

October 27, 2023

Lindsey Boyd-Wheeler
 City Secretary
 City of La Vernia
 102 E. Chihuahua
 La Vernia, Texas 78121

Re: Preliminary Estimate for Comprehensive Plan and Zoning Ordinance

Dear City Secretary Boyd-Wheeler,

The following preliminary estimate has been prepared for the City of La Vernia for a Comprehensive Plan and Zoning Ordinance consistent with the Texas General Land Office’s Resilient Communities Program grant requirements. This estimate should be used for budgeting purposes.

The Resilient Communities Program provides Comprehensive Planning as an eligible activity/grant category. These plans take the community goals and aspirations and formalize them into actionable policies that determine what can be built within a certain jurisdiction and where. Comprehensive Plans themselves serve as guiding documents that provide the framework by which regulatory structures are created. In addition to creating and adopting a Comprehensive Plan, a Zoning Ordinance codifying the plan must be created and adopted to qualify for grant funding.

The following chart identifies a preliminary scope of work and contents of the Comprehensive Plan and Zoning Ordinance. Additional conversations with City Staff are required to refine the scope and contents to meet the community’s needs:

Description	Estimate
Comprehensive Plan	\$185,000
Background Research	
Comprehensive Plan Draft – including the following minimum elements:	
Preface	
Community Definition Statement	
Community Goals and Objectives	
Assessment of current and prior plans	
Population Study	
Housing Study	
Current Land Use Study	
Future Land Use Section and Map	

Transportation Plan Section and Map	
Infrastructure Study/Capital Improvement Plan Section with Map	
Community Facilities Plan Section	
Hazard Mitigation Section	
Implementation Plan Section	
Technical Exhibit Appendices	
Optional Add-on Sections:	\$3,000 to \$7,000 per additional section, dependent upon community needs
Economic Development Section	
Parks and Recreation Section	
Urban Design Elements Section	
Historic Preservation Section	
Downtown Redevelopment Section	
Data Collection and Community Engagement Meetings:	
7 meetings with City Staff or Steering Committee to collect and review information	
4 public engagement meetings/events	
1 workshop with Planning & Zoning Commission and/or City Council	
1 Public open house to present the final draft to the Public	
1 Planning and Zoning Commission adoption meeting	
1 City Council adoption meeting	
Zoning Ordinance	\$115,000
Background Research	
Zoning Ordinance Draft – including the following minimum elements:	
Definitions	
Land Use (Use Chart)	
Zoning Districts and regulations	
Zoning procedures and administration	
Nonconforming uses, structures, and lots	
Zoning Board of Adjustment	
Penalties and enforcement	
Data Collection and Community Engagement Meetings:	
5 meetings with City Staff or Steering Committee to collect and review information	
2 public engagement meetings/events	
1 workshop with Planning & Zoning Commission and/or City Council	

1 Public open house to present the final draft to the Public	
1 Planning and Zoning Commission adoption meeting	
1 City Council adoption meeting	

Description of the Comprehensive Plan Elements

The following minimum elements will be included:

Preface - The preface includes an executive summary and a section on how to use this plan for community planning, decision making, and resource allocation.

Community Definition Statement – This section answers the question of “Who are we?” as a community and provides the foundations to what makes the community unique.

Community Goals and Objectives - This section contains descriptive goals and objectives based on community input, with a hierarchical grouping or ordering to allow for comparison of different concepts.

Assessment of current and prior plans – This section will list and summarize current community development plans, both local and regional, which have been evaluated and used to inform the Comprehensive Plan. Examples of community development plans include but are not limited to: previously adopted Comprehensive Plans, City Strategic Plans, Hazard Mitigation Plans, MPO Transportation Plans, TxDOT Plans, and Utility Provider Capital Improvement Plans.

Population Study – This section contains demographic data about the community, including a population estimate and projection for the next 20 years.

Housing Study – This section describes the composition of the existing housing stock, including total number of units, number of single-family and multi-family units, and vacancy rates, as well as a projection for the number of future housing units needed 10 years from the date of the plan and the composition of those units (e.g., single-family, multi-family).

Current Land Use Study – This section describes the existing land use of every parcel within the city.

Future Land Use Section and Map – This section describes the future land uses of the city and is based on the goals and objectives of the community along with existing and desired development patterns. This section also includes proposed growth patterns to account for community growth and manage development in harmony with the other sections of the Comprehensive Plan. A Future Land Use Map is included as a graphical depiction of the Future Land Use Section and a visual guide for future development.

Infrastructure Study/ Capital Improvement Plan Section with Map – This section describes the water, wastewater, storm drainage, and street systems, including length, width, materials, and condition or age (if available), as well as proposed prioritized improvements to those systems.

Information about electric, natural gas, and cable/telecommunications systems is included if available. A Capital Improvement Plan Map depicting the existing systems and proposed improvements will be generated based on the Infrastructure Study and community goals and objectives.

Transportation Plan Section and Map – This section includes information on street and highway patterns, private transportation, and public transportation (if applicable). This section also includes a Master Thoroughfare Plan Map depicting existing streets and planned future streets and throughfares.

Community Facilities Plan Section and Map – This plan includes existing and future planned community facilities, including schools, libraries, parks, recreation and open space, and municipal facilities. This section will also include a map depicting these community facilities.

Hazard Mitigation Section – This section will identify local hazard risks and incorporate hazard mitigation strategies and actions to mitigate the local hazard risks. This section will reference and integrate existing hazard mitigation plans.

Implementation Plan Section – This section will contain strategies to implement the Comprehensive Plan and is organized into short, mid, and long-range implementation.

Technical Exhibit Appendices – This section will contain all the data collection exhibits and other technical items that were used in creating the plan.

Optional Sections – The following sections are optional and can be added to the project based on the community’s needs. The specific content and cost will need to be scoped based on the community’s needs:

- Economic Development Section
- Parks and Recreation Section
- Urban Design Elements Section
- Historic Preservation Plan Section
- Downtown Redevelopment Plan Section

Meetings and Public Engagement

Public engagement is critical to a well-informed and successful Comprehensive Plan. In the busy world we live in, receiving input from the public can be challenging. We have found it best to use a multi-pronged approach of in-person engagement events, such as design charettes or walking tours, and remote options such as online surveys and other internet-based engagement tools. Additional discussion with City Staff is needed to identify the best types of in-person engagement events for the community.

This estimate includes meetings with City Staff or a Steering Committee to help provide general direction and context for the public engagement, and refine concepts and policies. A joint meeting with the Planning & Zoning Commission and City Council is included in this estimate to review and

provide direction on the preliminary results from the public engagement phase before the draft plan is completed. The included open house meeting is intended to present the final draft to the public before it is taken forward for adoption.

Description of the Zoning Ordinance Elements

To qualify for the Resilient Communities Program grant funding for a Comprehensive Plan, a Zoning Ordinance that codifies the Comprehensive Plan must also be created and adopted. The Zoning Ordinance takes the ideas outlined in the Comprehensive Plan and codifies them into a legally binding development regulation.

Zoning Ordinances can take on a variety of different styles and are unique to the specific community. This estimate includes the creation of a Zoning Ordinance in a Euclidean, form-based, or hybrid style. Additional conversation with the city is needed to determine which style of regulation is best for that community. The following is a summary of these three styles of zoning regulation:

Euclidean: This is the traditional style and most common type of zoning regulation in Texas where the city is divided into zoning districts with a focus on the segregation of specific land uses or by land use type such as residential, commercial, industrial, etc.

Form-based: This style of zoning regulation focuses more on using the physical form of development and its relationship to the public realm as the organizing principle of the code rather than the separation of land uses.

Hybrid: This style of zoning regulation incorporates elements of both Euclidean and form-based zoning regulations to create a code that provides high-level separation of uses while also emphasizing the relationship between the physical form of development and the public realm in specific areas.

All Zoning Ordinance styles will include the following minimum elements:

- Definitions
- Land use regulations (such as a land use chart)
- Zoning districts and regulations
- Zoning procedures and administration
- Nonconforming uses, structures, and lots
- Zoning Board of Adjustments
- Penalties and enforcement

Meetings and Public Engagement

Public engagement is critical to creating effective zoning regulations. We have found that it is best to build upon the momentum from the Comprehensive Plan public engagement to narrow the community conversation toward zoning specific policies and regulations. The public engagement associated with the Zoning Ordinance portion of the project will begin at the tail end of the Comprehensive Plan community engagement. Additional discussion with City Staff is needed to

identify the best types of community engagement events and activities for the community.

This estimate includes meetings with City Staff or a steering committee to help provide general direction and context for the public engagement as well as refine concepts and zoning regulations. A joint meeting with Planning & Zoning Commission and City Council is included to review and provide direction on the Zoning Ordinance draft. The included open house meeting is intended to present the final draft of the zoning to the public and receive additional public comments before it is taken forward for adoption.

Deliverables, Project Schedule, and Estimated Costs

Deliverables - The deliverables for this project will be:

1. Comprehensive Plan draft with all maps and any associated appendices
2. Adoption ordinance for Comprehensive Plan
3. Zoning Ordinance draft exhibit
4. Adoption ordinance for Zoning Ordinance

All documents will be provided digitally in Microsoft Word format (.docx) and pdf. Appropriate GIS files will also be included for any maps created and used in the plan.

Items NOT included in the proposal:

- Legal review of completed draft Comprehensive Plan and Zoning Ordinance
- Consultation and review fees charged by the City Engineer or other city consultants
- Public hearing notices (drafting of notices can be added at additional charge)
- Printed copies of the Comprehensive Plan or Zoning Ordinance (available at additional charge)
- Travel and meeting expenses

Project Schedule - We anticipate the entire Comprehensive Plan and Zoning Ordinance process to take approximately 18 months to complete from project kick-off to adoption. The project is broken up into 2 phases, with the Comprehensive Plan process expected to take between 8-12 months to complete and the Zoning Ordinance to take between 7-10 months to complete, including several months of overlap in these two timelines.

Estimated Costs – The total estimated project cost for the Comprehensive Plan and Zoning Ordinance is \$300,000. Individually, the Comprehensive Plan is estimated at \$185,000 and the Zoning Ordinance is estimated at \$115,000. These estimates are subject to change depending on the specific needs and requirements of the community.

Additional work not included in this estimate can be added for additional costs depending on the community's specific needs. Conversations with City Staff will be needed to determine if any additional work is needed.

Travel and Meeting Expenses - Meeting and travel expenses have not been factored into this estimate. All related meeting and travel expenses are charged at cost and all related mileage is

charged by multiplying the actual miles traveled by the then-current IRS rate. Digital copies of all work are included with the project, and paper copies can be provided for an additional fee. Paper copy rates are \$0.20 cents per page, color copy rates are \$0.70 cents per page.

These preliminary estimates are designed to create a Comprehensive Plan and Zoning Ordinance which would meet the TXGLO Resilient Communities Program performance requirements for a Comprehensive Plan and Zoning Ordinance, and the estimates should be used for budgeting purposes.

Please feel free to contact our office regarding any questions you may have about this preliminary estimate.

Very truly yours,

DENTON NAVARRO ROCHA BERNAL & ZECH
A Professional Corporation



T. DANIEL SANTEE
PARTNER



BRYCE COX
PRINCIPAL PLANNER