11.18.2026

Question submitted:

The RFP describes the zoning work in two ways. The Project Description and Scope of Services call for *recommendations* for zoning and development code updates. However, the RFP title and Phase 3 call for the consultant to *prepare* the zoning code update, including "additions, deletions, amendments, and clarification to our current zoning code."

Could the City clarify which of the following it intends?

1. **Recommendations only:** The consultant identifies and recommends zoning and development code changes in the Comprehensive Plan, and the City or others prepare the actual ordinance text.
2. **Targeted amendments:** The consultant drafts ordinance text for specific amendments, such as the City's list of ordinances and changes that come out of the Plan, without rewriting the full code.
3. **Full zoning code update:** The consultant prepares a complete updated zoning code.

If the consultant will be drafting code text, it would also help to know whether the scope includes support through the Planning Commission and City Council adoption process. It would also help to know whether the City's list of specific ordinances, mentioned in the Scope of Services, can be shared with proposers before the submittal date.

City Response:

The City's intent is Option 2 – Targeted Amendments, with an additional review of the existing Zoning Code to identify potential future updates.

As part of this project, the selected consultant will be expected to review and prepare recommended revisions, including draft ordinance language, for specific code sections identified by the City. We currently have a list of 18 and can forward them.

The consultant will also conduct a broader review of the existing Zoning Code and provide a list of additional sections that may warrant updates to better align with the Comprehensive Plan and the City's future development goals.

The preparation of revised code language for these additional sections would be considered a separate future project and is not included in the current scope. A complete rewrite of the Zoning Code is not anticipated as part of this RFP.

Category	Code Section	Topic
Commercial	DTW	Hotels
Commercial	DTW	Gaming Rooms
Commercial		Gas Stations
Procedures	1109.04(a)(2)	Dev Plan Required
procedures	1105.05/1109.04(f)	Ingress Egress Board
Building	1335	Permit Requirements
		Tree Ordinances
	1103 - enforcement	Rental properties
		EAS
		Art Code / Design Guidelines
Residential		Group Homes
	1347.06	Add one year exp. Date on DRB approvals
	1109.04 & .05(d)	Dev Plans and EAS required with CUP
		Sign ordinances
		DTW Nuisance
		Adult Day Care
		DTW Business Districts
		Lakeshore Business District