

EXHIBIT A:

City of Ladue Zoning Code Update

Scope of Work

Engagement Bodies

Technical Project Management Committee (PMC)

- Andrea Sukanek; City Planner
- Anne Lamitola, PE; Director of Public Works
- Paul Garlock; Building Commissioner
- Erin P. Seele; City Attorney (as needed)

Zoning Work Group

- Mayor Nancy Spewak
- McPherson Moore; Chair, Zoning and Planning Commission
- (1) representative from Zoning and Planning Commission
- (1) representative from City Council
- (1) representative from the Architectural Review Board
- (1) representative from the Zoning Board of Adjustment (OPTIONAL)
- (2) representatives of Residential Trustees (OPTIONAL)

Non-Voting Ex-officio members

- Andrea Sukanek; City Planner (PMC Member)
- Anne Lamitola, PE; Director of Public Works (PMC Member)
- Paul Garlock; Building Commissioner (PMC Member)
- Erin P. Seele; City Attorney (PMC Member)

Pre-Planning & Ongoing Activities

- Task 0.1: Project Kick-Off Meeting with City of Ladue (Complete)
- Task 0.2: Finalization of Project Scope of Work (Underway)
- Task 0.3: Formation of Technical Project Management Committee (PMC) (Led by City of Ladue)
- Task 0.4: Formation of Zoning Work Group (Led by City of Ladue)
- Task 0.5: Transmittal of Base Information, as applicable (Led by City of Ladue)

Phase 1: Existing Regulatory Analysis & Unified Development Ordinance Framework

Task 1.1: Prepare relevant Existing Development Districts and Zoning Base Maps inclusive of all variants and overlay districts, and compile all relevant zoning and development documentation into a master document. *City to provide all information as to overlays districts and modifications to zoning.*

Task 1.2: **PMC Work Sessions:** Existing Zoning Ordinance & Land Development Regulations. *Two (2) review work sessions of 2 hours each with Andrea Sukanek, Anne Lamitola, Paul Garlock and the City Attorney to identify all issues, gaps, and update priorities.*

- Ordinance 1175
- Chapter 94 – SUBDIVISIONS
- Chapter 102- TREES AND LANDSCAPING
- Chapter 110 – ZONING AND PLANNING
- Chapter 124 – FLOODPLAIN MANAGEMENT
- Chapter 130 – SIGNS
- Ladue Architectural Review Board Guidelines (to identify principles and/or requirements for incorporation into the zoning code/unified development ordinance)
- PUDs, Redevelopment Area Plans, Etc.

Task 1.3: Prepare Comparative Gaps Analysis of Existing Zoning Ordinance and Land Development Regulations with the Vision 2040 Comprehensive Plan.

Task 1.4: Develop CONCEPTUAL Unified Development Ordinance (UDO) Framework and Section Outline. *A comprehensive outline of the structure of the zoning code update, inclusive of all proposed sections, which is proposed to be structured as a unified development ordinance.*

Task 1.5: **PMC Work Session:** CONCEPTUAL Unified Development Ordinance Framework. *One (1) 2-hour review work session with Andrea Sukanek, Anne Lamitola, Paul Garlock and the City Attorney.*

Task 1.6: Develop PRELIMINARY Unified Development Ordinance Framework and Conversion Tables: Correlate Existing Development Ordinance and Land Development Regulations to Preliminary Unified Development Ordinance. This will be the composite master document that gets amended throughout the process. *(Preliminary Conversion Tables will correlate the existing sections of the Zoning Ordinance and other relevant land development regulations with the proposed sections of the new Unified Development Ordinance.)*

Task 1.7: **PMC Work Session:** PRELIMINARY Unified Development Ordinance Framework and Conversion Tables. *One (1) 2-hour review work session with Andrea Sukanek, Anne Lamitola, Paul Garlock and the City Attorney.*

- Task 1.8: Develop DRAFT UDO Framework and Conversion Tables Document and Presentation for Zoning Work Group Review Meeting + Comment. *Provided to PMC for review. One (1) round of changes.*
- Task 1.9: **Zoning Work Group Meetings:** Presentation of DRAFT UDO Framework and Conversion Tables Document – *One (1) 1.5-hour meeting.*
- Task 1.10: Develop FINAL DRAFT UDO Framework and Conversion Tables. *Provided to PMC and City Attorney for review. Two (2) rounds of changes.*

ASSUMPTION: The UDO Framework will not need separate approval so community engagement is for informational purposes and to solicit general comments regarding the zoning code and other regulations from the residents and various city boards

Task 1.11: Phase 1 Community Engagement _ Optional Services

PMC to determine exact community engagement process and arrange as such.

- Task 1.11.1: Develop Community Engagement Presentation of FINAL DRAFT UDO + Conversion Tables. *Provided to PMC for review.*
- Task 1.11.2: Additional Zoning Work Group Meeting with optional inclusion of Subdivision Trustee representatives - *one (1) two-hour meeting.*
- Task 1.11.3: Zoning and Planning Commission / ARB Informational Presentations - *two (2) two-hour meetings.*
- Task 1.11.4: City Council Presentation - *one (1) two-hour meeting.*
- Task 1.11.5: Public Open House Informational Presentation - *one (1) two-hour meeting.*
- Task 1.11.6: As needed modifications to Community Engagement Presentation and formal responses to Frequently Asked Questions (FAQ's)

Phase 2: Residential Zoning Code Update

- Task 2.1: Complete Analytical Review and Diagrams of Existing Dimensional and Numerical Requirements for Residential Zoning Districts, and Prepare a Comparative Gaps Analysis in relationship to the Residential Recommendations within the Vision 2040 Comprehensive Plan.
- A – Residential District
 - B – Residential District
 - C – Residential District
 - D – Residential District
 - E – Residential District
 - E1 – Residential District
 - New residential district(s), if and as applicable (*review residential development types and recommendations per the Vision 2040 Comprehensive Plan that are desired but not supported under current residential districts.*)
- Task 2.2: **PMC Work Session:** Existing Zoning District Map and Residential Zoning District Boundaries – *one (1) two-hour review work session with Andrea Sukanek, Anne Lamitola, Paul Garlock and the City Attorney to identify all issues.*
- Task 2.3: Complete Residential Zoning District Regulation 3D Typological Zoning Modeling demonstrating existing regulation and the potential modifications thereof. The extent of the modeling to be one model per residential zone type.
- Task 2.4: Prepare PRELIMINARY Residential Zoning Code Update Text Amendments:
- Garage and accessory building / accessory structure regulations
 - Integration of Chapters 94, 110, 124, and 130
 - Clarification and update of non-conforming use regulations and other language inconsistencies and conflicts
 - Definitions and determinations of building height and number of stories
 - Regulation of the addition of site fill to elevate structures
 - Regulation of structures over 15,000 s.f. including when to include basements in floor area calculations
 - Subdivision monuments and subdivision name signs
- Task 2.5: **PMC Work Session:** PRELIMINARY Residential Zoning Code Update Text Amendments – *one (1) two-hour review meeting.*
- Task 2.6: Develop DRAFT Residential Zoning Code Update Text Amendments. *Provided to PMC and City Attorney for review. One (1) round of changes.*
- Task 2.7: Develop DRAFT Residential Zoning Code Update Document and Presentation for Zoning Work Group Review Meeting + Comment. *Provided to PMC for review. One (1) round of changes.*

Task 2.8: **Zoning Work Group Meetings:** DRAFT Residential Zoning Code Amendments – one (1), 1.5-hour workshop.

PMC to determine the community engagement process and arrange as such. See optional services Task 2.12

Task 2.9: Prepare FINAL DRAFT Residential Zoning Code Update Text Amendments, Ordinance, and Map Revisions. *(Including possible changes to the Zoning Map, if necessary) Provided to PMC and City Attorney for review. Two (2) rounds of changes.*

Task 2.10: Prepare FINAL DRAFT Residential Zoning Conversion Table. *Provided to PMC and City Attorney for review. Two (2) rounds of changes.*

Task 2.11: Facilitate the Residential Zoning Code Update Approval Process, as follows:

Task 2.11.1: Preparation of Approval Process Presentation of FINAL DRAFT Residential Zoning Code Update Text Amendments, Ordinance, and Map Revisions. *Provided to the PMC for review. One (1) round of changes.*

Task 2.11.2: Zoning and Planning Commission Presentation Meetings *(optional invite ARB) – A total of two (2), two-hour meetings. One (1) round of changes.*

Task 2.11.3: City Council Presentation + Public Hearing – *two (2), two-hour meetings.*

Task 2.12: Phase 2 Community Engagement _ Optional Services

Task 2.12.1: Preparation of Community Engagement presentation of DRAFT Residential Zoning Code Update Text Amendments, Ordinance, and Map Revisions. *Provided to the PMC for review. Assume two (2) rounds of changes.*

Task 2.12.2: Additional Zoning Work Group Meetings – *two (2), two-hour meetings*

Task 2.12.3: Subdivision Trustee Meetings – *two (2), two-hour workshops*

Task 2.12.4: Public Meeting – *two (2), two-hour workshops*

Task 2.12.5: Additional Zoning and Planning Commission Meetings – *two (2), two-hour workshops*

Task 2.12.6: Additional City Council Presentation – *one (1), two-hour workshop*

Task 2.12.7: As needed modifications to Community Engagement Presentation and formal responses to Frequently Asked Questions (FAQ's)

Note:

This contract is complete upon acceptance by the City of Ladue of all work products outlined in Phases 1 and 2.

The following scope of work for Phase 3 & 4 is preliminary in nature and for discussion should the City of Ladue select to move forward with updating the zoning for the commercial and industrial areas, as well as updating the administrative zoning procedures and zoning map.

Phase 3: Commercial Zoning Code Amendments, G1 and G2 Commercial Districts and H Light Industrial District

Task 3.0: Kick-Off Meeting for Phase 3 Commercial and Industrial Zoning Amendments

Task 3.0.1: **PMC Work Session:** Existing Commercial and Industrial Zoning District Map and Zoning District Boundaries discussion and identification of all issues, gaps, and update priorities. *One (1) 2-hour review work session with Andrea Sukanek, Anne Lamitola, Paul Garlock and City Attorney.*

Task 3.1: Rock Hill Quarry: Industrial Zone H

Task 3.1.1: Complete Analytical Review and Model of Existing Dimensional and Numerical Requirements and other relevant zoning regulations in relationship to the Vision 2040 Comprehensive Plan Recommendations. *City to provide all ownership information, environmental conditions and land-fill closure plans, recent development plans and proposals, utility easements, and any other legal impairment information or otherwise constraints on zoning in this commercial district. City Attorney to provide information as to the federal, state and local regulatory controls and requirements necessary for re-development.*

Task 3.1.2: **PMC On-Site Meeting:** inclusive of City Attorney and other necessary city staff and /or Elected Official, and Zoning Work Group Representatives. Intent of meeting is to identify all issues, gaps, and update priorities and develop consensus on the general direction of Urban Design Zoning Options – *one (1) two-hour meeting.*

Task 3.1.3: Develop Urban Design Zoning Options and 3D Zoning Modeling based upon the Comprehensive Plan recommendations and above-mentioned review. (up to 2 alternate options)

Each alternate options to include Conceptual Dimensional and Numerical Requirements for zoning as follows:

- Federal, State and local environmental constraints to buildable area;
- Setbacks and/or build-to lines for building and parking areas;
- Vehicular and pedestrian access points from major roads;
- Base-line landscape/green infrastructure requirements;
- Buildable area open greenspace requirements;
- Permitted land uses, by building floor;
- Maximum and minimum building height; and
- Standardized parking requirements.

- Task 3.1.4: Prepare Comparative Assessment Presentation of Analytical Review of Existing Zoning and Urban Design Zoning Options.
- Task 3.1.5: **PMC Work Session:** Review Comparative Assessment Presentation and plan for Zoning Work Group Meeting - *one (1) two-hour meeting*.
- Task 3.1.6: Complete amendments to Comparative Assessment Presentation of Analytical Review and Urban Design Zoning Options, and preparation for Zoning Work Group Meeting.
- Task 3.1.7: **Zoning Work Group Meeting:** Review and comment on Comparative Assessment Presentation – *one (1) 1.5-hour meeting is anticipated*.
- Task 3.1.8: Prepare presentation and necessary documentation for Community Engagement based upon feedback of PMC and Zoning Work Group Meeting.

NOTE: PMC to determine exact community engagement process for obtaining feedback on the Existing Zoning and Urban Design Zoning Options and arrange as such. For Community Engagement meetings see Task 3.5

- Task 3.1.9: **PMC Work Session:** inclusive of City Attorney and other necessary city staff and /or Elected Official, and Development Committee Representatives. The intent of meeting is to select the Urban Design Zoning Option with the relevant Dimensional and Numerical Requirements for the zoning code update documentation – *one (1) two-hour meeting*.
- Task 3.1.10: Prepare DRAFT Zoning Text Amendments and Map Revisions. *Provided to PMC for review. One (1) round of changes.*

To include at a minimum Dimensional and Numerical Requirements and other zoning regulations with the purpose of integrating Chapters 110, 124, and 130; clarifying and updating non-conforming use regulations and other language inconsistencies and conflicts, as applicable; providing an overlay district if necessary; all as follows:

- Federal, State and local environmental constraints to buildable area;
- Setbacks and/or build-to lines for building and parking areas;
- Vehicular and pedestrian access points from major roads;
- Base-line landscape/green infrastructure requirements;
- Buildable area open greenspace requirements;
- Permitted land uses, by building floor;
- Maximum and minimum building height;
- Standardized parking requirements;
- Architectural design standards; and
- Sign regulations.

- Task 3.1.11: Prepare Presentation and DRAFT Zoning Text Amendments and Map Revisions for Zoning Work Group Meeting. *Provided to PMC for review. One (1) round of changes.*
- Task 3.1.12: **Zoning Work Group Meeting:** DRAFT Zoning Text Amendments and Map Revisions – one (1) 1.5-hour meeting.
- PMC to determine the community engagement process and arrange as such. See optional services Task 3.5**
- Task 3.1.13: Prepare FINAL DRAFT Zoning Text Amendments, Ordinance, Overlay Districts, and Map Revisions. *Provided to PMC and City Attorney for review. Two (2) rounds of changes.*
- Task 3.1.14: Prepare FINAL DRAFT Zoning Conversion Table. *Provided to PMC and City Attorney for review. Two (2) rounds of changes.*
- Task 3.1.15: **PMC Work Session:** FINAL DRAFT Zoning Text Amendments, Ordinance, Overlay Districts, and Map Revisions and FINAL Zoning Conversion Table – one (1) two-hour meeting.
- Task 3.1.16: Facilitate Rock Hill Quarry: Industrial Zone H Code Update Approval Process, as follows:
- Task 3.2.16.1: Preparation of Approval Process Presentation of FINAL DRAFT Residential Zoning Code Update Text Amendments, Ordinance, and Map Revisions. *Provided to the PMC for review. One (1) round of changes.*
 - Task 3.2.16.2: Zoning and Planning Commission Presentation Meetings (*optional invite ARB*) – A total of two (2), two-hour meetings. *One (1) round of changes.*
 - Task 3.2.16.3: City Council Presentation + Public Hearing – two (2), two-hour meetings.

Task 3.2: Ladue Road / I-170 Commercial District: Commercial Zone G2

- Task 3.2.1: Complete Analytical Review and Model of Existing Dimensional and Numerical Requirements and other relevant zoning regulations in relationship to the Vision 2040 Comprehensive Plan Recommendations. *City to provide all ownership information, recent development plans and proposals, environmental conditions and requirements, infrastructure and utility easements, and any other legal impairment information or otherwise constraints on zoning in this commercial district.*
- Task 3.2.2: **PMC On-Site Meeting:** inclusive of City Attorney and other necessary city staff and /or Elected Official, and Development Committee Representatives. Intent of meeting is to identify all issues, gaps, and update priorities and develop consensus on general direction of Urban Design Options – *one (1) two-hour meeting.*
- Task 3.2.3: Develop Urban Design Zoning Options and 3D Zoning Modeling based upon the Comprehensive Plan recommendations and above-mentioned review. (up to 2 alternate options)
- Each alternate options to include Conceptual Dimensional and Numerical Requirements for zoning as follows:
- Setbacks and/or build-to lines for building and parking areas;
 - Vehicular and pedestrian access points from major roads;
 - Base-line landscape/green infrastructure requirements;
 - Buildable area open greenspace requirements;
 - Permitted land uses, by building floor;
 - Maximum and minimum building height; and
 - Standardized parking requirements.
- Task 3.2.4: Prepare Comparative Assessment Presentation of Analytical Review of Existing Zoning and Urban Design Zoning Options.
- Task 3.2.5: **PMC Work Session:** Review Comparative Assessment Presentation and plan for Zoning Work Group Meeting - *one (1) two-hour meeting.*
- Task 3.2.6: Complete amendments to Comparative Assessment Presentation of Analytical Review and Urban Design Zoning Options, and preparation for Zoning Work Group Meeting.
- Task 3.2.7: **Zoning Work Group Meeting:** Review and comment on Comparative Assessment Presentation – *one (1) 1.5-hour meeting is anticipated.*
- Task 3.2.8: Prepare presentation and necessary documentation for Community Engagement based upon feedback of PMC and Zoning Work Group Meeting.

NOTE: PMC to determine exact community engagement process for obtaining feedback on the Existing Zoning and Urban Design Zoning Options and arrange as such. For Community Engagement meetings see Task 3.5

Task 3.2.9: **PMC Work Session:** inclusive of City Attorney and other necessary city staff and /or Elected Official, and Development Committee Representatives. The intent of meeting is to select the Urban Design Zoning Option with the relevant Dimensional and Numerical Requirements for the zoning code update documentation – *one (1) two-hour meeting*.

Task 3.2.10: Prepare PRELIMINARY Zoning Text Amendments and Map Revisions

To include at a minimum Dimensional and Numerical Requirements and other zoning regulations with the purpose of integrating Chapters 110, 124, and 130; clarifying and updating non-conforming use regulations and other language inconsistencies and conflicts, as applicable; providing an overlay district if necessary; all as follows:

- Setbacks and/or build-to lines for building and parking areas;
- Vehicular and pedestrian access points from major roads;
- Base-line landscape/green infrastructure requirements;
- Buildable area open greenspace requirements;
- Permitted land uses, by building floor;
- Maximum and minimum building height;
- Standardized parking requirements;
- Architectural design standards; and
- Sign regulations.

Task 3.2.11: **PMC Work Session:** PRELIMINARY Zoning Text Amendments and Map Revisions (inclusive of City attorney and other City representatives as necessary) – *one (1) two-hour meeting is anticipated*.

Task 3.2.12: Prepare Presentation and DRAFT Zoning Text Amendments and Map Revisions for Zoning Work Group Meeting. *Provided to PMC for review. One (1) round of changes.*

Task 3.2.13: **Zoning Work Group Meeting:** DRAFT Zoning Text Amendments and Map Revisions – *one (1) 1.5-hour meeting is anticipated*.

PMC to determine the community engagement process and arrange as such. See optional services Task 3.5

Task 3.2.14: Prepare FINAL DRAFT Zoning Text Amendments, Ordinance, Overlay Districts, and Map Revisions. *Provided to PMC and City Attorney for review. Two (2) rounds of changes.*

- Task 3.2.15: Prepare FINAL DRAFT Zoning Conversion Table. *Provided to PMC and City Attorney for review. Two (2) rounds of changes.*
- Task 3.2.16: **PMC Work Session:** FINAL DRAFT Zoning Text Amendments, Ordinance, Overlay Districts, and Map Revisions and FINAL Zoning Conversion Table – *one (1) two-hour meeting.*
- Task 3.2.17: Facilitate Ladue Road / I-170 Commercial District Commercial Zone G2 Code Update Approval Process, as follows:
- Task 3.2.17.1: Preparation of Approval Process Presentation of FINAL DRAFT Residential Zoning Code Update Text Amendments, Ordinance, and Map Revisions. *Provided to the PMC for review. One (1) round of changes.*
 - Task 3.2.17.2: Zoning and Planning Commission Presentation Meetings *(optional invite ARB) – A total of two (2), two-hour meetings. One (1) round of changes.*
 - Task 3.2.17.3: City Council Presentation + Public Hearing – *two (2), two-hour meetings.*

Task 3.3: Clayton Road Business District: Commercial Zone G1

- Task 3.3.1: Complete Analytical Review and Model of Existing Dimensional and Numerical Requirements and other relevant zoning regulations in relationship to the Vision 2040 Comprehensive Plan Recommendations. *City to provide all ownership information, recent development plans and proposals, environmental conditions and requirements, infrastructure and utility easements, and any other legal impairment information or otherwise constraints on zoning in this commercial district.*
- Task 3.3.2: **PMC On-Site Meeting:** inclusive of City Attorney and other necessary city staff and /or Elected Official, and Development Committee Representatives. Intent of meeting is to identify all issues, gaps, and update priorities and develop consensus on general direction of Urban Design Options – *one (1) two-hour meeting.*
- Task 3.3.3: Develop Urban Design Zoning Options and 3D Zoning Modeling based upon the Comprehensive Plan recommendations and above-mentioned review. (up to 2 alternate options)

Each alternate options to include Conceptual Dimensional and Numerical Requirements for zoning as follows:

- Setbacks and/or build-to lines for building and parking areas;
- Vehicular and pedestrian access points from major roads;
- Base-line landscape/green infrastructure requirements;
- Buildable area open greenspace requirements;
- Permitted land uses, by building floor;
- Maximum and minimum building height; and
- Standardized parking requirements.

- Task 3.3.4: Prepare Comparative Assessment Presentation of Analytical Review of Existing Zoning and Urban Design Zoning Options.
- Task 3.3.5: **PMC Work Session:** Review Comparative Assessment Presentation and plan for Zoning Work Group Meeting - *one (1) two-hour meeting*.
- Task 3.3.6: Complete amendments to Comparative Assessment Presentation of Analytical Review and Urban Design Zoning Options, and preparation for Zoning Work Group Meeting.
- Task 3.3.7: **Zoning Work Group Meeting:** Review and comment on Comparative Assessment Presentation – *one (1) 1.5-hour meeting is anticipated*.
- Task 3.3.8: Prepare presentation and necessary documentation for Community Engagement based upon feedback of PMC and Zoning Work Group Meeting.

NOTE: PMC to determine exact community engagement process for obtaining feedback on the Existing Zoning and Urban Design Zoning Options and arrange as such. For Community Engagement meetings see Task 3.5

- Task 3.3.9: **PMC Work Session:** inclusive of City Attorney and other necessary city staff and /or Elected Official, and Development Committee Representatives. The intent of meeting is to select the Urban Design Zoning Option with the relevant Dimensional and Numerical Requirements for the zoning code update documentation – *one (1) two-hour meeting*.
- Task 3.3.10: Prepare PRELIMINARY Zoning Text Amendments and Map Revisions
- To include at a minimum Dimensional and Numerical Requirements and other zoning regulations with the purpose of integrating Chapters 110, 124, and 130; clarifying and updating non-conforming use regulations and other language inconsistencies and conflicts, as applicable; providing an overlay district if necessary; all as follows:

- Setbacks and/or build-to lines for building and parking areas;
- Vehicular and pedestrian access points from major roads;
- Base-line landscape/green infrastructure requirements;

- Buildable area open greenspace requirements;
- Permitted land uses, by building floor;
- Maximum and minimum building height;
- Standardized parking requirements;
- Architectural design standards; and
- Sign regulations.

Task 3.3.11: **PMC Work Session:** PRELIMINARY Zoning Text Amendments and Map Revisions (inclusive of City attorney and other City representatives as necessary) – *one (1) two-hour meeting is anticipated.*

Task 3.3.12: Prepare Presentation and DRAFT Zoning Text Amendments and Map Revisions for Zoning Work Group Meeting. *Provided to PMC for review. One (1) round of changes.*

Task 3.3.13: **Zoning Work Group Meeting:** DRAFT Zoning Text Amendments and Map Revisions – *one (1) 1.5-hour meeting is anticipated.*

PMC to determine the community engagement process and arrange as such. See optional services Task 3.5

Task 3.3.14: Prepare FINAL DRAFT Zoning Text Amendments, Ordinance, Overlay Districts, and Map Revisions. *Provided to PMC and City Attorney for review. Two (2) rounds of changes.*

Task 3.3.15: Prepare FINAL DRAFT Zoning Conversion Table. *Provided to PMC and City Attorney for review. Two (2) rounds of changes.*

Task 3.3.16: **PMC Work Session:** FINAL DRAFT Zoning Text Amendments, Ordinance, Overlay Districts, and Map Revisions and FINAL Zoning Conversion Table – *one (1) two-hour meeting.*

Task 3.3.17: Facilitate Clayton Road Business District Commercial Zone G1 Code Update Approval Process, as follows:

Task 3.3.17.1: Preparation of Approval Process Presentation of FINAL DRAFT Residential Zoning Code Update Text Amendments, Ordinance, and Map Revisions. *Provided to the PMC for review. One (1) round of changes.*

Task 3.3.17.2: Zoning and Planning Commission Presentation Meetings (*optional invite ARB*) – *A total of two (2), two-hour meetings. One (1) round of changes.*

Task 3.3.17.3: City Council Presentation + Public Hearing – *two (2), two-hour meetings.*

Task 3.4: Other Commercial Districts inclusive of the Lindbergh Boulevard/Clayton Road Business District (Commercial Zone G2); the Lindbergh Boulevard / Conway Road Business District (Commercial Zone G2); and the Clayton Road / Price Road Business District (Commercial Zone G1)

- Task 3.4.1: Complete for all districts an Analytical Review and Model of Existing Dimensional and Numerical Requirements and other relevant zoning regulations in relationship to the Vision 2040 Comprehensive Plan Recommendations. *City to provide all ownership information, recent development plans and proposals, environmental conditions and requirements, infrastructure and utility easements, and any other legal impairment information or otherwise constraints on zoning in this commercial district.*
- Task 3.4.2: **PMC Work Session:** inclusive of City Attorney and other necessary city staff and /or Elected Official, and Development Committee Representatives. Intent of meeting is to identify all issues, gaps, and update priorities and develop consensus on general direction of Urban Design Options for all districts – *one (1) two-hour meeting.*
- Task 3.4.3: Develop for all districts Urban Design Zoning Options and 3D Zoning Modeling based upon the Comprehensive Plan recommendations and above-mentioned review. (up to 2 alternate options)
- Each alternate options to include Conceptual Dimensional and Numerical Requirements for zoning as follows:
- Setbacks and/or build-to lines for building and parking areas;
 - Vehicular and pedestrian access points from major roads;
 - Base-line landscape/green infrastructure requirements;
 - Buildable area open greenspace requirements;
 - Permitted land uses, by building floor;
 - Maximum and minimum building height; and
 - Standardized parking requirements.
- Task 3.4.4: Prepare Comparative Assessment Presentation for all districts of Analytical Review of Existing Zoning and Urban Design Zoning Options.
- Task 3.4.5: **PMC Work Session:** Review Comparative Assessment Presentation and plan for Zoning Work Group Meeting - *one (1) two-hour meeting.*
- Task 3.4.6: Complete amendments to Comparative Assessment Presentation of Analytical Review and Urban Design Plan Options, and preparation for Zoning Work Group Meeting.
- Task 3.4.7: **Zoning Work Group Meeting:** Review and comment on Comparative Assessment Presentation – *one (1) 1.5-hour meeting is anticipated.*

Task 3.4.8: Prepare presentation and necessary documentation for Community Engagement based upon feedback of PMC and Zoning Work Group Meeting.

NOTE: PMC to determine exact community engagement process for obtaining feedback on the Existing Zoning and Urban Design Zoning Options and arrange as such. For Community Engagement meetings see Task 3.5

Task 3.4.9: **PMC Work Session:** inclusive of City Attorney and other necessary city staff and /or Elected Official, and Development Committee Representatives. The intent of meeting is to select the Urban Design Zoning Option with the relevant Dimensional and Numerical Requirements for the zoning code update documentation – *one (1) two-hour meeting*.

Task 3.4.10: Prepare PRELIMINARY Zoning Text Amendments and Map Revisions

To include at a minimum Dimensional and Numerical Requirements and other zoning regulations with the purpose of integrating Chapters 110, 124, and 130; clarifying and updating non-conforming use regulations and other language inconsistencies and conflicts, as applicable; providing an overlay district if necessary; all as follows:

- Setbacks and/or build-to lines for building and parking areas;
- Vehicular and pedestrian access points from major roads;
- Base-line landscape/green infrastructure requirements;
- Buildable area open greenspace requirements;
- Permitted land uses, by building floor;
- Maximum and minimum building height;
- Standardized parking requirements;
- Architectural design standards; and
- Sign regulations.

Task 3.4.11: **PMC Work Session:** PRELIMINARY Zoning Text Amendments and Map Revisions (inclusive of City attorney and other City representatives as necessary) – *one (1) two-hour meeting is anticipated*.

Task 3.4.12: Prepare Presentation and DRAFT Zoning Text Amendments and Map Revisions for Zoning Work Group Meeting. *Provided to PMC for review. One (1) round of changes.*

Task 3.4.13: **Zoning Work Group Meeting:** DRAFT Zoning Text Amendments and Map Revisions – *one (1) 1.5-hour meeting is anticipated*.

PMC to determine the community engagement process and arrange as such. See optional services Task 3.5

- Task 3.4.14: Prepare FINAL DRAFT Zoning Text Amendments, Ordinance, Overlay Districts, and Map Revisions. *Provided to PMC and City Attorney for review. Two (2) rounds of changes.*
- Task 3.4.15: Prepare FINAL DRAFT Zoning Conversion Table. *Provided to PMC and City Attorney for review. Two (2) rounds of changes.*
- Task 3.4.16: **PMC Work Session:** FINAL DRAFT Zoning Text Amendments, Ordinance, Overlay Districts, and Map Revisions and FINAL Zoning Conversion Table – *one (1) two-hour meeting.*
- Task 3.4.17: Facilitate Approval Process for the commercial districts within this Task, as follows:
- Task 3.4.17.1: Preparation of Approval Process Presentation of FINAL DRAFT Residential Zoning Code Update Text Amendments, Ordinance, and Map Revisions. *Provided to the PMC for review. One (1) round of changes.*
 - Task 3.4.17.2: Zoning and Planning Commission Presentation Meetings (*optional invite ARB*) – *A total of two (2), two-hour meetings. One (1) round of changes.*
 - Task 3.4.17.3: City Council Presentation + Public Hearing – *two (2), two-hour meetings.*

Task 3.5: Phase 3 Community Engagement for ALL DISTRICTS _ Optional Services

- Task 3.5.1: Individual Stakeholder Interviews – *A total of twenty (20) one-hour interviews are anticipated*
- Task 3.5.2: Focus Group Meetings – *A total of four (4) two-hour focus groups meetings are anticipated*
- Task 3.5.3: Public Open House – *A total of eight (8) two-hour focus groups meetings are anticipated*
- Task 3.5.4: Zoning and Planning Commission Meetings – *A total of eight (8) two-hour meetings are anticipated*
- Task 3.5.5: Architectural Review Board Meetings – *A total of four (4) two-hour meetings are anticipated*
- Task 3.5.6: City Council Presentation Meetings – *A total of four (4) two-hour meetings are anticipated*
- Task 3.5.7: As needed modifications to Community Engagement Presentation and formal responses to Frequently Asked Questions (FAQ's)

Phase 4: Administrative Updates, Final Code Integration, and Final Zoning Map Amendments

Task 4.0: Kick-Off Meeting for Phase 4

Task 4.0.1: Existing Zoning Administration and Approval Process Work Session *One (1) three (3) hour review work session with Andrea Sukanek, Anne Lamitola, Paul Garlock and City Attorney to detail the administration and approval process issues, gaps and priorities.*

Task 4.1: Review and Prepare Summary of Special Overlay / Floating Districts, Planned Development Districts and Subdivisions; Regulations and Review / Approval Processes. Particular review of the Subdivision Code and zoning for Schools, Country Clubs, and Cell Towers and Antennas. Develop Preliminary Amendments, as applicable.

Task 4.2: Review and Prepare Summary of Floodplain Overlay and Environmental Regulations and develop Preliminary Amendments, as applicable.

Task 4.3: **PMC Review Meeting:** PRELIMINARY Amendments per Tasks 4.1 and 4.2 – *one (1) three-hour meeting*

Task 4.4: General Administrative Review and DRAFT Amendments, and develop DRAFT Amendments for Tasks 4.1 and 4.2 Tasks 4.1 and 4.2 based upon PMC review. *Provided to PMC and City Attorney for review. Two (2) rounds of changes.*

To include additional amendments of items not addressed in previous phases, including:

- Subdivision Process
- Updates/clarifications to definitions
- Finalize any ARB revisions
- Retaining wall regulations
- Fence code regulations
- Sign code for temporary signage

Task 4.5: **PMC Review Meeting:** Tasks 4.4 and DRAFT amendments for Tasks 4.4, 4.1 and 4.2 – *one (1) three-hour meeting is anticipated*

Task 4.6: Prepare Presentation for DRAFT General Administrative Review and Zoning Text Amendments and Map Revisions for Zoning Work Group Meeting. *Provided to PMC for review. One (1) round of changes.*

Task 4.7: **Zoning Work Group Meeting** inclusive of City attorney – *one (1) 1.5-hour meeting*

PMC to determine the community engagement process and arrange as such. See optional services Task 4.13

- Task 4.8: Reconciliation of All Amendments into a FINAL DRAFT Unified Development Ordinance. *Provided to PMC and City Attorney for review. Two (2) rounds of changes.*
- Task 4.9: Production of FINAL DRAFT Amended Zoning Map Revisions. *Provided to PMC and City Attorney for review. Two (2) rounds of changes.*
- Task 4.10: **PMC Review Meeting:** Tasks 4.8 and 4.9 – *one (1) three-hour meeting*
- Task 4.11: Facilitate the FINAL DRAFT Unified Development Ordinance and Amended Zoning Map Approval Process, as follows:
- Task 4.11.1: Preparation of Approval Process Presentation of FINAL DRAFT Unified Development Ordinance and Amended Zoning Map Revisions. *Provided to the PMC for review. One (1) round of changes.*
 - Task 4.11.2: Zoning and Planning Commission Presentation Meetings (*optional invite ARB*) – *A total of two (2), two-hour meetings. One (1) round of changes.*
 - Task 4.11.3: City Council Presentation + Public Hearing – *two (2), two-hour meetings.*
- Task 4.12: Integration of Text Updates and Illustrative Figures into MuniCode format for publication. *Provided to PMC and City Attorney for review. Two (2) rounds of changes.*

Task 4.13: Phase 4 Community Engagement _ Optional Services

- Task 4.13.1: Preparation of Community Engagement presentation. *Provided to the PMC for review. Assume two (2) rounds of changes.*
- Task 4.13.2: Additional Zoning Work Group Meetings – *two (2), two-hour meetings.*
- Task 4.13.3: Subdivision Trustee Meetings – *two (2), two-hour meetings.*
- Task 4.13.4: Public Meeting – *two (2), two-hour workshops.*
- Task 4.13.5: Additional Zoning and Planning Commission Meetings – *two (2), two-hour meetings.*
- Task 4.13.6: Additional City Council + Public Hearing Presentation – *two (2), two-hour meetings.*
- Task 4.13.7: As needed modifications to Community Engagement Presentation and formal responses to Frequently Asked Questions (FAQ's)

Professional Services: FIXED FEE

Pre-Planning & Ongoing Activities

- Task 0.1: Project Kick-Off Meeting with City of Ladue
- Task 0.2: Finalization of Project Scope of Work Refinement
- Task 0.3: Formation of Technical Project Management Committee (PMC)
- Task 0.4: Formation of Zoning Work Group
- Task 0.5: Transmittal of Base Information, as applicable

PRE-PLANNING TASKS SUB-TOTAL:	\$00.00
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Phase 1: Existing Regulatory Analysis & UDO Framework

- Task 1.1: Ex. Conditions Zoning Base Maps, and zoning documentation
- Task 1.2: PMC Work Sessions
- Task 1.3: Comparative Gaps Analysis
- Task 1.4: CONCEPTUAL UDO Framework and Section Outline
- Task 1.5: PMC Work Session
- Task 1.6: PRELIMINARY UDO Framework + Conversion Tables
- Task 1.7: PMC Work Session
- Task 1.8: DRAFT UDO Framework + Conversion Tables
- Task 1.9: Zoning Work Group Meetings
- Task 1.10: FINAL DRAFT UDO Framework + Conversion Tables.

PHASE 1 TASKS SUB-TOTAL:	\$30,000.00
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Phase 2: Residential Zoning Code Update

- Task 2.1: Analytical Review and Diagrams
- Task 2.2: PMC Work Session
- Task 2.3: 3D Typological Zoning Modeling
- Task 2.4: PRELIMINARY Residential Zoning Code Update
- Task 2.5: PMC Work Session
- Task 2.6: DRAFT Residential Zoning Code Update
- Task 2.7: DRAFT Residential Zoning Code Update Presentation
- Task 2.8: Zoning Work Group Meetings
- Task 2.9: FINAL DRAFT Residential Zoning Code Update
- Task 2.10: FINAL DRAFT Residential Zoning Conversion Table.
- Task 2.11: Residential Zoning Code Update Approval Process

PHASE 2 TASKS SUB-TOTAL:	\$75,000.00
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Phase 3: Commercial Zoning Code Amendments

NOTE: Phase 3 Scope of Work & Costs thereof to be determined at a later date and at the discretion of the City

- Task 3.0: Kick-Off Meeting + Preparation
- Task 3.1: Rock Hill Quarry: Industrial Zone H
- Task 3.2: Ladue Road / I-170 Commercial District: Commercial Zone G2
- Task 3.3: Clayton Road / Price Road Business District: Commercial Zone
- Task 3.4: Other Commercial Districts (x3)

PHASE 3 TASKS SUB-TOTAL

Phase 4: Final Plan & Adoption Activities

NOTE: Phase 4 Scope of Work & Costs thereof to be determined at a later date and at the discretion of the City

- Task 4.0: Kick-Off Meeting for Phase 4
- Task 4.1: Summary and Revisions of Special zoning districts
- Task 4.2: Summary and Revisions of Floodplain / Environmental Regulations
- Task 4.3: PMC Review Meeting
- Task 4.4: DRAFT Amendments of General Administrative Review
- Task 4.5: PMC Review Meeting
- Task 4.6: Presentation
- Task 4.7: Zoning Work Group Meeting
- Task 4.8: Reconciliation of All Amendments into a FINAL DRAFT UDO
- Task 4.9: Production of FINAL DRAFT Amended Zoning Map Revisions
- Task 4.10: PMC Review Meeting
- Task 4.11: FINAL DRAFT UDO and Amended Zoning Map Approval
- Task 4.12: Text Updates and Illustrative Figures into MuniCode

PHASE 4 TASKS SUB-TOTAL: \$00.00

PROFESSIONAL SERVICES FEE TOTAL FOR PHASE 1 & 2: \$105,000.00

Optional Professional Services: HOURLY FEE

Optional Services: Community Engagement

Phase 1: Existing Regulatory Analysis & UDO Framework

Phase 2: Residential Zoning Code Update

Phase 3: Commercial Zoning Code Amendments

Phase 4: Framework Administrative Updates

Note: All optional services to be determined by PMC and invoiced at hourly rates.

Hourly Rate Schedule

The Optional Professional Services shall be billed on an hourly basis for actual hours worked, according to the following hourly rate schedule, by personnel:

- *Project Director (John Hoal)* \$215.00/hour
- *Project Manager (Timothy Breihan)* \$195.00/hour
- *Senior Planner (Zoe Huff)* \$150.00/hour
- *Technical Staff (Logan Horn)* \$110.00/hour

Reimbursable Expenses

Reimbursable project expenses shall be paid according to the following schedule and hereby made part of this Contract. Listed rates will be effective for 12 months from the date of approval.

Product Type	Unit	Cost Per Unit
B&W Single-Side Copy	Sheet	\$ 0.10
B&W Double-Side Copy	Sheet	\$ 0.19
Color Single-Side Copy	Sheet	\$ 0.89
Color Double-Side Copy	Sheet	\$ 1.98
B&W Single-Side Copy	Sheet	\$ 0.16
B&W Double-Side Copy	Sheet	\$ 0.32
Color Single-Side Copy	Sheet	\$ 1.98
Color Double-Side Copy	Sheet	\$ 3.98
Color or B&W Plot	Square Foot	\$ 5.00
Comb Binding	Bound Document	\$ 4.99
CD/DVD	Disk	\$ 3.99

Exhibit B

**AFFIDAVIT OF PARTICIPATION IN
FEDERAL WORK AUTHORIZATION PROGRAM
(CONTRACTS OVER \$5,000)**

Comes now _____ as _____ first being duly sworn, on my oath,
(name) (office held)
 affirm _____ ("Company") is enrolled and will continue to participate in a federal work
(company name)
 authorization program in respect to employees that will work in connection with the contracted
 services related to _____ of the City of Ladue and

any incidental items associated with this work for the duration of the contract, if awarded, in accordance with Section 285.530.2, Revised Statutes of Missouri. I also affirm that the Company does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services for the duration of the contract, if awarded. Attached to this affidavit is documentation of the Company's participation in a federal work authorization program.

(ATTACH DOCUMENTATION SHOWING THAT COMPANY PARTICIPATES IN FEDERAL WORK AUTHORIZATION PROGRAM. ALSO ATTACH DRIVER'S LICENSE OR OTHER PROOF OF LAWFUL PRESENCE, AS PROVIDED IN THE GENERAL CONDITIONS – 208.009 RSMo.)

In Affirmation thereof, the facts stated above are true and correct (The undersigned understands that false statements made in this filing are subject to the penalties provided under § 575.040 RSMo.)

Signature (person with authority)

Printed Name

Title

Date

State of Missouri)
)
County of _____) ss.

Subscribed and sworn to before me this _____ day of _____, 201_.

My commission expires:

Notary Public

Exhibit C

ANTI-DISCRIMINATION AGAINST ISRAEL ACT CERTIFICATION

Note: Contractor is not required to provide this certification if: (1) the contract has a total potential value of less than one hundred thousand dollars (\$100,000.00) or (2) Contractor employees fewer than ten (10) employees.

Pursuant to RSMo. §34.600, a public entity is prohibited from contracting “to acquire or dispose of services, supplies, information technology, or construction unless the contract includes a written certification that the person or company is not currently engaged in, and shall not, for the duration of the contract, engage in a boycott of:

Goods or services from the State of Israel;

Companies doing business in, or with, Israel

Companies authorized by, licensed by, or organized under the laws of the State of Israel; or

Persons or entities doing business in the State of Israel.”

For a definition of the term “boycott”, please refer to RSMo. §34.600.3. A copy of the statute is attached. This is a requirement of state law and not the City of Ladue.

By signing the below, the Contractor agrees and certifies that it does not currently, and will not for the duration of this contract, engage in any of the types of boycotts listed above and further understands that this is a contractual requirement imposed by the State of Missouri and, therefore, agrees to hold the City harmless and seek no damages of any kind against the City for requiring such a certification, and further agrees that, if Contractor believes such certification violates Contractor’s rights, Contractor will pursue any legal claim against the state of Missouri or any other related entity and expressly covenants not to sue the City as a result of this statutory certification requirement.

CONTRACTOR

By: _____
[signature]

Print Name

Its: _____
[list title]

34.600. Citation of law — public entity contracts, no boycott of goods or services from Israel — definitions — violation, voiding of contract — rulemaking authority. — 1. This section shall be known as the "Anti-Discrimination Against Israel Act".

2. A public entity shall not enter into a contract with a company to acquire or dispose of services, supplies, information technology, or construction unless the contract includes a written certification that the company is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel. This section shall not apply to contracts with a total potential value of less than one hundred thousand dollars or to contractors with fewer than ten employees.

3. As used in this section, the following terms and phrases shall mean:

(1) **"Boycott Israel"** and **"boycott of the State of Israel"**, engaging in refusals to deal, terminating business activities, or other actions to discriminate against, inflict economic harm, or otherwise limit commercial relations specifically with the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel, that are all intended to support a boycott of the State of Israel. A company's statement that it is participating in boycotts of the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel, or that it has taken the boycott action at the request, in compliance with, or in furtherance of calls for a boycott of the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel shall be considered to be conclusive evidence that a company is participating in a boycott of the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel; provided, however that a company that has made no such statement may still be considered to be participating in a boycott of the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel if other factors warrant such a conclusion;

(2) **"Company"**, any for-profit or not-for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company, or other entity or business association, including all wholly owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates of those entities or business associations;

(3) **"Public entity"**, the state of Missouri or any political subdivision thereof, including all boards, commissions, agencies, institutions, authorities, and bodies politic and corporate of the state created by or in accordance with state law or regulations.

4. Any contract that fails to comply with the provisions of this section shall be void against public policy.

5. The commissioner of administration or his or her designee may promulgate regulations to implement the provisions of this section* so long as they are consistent with this section and do not create any exceptions. Any rule or portion of a rule, as that term is defined in section [536.010](#), that is created under the authority of this section shall become effective only if it complies with and is subject to all of the provisions of [chapter 536](#) and, if applicable, section [536.028](#). This section and [chapter 536](#) are nonseverable and if any of the powers vested with the general assembly pursuant to [chapter 536](#) to review, to delay the effective date, or to disapprove and annul a rule are subsequently held unconstitutional, then the grant of rulemaking authority and any rule proposed or adopted after August 28, 2020, shall be invalid and void.