

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	\$ 5,120.00					
	Historic Asset Inventory and Assessment	40		Technical memo			Work with Mineral Historic Foundation, others	
	Maps	16		Maps				
1.B	Community Engagement							
	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*	
2	Zoning Code Development				6/1/2025	8/15/2025		
2.A	Draft Historic Overlay District Regulations							
	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				
2.B	Incorporate Green Infrastructure and Sustainable Design Standards							
	Encourage the use of green infrastructure elements and sustainable design practices	32	\$ 2,560.00					
	Consider incentives for implementing green infrastructure							
2.C	Review and Public Comment							
	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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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	Final plan and maps			Public hearing*
	Final Plan and Maps	24					
3.B	Public Education and Outreach						
	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*
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	476	\$ 38,080.00
Direct Expenses		
Advertising		\$ 500.00
Printing		\$ 200.00
Travel (7 roundtrips for 2 vehicles @ 76 miles)		\$ 744.80
Total Direct Expense		\$ 1,444.80
TOTAL COST**		\$ 39,524.80

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.