

Project Scope of Work /Schedule

Consultant Due Diligence; B-2 zoning District Zoning Text Audit

- Consultant to review the existing B-2 (Downtown Mixed Use) district and the B-2 {Old Mill Overlay District) zoning code chapters and perform a zoning text audit. The audit memo will identify specific text items to 1) retain, 2) retain with edits, 3) remove in their entirety; and 4) identify opportunities for new guidelines / standards.

Council Work Session #1 (Kick-off meeting): *April*

- Review scope of work, project schedule and discuss approach for stakeholder input session. Discuss initial areas of need prior to beginning the B-2 district zoning text audit. Begin the process of expanding the existing Old Mill Overlay district.

City Council Input Session: *May*

Facilitate a meeting with City Council to brainstorm and discuss topics and issues that should be considered to be included in the B-2 district update as it relates to building and site design guidelines. Consultant will use a power point presentation to provide context for the specific design guideline issues and opportunities. If desired, Consultant can provide City Council with the B-2 zoning text audit prior to this presentation. Discuss B-2 zoning text audit and begin identifying key areas to be considered for first draft edits.

City Council Work Session #2: *June*

- Review a first draft of the proposed B-2 district text and images. Discuss approach to Planning Commission, HMA and stakeholders presentation. Consultant will make edits as discussed and resubmit a revised B-2 district chapter and associated images.

Stakeholders Input Session: *June*

Facilitate a meeting with the Planning Commission, HMA and other various stakeholders to brainstorm and discuss topics and issues that should be considered to be included in the B-2 district update as it relates to building and site design guidelines. Consultant will use a power point presentation to provide context for the specific design guidelines issues and opportunities.

City Council Work Session #3: *July*

-Recap the feedback received from the HMA and Planning Commission Input sessions
Consultant will begin drafting the zoning text edits and creation /acquisition of illustrative zoning images. Discuss any details and approaches on proposed building and site design guidelines. Approve and adopt the expansion of the existing Old Mill Overlay district

City Council Work Session #4: August

- Update on draft edit to include power point slideshow and use it in a presentation City Council in discussing the first draft of the revised B-2 zoning district chapter. Discuss any required edits to the draft design guidelines and the power point slideshow to be used at City Council, Discuss approach to the City Council presentation.

Final Presentation to City Council: September

- Submit Final Draft of the Comprehensive Plan to City Council in both MS Word and PDF digital formats, Consultant will present the final draft of the revised 13-2 zoning district chapter to City Council and make a presentation using the power point slide show. Based on any feedback received during or after the City Council presentation, Consultant shall make any **required final** text / image edits **and submit a final version** to City Staff.

Design Guidelines Phase 1-Downtown Milford

Goals:

- Extend Design guidelines to the Hamilton county side
- Combine B-2 and OMO district into one district that includes design guidelines: Opportunity for branding the district. (i.e. Milford River District)
- Add imagery and 3D drawings

1. Audit existing ordinance (Keep, Tweak, Kill):	Staff & Consultant	April
2. City Council Kickoff meeting	Staff & Consultant	April
3. Council Input Session	Staff & Consultant	May
4. Stakeholders Meeting	Staff & Consultant	June
5. City Council Presentation	Staff & Consultant	September
6. Planning Commission: Public Hearing:	Staff	October
7. City Council: Public Hearing	Staff	November
8. City Council: Final Adoption	Staff	November