



## **REQUEST FOR PROPOSALS COMPREHENSIVE ZONING CODE & ZONING MAP UPDATE ICC CODE UPDATE**

**City of Belleville, Illinois  
Economic Development, Planning & Zoning Department  
2300 West Main Street, Suite M112  
Belleville, Illinois 62220  
(618) 233-6518 ext. 1219**

### **Introduction**

The City of Belleville, Illinois (population 42,404) is the county seat of St. Clair County and is located approximately 10 miles southeast of St. Louis, Missouri. The City is seeking proposals from qualified planning and zoning consultants for two separate projects. Project A is a review and update of the City's currently adopted ICC codes to better meet the needs of Belleville while protecting the residents and fostering positive economic development. Project B is to conduct a comprehensive update of the City's Zoning Code (Title XV, Chapter 162) and Official Zoning Map.

### **Purpose**

The City of Belleville remains committed to facilitating orderly development, enhancing the quality of life and supporting the long-term goals of the community. To achieve this, the City seeks to update the Official Zoning Map, Zoning Code along with updating our current International Code Council, adopted codes to better reflect modern planning principles, emerging trends in land use and the evolving needs of the region.

This project will consolidate and reconcile all previously adopted zoning amendments into a single modern, usable document that addresses outdated provisions and creates a user-friendly code that supports Belleville's long-term growth. The project will also conduct a review and update our currently adopted International Code Council series of codes with local amendments to align with the uniqueness of our community, emerging trends and best planning practices. The Zoning Code amendment and Official Zoning Map updates and the International Code Council consultation and amendment revisions will be listed as two separate projects.

## **Scope**

The City is soliciting proposals from qualified planning and code consulting firms to provide professional services for two related but distinct regulatory modernization initiatives:

### **PROJECT A: Review and Update of Adopted ICC Codes**

### **PROJECT B: Comprehensive Zoning Code and Official Zoning Map Overhaul**

While these initiatives are complementary, they are separate scopes of work. Respondents may submit proposals for one or both projects. Each project will be evaluated independently.

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## **Project A: Review and Update of Adopted ICC Codes**

The City currently operates under the following adopted ICC code editions:

- International Fire Code 2015
- International Property Maintenance Code 2006
- International Mechanical Code 2003
- National Electrical Code 2014
- International Residential Code 2006
- International Fuel Gas Code 2006
- International Building Code 2006

The consultant shall evaluate current ICC editions and regional benchmarking to determine which International Code Council (ICC) code editions should be recommended for amendment and adoption.

Updating to the latest ICC codes is important, but adoption should be strategic. We are requesting expert consultation and data to best understand emerging issues and the city's unique challenges as an older community. The consultation process will guide amendments that promote safe, efficient development and long-term growth while streamlining city services.

The selected consultant will work with city staff, elected officials and the public to ensure the resulting code is clear, consistent, enforceable and aligned with the future needs of Belleville.

1. Code Review & Local Amendment Drafting
  - a. Identify current code issues and compare them to new code
  - b. Draft local amendments with city team input
2. Adoption of Updated Code
  - a. Provide summary of significant changes
  - b. Review drafted ordinances for adoption
3. Timeline

Due to the defined, limited scope of the project. The City would like to have drafted ordinances for approval within (60) days of the start of the contract.

## **Project B: Comprehensive Zoning Code and Official Zoning Map Overhaul**

The City has knowledgeable and experienced staff who will be actively involved throughout the zoning code update process. City staff will coordinate and manage all required public hearing notices, meeting logistics, agenda preparation and statutory noticing requirements. Staff will work collaboratively with the consultant on the project.

1. Project Initiation and Assessment
  - a. Conduct a kick-off meeting with staff to review project, goals and expectations.
  - b. Review existing code and zoning regulations along with recent ordinances
  - c. Identify inconsistencies and redundancies
2. Public and Stakeholder Engagement
  - a. Develop a public engagement plan outlining tools for effective public engagement
  - b. Conduct meetings and public workshops with the public, business owners and other stakeholders
  - c. Present findings to staff, the Zoning Board and City Council
3. Zoning Code Evaluation
  - a. Prepare a detailed report outlining the strengths and weaknesses of the current zoning code
  - b. Provide a detailed outline for the reorganized zoning code
  - c. Recommend updates to definitions, permitted use categories, special use categories, variance procedures and other zoning concepts to reflect modern land use trends
4. Zoning Map Evaluation
  - a. Identify inconsistencies or redundancies within the Zoning Map
  - b. Recommend updates to the establishment and placement of zoning districts
  - c. Recommend a Zoning Classification Map that allows user-friendly development while also protecting our residents, businesses and other stakeholders
5. Adoption and Implementation
  - a. Prepare a final draft of the Zoning Code and the Zoning Map for Zoning Board review and City Council adoption
  - b. Provide staff implementation tools
  - c. Attend public hearings as requested to address questions
  - d. Apply new Zoning Map and Zoning Code in GIS Software

### 6. Project Timeline

The consultant shall propose a detailed project schedule and timeline as part of their response that best aligns with their approach to the project. The timeline will be subject to review by staff.

**Proposal Submission Requirements**

Project A and Project B are separate and distinct projects and shall be proposed and bid independently. Respondents may submit a proposal for either project or both.

Proposals shall include the following:

1. Firm qualifications and relevant project experience
2. Project approach and methodology
3. Proposed project timeline with milestones for each project
4. Detailed fee proposal and timeline for each project
5. Identification of project manager and key personnel

**Proposed Request for Proposals Deadlines**

RFP Issued:	March 9, 2026
Deadline for Questions / Clarifications:	March 30, 2026
<b>Sealed Proposal Submission Deadline:</b>	April 23, 2026-4:00p.m. CDT
Evaluation of Proposals:	April 24 – May 8, 2026
Consultant Interviews (if necessary):	May 12 – May 15, 2026
Selection and Recommendation to City Council:	May 19, 2026

**All sealed proposals must be received by the Office of the City Clerk, Shelly Schaefer, no later than 4:00p.m. CDT on April 23, 2026**

**Office of the City Clerk  
Shelly Schaefer  
101 S. Illinois Street  
Belleville, IL 62220**

**Inquires and Contact Information:**

All inquiries, requests for clarification or technical assistance shall be directed at:

Dusty Hosna  
Planning and Zoning Administrator  
Economic Development, Planning & Zoning Department  
2300 West Main Street, Suite M112  
Belleville, Illinois 62220  
(618) 233-6518 ext. 1219

The City of Belleville reserves the right to reject any or all proposals, cancel or modify the request for proposals or modify the project scope or schedule as conditions warrant.

