



STAFF REPORT

MEETING DATE:	April 6 th 2025
MEETING TYPE:	City Council
SUBMITTED BY:	Wanda Randle
AGENDA CAPTION:	Discuss and consider authorizing the City Administrator to Councils approval to proceed with the proposed design concept and associated budget to move into the next phase of project development of the Veterans Memorial Project Plan created by Letora Anderson, PLA, AICP Presented by: Wanda Randle

Background Information

On **December 15, 2025**, the City Council approved the initiation of a Veterans Memorial project to honor the service, sacrifice, and legacy of veterans in the Hutchins community. The project site, located directly east of City Hall, will serve as a permanent space of tribute, reflection, and celebration—honoring veterans of the past, present, and future.

To support the development of this memorial, the City engaged **Letora Anderson**, a licensed landscape architect and certified planner, to collaborate with city staff on the conceptual design phase. The conceptual memorial design will incorporate community input and reflect Hutchins’ deep appreciation for the contributions made by its veterans.

Scope of Work

The approved professional services agreement includes the following tasks:

- **Task 1: Base Mapping**

Preparation of accurate base maps for the memorial site, including boundaries, utilities, topography, and site constraints.

- **Task 2: Conceptual Landscape Plan**

Development of a conceptual design that identifies key memorial elements, pedestrian flow, landscaping, hardscape features, memorial structures, seating areas, lighting, and overall spatial organization.

- **Task 3: Conceptual Landscape Plan Presentation**

An optional presentation of the conceptual design, offered at **no additional cost**, to present the concept to City Council, staff, and/or the community.

The conceptual design work has progressed, and staff now seeks Council approval to proceed with the **proposed design concept and associated budget** in order to move into the next phase of project development.

Budget Implications

The proposed design and project budget will support completion of the conceptual plan and preparation for future phases, which may include design development, construction documents, materials selection, and implementation. Funding for this portion of the project has been identified within the appropriate departmental or capital project budget.

A detailed cost breakdown is included in the supporting documentation.

Operational Impact

Once completed, the Veterans Memorial is anticipated to require routine maintenance similar to other landscaped public spaces. This may include landscaping upkeep, lighting maintenance, seasonal cleaning, and general inspection. Staff will incorporate these maintenance needs into existing operational workflows. No significant long-term operational burden is anticipated at this stage.

Legal Review

The Veterans Memorial project and associated professional services were previously reviewed during the December 15, 2025 approval process. Any future contracts, construction bids, or amendments will be submitted for legal review as appropriate.

Staff Recommendation

Staff recommends that the City Council approve the proposed design concept and budget and authorize staff to proceed with the next steps in the Veterans Memorial project. This approval will allow the project to advance beyond the conceptual phase toward detailed design, funding identification, and future implementation.

Supporting Documentation and Attachments

- Conceptual Design Proposal – Prepared and presented by Letora Anderson
- Proposed Project Budget
- Site Location Map and Base Mapping Materials
- December 15, 2025, Council Approval Summary