



November 6, 2019

Mike Roth
City Administrator
City of Grand Marais
15 North Broadway Avenue
Grand Marais, MN 55604

RE: HKGi Proposed Work Scope and Costs for Housing Zoning Ordinance Amendment

Dear Mike,

Per the City's request, HKGi has prepared this proposed project work scope and costs to assist the City in updating its Zoning Ordinance to reduce housing regulatory barriers. This project is intended to implement the recommended implementation strategies that were identified in the Housing Plan initiative completed this fall. Our proposed project work scope responds to the priorities identified by the Planning Commission at its October 2, 2019 meeting and discussion with city staff following that meeting. The work scope is focused on defining a broader range of housing types that are desirable in the community. It is important that these additional housing types address the community's needs for a broader range of housing options yet fit the community's physical character. To accomplish this goal, we propose the following 3-phase project work scope:

1. Develop Additional Housing Types and Standards
2. Determine Appropriate Locations for Each Housing Type
3. Review and Adopt Zoning Ordinance and Map Amendments

A more detailed breakdown of the proposed project work scope tasks and costs is attached as page 3 of this letter proposal.

Please note that this work scope includes an online community survey (phase 1) to enable community input on the proposed additional housing types early in the process. Phase 2 includes illustrating the new housing types/densities on select vacant sites to help people visualize what future development of these housing types could fit into existing community character. Phase 2 also includes a public open house.

Our proposed project work scope includes HKGi's involvement in five (5) meetings:

- three (3) meetings with the Planning Commission, including the meeting for a public hearing and the PC's recommendation for adoption to the City Council;
- one public open house;
- one meeting with the City Council.

In order to reduce our consultant costs, the proposed project work scope assumes that City staff will undertake some of the meeting facilitation, staff report, and presentation

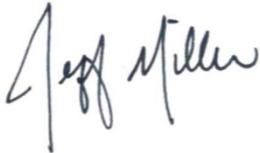
responsibilities in the final phase of reviewing and adopting the Zoning Ordinance/Map amendments. HKGi will prepare materials to assist City staff with these meeting presentations.

HKGi proposes to complete the attached project work scope for a cost of \$32,500. This cost is our best estimate for this work scope. However, since the City has not identified a specific budget for this work, we are happy to work with the City on refining our proposed work scope and costs to meet the City's needs.

HKGi is available to start work on the project right away and anticipate that the final Zoning Ordinance and Zoning Map amendments can be completed in Spring 2020. I will serve as the project manager and will be responsible for day to day client communication, meeting facilitation, and the primary author of the Zoning Ordinance amendments.

Please feel free to contact me with questions or if you need clarifications to the proposed work scope and costs. Thank you for giving HKGi the opportunity to continue to contribute to the City's efforts to address barriers to housing development in the community. I look forward to hearing from you regarding our proposed project work scope.

Sincerely,



Jeff Miller, AICP
Associate
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Proposed Project Work Scope and Costs

Phases	Description	Costs	HKGi Trips
Phase 1	Develop Additional Housing Types and Standards	\$11,600	
	1.1 Identify and define additional housing types		
	1.2 Develop draft residential uses tables, principal and accessory		
	1.3 Research best practices for housing types standards		
	1.4 Develop draft dimensional and design standards by housing type		
	1.5 Meeting with PC		1
	1.6 Facilitate online survey for level of support for new housing types		
	1.7 Revise proposed housing types and standards		
	1.8 Add and revise zoning definitions		
Phase 2	Determine Appropriate Locations for Each Housing Type	\$13,600	
	2.1 GIS mapping of potential development/infill properties		
	2.2 Illustrate new housing types/densities on select vacant sites		
	2.3 Meeting with PC		2
	2.4 Develop proposed residential uses tables, principal and accessory		
	2.5 Update zoning districts		
	2.6 Propose updates to zoning map		
	2.7 Public open house		3
	2.8 Develop recommended zoning ordinance & map amendments		
Phase 3	Review and Adoption of Zoning Ordinance & Map Amendments	\$4,900	
	3.1 Meeting and public hearing with PC		4
	3.2 Revise zoning ordinance and map based on PC meeting feedback		
	3.3 Meeting with CC		5
	3.4 Prepare final ordinance and map		
		Expenses \$2,400	
		TOTAL COST with Expenses \$32,500	

