

CITY OF SUNSET HILLS

BOARD OF ALDERMEN

AGENDA

SEPTEMBER 27, 2016

6:00 P.M.

A meeting of the Board of Aldermen will be held at City Hall, 3939 S. Lindbergh Blvd., on September 27, 2016 at 6:00 p.m.

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentation from Hilltop Securities on bond refunding**
- 4. Review of the Police Advisory Board**
- 5. Discussion of Planning and Zoning Commission**
- 6. Discussion of trash service requirement**
- 7. Discussion of video conferencing bill**
- 8. Discussion of Board communication**
- 9. Discussion of zoning code update RFQ**
- 10. General Discussion**
- 11. Request to meet in closed session pursuant to 610.21.3 and 610.21.1 RSMo to discuss litigation.**
- 12. Adjournment**

Memorandum

TO: Mayor Fribis, Members of the Board of Aldermen, and City Administrator, Eric Sterman
From: Chief William LaGrand
Date: September 19, 2016
RE: Police Advisory Board

The existence of the Sunset Hills Police Advisory Board predates my tenure as Chief of Police. It is my understanding that the Police Advisory Board was a very activist group that was involved in operational matters as well as personnel decisions. It is also my understanding that this approach became problematic. At some point, the elected officials decided that the Police Advisory Board should take on a role that is purely advisory.

Subsequently, the members of the Police Board have struggled with an understanding of their mission. Frequently, I would contact the chairman of the board to set an agenda. To be very honest, there were times when it was difficult to "come up" with appropriate agenda items. There was frequently a conflict about having a meeting for the sake of having a meeting. The current and prior chairman of the police advisory board have operated under the concept to not have a meeting just for the sake of meeting.

Recently, some members of the Police Advisory Board have expressed opinions that indicate a desire on their part to take an activist position and a desire to become involved in operational matters.

The City of Sunset Hills has evolved and with the addition of a city administrator, perhaps the mission of the Police Advisory Board needs to be clarified and re-affirmed.

In looking at the ordinance that established the Police Advisory Board, the board is to act in an advisory capacity to the board of aldermen and chief of police on policy matters. These are defined as including the following: budgeting, capital improvements, planning and administrative procedures, public relations, training, and law enforcement programs, and other services as may be directed by the board of aldermen for the safety and protection of the community.

It is my understanding that one of the purposes for the establishment of the city administrator position is to ensure professional operation of the city, hence with the establishment of the city administrator position, budgeting, capital improvements, and planning and administrative procedures are more properly done by the city administrator in conjunction with the chief of police. The training that is done is mandated by Missouri State Statute. We have always exceeded the minimum amount of training required by the Peace Officer Standards and Training Commission. That basically leaves law enforcement programs.

It would be my recommendation that the role of the police advisory board be clearly defined as advising the board of aldermen on law enforcement programs for the safety And protection of the community, That the police board has no responsibility for the operational concerns or oversight of the police department. I would further recommend that the meeting schedule be spelled out as no less than four times per year. The current ordinance could be cleaned up regarding the membership of the police advisory board as well as the determination of who will serve as chairman.

ARTICLE VI. - POLICE ADVISORY BOARD^[11]

Sec. 2-211. - Established; duties.

There is hereby established a police advisory board which shall have the following duties: It shall act in an advisory capacity to the board of aldermen and chief of police on policy matters relating to the operation of the police department. Policy matters shall be defined to include budgeting, capital improvements, planning and administrative procedures, public relations, training, law enforcement programs and to do and perform such other services for the safety and protection of the lives of the inhabitants and property of the city as may be directed by the board of aldermen from time to time.

(Ord. No. 927, § 1, 6-13-1989; Ord. No. 1931, § 1, 10-14-2014)

Sec. 2-212. - Membership.

The board shall consist of five (5) members, one (1) from each ward and one (1) alderman. In addition, one consultant to the board shall be appointed from the city at large who shall have no vote and shall serve at the will of the mayor and board of aldermen.

(Ord. No. 927, § 2, 6-13-1989)

Sec. 2-213. - Nomination; term.

The members shall be nominated by the mayor and approved by a majority vote of the elected members of the board of aldermen, and each member of the police advisory board shall serve for a two-year term. In the event of any vacancy, successor shall be appointed for the unexpired term only.

(Ord. No. 927, § 3, 6-13-1989; Ord. No. 970, § 1, 10-2-1990)

Sec. 2-214. - Initial appointments.

Of the first board appointed, two (2) of the ward representatives shall be appointed for one-year terms; and, thereafter, their successors shall be appointed for two-year terms.

(Ord. No. 927, § 4, 6-13-1989)

Sec. 2-215. - Reserved.

BILL NO. 24

ORDINANCE NO. _____

AN ORDINANCE REPEALING CHAPTER 2, ARTICLE V, SECTIONS 2-202 THROUGH 2-210 OF THE CODE OF ORDINANCES AND ENACTING NEW SECTIONS IN LIEU THEREOF TO ESTABLISH A PLANNING AND ZONING COMMISSION AND TO PROVIDE FOR ITS COMPOSITION AND DUTIES

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

Section 1: The Board of Aldermen established a Zoning Commission in 1957 and amended its composition and duties, most recently in 2002.

Section 2: The Board of Aldermen deems it to be in the best interest of the residents and businesses in the City of Sunset Hills to establish a statutory Planning and Zoning Commission, as provided in Chapter 89 RSMo. and to provide for its composition and duties.

Section 3: Chapter 2, Article V, Sections 2 – 202 through 2 – 210 of the code of ordinances shall be repealed and new sections shall be enacted, as follows:

ARTICLE V. - PLANNING AND ZONING COMMISSION

Sec. 2-202. - Created.

There is hereby created a planning and zoning commission for the city, which may also be known as the zoning commission or the commission.

Sec. 2-203. - Composition; terms.

The commission shall consist of 10 members, with 4 members consisting of 1 resident from each ward and 6 members at large, irrespective of ward residence. The members shall be nominated by the mayor and approved by the board of aldermen. Each member shall serve for a three-year term and may be reappointed an indefinite number of times. With respect to the initial appointments, 2 of the ward representatives shall be appointed for a one-year term and 2 shall be appointed for a two-year term. Also, with respect to the initial appointments, 3 of the at large representatives shall be appointed for a one-year term and 3 shall be appointed for a two-year term. Thereafter, all successors shall be appointed for three-year terms.

Sec. 2-204. - Requirements for appointed members.

The members of the commission shall be residents of the city, be at least 21 years of age, and shall hold no other elected or appointed office of the city.

Sec. 2-205. - Chairman and vice chairman/secretary of the commission.

(a) The commission shall elect a chairman and a vice chairman/secretary from among the members by a majority vote of those members constituting a quorum. The term of chairman and vice chairman/secretary shall be for one year, commencing at the June meeting of each year, with

eligibility for re-election. The chairman shall conduct meetings of the commission in accordance with Roberts Rules of Order, and shall forward recommendations of the commission to the board of aldermen.

- (b) The vice chairman/secretary shall be the acting chairman in the absence of the duly elected chairman, and shall perform all duties of the chairman for any meeting at which the vice chairman/secretary presides in the absence of the chairman. In the event neither the chairman nor vice chairman/secretary is present, the next senior member of the commission in terms of time as a member of the commission shall chair the meeting.
- (c) All members of the commission shall serve without compensation.

Sec. 2-206. - Meeting dates and times.

The commission shall meet on the first Wednesday of each month, or as otherwise agreed. Meetings shall begin at 7:00 p.m.

Sec. 2-207. - Jurisdiction and duties generally.

The commission shall have such jurisdiction and all of the powers and duties as may be provided by ordinance or state law.

Sec. 2-208. - Commission to make studies and recommendations.

- (a) The commission is authorized and directed to make studies and recommendations to the board of aldermen regarding the various original districts and appropriate regulations to be enforced therein, including regulations and restrictions as to the height, number of stories and size of buildings and other structures; the percentage of lot that may be occupied; the size of yards, courts and other open spaces; the density of population; the preservation of features of historical significance; and the location and use of buildings, structures and land for trade, industry, residence or other purposes.
- (b) Recommendations made by the commission shall be made upon review of a comprehensive plan and designed to lessen congestion in the streets; to secure safety from fire, panic and other dangers; to promote health and the general welfare; to provide adequate light and air; to prevent the overcrowding of land; to avoid undue concentration of population; to preserve features of historical significance; and to facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirements.
- (c) Recommendations shall be made with reasonable consideration, among other things, to the character of the district and its peculiar suitability for particular uses, and with a view to conserving the values of buildings and encouraging the most appropriate use of land throughout the city.
- (d) The zoning commission shall hear applications for amendments, modifications or revisions of the zoning ordinance of the city and shall forward such application to the board of aldermen with its recommendations thereon.

Sec. 2-209. - Commission approval of plats—Effects.

The approval of a plat by the commission or the board of aldermen does not constitute or affect an acceptance by the City of Sunset Hills or of the public of the dedication to public use of any street or other ground shown upon the plat.

Section 4: This Ordinance shall take effect immediately upon its passage and approval.

PASSED THIS DAY OF _____, 2016.

MAYOR

APPROVED THIS DAY OF _____, 2016.

MAYOR

ATTEST:

CITY CLERK/CITY ADMINISTRATOR

BILL NO. 10

ORDINANCE NO. _____

AN ORDINANCE REGARDING OPEN MEETINGS AND RECORDS POLICY

WHEREAS, the Board of Aldermen ("Board") of the City of Sunset Hills, State of Missouri ("City") finds and declares that there is reason to believe that it needs to amend the Ordinance regarding open meetings and records policy;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SUNSET HILLS, ST. LOUIS COUNTY, MISSOURI, AS FOLLOWS:

Section 1. Article II, Division 2 of the Code of Ordinances shall be amended by adding new Sections 2-34 and 2-35 as follows:

Sec. 2-34. Journal of Minutes and Record of Voting.

A journal or minutes of open and closed meetings shall be taken and retained by the public governmental body, including but not limited to a record of any votes taken at such meetings. The minutes shall include the date, time, place, members present, members absent and a record of any votes taken. When a roll call vote is taken, the minutes shall attribute each "yea" and "nay" or abstinence if not voting to the name of the individual member of the public governmental body. Any votes taken during a closed meeting shall be taken by roll call. All public meetings shall be open to the public and public votes and public records shall be open to the public for inspection and duplication. Except as otherwise provided in Section 2-35, all votes taken by roll call in meetings of the Board shall be cast by members of the Board who are physically present and in attendance at the meeting. When it is necessary to take votes by roll call in a meeting of the Board, due to an emergency of the public body, with a quorum of the members physically present and in attendance and less than a quorum of the members participating via telephone, facsimile, Internet, or any other voice or electronic means other than video conference pursuant to Section 2-35, the nature of the emergency of the public body justifying that departure from the normal requirements shall be stated in the minutes. Where such emergency exists, the votes taken shall be regarded as if all members were physically present and in attendance at the meeting.

Sec. 2-35.

A. *Policy Statement.* While it is legally permissible for members of the City's public governmental bodies to attend meetings and vote via videoconference transmission, a member's use of videoconference attendance should occur only sparingly. Because it is good public policy for citizens to have the opportunity to meet with their elected officials face to face, elected members of a public governmental body should endeavor to be physically present at all meetings. The primary purpose of attendance by videoconference connection should be to accommodate the public governmental body as a whole to allow meetings to occur when circumstances would otherwise prevent the physical attendance of a quorum of the body's

members. A secondary purpose of attendance by videoconference should be to ensure that all members may participate in business of the public governmental body that is emergency or highly important in nature and arose quickly so as to make attendance at a regular meeting practically impossible. Except in emergency situations, all reasonable efforts should be expended to ensure that a quorum of the members of the public governmental body be physically present at the normal meeting place of the body.

B. *Videoconference Defined.* For purposes of this Section, "videoconference" or "videoconferencing" shall refer to a means of communication where at least one (1) member of a public governmental body participates in the public meeting via an electronic connection made up of three (3) components: (1) a live video transmission of the member of the public governmental body not in physical attendance; (2) a live audio transmission allowing the member of the public governmental body not in physical attendance to be heard by those in physical attendance; and (3) a live audio transmission allowing the member of the public governmental body not in physical attendance to hear those in physical attendance at a meeting. If at any time during a meeting one (1) or more of the elements of a videoconference becomes compromised (e.g., if any participants are unable to see, hear, or fully communicate), then the videoconference participant is deemed absent, and this absence should be reflected in the minutes.

C. *Frequency of Use of Videoconference Attendance.* Unless otherwise approved by the members in physical attendance at a meeting, a member of a public governmental body shall not attend more than three (3) meetings via videoconference in a rolling twelve-month period. Attendance via videoconference should only occur sparingly and for good cause. Such good cause shall include reasons such as serious illness or injury of the member or a member of his or her immediate family, including father or mother, spouse, sibling, child, or grandchild.

D. *Physical Location.* The City shall provide at the posted physical meeting location communication equipment consisting of an audio and visual display, and a camera and microphone so that the member(s) participating via videoconferencing, the members of the public governmental body in physical attendance, and the public in physical attendance may actively participate in the meeting in accordance with rules of meeting decorum. The communication equipment at the physical location of the meeting should allow for all meeting attendees to see, hear, and fully communicate with the videoconferencing participant.

E. *Voting.* Members of a public governmental body attending a public meeting of that body via videoconference are deemed present for purposes of participating in a roll call vote to the same effect as elected members of a public governmental body in physical attendance at a public meeting of that governmental body are deemed present. If any component of the videoconference communication fails during the meeting, the member attending the meeting by videoconference whose connection failed shall be deemed absent immediately upon such failure. If the public governmental body was in the act of voting, the voting shall stop until all of the components of videoconference attendance are again restored and the videoconference participant's presence is again noted in the minutes, or the member is determined to be absent.

F. *Closed Meetings.* In a meeting where a member of a public governmental body is participating via videoconferencing and the meeting goes into a closed session, all provisions of Missouri law and City ordinances relating to closed sessions apply. Upon the public governmental body's vote to close the meeting, all members of the general public shall not be present. Likewise, a member of a public governmental body participating via videoconferencing must ensure there are no members of the public present at his or her location to see, hear, or otherwise communicate during the closed session. The member must also take all reasonable precautions to guard against interception of communication by others.

G. *Minutes.* In any open or in closed session, the minutes taken should reflect the member, if any, participating via videoconference, the members in physical attendance, and members, if any, absent.

H. *Emergency Meetings and Quorum.* In addition to the provisions of Section 2-34, in the event that emergency circumstances prevent the members of a public governmental body to physically attend, the body may meet and vote by videoconference without the requirement that a quorum be physically present in the same place. Examples of such emergency circumstances include, but are not limited to, war, riot, terrorism, widespread fire, or natural disaster such as earthquake, tornado, hurricane, flood or blizzard. To the extent reasonably possible in such circumstances, the public governmental body shall use reasonable efforts to cause a physical location to be provided for public attendance and participation. The nature of the emergency shall be recorded in the minutes. If no emergency exists, a quorum of the public governmental body shall be physically present at the physical location for which notice of a meeting is provided.

Section 2. This Ordinance shall be in full force and effect from and after its passage by the Board and approval by the Mayor. Any ordinances inconsistent with this Ordinance are hereby repealed.

PASSED THIS ____ DAY OF _____, 2016.

MAYOR

APPROVED THIS ____ DAY OF _____, 2016.

MAYOR

ATTEST: _____
DEPUTY CITY CLERK



MEMORANDUM

To: Mayor Pat Fribis and the Board of Aldermen

From: Eric Sterman, City Administrator

Date: September 21, 2016

Re: Board and Staff Communication Guidelines

As we work through the process of incorporating a City Administrator into our operations, I thought this would be a good time to clarify some matters regarding Board and Staff communication, expectations, and guidelines for how we will operate moving forward.

Work Session Guidelines

One area that has seemed to be a source of confusion is the role of work sessions, what purpose they serve, and how the agendas are set.

Per our City code, the work session is meant to be "...discussion with staff and the community on upcoming issues, projects and concerns..."

I would suggest that all efforts are made to ensure that these work sessions adhere to their purpose and remain for discussion items only. If a need arises for a bill to be voted on, a brief special meeting should be called that could begin at 7:00 after the work session. This would allow for public input and proper posting prior to any votes on legislation, while still maintaining the work session as a forum for informal discussion on various issues. Resolutions or proclamations that are deemed to be minor in nature could still remain on the work session agendas at the Mayor and/or Board's discretion.

Board Meeting Agenda Guidelines

Our City code states that the City Administrator shall "Submit to the mayor and board of aldermen a proposed agenda for each board of aldermen meeting at least forty-eight (48) hours before the time of the regular board of aldermen meeting."

In order to bring some clarity to the process and help me effectively prepare Board agendas and packets in a timely fashion, I would like to propose the following procedure be adopted by the City:

Items may be placed on the regular meeting or work session agenda at the request of the Mayor or any two (2) members of the Board of Aldermen. All agenda items with supporting documentation shall be submitted to the City Administrator/City Clerk no later than Noon the Thursday prior to a Tuesday meeting.

Communication Guidelines

I understand that there is an adjustment period as the Board and staff gets acclimated to working with a City Administrator. I have a few recommendations in regards to communications that I believe will help make this working relationship stronger.

Aldermen should feel free to request information of staff. It will be expected that such contact will be communicated by the staff member to the City Administrator. An informal system of direct communication with staff is encouraged, but it is not appropriate for elected officials to give orders to any City employee other than the City Administrator.

Additionally, Aldermen should feel free to make individual requests to me. If I feel that the request will take considerable time or resources or is not necessarily consistent with the desire/goals of the majority of the Board, I will ask direction of the full Board of Aldermen before proceeding. In addition, information gathered to fulfill such requests will be shared with the full Board of Aldermen.

When an elected official hears of a complaint, I ask to be informed as quickly as possible so that staff may deal with the problem in a reasonable manner.

Whenever possible, please communicate requests or concerns prior to Board of Aldermen meetings. This will allow staff time to research and respond to questions, and will also help Board meetings run more efficiently.

I recommend that the Board allow staff to be the front-line for initially meeting with developers. This will ensure that consistent information is disseminated both to the developer as well as the Board. Staff can work with the developer to facilitate meetings with Aldermen in the affected ward, or with the entire Board if appropriate. For larger development projects, staff will offer the developer the option of appearing before the Board at a work session to get feedback on their project, similar to the concept plan presentation at P&Z. It is expected that no votes will occur at such presentations, and this presentation will in no way circumvent the normal development approval processes.

Lastly, as the Board discussed recently, please funnel any questions, concerns, etc. for the City Attorney through me. I will ensure that requests are followed up on, as well as the subsequent information is shared with the entire Board.

I hope that by clarifying some of these processes I can continue to help provide the Board with the information you need to make effective decisions, while also keeping our meetings running as smoothly as possible. Let me know if you have any questions.



MEMORANDUM

To: Mayor Pat Fribis and the Board of Aldermen

From: Eric Sterman, City Administrator

Date: September 21, 2016

Re: Zoning Code Update RFQ

Enclosed in your packet is a draft copy of the RFQ for a consultant to help rewrite the zoning code. This document will be used to help define the scope of the project and solicit qualified firms for consideration by the City.

The primary purpose of rewriting the zoning code is to make the code clearer and easier to understand and interpret. At the same time, we want to use this chance to investigate certain tools such as residential and commercial design standards, overlay districts, historic preservation districts, and others. You will see these items in the proposed scope of services. Please review the RFQ and provide any comments or feedback you may have.

Lastly, I would like the Board to consider the composition of the committee that will interview and select the consultant. While the full Board will be involved in the process and will vote on the approval of the contract, staff recommends a smaller steering committee to complete the interviews and negotiate with the preferred consultant. We would anticipate that this committee would also take a more active role in overseeing the actual process of developing the new code, with additional input from the Board and others. Right now, the recommended composition of the committee is one Alderman, myself, the Public Works Director, the Assistant Planner, and the Assistant City Engineer. If the Board wishes to change the makeup of that committee now is the time to have that discussion and decide accordingly. It would also be beneficial for the Board to choose who the Board representative on the committee will be so that individual or those individuals can be involved in the interview process once we solicit responses to the RFQ.

Let me know if you have any questions.



City of Sunset Hills

Request for Qualifications (RFQ)
Zoning Code Update
Subdivision Code Update
Sign Code Update
Commercial Design Guidelines
Residential Design Guidelines

The City of Sunset Hills will accept qualifications to provide planning services to assist in the development and preparation of an update to the City's zoning code, subdivision code, sign code and preparation of design guidelines for commercial and residential properties.

Qualifications will be accepted at Sunset Hills City Hall until 5:00 pm on Thursday, November 7, 2016. Proposals can be mailed or dropped off to the following address:

Bryson Baker, P.E.
Director of Public Works
City of Sunset Hills
3939 South Lindbergh Boulevard
Sunset Hills, MO 63127

Proposals must be submitted in a sealed envelope and clearly marked "Zoning Code Update RFQ". Proposals submitted via email or facsimile will not be accepted.

Estimated Selection Process Step	Date
Release of the Request for Proposals (RFP)	October 3, 2016
Final Date for Consultants to Submit Questions	October 24, 2016
Answers to Consultants' Questions Published	October 31, 2016
Proposals Due	November 7, 2016
Consultant Interviews	November 2016
Consultant Selection/Estimated Approval	January 2017
Kickoff Meeting	February 2017

The City of Sunset Hills reserves the right to reject any and all proposals.

1. INTRODUCTION

The City of Sunset Hills, Missouri, is requesting qualifications for planning services to assist in the development and preparation of a revised Zoning Code Update. This represents the first major overhaul of the City's zoning and subdivision ordinances and will work in partnership with the Comprehensive Plan to strengthen the City's overall development regulations.

The City completed a complete update to its Comprehensive Plan in 2016. The Comprehensive Plan set forth several goals and objectives for the City to obtain including updating the zoning, subdivision and sign ordinances. The Comprehensive Plan can be viewed by visiting the City's website.

2. EXISTING ORDINANCES

The current Zoning Ordinance was adopted in 1999 and has seen numerous piecemeal amendments over time and some section updates in 2003. The current Subdivision Ordinance is the original ordinance with minor updates in 2007 and 2012. A sign ordinance was adopted in 2008. The Board of Alderman, Planning & Zoning Committee, Board of Adjustment, City staff, residents and the development community have expressed concerns with the current ordinances and subsequent amendments; and the inability to interpret and enforce them fairly and consistently. Many of the processes outlined in the ordinances are not clearly defined, are onerous or have become obsolete due to other long standing practices and will need to be analyzed and re-written. The City wishes to modernize the land development regulations in an effort to address major issues facing the community, content problems or weaknesses including but not limited to the following:

- Awkward and confusing ordinance format and structure.
- Unclear, contradictory language, including standards or requirements which simply cannot be met.
- Unclear review procedures and permitting requirements.
- Out-dated standards and regulations.
- Lack of graphics and illustrations and/or information with different dimensional requirements than district standards.
- Lack of sufficient and clear definitions.
- Lack of detailed review criteria and guidelines.
- Lack of cross-references within sections, section headings and comprehensive index.

The existing Zoning and Subdivision Ordinance can be found on the City of Sunset Hills website on the front page by selecting Code of Ordinances.

3. DESCRIPTION OF THE ZONING ORDINANCE TO BE DEVELOPED

The City anticipates the new Zoning Ordinance to be:

- "User Friendly," easy to read, understand and interpret for all users, including residents, staff, developers, and elected and appointed officials.
- Simple, flexible and easily administered by staff.
- Heavily illustrated, with considerable graphics depicting the requirements, recommendations and concepts detailed in the code.
- Flexible to allow for streamlining of the development review process.
- Encouraging of development and redevelopment, particularly within targeted areas that are consistent with the community's planning and development goals.

- Capable of innovative and creative approaches to land use regulations.
- Applicable to the creation of distinct gateways, major thoroughfares and designated target areas throughout the City.

4. SCOPE OF SERVICES REQUIRED OF THE CONSULTANT

It is anticipated that the consultant will:

- Review and assess the land use regulations of the Zoning Ordinance, Subdivision Ordinance, Sign Ordinance and all other relevant City Ordinances with staff, the local development community, elected and appointed officials, residents and other interested parties.
- Prepare Commercial Design Guidelines and Residential Design Guidelines.
- Provide recommendations regarding Historic Districts, Overlay districts and Infill Districts.
- Review, identify, recommend and facilitate potential amendments to the Ordinances.
- Prepare specific updates to the Ordinances to ensure elected and appointed officials, staff and the general public understands the use of the City's Ordinances.
- Evaluate different approaches and determine the most effective type of ordinance product for the City, including the exploration of form-based or hybrid codes as well as sustainable and smart growth principals.
- Work with a staff review team or advisory committee on proposed amendments.
- Prepare a Zoning & Subdivision Ordinance that will clearly define the expectations of the City in regards to appearance, quality, density of development and address any identified weaknesses.
- Act as a facilitator with representatives of the City's business community, residents, board members and City staff in the formulation of regulations that are acceptable to both the City and the development/business community.
- Provide guidance regarding map amendments and text amendments to the Zoning Ordinance in accordance with the Comprehensive Plan.
- Present the ordinance at meetings and public hearings, which may include Planning & Zoning Committee meetings and Board of Alderman meetings.
- Ensure compliance with State Statutes and Federal Laws.
- Recommend the best approach for managing and maintaining codification of the new Zoning and Subdivision Ordinance for adoption.

5. FINAL WORK PRODUCT

The Zoning & Subdivision Ordinance is to be presented in a format and language that is user friendly and accessible to the public. Technical language should be kept to a minimum. The extensive use of graphics and other devices that will enhance the readability and ease of use of the Ordinance is a must.

Immediately following adoption of the Zoning & Subdivision Ordinance, the City of Sunset Hills shall receive twenty (20) hard copies, two (2) digital copies and an internet ready copy that can be presented to MuniCode, the City's consultant, for posting on the City's website.

In addition, all sections of the ordinance, including any graphic files, are to be provided in the appropriate digital format. The City of Sunset Hills shall retain ownership of all data generated.

6. PROJECT BUDGET

The work will be performed on a not-to-exceed amount and payment structure being determined through contract negotiations with the successful firm and will be based upon major milestones and/or identified tasks and subtasks.

7. TIME FRAME

The proposal shall outline the consultant's best estimate of time to carry out the proposed planning process to completion. The reasonableness of proposed timeframes given other work and projects will be considered in the selection of a consultant. The City expects that the project will be completed in a practical amount of time, but not to exceed eighteen (18) months.

8. SUBMITTAL REQUIREMENTS

In order to be considered, ten (10) copies of the proposal and one (1) electronic version (PDF format) via external drive must be received by the City of Sunset Hills Public Works Department on or before **November 7, 2016 at 5:00 pm.** The City shall not be responsible for any expense incurred by the firm preparing and submitting a proposal. All proposals shall become the property of the City. All hard-copy proposals must be signed in ink by the principal(s) of the firm authorized to negotiate and contract for the work.

All proposals must be in a sealed envelope marked: Zoning Code Update RFQ. Each proposal shall contain at least the following information:

- a. A proposed work program detailing public participation, phases, tasks and sub-tasks of the project based upon the scope of services.
- b. A detailed time line for the completion of the project, showing timing for each phase, task and sub-task identified in one (1) above.
- c. A detailed organizational chart and management approach, including descriptions of the use of any subcontractors.
- d. A brief description of the proposed planning team, identifying each key member, their respective responsibilities and familiarity with Missouri Statutes and the anticipated percentage of their time to be allocated to this project.
- e. A description of the proposed final format for the Zoning & Subdivision Ordinance.
- f. A statement of qualifications and relevant experience.

- g. A list of at least three (3) municipal references, preferably for previously developed Zoning & Subdivision Ordinances.
- h. Please include any additional information that you believe distinguishes your firm from others that may be providing proposals.

9. COPYRIGHT RELEASE

Those firms responding to this RFQ shall supply a copyright release in order for the City of Sunset Hills to make copies of any copyrighted materials submitted.

10. SELECTION PROCESS

The Director of Public Works for the City of Sunset Hills will serve as the project manager. The Selection Committee will generally consist of the City Administrator, Assistant Planner, Assistant City Engineer and one (1) Alderman. Several criteria will be closely evaluated including, but not limited to the following: technical approach of the project, qualifications of key personnel, previous performance with similar projects, project management capabilities, and public participation methods.

Each proposal will be ranked by the Selection Committee based upon the criteria identified. Interviews with the top candidates will be completed. The City reserves the rights to be sole judge of the suitability of the proposed services for its intended use, and further specifically reserves the right to make the award in the best interest of the City of Sunset Hills.

The City of Sunset Hills also reserves the right to re-advertise and reject any or all proposals which are deemed to be non-responsive, late in submission, or unsatisfactory in any way. The City of Sunset Hills is not obligated to award a contract for services as a result of this RFQ.

11. Questions

If you have questions regarding this RFQ, please submit them to Bryson Baker, P.E., Director of Public Works at bbaker@sunset-hills.com by October 24, 2016. The questions and answers regarding this RFQ will be shared and published by October 31, 2016.