

STAFF REPORT

MEETING DATE: March 19, 2026

MEETING TYPE: Hutchins EDC Board Meeting

SUBMITTED BY: Guy Brown

AGENDA CAPTION: Consideration and Action regarding Scope of Service from Dunaway for Planning Services.

Presented by: Guy Brown HEDC Executive Director

Background Information

The City of Hutchins has been exploring opportunities to develop a mixed-use project that would enhance economic development opportunities and support the planned recreation center. Dunaway Associates, LLC submitted a proposal to provide professional planning services to prepare an illustrative site plan and marketing materials for a proposed mixed-use development area within the city.

The proposed planning effort focuses on approximately 17 acres of potential development area, divided into two primary sites:

- Site 1: Approximately 8 acres located at the north corner of Southaven Blvd. and Lancaster-Hutchins Road, west of the planned recreation center.
- Site 2: Approximately 9 acres located north of Hutchins City Hall along JJ Lemmon Road.

City of Hutchins Site Planning ...

The project concept includes a mixed-use development integrating commercial retail, public open space, community-oriented areas, and residential uses such as townhomes and higher-density multi-family housing. The goal of the effort is to create a viable marketing plan that can be used to attract developers and guide future development opportunities in the area.

Dunaway will prepare two illustrative site plan concepts for staff review and develop a final illustrative plan and supporting marketing graphics to assist the City in promoting the property to potential developers.

Budget Implications

The proposed professional services include:

- Illustrative Site Planning: \$15,000
- Marketing Graphics: \$3,000

Total Lump Sum Services: \$18,000

In addition, Dunaway has estimated \$5,000 for client coordination and meetings on an hourly basis if required. The proposal also includes a 2% administrative fee and direct expenses, which will be billed as applicable.

Funding for these services would be derived from the HEDC budget designated for Planning Purposes.

Operational Impact

The project will provide the City and HEDC with a conceptual development plan and marketing materials that can be used to attract potential private developers to the identified sites. These materials will support long-term planning for the Town Center area and assist in coordinating development opportunities around the future recreation center and surrounding properties.

Staff Recommendation

The Executive Director recommends approval of the Professional Services Agreement with Dunaway Associates, LLC to provide illustrative site planning and marketing graphics for the proposed mixed-use development area.