

July 29, 2026

Mick Michel

City of Dyersville

340 1st Avenue East

Dyersville, IA 52040

RE: Comprehensive Plan and Zoning Code Updates
RDG Planning & Design, Inc.
Project No. 3008.284.00
File No. 1.02

Dear Mick,

We are pleased to have the opportunity to work with the City of Dyersville (City) to update the comprehensive plan and zoning ordinance. RDG Planning & Design, Inc. proposes the following terms to complete the services for the City.

Scope of Work:

RDG agrees to provide in a complete and professional manner the following:

Task 1: Comprehensive Plan Updates

1.1 Update Chapter 1: Dyersville Today

- Use current census, traffic, and park data to update charts, tables and narrative.
- Update the population forecasts if the new data warrants.
- City staff will provide narrative to update the public facilities and infrastructure snapshot.
- City staff will mark up a map of existing land uses that have changed since the previous plan. RDG will update the land use inventory.
- Share results with Staff.

1.2. Update Chapter 2: A Vision for Dyersville

- City to confirm goals and principles from the 2018 plan and provide direction on updates.
- No additional community engagement will occur.

1.3 Update Chapter 3: Land Use Development

- RDG to meet with City staff to review future land use map and needed update
- RDG to update goals, principles, future land use map, growth areas, and annexation areas as directed.

1.4 Update Chapter 4: Transportation

- RDG will confirm relevancy of the goals and action items with City staff to update.
- RDG will update maps for completed projects. Limited changes will be completed for this chapter. Per staff input, RDG will update language and maps.

1.5. Update Chapter 5: Parks

- RDG will confirm relevancy of the goals and action items with City staff to update.
- RDG will update Parks and Trails Maps per city direction.

1.6. Update Chapter 6: Community Development

- RDG will confirm relevancy of the goals and action items with City staff to update.

1.7. Update Chapter 7: Economic Development & Tourism

- RDG will confirm relevancy of the goals and action items with City staff to update.

1.8. Update Chapter 8: Community Character

- RDG will confirm relevancy of the goals and action items with City staff to update.

1.9. Update Chapter 9: Public Facilities & Infrastructure

- RDG will confirm relevancy of the goals and action items with City staff. City staff to provide narrative to update.

1.10. Update Chapter 10: Implementation

- Update the Implementation Tables.

1.11. Deliverables

- Updated PDF document
- Updating the entire document to Federal ADA standards can be added for an additional fee.

Task 2: Zoning Code Updates

2.1. Review Chapter 165: Zoning Regulations for new uses that need to be defined.

2.2. Add regulations for new uses as needed in sections 165.05 through 165.10.

2.3. Deliverables

- Memo of changes with reasoning based on research and best planning practices.
- Word document with marked-up changes and clean version for the City to use for approval meetings.

Task 3: Meetings

RDG will not attend any on-site meetings. City staff will attend adoption hearings. Scope can be expanded to include on-site meetings.

3.1. Video Conference #1: Staff discussion to do walkthrough of current plan and zoning objectives.

3.2. Video Conference #2: Review draft comprehensive plan updates and zoning review.

3.3. Video Conference #3: Review draft zoning updates.

Additional Services:

If additional services are requested during or following the completion of the Scope of Services, this agreement may be amended with additional compensation based on the RDG standard hourly schedule or a fee may be negotiated.

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Schedule:

The time period for completion of this project is estimated at five (5) months from the notice to proceed. The projected time period does not include the final approval process or delays caused by the City or factors outside of RDG's control.

Responsibilities of the City of Dyersville:

The City of Dyersville representatives will give thorough consideration to all reports, drawings, and other documents presented for review by RDG. All comments, revisions, and decisions will be provided to RDG in a consolidated format within 45 days for receipt of material from RDG.

Compensation:

RDG proposes to bill monthly in proportion to services performed, with total compensation for time not-to-exceed eighteen thousand dollars (\$18,000) without your written authorization. We will provide a digital copy of the final report.

Ownership of Materials:

The City of Dyersville shall control all media releases or publicity related to the study. No report, map, or other document produced in whole or part under this agreement shall be the subject of copyright application by RDG.

Assignment:

RDG agrees that they will not assign an interest in this agreement or delegate the performance of any of its duties hereunder without the written consent of the City.

Amendments:

Either RDG or the City of Dyersville may request an amendment or modification.

Termination:

This agreement may be terminated by either party upon ten (10) days written notice should either party fail substantially to perform in accordance with the terms through no fault of the other. In the event of termination, due to others than RDG, RDG shall be paid for services and expenses to date of termination.

If acceptable, please sign one copy of this letter and return for our files.

Sincerely, RDG Planning & Design  Amy Haase, AICP Principal	Accepted by: City of Dyersville Signature Printed Name and Title Date
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