



Department of
Community Investment

Memorandum

May 28, 2015

TO: South Bend Redevelopment Commission
FROM: David Relos, Economic Resources *DR*
SUBJECT: Professional Services Proposal – Danch Harner & Associates
Rezone High & Ireland property

This professional services proposal from Danch, Harner & Associates is to provide planning services for the rezoning of a property at the southwest corner of High & Ireland. Because the property owner of this site has agreed to grant an easement to allow the sign to be moved onto their property, the Erskine Plaza sign currently in the middle of High Street can be moved to that location.

The planning services provided include preparing rezoning and variance petition documents, preliminary site plan, rezoning ordinance, notice to adjacent property owners, and representation at all required public hearings.

The current zoning of this property does not allow off premise signs, so a rezoning from Local Business to Community Business is necessary to move the sign onto their property.

The cost for these services, including filing and mailing fees, is estimated to be \$4,600.

To allow for any changes or revisions, staff requests approval of this proposal in a not-to-exceed of \$5,000.





Danch, Harner & Associates, Inc.

Michael J. Danch, L.A., ASLA
Ron Harner, P.S.

Land Surveyors • Professional Engineers
Landscape Architects • Land Planners

Saturday, May 16, 2015

Mr. David Relos
Planner
Community & Economic Development Department
14th Floor County-City Building
227 West Jefferson Blvd.
South Bend, Indiana 46601

Re: Preparation of a Rezoning and Variance Petition,
for the relocation of the Erskine Plaza Pylon sign,
South Bend, Indiana:

Professional Services Quote:

Dear Mr. Relos:

Danch, Harner & Associates, Inc. (DHA) is pleased to submit this proposal for professional services to assist in the proposed removal and placement of a new Integrated Center identification sign for the Erskine Plaza project site. The new sign would be located located on the Southwest corner of High Street and Ireland Road, South Bend, Indiana. This new sign will be placed on the Mutual Bank property on the Southwest corner of High Street and Ireland Road within a sign easement. This project will allow for the existing identification sign which is presently located in the public right-of-way of High Street to be removed and will permit proposed improvements to High Street and Ireland Road intersection to be built. Per our conversations and discussions of this project with the Area Plan Commission staff we would to do the following procedures: We will prepare a rezoning and variance petition for the Mutual Bank property to rezone the property from the present LB Local Business District

to the CB Community Business District classification. This rezoning will allow for the placement of an "off-premise sign" on the Bank property. The present zoning of "LB" does not permit such signage. The second part of the rezoning petition is a variance petition to request flexibility in the placement of the proposed new sign as well as ask for variances on the existing property for flexibility in landscape standards. Anytime a property is rezoned all the applicable development standards of the new zoning classification are required to be met. The requested variances for the property would include not being required to place perimeter trees along all property boundaries of the site. This rezoning process will take approximately three months. The submittal date for the rezoning would be June 3rd, with an APC meeting July 21st and a Council meeting on August 10th, depending on clerk scheduling.

We would provide Planning services for this project, which would include preparing a Rezoning and Variance Petition documents, Preliminary site plan, Rezoning Ordinance, notice to adjacent property owners within 300 feet and representation of the City and Petitioner at all required Public Hearings.

The Scope of Services is as follows:

A). Planning Services:

1. Preparation of Rezoning and Variance Petition documents, preliminary site plan Rezoning Ordinance, notice to adjacent property owners within 300 feet and representation at all required public hearings before the Area Plan Commission and the City Council.

Cost of Planning work..... \$ 3,775
 (Owner pays filing fees, & mailing costs of \$ 825+/-,
 not included in Planning costs)

Total estimated cost of project.....\$ 4,600

The submittal date for the Rezoning Petition would be June 3rd, 2015 for a July 21st meeting with the Area Plan Commission and a possible August 10th City Council meeting.

Thank you for considering DHA for this important project. If you have any questions, please call us at (574) 234-4003. If you find this proposal acceptable, please execute this document in the space provided, or provide other documentation of your acceptance and authorization to proceed.

May 16, 2015

Attached are our hourly rates for any requested additional services or requested revisions to the work described above in each section by the owner or review agencies.

If you have any questions concerning this matter, please feel free to give me a call.

Sincerely,

Michael J. Danch

Michael J. Danch
President
Danch, Harner & Associates, Inc.

Community Investment Erskine Plaza Sign project

DANCH, HARNER & ASSOCIATES, INC.

EFFECTIVE DATE: JANUARY 2015

SCHEDULE OF HOURLY RATES AND DIRECT EXPENSES

CLASSIFICATION	HOURLY BILLING RATE
Senior Professional Engineer	\$138.00
Engineering Designer	\$80.00
Project Engineer	\$70.00
Senior Professional Land Surveyor	\$138.00
Senior Survey/Engineering Tech	\$80.00
Survey/Engineering Tech	\$55.00
Senior Professional Landscape Architect	\$138.00
Survey Manager	\$70.00
Two Person Field Crew	\$120.00
Principal	\$138.00
Clerical	\$45.00

ITEM	UNITS	UNIT PRICE
Mileage	Miles	\$0.50
Copies*	Each	\$0.25
Standard Size Prints (24 x 36)	Each	\$4.00
Oversize Prints	Square Foot	\$1.00
Vellums (24 x 36 size)	Each	\$10.00
Overnight Travel:		
Meals		Cost
Lodging		Cost
Public Transportation		Cost

*Note: Copies include 8 1/2 x 11, 8 1/2 x 14, or 11 x 17 size sheets.

Other direct expenses may include cost to obtain copies of documents such as deeds or plats, maps, or other items purchased as a direct result of employment on the project. NOTE THAT MILEAGE IS NOT CHARGED FOR PROJECTS WITHIN ST. JOSEPH COUNTY, INDIANA OR BERRIEN COUNTY, MICHIGAN.