

**Task 1-Drafting of the Historic Preservation Ordinance and Certification of Appropriateness (COA) process creation (\$12,000)**

Kimley-Horn will work with staff to draft an Historic Preservation Ordinance to allow for a voluntary historic local landmark process. This ordinance will attempt to follow the Certified Local Government (CLG) process in the event the City desires to comply with the State's CLG program. The ordinance will be composed of explain the application process, local landmark criteria, notice requirements, public hearing and COA processes.

**Task 2-Review of Ordinance with City's Attorney and Staff (\$10,000)**

Kimley-Horn will work with the City's attorney on revisions to the ordinance. It is anticipated that there will be numerous revisions and virtual calls with staff, Kimley-Horn, and the City's attorney to complete the final draft of the ordinance that will then be presented to the public. This task will be limited to four (4) revisions and four (4) virtual meetings.

**Task 3-Public Workshop (optional or can be completed by Staff) (\$7,000)**

If requested, Kimley-Horn will host one (1) Public Workshop to present the new ordinance and application process to the public. The Public Workshop will be scheduled for two hours in length, with one additional hour reserved for Kimley Horn to prepare with the City. Kimley-Horn will send two professionals to attend the workshop. The City will be responsible for securing the location of the meeting and for public notice.

Kimley-Horn will prepare presentation boards for the Public Workshop. The draft of the boards will be shared with the City for their review and comment. Kimley Horn will update the boards and print them for use during the Public Workshop.

**Task 4- Public Hearings (optional for KH or can be completed by Staff) (\$15,000)**

If requested, Kimley-Horn will attend the three (3) required public hearings for the adoption of the new ordinance. Kimley-Horn will also create a PowerPoint presentation for use at the hearings (if requested). Additional hearings or workshops can be completed on an hourly basis as requested by the City.

**Task 5-Training for Staff and LPA as the Historic Preservation Board (optional but recommended) (\$10,000)**

If requested, Kimley-Horn will create a training program for staff and the City's Local Planning Agency (LPA) to serve as the newly created Historic Preservation Board. The LPA will require training to understand the new Historic Preservation ordinance and the new processes for designating local landmarks. This training program will include the explanation of staff and the LPA's role in the landmark process and how to objectively review landmark applications pursuant to the new ordinance. In addition, this training will include the new COA application process training. One (1) Kimley-Horn staff member will attend the staff and LPA training session in-person for up to four (4) hours. The City will be responsible for securing the location of the meeting and for public notice.