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