technical capabilities	10	7	9
3	Approach to the project	10	8	10
4	Understanding of City's objectives	10	7	9
5	Proposed work schedule	5	5	5
6	Staff to be assigned	10	7	9
7	Fee and/or schedule of hourly rates	5	4	4
8	Knowledge of local situation	10	9	9
9	Knowledge of Federal and Missouri State statutes	5	5	5
10	Ability to communicate effectively with citizens, elected officials, and City staff.	10	8	10
11	Presentation and attitude, including sensitivity to citizen concerns	10	8	10
12	Confidence factor	10	7	9
TOTAL:		100	79	94

Consultant for Updating the City of Ashland's Zoning and Subdivision Codes

Evaluation Scores

Scored by: N. Fuemmeler Date: 9/8/2020

	FACTOR	POINTS (Max)	STREILER/PECKHAM	ALLSTATE/RECODE
1	Management capabilities	5	5	5
2	Technical capabilities	10	9	10
3	Approach to the project	10	8	10
4	Understanding of City's objectives	10	10	10
5	Proposed work schedule	5	4	5
6	Staff to be assigned	10	8	10
7	Fee and/or schedule of hourly rates	5	5	4
8	Knowledge of local situation	10	9	10
9	Knowledge of Federal and Missouri State statutes	5	5	5
10	Ability to communicate effectively with citizens, elected officials, and City staff.	10	8	10
11	Presentation and attitude, including sensitivity to citizen concerns	10	8	9
12	Confidence factor	10	10	10
TOTAL:		100	89	98