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October 19, 2021

Village of Northport
116 W. Nagonaba Street
Northport, MI 48670

Attention: Ms. Joni Scott
Clerk and Acting Zoning Administrator

Re: Proposal for Drafting Amendments to the Village Zoning Ordinance

Dear Ms. Scott:

Thank you for the opportunity to submit this cost estimate and scope of work for assisting Northport in the drafting of amendments to the Village's Zoning Ordinance. We have used our recently completed Zoning Ordinance Audit, presented at the August 2021 Planning Commission meeting, as the basis for developing our scope of work.

During our first phase of work, the Zoning Ordinance Audit identified numerous complex issues that will require some significant discussion amongst the Planning Commission to identify the best approach and resulting zoning language.

We are proposing an intensive and compressed process to evaluate and prepare prospective language to concentrate on concerns identified within the Master Plan and Zoning Ordinance Audit. We suggest that this process be led directly by the Planning Commission, who can provide direction on appropriate zoning amendment language and ensure that the recommendations of both the Master Plan and Zoning Ordinance Audit will be completed.

Through our work with Northport over the last several months, we are confident that Wade Trim has developed an understanding of the community to efficiently complete the work and provide the community with the regulatory tools necessary to guide the future development of the Village.

Scope of Work – Substantive Zoning Ordinance Revisions

We propose to perform the following services:

Task 1: Preliminary Draft of Amendments

Based on the findings of the Zoning Ordinance Audit and discussion during our recent presentation, we will research appropriate options and draft preliminary language for review. This draft will cover a majority of the administrative and simple substantive changes to the existing Zoning Ordinance.

Task 2: Presentation of Materials to Planning Commission

We propose having a 2.5 hour working meeting with the Planning Commission to present our initial language, discuss options, and obtain feedback from the Commission on how to modify the draft language. Certain topics may require additional input from the Planning Commission, including Bayshore residential, minimum lot size changes/zoning district densities, green energy production,

accessory dwelling units, and other land use topics. We will prepare zoning language to address these topics, based on feedback received during the working meeting.

Task 3: Drafting of Form-based Code for the C-1 Core Commercial and CR-1 Commercial Residential Districts

To achieve the goals of the Master Plan to enhance the Village character and support the development of a mixture of housing options and new residential and commercial patterns, we propose the creation of a new form-based code for the C-1 and CR-1 districts.

Standard "Euclidean" zoning has been shown as an impediment to the development of traditional mixed use downtown districts, like those found in most American cities, towns, and villages predating 1940. Standard zoning is based upon the separation of uses and is geared towards the protection of less intensive uses. This separation of uses approach has been shown to be unable to permit a mixture of uses and structures that form street walls that enclose the street in downtown districts and support urban vibrancy. The Village's master plan, Zoning Ordinance, and Architectural Design Standards all are desirous of this type of downtown development, but by the nature of ordinary zoning, the Village's ordinance acts as an impediment to supporting its creation.

Since the turn of the Millennium, the use of form-based codes, especially in downtown districts, has grown exponentially. Instead of regulating land uses, form-based codes focus on the regulating the urban form of the structures by controlling the relationship between the building facades and the public realm, the form and mass of the buildings, and the scale of the buildings. This new land use approach is much better suited to support the development of districts that have the same characteristics that are found in traditional urban settings like downtown Northport.

We propose drafting form-based codes for the C-1 and CR-1 districts that would create the framework that will ensure that the Village's Architectural Design Standards are achieved. As a part of this effort, we will draft a regulating plan, public space standards, and building form standards that are the basis of form-based codes. Various graphics will be created for the C-1 and CR-1 districts that supplement the new text and illustrate the types of structures that would comply with these regulations.

Task 4: Joint Work Session with Planning Commission and Village Council

To assist the Planning Commission and Village Council with fully understanding the rationale and this new framework, we propose having a joint working session to present the draft form-based code language and demonstrate how the new language will function. We will illustrate how these new requirements will lead to new developments that meet the intent of the Village's Master Plan and intent and purpose statements found in the current C-1 and CR-1 zoning language.

Task 5: Public Zoning Workshop, Planning Commission Review Meeting, and Final Draft of Proposed Language

To garner public input on the proposed revisions, including the new form-based districts, a public zoning workshop is proposed where Wade Trim will present the proposed changes to the public for their consideration. Based on the results of the workshop, we will prepare necessary revisions to the language. At this stage, we will attend one final meeting with the Planning Commission to review the draft. We will prepare the final draft zoning amendment language based on final feedback received from the Planning Commission.

Task 6: Adoption Process

After completion of the above tasks, we will assist the Village throughout the state-required adoption process (per the Michigan Zoning Enabling Act). This will include preparing the public hearing notice language and notice of adoption language. After adoption, we will merge the adopted zoning amendments into the existing Zoning Ordinance to create a clean version of the Ordinance. We will provide one (1) copy of the final adopted Zoning Ordinance in Adobe PDF format which the Village can post to the Village website and utilize for printing copies for the Planning Commission, Village Council, and other staff (this task does not include the printing of hard copies of the Ordinance).

Cost Estimate

Wade Trim proposes to complete the above-described scope of work for a lump-sum fee of \$31,950.

These fees are broken down below and are inclusive of all project related expenses, including project management, travel expenses, shipping, etc.

<u>Master Plan Update Task</u>	<u>Cost</u>
Task 1: Drafting of General Zoning Ordinance Revision Language	\$7,500
Task 2: Presentation of Materials to Planning Commission	\$1,250
Task 3: Drafting of Form-based Code for the C-1 and CR-1 districts	\$18,500
Task 4: Joint Planning Commission - Village Council Meeting	\$1,500
Task 5: Public Zoning Workshop and Final Draft of Proposed Language and presentation to Planning Commission	\$2,250
Task 6: Drafting of Final Zoning Ordinance Revisions and Adoption Process	<u>\$950</u>
	<i>Total:</i> \$31,950

Included in the above zoning ordinance update tasks is the team's attendance at two Planning Commission meetings, one public zoning workshop, and the Planning Commission public hearing. Additional meetings requested by the Village would be billed at a flat rate of \$450 per meeting.

Project Schedule

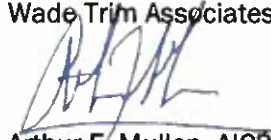
We can begin work upon receiving a notice to proceed from the Village. We anticipate the zoning ordinance amendment process taking approximately seven months to complete.

<u>Event</u>	<u>Timeframe</u>
Drafting of Proposed Zoning Ordinance Language	Jan. – Feb. 2022
Planning Commission Review Meeting #1	Mar. 2022
Drafting of Form-based Code for C-1 & CR-1 Districts	Jan. – May 2022
Joint Planning Commission – Village Council Meeting	Apr. 2022
Public Workshop and Planning Commission Review Meeting #2	June 2022
Final Draft and Public Hearing	July 2022
Final Deliverables	Aug. 2022

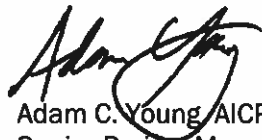
We look forward to working with the Village on this important project. If you have any questions, or need additional information, please feel free to reach out to us.

Very truly yours,

Wade Trim Associates, Inc.



Arthur F. Mullen, AICP
Professional Planner/ Project Manager



Adam C. Young AICP
Senior Project Manager

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