



EXECUTIVE SUMMARY

To: Jim Scholl, City Manager

Through: Sarah Hannah Spurlock, Assistant City Manager

From: Donald Leland Craig, AICP, Consulting Planner
Kevin Bond, AICP, Acting Planning Director / Senior Planner

Meeting Date: March 17, 2015

RE: Approval of an agreement with the firm of Calvin, Giordano & Associates, Inc. to assist staff in the preparation amendments to the City's Land Development Regulations

ACTION STATEMENT:

Request: That the Commission approve the attached Agreement with Calvin, Giordano & Associates, Inc. for \$143,700.00 to prepare Amendments to the City's Land Development Regulations.

Location: Citywide

BACKGROUND:

With the adoption of the City's revised Comprehensive Plan in 2012, and its effective date in 2013, city staff began planning a major update of the Land Development Regulations to comply with the new Comprehensive Plan as well as correct inconsistencies and outdated regulations. At the same time, staff pursued the drafting and adoption of the City's new Building Permit Allocation System (BPAS) ordinance, which had a higher priority due to the signing of the Hurricane Evacuation Memorandum of Understanding (MOU) in 2012, making available for the first time in 15 years new building permits for affordable and market-rate housing. With that accomplished, the staff held a series of meetings and workshops with other City department staffs, public agency staffs and the public to determine the scope and direction of the planned LDR amendments. Having established the scope of the amendments, and understanding that the revised LDRs would have to encompass amendments to accommodate the goals of the Strategic Plan and Climate Action Plan, as well as revising the workforce housing ordinance, which had become a high priority for the City Commission, staff in late summer 2014 issued RFP #004-14 calling for consultants to assist staff in the LDR amendments. By middle October 2014, the staff had ranked the responding consultants, and on January 6, 2015, the City Commission approved

the rankings through Resolution No. 15-019 with Calvin, Giordano & Associates, Inc. the top-ranked consultant to aid staff.

The action proposed is the approval of the agreement with Calvin, Giordano & Associates, Inc. to implement the top-ranked proposal as approved by the City Commission.

Previous City Actions:

On January 6, 2015, the City Commission unanimously passed Resolution No. 15-019 approving the staff ranking of the firms submitting responses to RFP # 004-14 to assist the City in completing the amendments to the Land Development Regulations.

ANALYSIS:

RFP#004-15 that Calvin Giordano responded to was very specific as to the scope of work and the deliverables. These are:

1. Amend the Land Development Regulations to be consistent with and implement the Comprehensive Plan including a small number Zoning Map Amendments. The City is currently updating portions of the Comprehensive Plan with a new Historic Preservation Element, Port Facilities Element in addition to a new Element for Climate Change.
2. Resolve inconsistent definitions, terms, standards and processes within the Land Development Regulations and other portions of the Code of Ordinances. This will also include the codification of zoning practices implemented through administrative interpretations.
3. Incorporation of new standards, programs, processes and methods to facilitate sustainable community and neighborhood growth throughout the City and accomplish the above including:
 - Revisions to existing Workforce Housing Ordinance including: incentive programs; inclusionary housing programs for redevelopment; and income stratification schemes.
 - Incentive program for creating and/or maintaining market rate rental housing.
 - Climate Adaptation - Implement the Climate Adaptation SeaGrant given to the City including outline for a Post Disaster Recovery Plan.
 - Green Building Standards for the redevelopment of existing and new residential and commercial structures.
 - Urban Design Guidelines/Zoning Regulations including opportunities for form based development regulations in mixed use and commercial zoning districts.
 - Updates to the Landscape Architectural standards compatible with proposed new urban design guidelines described above.
 - Update Signage requirements outside the Historic District compatible with proposed new urban design guidelines described above.
 - Adopt Complete Streets Ordinance that includes traffic calming design guidelines and other design regulations that reduce vehicular/bike/pedestrian conflicts.
 - Revise parking generation standards and parking mitigation strategies such as Transportation Demand Management programs.

Deliverables

- A. Complete any additional data and analysis necessary to accomplish the LDR amendments specified above.
- B. Conduct integrated public workshops and focus group meetings at key stages in the process. Up to five (5) public meetings are expected.
- C. Draft revisions to the LDR's in Ordinance form including appropriate graphic illustrations when such may serve to explain the desired effect of the regulations.
- D. Present draft documents to the Planning Board and City Commission for a first reading.
- E. Amend documents based upon Board and public input.
- F. Present final documents in ordinance form for adoption.

Budget Overview:

The staff previously discussed the funding of the LDR rewrite effort in the Executive Summary for the selection of the consultant. Staff identified three sources of funds for the project out of the Planning Department's budget under professional services (001-1501-515-3100) and other contractual services (001-1501-515-3400). First, \$65,000 allocated for the LDR amendments, second \$32,250 in SeaGrant funds obtained for completing the sustainability, climate adaptation and environmental standards portions of the LDRs and third \$36,000 identified for minor amendments to the Comprehensive Plan, which will be delayed until FY15-16 or accomplished by staff. These funds total \$133,250. Staff recommends that the remaining necessary \$10,450 be taken from the \$65,000 slated for the Duval Street Master Plan, which can be made part of the larger Urban Design Plan that has funding for \$125,000. When the two projects are combined, less the \$10,450, the total is \$179,550 which when carefully advertised and managed in the RFP process can achieve the goals of both the Duval Plan and the Urban Design Plan.

Options/Advantages/Disadvantages:

Option 1: Approve the consulting agreement with Calvin, Giordano & Associates, Inc. for \$143,700 to assist staff in the amendment of the City's Land Development Regulations.

1. **Consistency with the City's Strategic Plan, Vision, and Mission:** The revision of the City's LDRs to implement the Comprehensive Plan, the Climate Action Plan and a revised workforce housing ordinance would aid in implementing Strategic Plan Quality of Life Goals 1 and 2, Economic Goal 2 and Environmental Goals 1 and 2.
2. **Financial Impact:** The cost of the contract, \$143,700, is account for in the Planning Department's budget as described above.

Option 2: Not approve the agreement with Calvin, Giordano & Associates, Inc.

1. **Consistency with the City's Strategic Plan, Vision, and Mission:** This option would not be consistent with the Strategic Plan and would not implement Florida Statutes, which require Land Development Regulations that are consistent with, and implement the Comprehensive Plan.
2. **Financial Impact:** This option leaves Planning Department budgeted funds unused.

RECOMMENDATION:

The Planning Department recommends approval of Option 1 – approval of the Agreement with Calvin, Giordano & Associates, Inc. for \$143,700.00.