



213 S. Marquette St. Ironwood, MI 49938
Memorial Building, Conference Room #1, 2nd Floor

Planning Commission Meeting Agenda

1. Call to Order
2. Recording of the Roll
3. Approval of the August 6, 2015 Meeting Minutes.
4. Approval of the Agenda
5. Citizens wishing to address the Commission regarding Items on the Agenda (Three-minute limit)
6. Citizens wishing to address the Commission regarding items not on the Agenda (Three-minute limit)
7. Items for Discussion and Consideration
 - a. PC Case 2015-006 Capital Improvement Plan (CIP)
 - b. PC Case 2015-007 Tier I Surplus Property
 - c. Tier II Surplus Property RFP
8. Project Update
 - a. Comprehensive Plan Implementation Status
 - b. Michigan Association of Planning Daniel Burnham Award for a Comprehensive Plan
9. Other Business
10. Next Meeting: November 5, 2015
11. Adjournment



Proceedings of the Ironwood Planning Commission Thursday, August 6, 2015

A Regular Meeting of the Planning Commission was held on Thursday, August 6, 2015 in the Women's Club Room, Second Floor of the Municipal Memorial Building in the City of Ironwood, Michigan.

1. Call to Order: Chair Bergman called the meeting to Order at 5:00 p.m.
2. Recording of the Roll:

MEMBER	PRESENT		EXCUSED	NOT EXCUSED
	YES	NO		
Bergman, Thomas	X			
Burchell, Bob	X – Arrived 5:35 pm			
Cayer, Joseph Sr.	X			
Davey, Sam	X			
Lemke, Joseph	X			
Semo, Rick, ex-officio, non-voting member	X			
Silver, Mark		X	X	
	6	1	Quorum	

Also present: Community Development Director Michael J.D. Brown.

3. Approval of the July 2, 2015 Meeting Minutes:

Motion by Davey to accept the July 2, 2015 Minutes. **Second** by Lemke. **Motion Carried 4 to 0.**

4. Approval of the Agenda:

Motion by Davey to accept the Agenda. **Second** by Cayer. **Motion Carried 4 to 0.**

5. Citizens wishing to address the Commission regarding Items on the Agenda (three-minute limit):

None.

6. Citizens wishing to address the Commission regarding Items not on the Agenda (three-minute limit):

None.

7. Items for Discussion and Consideration:

- a. Public Hearing and Consideration of PC 2015-004 Site Plan and Conditional Use for Xcel Energy: Chair Bergman read the Public Hearing rules to the audience. Director Brown opened up with a project overview which then led into Xcel Energy presentation. Two residents from 141 Country Club Rd. addressed the committee in favor of the project but, had concerns about their property values. Resident from 131 Country Club Rd. addressed the committee asking about future expansion. Bob Schonberg property owner to the south of the property addressed the committee asking what land they purchased and how many people will be employed; discussion followed.

Burchell arrived at 5:35 pm.

Motion by Cayer to approve the site plan for Xcel Energy. **Second** by Davey. **Motion Carried 5 to 0.**

Motion by Davey to approve the conditional use for outdoor storage for Xcel Energy. **Second** by Burchell. **Motion Carried 5 to 0.**

8. Project Updates:

- a. Comprehensive Plan Implementation Status: Director Brown directed the Planning Commission to the website.
- b. Zoning Board of Appeals: Director Brown stated that the zoning board of appeals will remain as the City Commission.
- c. Zoning Ordinance Update: Director Brown stated that there isn't any funding for a zoning ordinance update for this current budget cycle.

9. Other Business: Cayer asked about Fahrner from last meeting and staff has contacted him but Fahrner has not inquired about additional properties.

10. Next Meeting: September 3, 2015 at 5:00 p.m.

11. Adjournment:

Motion by Davey to adjourn the meeting. **Second** by Cayer. **Motion Carried 5 to 0.**

Adjournment at 5:45 p.m.

Respectfully submitted

Thomas Bergman, Chairman

Tim Erickson, Community Development Assistant

**To:**

Department	Staff
City Centre	Bob Burchell, Downtown Art Place President
Civic Center	Brian Roehm, Civic Center Manager
Code Enforcement	Jason Alonen, Code Enforcement Officer
Community Development	Michael J. D. Brown, Community Development Director
Department of Public Works	Bob Richards, DPW Supervisor and Bob Tervonen Utilities Manager
Depot Building	Gary Harrington, Historical Society President
Finance/Treasury Department	Paul Linn, Finance Director/Treasurer
Historic Ironwood Theatre	Bruce Greenhill, Theatre Director
IT	Dennis Hewitt, Assessor/Building Inspector
Library	Elaine Erickson, Library Director
Manager's Office	Scott Erickson, City Manager
Memorial Building	Karen Gullan, City Clerk
Public Safety	Andrew DiGorigio, Director of Public Safety

From: Michael J. D. Brown, Community Development Director**Date:** July 22, 2015**Meeting Date:** July 22, 2015**Re:** Capital Improvement Plan (CIP) Adoption Steps

The requirement for capital budgeting for the following six fiscal years is found in the Michigan Planning Enabling Act (Public Act 33 of 2008, as amended). Capital budgeting has two elements. The first is a Capital Improvements Plan, and the second is the incorporation of that plan into the annual budget and future budget forecasts. The Capital Improvement Plan is a six year schedule of all proposed major capital improvement projects including project priorities, costs estimates, methods of financing, and annual estimated operating and maintenance costs for the proposed projects. Each year the Capital Improvement Plan is revised for next fiscal year.

Including the Capital Improvement Plan in the annual budget, and future budget forecasts, is primarily for the purpose of adjusting the multi-year program of projects to changing needs and circumstances. It also ensures that projects proposed and planned for are actually completed. At the end of each fiscal year, the projects completed during that year are removed from the plan and an additional year's projects are added. The Capital Improvement Plan is designed to be amended on an annual basis. Projects can be added or subtracted as the needs and resources of the community adjust.

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It is also important that the adopted budget include a summary fund balance forecast for all funds of the community for the six year duration of the Capital Improvement Plan. (General Fund, Major Street Fund, Local Street Fund, Water/Sewer Fund...). An effective and ongoing Capital Improvement Plan is beneficial to elected officials, staff, and the general public. Among the benefits that can be received from an adopted and well-maintained Capital Improvement Plan are:

1. Coordination of the community's physical planning with its fiscal planning capabilities;
2. Ensuring that public improvements are undertaken in the most desirable order of priority;
3. Assisting in stabilization of tax levies over a period of years;
4. Producing savings in total project costs by promoting a "pay as you go" policy of capital financing thereby reducing additional interest and other extra charges;
5. Providing adequate time for planning and engineering of proposed projects;
6. Ensuring the maximum benefit of the monies expended for public improvements; and
7. Permitting municipal construction activities to be coordinated with those of other public agencies within the community.

Capital improvement planning and budgeting allow officials and citizens to set priorities for capital expenditures and ensure maximum physical benefit for a minimum capital expenditure through an orderly process of project development, scheduling and implementation.

A wide range and variety of capital improvements are included in the Capital Improvement Plan. Listed below are several criteria to aid in the review of potential projects:

1. Required to fill any federal or state judicial administrative requirements.
2. Relationship to source and availability of funds.
3. Impact on annual operating and maintenance costs.
4. Relationship to overall fiscal policy and capabilities.
5. Project's readiness for implementation.
6. Relationship to overall community needs.
7. Relationship to other projects.
8. Distribution of projects throughout the community.
9. Relationship to other community plans.

These factors are all relevant and must be considered in order to ensure that the best quality of service is delivered to our residents in the most fiscally prudent manner. Most importantly the proposed list of capital projects has to reflect the overall goals and vision of the community's adopted Master Plan.

The following identifies the steps necessary to adopt the Capital Improvement Plan (CIP) per City Charter and the Michigan Planning Enabling Act, P. A. 33 of 2008, as amended; M.C.L 125.3801 *et seq.* Sec. 65. (1).

1. **July/August:** Department Heads will prepare and submit final CIP worksheets to the Community Development Director by end of August. The CD Director, City Manager and Finance Director will review worksheets.
2. **September:** CIP worksheets will be entered into the CIP program by mid September.

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3. **October:** A draft CIP will be presented to the Planning Commission and Parks and Recreation Committee at its October meetings for review and comment. Parks and Recreation Committee shall make a recommendation to the Planning Commission.
4. **November:** Once the Planning Commission receives a recommendation from the Park and Recreation Committee, a final draft of the CIP will be presented to the Planning Commission at its November meeting for review and comment and potentially with a recommendation for approval to the City Commission. If the Planning Commission recommends approval of the CIP in November the City Commission will review the CIP in November and potentially approve the CIP in November.
5. **December:** If the Planning Commission doesn't make a recommendation to the City Commission in November it will make a recommendation in December and the City Commission will review the CIP in December and potentially approve the CIP in December.
6. **January:** If the City Commission hasn't approved the CIP by December it will approve the CIP by January.
7. **February:** Once the CIP is approved the budget process can begin.

Please see the following attached documents:

1. New CIP Project worksheet for you to fill out with instructions on how to do so for new projects.
2. Current CIP project worksheets to be updated.
 - a. The following sections shall be updated
 - i. Expenditures
 - ii. Funding Sources
 - b. If there are other sections that you wish to modify please do so such as useful life, total project cost, priority, description, justification, budget impact.
 - c. If a project has been completed mark COMPLETE and indicate the total project cost

RESOLUTION #014-049

City of Ironwood Tier I Surplus Property

WHEREAS, the City of Ironwood desires to reduce the number of real properties it owns through a formal policy that it adopted as Resolution 014-043 City of Ironwood Surplus Property Policy;

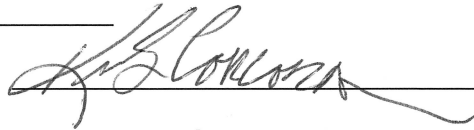
WHEREAS, a Tier I property list and map have been prepared per Resolution 014-043 and are attached as Exhibit A;

WHEREAS, any resolution that may be in conflict is hereby repealed;

THEREFORE BE IT FURTHER RESOLVED that the City of Ironwood hereby adopts this resolution and the attached City of Ironwood Tier I Surplus Property List and Map.

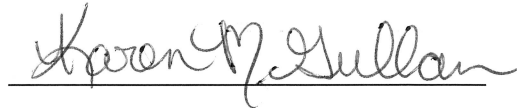
The following aye votes were recorded: _____4_____

The following nay votes were recorded: _____0_____



Kim Corcoran, Mayor

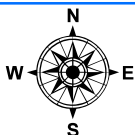
I, Karen Gullan, the duly appointed City Clerk of the City of Ironwood, Michigan, do hereby certify that the foregoing is a true copy of a Resolution adopted by the City Commission of the City of Ironwood at its Regular Meeting on January 12, 2015.



Karen M. Gullan, City Clerk

City of Ironwood Tier I Surplus Property List

Map ID	PARCEL NUMBER	LEGAL DESCRIPTION	STREET ADDRESS	LOT SIZE	PURCHASE PRICE	LEGAL FEES	Total Cost
1	23-151-110	TH N 89 DEG 20' 32" E 135.00 FT; TH S 00 DEG 39' 28" E 50.00 FT; TH S 89 DEG 20' 32" W 135.00 FT; TH N 00 DEG 39' 28" W 50.00 FT TO POB ACREAGE	115 Rowe Street	50x135	\$250.00	Cost	\$250.00 + Legal Fees
2	22-310-010	S1/2 OF LOT 23-EXCEPT W 80' THEREOF	NORRIE	20' X 39'	\$0.00	Cost	\$0.00 + Legal Fees
3	22-354-090	LOT 85 KING & GENTILE ADD.	W. Ayer	40' X 140"	\$200.00	Cost	\$200.00 + Legal Fees
4	22-428-080	LOT 9 BLOCK 4 CURRY ADDITION	655 HURON ST	50x105	\$250.00	Cost	\$250.00 + Legal Fees
5	21-479-090	LOT 4 BLOCK 7 CANAL COMPANY ADD	Cedar	50' X 130'	\$250.00	Cost	\$250.00 + Legal Fees
6	23-351-260	COM AT SW COR SEC 23-47-47; TH N 00 DEG 57' 21" W 519.36 FT; TH S 89 DEG 49' 21" E 300.00 FT TO POB; TH S 89 DEG 49' 21" E 50.00 FT; TH S 01 DEG 19' 24" E 340.26 FT; TH N 89 DEG 42' 21" W 50.00 FT; TH N 01 DEG 19' 25" W 340.16 FT TO POB ACREAGE	476 E. Houk Street	50'x340'	\$250.00	Cost	\$250.00 + Legal Fees
7	23-476-021	S 345' OF LOT 15	BROGAN		\$100.00	Cost	\$100.00 + Legal Fees
8	26-101-060	LOTS 4 & 5	459 E. Pine Street	60x125	\$300.00	Cost	\$300.00 + Legal Fees
9	27-132-130	LOTS 19 & 20	TAMARACK	80' X 135'	\$400.00	Cost	\$400.00 + Legal Fees
10	27-251-100	LOTS 6 & 7	ASH STREET	80'X128'	\$400.00	Cost	\$400.00 + Legal Fees
11	26-108-030	LOTS 21-22	504 E. BIRCH	125' X 60'	\$300.00	Cost	\$300.00 + Legal Fees



Not to Scale

Tier I Surplus Property

Thursday, December 11, 2014

Legend
 Tier I Surplus Property
 1, 2, 3 Surplus Property List ID

The information contained in this map is for reference purposes only. The City of Ironwood is not responsible for the accuracy of the data.

City of Ironwood Tier I Surplus Property List

Map ID	PARCEL NUMBER	LEGAL DESCRIPTION	STREET ADDRESS	LOT SIZE	SALE PRICE	LEGAL FEES	Total Cost
1	23-151-110	TH N 89 DEG 20' 32" E 135.00 FT; TH S 00 DEG 39' 28" E 50.00 FT; TH S 89 DEG 20' 32" W 135.00 FT; TH N 00 DEG 39' 28" W 50.00 FT TO POB ACREAGE	115 Rowe Street	50x135	\$250.00	Cost	\$250.00 + Legal Fees
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10	27-251-100	LOTS 6 & 7	ASH STREET	80'X128'	\$400.00	Cost	\$400.00 + Legal Fees
11	26-108-030	LOTS 21-22	504 E. BIRCH	125' X 60'	\$300.00	Cost	\$300.00 + Legal Fees

SOLD

RESOLUTION #014-043

City of Ironwood Surplus Property Policy

WHEREAS, the City of Ironwood desires to reduce the number of real properties it owns through a formal policy attached as Exhibit A known as the City of Ironwood Surplus Property Policy;

WHEREAS, the attached policy is consistent with the City of Ironwood Comprehensive Plan and Chapter 2, Article VI, Division 3 of the City of Ironwood Code of Ordinances and has been reviewed and recommended by the City of Ironwood Planning Commission on September 3, 2014;

WHEREAS, any resolution that may be in conflict is hereby repealed;

THEREFORE BE IT FURTHER RESOLVED that the City of Ironwood hereby adopts this resolution and the attached City of Ironwood Surplus Property Policy.

The following aye votes were recorded: _____ 5 _____

The following nay votes were recorded: _____ 0 _____

A handwritten signature in blue ink, appearing to read "Kim Corcoran", is written over a horizontal line.

Kim Corcoran, Mayor

I, Karen Gullan, the duly appointed City Clerk of the City of Ironwood, Michigan, do hereby certify that the foregoing is a true copy of a Resolution adopted by the City Commission of the City of Ironwood at its Regular Meeting on September 22, 2014.

A handwritten signature in black ink, appearing to read "Karen M. Gullan", is written over a horizontal line.

Karen M. Gullan, City Clerk

Exhibit A



City of Ironwood Surplus Property Policy

1. Introduction

The following policy outlines how the City of Ironwood disposes of real property it considers to be surplus and of no further use for the public good per Chapter 2, Article VI, Division 3, Section 2-242 of the City of Ironwood Code of Ordinances.

2. Amendments to this policy:

The City of Ironwood Planning Commission shall review and make a recommendation to the City Commission regarding amendments to this policy. Upon receiving a recommendation from the Planning Commission, the City Commission may approve, approve with modifications or deny all amendments; if approved they shall be passed by resolution.

3. Property not for Sale

City owned property that is being used for a public purpose shall not be sold. This includes but is not limited to parks, recreational areas and property with public buildings/use (i.e. Memorial Building, Library, Public Works, Public Safety, utility stations, water towers etc).

The City Commission may consider these types of property for sale only after receiving recommendations from the following:

- A. Park/Recreation Area Property: Parks and Recreation Committee and Planning Commission
- B. Public Building/Use Property: Planning Commission

4. Industrial Park Property

The following is the process the City shall follow to sell property it owns in the Industrial Park. While this property is not considered surplus, this will formalize the process to sell Industrial Park property.

- A. A development proposal and site plan shall be submitted to the Ironwood Industrial Development Corporation (IIDC) for City owned property within the Industrial Park. The IIDC shall make a recommendation with conditions to the City Commission.
- B. The Planning Commission shall review the development proposal and site plan and make a recommendation to the City Commission.

- C. Upon receiving a recommendation from the IIDC and Planning Commission the City Commission shall approve, approve with conditions or deny the request.
- D. If approved, development agreements and other legal documents shall be prepared for approval by the City Commission. The development agreement shall take into account requirements deemed necessary for sale and development of the property.
- E. All costs incurred by the City (legal, engineering, recording of documents or other fees/costs) through the sale and development of the property shall be paid for by the purchaser. A deposit may be required to ensure payment prior to preparation of development agreement/deed/legal documents. The deposit shall be maintained until completion of the project. In addition, a letter of credit shall be required to ensure the completion of the project.
- F. The development proposal and site plan shall comply with all zoning/development regulations and be consistent with the Comprehensive Plan.
- G. A timeframe shall be set for completion of the development; if the development is not completed in the set timeframe the property shall revert back to the City of Ironwood.
- H. The price of land shall be set by the City Commission on a case by case basis and annually reviewed with the IIDC.

5. Tiered System

Property identified as surplus shall be placed into one of two tiers that are outlined below. This tiered approach is consistent with the City of Ironwood Comprehensive Plan Strategy 6.11(c).

A. Tier I Property

- I. These are properties that are "sandwiched" in between different property owners or adjacent property owners of which the City owned property would not be able to be developed under existing zoning regulations and could only be utilized by such adjoining property owners. The property would only be eligible to be sold to the adjoining property owners to add on to their property. (see attached map ***Surplus Property Policy: Tier 1*** for example)
- II. The City shall prepare and adopt, by resolution, a list and corresponding map of Tier I properties and purchase prices.
 - a. The Planning Commission shall direct staff to prepare a list and map of Tier I properties and corresponding prices.
 - b. Upon completion of the list and map the Parks and Recreation Committee shall review the list and map and evaluate if any property identified should be removed from the list and held by the City for parks and recreation purposes. The Parks and Recreation Committee shall make a recommendation to the Planning Commission.
 - c. Upon receiving a recommendation from the Parks and Recreation Committee, the Planning Commission shall review the list and map and make a recommendation to the City Commission.

- d. Upon receiving a recommendation from the Planning Commission, the City Commission may order a title search of all properties identified on the list to verify ownership (a title search may be required for new properties being added to the list in the event of an amendment as described below). If after the title search there are properties that are not in City ownership, they shall be removed from the list and map. The City Commission shall then adopt the list and map by resolution.
 - e. Amendments to the list and map: On an annual basis the City Assessor shall conduct a regular land use and building conditions inventory (Comprehensive Plan Strategy 3.3) to determine if there are additional properties that may apply, properties that have been sold shall be removed, other properties for removal shall be evaluated and prices reevaluated. Amendments shall follow the same approval process outlined above.
- III. Once the resolution adopting the list and map is approved, no additional approvals shall be required by the City to sell Tier I properties except in the following cases:
- a. If multiple eligible property owners wish to purchase a property staff shall bring the requests before the Planning Commission for a decision; it is the intent of the City for an even split of the property.
 - b. If an eligible property owner doesn't want to purchase the entire property the City may consider splitting the property. Staff shall bring the request before the Planning Commission for a decision; it is the intent of the City to sell the property as a whole if possible.
- IV. If the purchaser doesn't agree with the set price they shall have an appraisal prepared, at their own cost, and submitted to the City. The City may accept the lowest price (surplus list price or appraisal price).
- V. Purchaser shall pay the listed price, or appraisal price, as well as all attorney and recording fees associated with preparing the deed prior to preparation of the deed. Once payment has been received the City will cause the City attorney to prepare the deed; once the deed has been prepared, the City Clerk shall record the deed with the County.
- VI. It is the City's intent to be proactive about selling its Tier I surplus property by actively contacting eligible property owners.

B. Tier II Property

- I. All City property considered to be surplus that is not designated as Tier I shall be considered Tier II property. These properties are generally larger in size and have more development potential.
- II. Tier II properties shall go through a competitive request for proposal bid process (RFP). The RFP would evaluate development proposals based on future use, developer's vision and experience and potential neighborhood impacts rather than on bid price alone. This helps to ensure that redevelopment contributes to neighborhood revitalization.
- III. There are two ways properties shall be identified for the RFP process:

- a. The Planning Commission shall identify properties it would like an RFP prepared for based on staff recommendations. The number of RFP's prepared each year will vary based on staff resources.
- b. Someone from the public shall be allowed to request a particular property have an RFP prepared for it. Upon receiving a written request the Planning Commission shall discuss it at its next regularly scheduled meeting and decide if an RFP should be prepared or not based on consistency with the comprehensive plan. A \$250.00 non-refundable deposit shall be required upon a written request.

IV. Property Appraisal

Prior to preparing an RFP, the City shall conduct a property appraisal to determine a basis to set a bid price.

V. RFP Preparation Process

- a. Upon successful completion of a title search and survey and if no ownership or encumbrance issues arise, staff shall prepare an RFP (see below for RFP Components).
- b. Upon completion of the RFP the Parks and Recreation Committee shall review it for parks and recreation components and shall make a recommendation to the Planning Commission.
- c. Upon receiving a recommendation from the Parks and Recreation Committee the Planning Commission shall review and make a recommendation on the RFP to the City Commission.
- d. Upon receiving a recommendation from the Planning Commission the City Commission may authorize going out to bid for the RFP. The City Commission can modify the RFP prior to authorizing to go out to bid or deny it. If denied the City Commission shall indicate the reason why and what direction the City should take with the particular property in question.

VI. RFP Award Process

- a. Upon receiving RFP proposals staff shall review them for completeness and forward them on to the Planning Commission which shall review and make a recommendation to the City Commission. The Planning Commission may ask for additional information and modifications to the proposals prior to making a recommendation which would then be brought back to a future meeting. The Planning Commission may make a recommendation that no proposal be awarded.
- b. Upon receiving a recommendation from the Planning Commission the City Commission shall take action. The City Commission can award (with modifications) or deny the recommended proposal by the Planning Commission. If denied, and there is a desire to see the property sold and developed, the City Commission may direct staff to start the process over with preparation of an RFP.
- c. The City shall not be obligated to make an award.

- d. If the RFP is approved, development agreements and other legal documents shall be prepared by staff and the City attorney for approval by the City Commission. The development agreement shall take into account the requirements listed in the RFP in addition to any other requirements deemed necessary for sale and development of the property. A survey and title search of the property shall be a requirement in the development agreement.
- e. All costs incurred by the City (legal, engineering, recording of documents or other fees/costs) through the sale and development of the property shall be paid for by the purchaser. A deposit may be required to ensure payment prior to preparation of development agreement/deed/legal documents. The deposit shall be maintained until completion of the project. In addition, a letter of credit may be required to ensure the completion of the project.

VII. RFP Components

The RFP shall take into consideration the following components and award of the bid shall not be based on price alone. This list is not exhaustive, but provides a base line from which to evaluate each unique property. Additional criteria may be considered as part of each individual RFP.

- a. The development plan is consistent with the comprehensive plan (design of buildings, site layout, amenities, open space etc).
- b. All required development ordinances and processes shall be complied with once a proposal is awarded (site plan review, conditional use, rezoning, building permits etc).
- c. A time frame shall be set for completion of the development otherwise the property reverts back to the City; all costs associated with the development project shall be forfeiture including the purchase price. One extension may be considered under extreme circumstances, which would come before the Planning Commission for review and approval.
- d. Developer vision and experience (resume, references, description of past projects etc).
- e. Potential neighborhood impacts.
- f. Bid price (a minimum bid price should be established). The proposed price should not be a major determining factor. The other factors suggested above should be weighed equally or greater. The high bid would not be guaranteed the property.

