

Town of Mineral - Historic Overlay District (Zoning)

DRAFT Budget and Scope of Work - TJPDC

3/20/2025

Phase	Tasks	Estimated TJPDC Staff Hours	Estimated TJPDC Staff Cost	Deliverables	Start Date	End Date	Public Engagement
1	Assessment and Planning				4/21/2025	5/30/2025	
1.A	Existing Conditions Inventory and Assessment Report						
	Evaluate Current Zoning Effectiveness	8	\$ 2,720.00				
	Historic Asset Inventory and Assessment	10		Technical memo			Work with Mineral Historic Foundation, others
	Maps	16		Maps			
1.B	Community Engagement						
	Establish a Steering Committee	8	\$ 640.00				Work with PC, TC, and MHF to recruit participants
	Organize up to 1 public workshops to gather input from residents, property owners, and stakeholders	0					Hold 1 public workshops*
2	Zoning Code Development				6/1/2025	8/15/2025	
2.A	Draft Historic Overlay District Regulations						
	Develop regulations	60	\$ 4,800.00				
	Establish design guidelines						
	Consider provisions for adaptive reuse and tax credits						
	Work session with Planning Commission to guide plan recommendations	24	\$ 1,920.00	Facilitated work session with planning commission			Work session
2.B	Incorporate Green Infrastructure and Sustainable Design Standards						
	Encourage the use of green infrastructure elements and sustainable design practices	0	\$ -				
	Consider incentives for implementing green infrastructure						
2.C	Review and Public Comment						
	Write draft plan (to include mapping, graphics, and formatting)	30	\$ 4,480.00	Draft plan and maps			
	Public engagement report	16		Technical memo			
	Presentation to PC and public hearing	10					Public hearing*

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3	Adoption and Implementation				8/18/2025	9/30/2025	
3.A	Adopt Zoning Code						
	Presentation to TC and public hearing	10	\$ 2,720.00				Public hearing*
	Final Plan and Maps	24		Final plan and maps			
3.B	Public Education and Outreach						
	Develop educational materials and resources for the public	24	\$ 3,520.00	Educational materials			
	Organize up to 1 public workshops or informational sessions	20					Hold 1 public workshops*
3.C	Monitoring and Enforcement						
	Establish a system for reviewing and approving development in the district	16	\$ 1,920.00	Checklist or SOP for use by historic review board			
	Partner with local historical societies or preservation organizations to provide technical expertise	8					Work with Mineral Historic Foundation, others
4	Project Administration						
4.A	Regular management meetings with Town designees	10	\$ 800.00				
4.B	Preparing invoices and other administrative items	8	\$ 640.00				

	Total TJPDC Staff Costs	302	\$ 22,720.00
	Direct Expenses		
	Advertising		\$ 500.00
	Printing		\$ 200.00
	Travel (4 roundtrips for 2 vehicles @ 76 miles)		\$ 425.60
	Total Direct Expense		\$ 1,125.60
	TOTAL COST**		\$ 23,845.60

Notes:

*Additional public meetings/engagement could be coordinated for additional fees (estimated cost ~\$1,000 per public meeting)

**Do not exceed amount. TJPDC will bill for actual costs incurred not to exceed this amount for the services included in this scope.