RESOLUTION NO. 19-
City Council

DRAFT

RESOLUTION AUTHORIZING STAFF TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT FOR THE OVERLAY ADOPTION PROPOSAL PRESENTED BY BOLTON AND MENK FOR THE IMPLEMENTATION OF THE ROBINS ROAD CORRIDOR STUDY

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA, that city staff is hereby authorized to sign a Professional Services Agreement between the City of Hiawatha and Bolton and Menk for the following purposes and under the following terms:

Update Design Guidelines and create an Overlay Zone for Robins Road Corridor. Estimated cost of the development is $9,500.00 which is shown in the attached Exhibit 'A' along with the tasks. Available funds are LOSST 15-24.

AYES:
NAYS:
ABSENT:

PASSED AND APPROVED this 7th day of August, 2019.

_____
Bill Bennett, Mayor

ATTEST:

_____
Amy Scheer, Deputy City Clerk

BOLTON & MENK
Real People. Real Solutions.

Exhibit "A"

855 Wright Brothers Blvd SW
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Cedar Rapids, IA 52404

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Bolton-Menk.com

July 31, 2019

Ms. Kim Downs – City Administrator
City of Hiawatha
101 Emmons Street
Hiawatha, IA 52233

Dear Ms. Downs:

In continued service to the City of Hiawatha, we are excited at the opportunity to lead the process to develop an overlay district that will function as one of the tools used to implement the recommendations of the Robins Road Corridor Plan. The scope of services below outlines the process that would be used to develop the text of the overlay district and the process to apply the future district to the official zoning map.

OVERLAY DISTRICT DEVELOPMENT

The Robins Road Corridor Plan provides a conceptual redevelopment plan for the corridor. The identity created for the district will be reinforced not only by the public street amenities provided but also by each development project that occurs on private property. To ensure that the form and design of private development is consistent with the intent of the Plan additional development regulations will be required. An overlay district can place additional design and form related requirements in the specific corridor area without the need to amend the requirements of the underlaying zoning district. The overlay district is administered in the same method as a traditional zoning ordinance and the applicable appeal processes and permitting process is unchanged.

The development process will be completed with the assistance and input of a working group made up of City staff, Planning Commission member(s), City Council member(s) or others as deemed appropriate by City staff.

Task 1: Evaluate the current design guidelines

Our Team will review the current design guidelines and the associated review process to determine applicable guidelines that can be codified into the overlay district.

Deliverable: Summary report of the applicability of the contents of the current guidelines as some potential components of the overlay district.

Task 2: Overlay District Chapter Text

Our team will draft the overlay district chapter for review by City staff. The categories of contents will include, but are not limited to: building materials, landscaping and other screening methods, signage, parking, site circulation, pedestrian connectivity, setbacks, and other components as determined necessary by City staff. Graphic illustration(s) of the requirements will be provided.

Deliverable: Weekly phone conversations and email correspondence with City staff, and/or the working group to review the contents of the chapter text. Provide graphic illustrations that demonstrate the requirements.

Task 3: Overlay District Boundaries
Our team will propose the district boundaries of the proposed overlay district. It is anticipated that the district would be applicable to all properties with frontage on Robins Road. Additional considerations will include the intersecting streets as they relate to the corridor street.

Deliverable: Facilitate a meeting with City staff, and/or the working group to discuss the recommended chapter text and the map boundaries of the district.

Task 4: Adoption of a Text Amendment to the UDC and Zoning Map Amendment
Our team will make all changes required by City staff and present an updated chapter text and map designation for review at the staff level. We will present the overlay district and related map amendment(s) to the City Planning Commission at one meeting and at up to two City Council meetings.

Deliverable:
Facilitate a work session with the Planning Commission prior to the formal public hearing process to review the concepts and apply the requirements to potential development projects. The intention of the workshop is to simulate a zoning review of a project in the proposed overlay district (if deemed necessary by City staff).

Attend one Planning Commission meeting and one City Council meeting for the adoption process. Our team will make all recommended changes to the deliverables, as approved by the City Council. Provide user guide hand-out with graphic representations.

ESTIMATED FEES

Bolton & Menk, Inc. proposes to complete the above scope of work for a lump sum fee of **$9,500.00**. The fees for the individual tasks are indicated below, based on number of hours anticipated to complete the task:

Task 1: Evaluation of Existing Design Guidelines & Zoning Regulations	$ 390
Task 2: Overlay District Chapter Text Development	$ 4,155
Task 3: Overlay District Boundary Development	$ 1,110
Task 4: Adoption of a Text Amendment to the UDC & Zoning Map Amendment	$ 3,845
Total Estimated Fee	**$ 9,500**

We look forward to the opportunity to discuss the details of the proposed scope further and can refine the work program based on your feedback. The project will be led by Rose Brown, if you have any questions regarding our proposal please contact her at (515) 380-4396, or by email at rose.brown@bolton-menk.com.

Respectfully submitted,
Bolton & Menk, Inc.

Adrian Holmes, P.E.
Project Manager