



To: President and Members of the Town Council

From: Dustin Anderson, Town Manager
Tom Vander Woude, Planning Director

Date: September 16, 2021

Re: Request for approval of a professional services contract for Additional Edits to the Town of Munster Zoning Ordinance

The purpose of this memo is to request Town Council approval of a professional services contract with Town Planning and Urban Design Collaborative (TPUDC) for Additional Edits to the Town of Munster Zoning Ordinance.

Background:

In April 2021, the Town of Munster adopted Ordinance 1826 which approved a lengthy set of amendments to the Munster zoning ordinance. These amendments need to be incorporated into the illustrative zoning document. The original zoning document was prepared by TPUDC on software that is not licensed or used by the Town staff. Staff believes the original designers of the document are best qualified to efficiently edit the document and incorporate the revisions.

The attached contract proposes to complete the necessary edits with compensation on an hourly basis at a not-to-exceed cost of \$3,500.00.

Recommendation

Authorize the Town Manager to enter into the attached professional services contract with Town Planning & Urban Design Collaborative LLC to provide Additional Edits to the Town of Munster Zoning Ordinance at a cost not to exceed \$3,500.00.

Attachments:

1. Professional Services contract with Town Planning & Urban Design Collaborative LLC.