



STAFF REPORT

MEETING DATE:	February 17, 2025
MEETING TYPE:	City Council
SUBMITTED BY:	Katherine Lindsey
AGENDA CAPTION:	Discuss and consider Resolution R2025-02-1241 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AN AGREEMENT BY AND BETWEEN THE CITY AND DUNAWAY ASSOCIATES, LLC FOR PROFESSIONAL SERVICES REGARDING UPDATING THE ZONING AND SUBDIVISION ORDINANCES IN AN AMOUNT NOT TO EXCEED \$75,000; AND PROVIDING FOR AN EFFECTIVE DATE. Presented by: Katherine Lindsey, Assistant to the City Administrator

Background Information

The City Council allocated \$75,000 in the FY 2045-2025 Annual Budget to update the City's Zoning Ordinance. At its Monday, October 7, 2024 Regular Meeting, the City Council authorized the solicitation of proposals from firms to complete this project. The update of the Zoning and Subdivision Ordinances will correct conflicts in the City's zoning ordinance and development regulations.

The City of Hutchins published an RFP for Professional Consulting Services - Zoning Ordinance Update on October 8th, 2024 via Bonfire; advertised the RFP on the City's website homepage; published public notices in the City's officially designated newspaper, Focus Daily News, on October 11th and October 18th; and extended the original submission deadline from November 15th, 2024 to December 3rd, 2024.

Only one proposal was received. This proposal was from Dunaway Associates, LLC which is the firm which developed the City's Comprehensive Plan. Because of its involvement with the comprehensive plan, the firm should begin updating the Zoning Ordinance almost immediately.

Budget Implications

Funds were allocated for this project in the FY2024-2025 Annual Budget.

Operational Impact

Conducting this project will allow the City to update the Zoning and Subdivision Ordinances to help provide a foundation for cohesive zoning ordinance which enable clear and effective zoning categories and definitions and meshing of the zoning code and development code.

Legal Review

The resolution was approved by the City Attorney.

Staff Recommendation

Staff recommends that the City Council adopt the resolution.

Supporting Documentation and Attachments

1. Resolution
2. Contract