

## 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
<b>1</b>	<b>Assessment and Planning</b>				<b>4/21/2025</b>	<b>5/30/2025</b>	
<b>1.A</b>	<b>Existing Conditions Inventory and Assessment Report</b>						
	Evaluate Current Zoning Effectiveness	8	\$ 5,120.00				
	Historic Asset Inventory and Assessment	40		Technical memo			Work with Mineral Historic Foundation, others
	Maps	16		Maps			
<b>1.B</b>	<b>Community Engagement</b>						
	Establish a Steering Committee	8	\$ 5,120.00				Work with PC, TC, and MHF to recruit participants
	Organize up to 2 public workshops to gather input from residents, property owners, and stakeholders	56					Hold 2 public workshops*
<b>2</b>	<b>Zoning Code Development</b>				<b>6/1/2025</b>	<b>8/15/2025</b>	
<b>2.A</b>	<b>Draft Historic Overlay District Regulations</b>						
	Develop regulations	80	\$ 6,400.00				
	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			
<b>2.B</b>	<b>Incorporate Green Infrastructure and Sustainable Design Standards</b>						
	Encourage the use of green infrastructure elements and sustainable design practices	32	\$ 2,560.00				
	Consider incentives for implementing green infrastructure						
<b>2.C</b>	<b>Review and Public Comment</b>						
	Write draft plan (to include mapping, graphics, and formatting)	56	\$ 6,560.00	Draft plan and maps			
	Public engagement report	16		Technical memo			
	Presentation to PC and public hearing	10					Public hearing*

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<b>3</b>	<b>Adoption and Implementation</b>				<b>8/18/2025</b>	<b>9/30/2025</b>	
<b>3.A</b>	<b>Adopt Zoning Code</b>						
	Presentation to TC and public hearing	10	\$ 2,720.00				Public hearing*
	Final Plan and Maps	24		Final plan and maps			
<b>3.B</b>	<b>Public Education and Outreach</b>						
	Develop educational materials and resources for the public	40	\$ 5,760.00	Educational materials			
	Organize up to 2 public workshops or informational sessions	32					Hold 2 public workshops*
<b>3.C</b>	<b>Monitoring and Enforcement</b>						
	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
<b>4</b>	<b>Project Administration</b>						
4.A	Regular management meetings with Town designees	10	\$ 800.00				
4.B	Preparing invoices and other administrative items	8	\$ 640.00				

	<b>Total TJPDC Staff Costs</b>	<b>476</b>	<b>\$ 38,080.00</b>
	<b>Direct Expenses</b>		
	Advertising		\$ 500.00
	Printing		\$ 200.00
	Travel (7 roundtrips for 2 vehicles @ 76 miles)		\$ 744.80
	<b>Total Direct Expense</b>		<b>\$ 1,444.80</b>
	<b>TOTAL COST**</b>		<b>\$ 39,524.80</b>

**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.