

Memorandum

To: Mayor Dan O'Leary and City Councilmembers

From: Lori Johnson

Date: June 27, 2022

Re: WSB Project No. 019575-00
Zoning Ordinance Update

This memo is provided to you for discussion purposes regarding the following items:

- Escrow policies and escrow ordinance amendment work.
- The zoning ordinance update.
- Bee/chicken permit inspections/renewals/enforcement

These projects will take a substantial amount of time and are outside the scope of our normal workload in Sunfish Lake. I want to make sure the City Council is in full alignment with the effort and associated costs upfront prior to embarking on these projects.

Escrow Work

The City Engineer and I have been working with the Mayor and other staff members on the escrow policies, the land use application and fee schedule amendments since the start of the year. Because this work was outside of our normal planning work for the city, WSB has "held" the time spent on this effort (that time has not yet been invoiced). The total fee that has been held in relation to the initial escrow work is \$3,854.75.

Ordinance Update

Based on the memo that Mayor O'Leary previously presented to the Council on February 8, 2022, I have prepared a time/cost estimate that I believe will be representative of the effort to amend the entire zoning ordinance. The table below breaks down the project by hours and costs. I have estimated the cost to amend the zoning ordinance for the City of Sunfish Lake to be \$32,700.

Tasks	Hours	Costs
Monthly Meetings (each month for 8 months)	24	\$4,000
Review/Research Chapters (each month for 8 months)	64	\$10,000
Drafting New Chapters (each month for 8 months)	64	\$7,700
Drafting Final Ordinance	80	\$9,700

Travel Time (monthly meetings)	8	\$1,300
Total		\$32,700

I have planned to work with Mayor O'Leary on 6 chapters per month, which may vary depending on the size of the chapters. We would then meet each month for a total of three hours, though this would not necessarily be at one time based on our individual schedules. I have estimated that the City Engineer may be requested to assist with this effort for approximately 2 hours per month. For reference, my hourly rate is \$159/hour and the City Engineer's rate is \$206/hour.

In order to amend the ordinance a substantial amount of research work will be required. In an effort to keep the fees down as much as possible, I have proposed that Joe Hartmann, Professional Community Planner I, provide research assistance to me as he bills at a substantially lower rate than I do at \$95/hour. I will then use his research to draft and comment on any proposed ordinance amendments.

You will also see that I have set aside hours for final drafting of the proposed zoning ordinance amendments. I have tried to be as realistic as possible for the time to be spent on this effort.

Finally, if we meet in person, travel time would need to be accommodated.

Please keep in mind that these are estimates and I will do my best to stay within these hours and schedules. I will monitor the hours and schedules for this undertaking and if there is a point where more time is necessary to achieve the goal of updating the ordinance, I will inform you of what the additional cost may be, much like the monitoring of escrow funds. This is not presented in an hourly-not-to-exceed format, but rather an hourly format.

Chickens and Bees

I also know that it is your desire to update/renew all existing bee and chicken permits. Prior to doing anything with regard to these permits I will discuss with you what you desire to achieve with updating and/or renewing all existing permits. Tentatively, the plan is to do a site inspection and determine compliance for each existing administrative permit that has been issued. There are between 10 and 12 existing permits that I have found based on my research. Joe Hartmann will do these inspections as he would be billing at the \$95/ hour rate. Upon reporting his findings, I will take action in either renewing their initial permit or taking enforcement steps. These steps would include a written notice that the applicant is not in compliance with their permit, and then the applicant would be given time to comply with the requests. I estimate that it will take Joe 4 hours to do the inspections, 2 hours to configure a report back to me, and 10 hours for me to issue compliance/renewal letters. This would result in a total fee of approximately \$2,200.

Conclusion

In conclusion, I am estimating the final cost for the escrow work, ordinance work and the updating/renewal of existing bee and chicken permits to be \$38,754.75. I will be prepared to answer any questions you have on the fees and or processes that I've outlined above. I am requesting the City Council's authorization for WSB to undertake the actions outlined above at an estimated cost of \$38,754.75, with the understanding that I will advise the City Council if additional funds are needed to complete these tasks.