



WADE TRIM

March 18, 2015

Mr. Joseph Sobota, City Administrator
City of Pontiac
47450 Woodward Ave.
Pontiac, MI 48342

Re: Proposal for additional zoning projects - REVISED

Dear Mr. Sobota:

The first step in implementing the action items contained in the City's updated Master Plan is to do an update of the Zoning Ordinance. There is a significant amount of minor updating that Wade Trim staff will perform in the normal course of duty. For these text and map amendments, James Sabo will coordinate all updates with the Planning Commission, who will ultimately recommend adoption to City Council.

There are three major zoning updates that fall outside of the scope of services contained in our contract. All of these projects are recommended specifically in the Master Plan and called out in the Implementation Plan. We believe that it is important to capitalize on the community enthusiasm and support for the Master Plan and to build on that energy to complete the necessary zoning updates.

These projects, proposed professional fees and proposed schedule are listed below:

1. Develop Entrepreneurial Residential-Commercial and Entrepreneurial Industrial-Commercial Overlay District standards.

Developing new overlay district language for the two proposed entrepreneurial districts is the foundation of the City's neighborhood economic development strategy and should be the top priority.

Wade Trim staff will develop draft ordinance language and present to the Planning Commission for initial review. Following the first review by the Planning Commission, staff will revise the ordinance language based on comments from both the public and Planning Commission. The revised ordinance language will be presented to the Planning Commission as part of a public hearing. Following the public hearing, Planning Commission will vote to recommend that Council adopt the ordinance language and map. Staff will also present the proposed ordinance to City Council for a first reading and public hearing. At this point, council may offer and changes to the ordinance text or map. At the second reading, Council will be asked to adopt the proposed ordinance and map.

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Deliverables:

- Entrepreneurial Residential-Commercial and Entrepreneurial Industrial-Commercial Overlay District text and maps. Additionally, these overlay districts will include the following:
 - Purpose statements
 - Listing of allowable uses
 - Building and design standards
 - Performance standards
 - Review and approval procedures
- Attend four (4) meetings as described below

Meetings:

- Attend two Planning Commission Meetings
- Attend up to two City Council Meetings (or one City Council meeting and one Community Development subcommittee meeting)
- Additional meetings outside of the four included will be billed at \$500 \$400 per meeting

Professional Fees: \$17,000. \$15,000
Target completion date: October 2015.

2. Develop and adopt a new ordinance and policy document for a Complete Streets ordinance.

The Master Plan contains a recommendation to "create a safe and connected multi-modal transportation network that provides an expanded range of transportation options and alternatives for all residents." Specifically, the plan calls for the adoption of a Complete Streets Ordinance.

Wade Trim will work with the City Engineer, our transportation staff and City Council to develop a Complete Streets Ordinance. The final deliverable will be an ordinance based on industry best practices and practical design solutions.

Deliverables:

- Complete Streets Ordinance
- Attend ~~six~~ three (3) meetings as described below

Meetings:

- Attend ~~up to two~~ one (1) Planning Commission Meetings
- Attend up to two (2) City Council Meetings (or one City Council meeting and one Community Development subcommittee meeting)
- ~~Coordinate on kick-off and one review meeting with City Engineer.~~
- Additional meetings outside of the three included will be billed at \$500 \$400 per meeting

Professional Fee: \$10,000 \$1,500. Target completion date: June 2015

3. Develop Transit Oriented Development Overlay District and incentives.

Wade Trim will work with the Planning Commission to develop language for the Transit Oriented Development (TOD) Overlay district. Process will include at least two coordination meetings with City Engineer, Oakland County Planning & Economic Development staff and SMART officials.

Wade Trim staff will develop draft ordinance language and present to the Planning Commission for initial review. Following the first review by the Planning Commission, staff will revise the ordinance language based on comments from both the public and Planning Commission. The revised ordinance language will be presented to the Planning Commission as part of a public hearing.

Following the public hearing, Planning Commission will vote to recommend that Council adopt the ordinance language and map. Staff will also present the proposed ordinance to City Council for a first reading and public hearing. At this point, council may offer and changes to the ordinance text or map. At the second reading, Council will be asked to adopt the proposed ordinance and map.

Deliverables:

- Transit Oriented Development Overlay District and Map
 - Includes potential development incentives
 - Purpose statement
 - Listing of allowable uses
 - Building and design standards
 - Performance standards
 - Review and approval procedures
- Attend four (4) meetings as described below

Meetings:

- Attend two Planning Commission Meetings
- Attend up to two City Council Meetings (or one City Council meeting/public hearing and one Community Development subcommittee meeting)
- Additional meetings outside of the four included will be billed at \$500 \$400 per meeting

Professional Fee: \$10,000. Target completion date: December 2015.

Again, we relish the opportunity to be a part of the Pontiac team and look forward to discussing this further at your convenience.

Very truly yours,

Wade Trim, Inc.

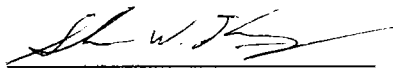


Charles Smith, AICP
Project Manager

CFS:xxx
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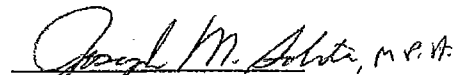
Authorized by:

For Wade Trim:


Shawn Keough, Vice President

5/21/2015
Date

For the City of Pontiac:


Joseph Sobota, City Administrator

5/21/15
Date