

Board of County Commissioners

Agenda Request

Date of Meeting: April 5, 2010

Date Submitted: March 19, 2010

To: Honorable Chairman and Members of the Board

From: Benjamin H. Pingree, County Administrator
Lindsay Stevens, Assistant County Administrator

Subject: Request Board Approval of the Scope of Work and Related Task/Work Order for Additional Services Under the Existing Contract for Professional Services with Kimley-Horn and Associates to Develop the Crawfordville Special Overlay District

Statement of Issue:

This agenda item requests Board approval of the Scope of Work and related Task/Work Order for additional services under the existing contract for professional services with Kimley-Horn and Associates to develop the Crawfordville Special Overlay District. In addition, staff is also requesting ratification of the Board discussion that was held during the March 4, 2010 Workshop regarding the Crawfordville Special Overlay District.

Background:

During 2007 and 2009, the County worked with Kimley-Horn to complete the EAR, as required by Chapter 163, *Florida Statutes*. Every seven years, the EAR process provides the County with the opportunity to evaluate and monitor the successes and shortcomings of its Comprehensive Plan. The EAR process provides guidance in updating the Comprehensive Plan in response to major issues or changes in the community, as well as any changes in state and federal planning requirements.

On September 11, 2007, Kimley-Horn and County staff held a major issues scoping meeting with local agencies. At this meeting, agency representatives from the Florida Department of Transportation District Three, Northwest Florida Water Management District, Apalachee Regional Planning Council, Wakulla County School Board, and the Florida Fish and Wildlife Conservation Commission were in attendance. Written comments were also provided by the Tallahassee-Leon County Planning Department and the Florida Department of Environmental Protection.

On October 4, 2007, a public issues meeting was held at the Wakulla County Senior Citizens Center, where Kimley-Horn presented a revised preliminary list of issues developed from the results of the agency major issues scoping meeting. Members of the public provided input through facilitated discussions during the public issues meeting. Once public comments were provided and compiled, they were analyzed by Kimley-Horn and consolidated into the list of major issues for the EAR.

Agenda Request: Request Board Approval of the Scope of Work and Related Task/Work Order for Additional Services Under the Existing Contract for Professional Services with Kimley-Horn and Associates to Develop the Crawfordville Special Overlay District

April 5, 2010

Page 2

A Board workshop was held on November 5, 2007, which included a presentation of the results of the agency scoping meeting and the public issues meeting to the Board. A Board workshop on December 3, 2007, included a presentation on the Draft EAR. The Draft EAR was posted on the Mywakulla.com website and a paper copy housed for public review in both the Planning and Zoning Division and the County Public Library. The final EAR incorporates any issues identified by the State of Florida Department of Community Affairs (DCA) during its review of the Draft EAR.

On February 4, 2008, the Board adopted the EAR Report. DCA found the EAR sufficient on April 15, 2008. Now, Chapter 163, *Florida Statutes*, requires that the County complete amendments to its Comprehensive Plan based upon the Major Issues identified during the EAR Report process. The current deadline for completion of these amendments is Fall 2009, although staff anticipates meeting with the Department of Community Affairs once the County has a consultant on-board to extend this schedule.

On December 19, 2008, Wakulla County advertised an Request For Qualifications (RFQ) for Professional Engineering and Planning Services. On January 20, 2009, the Board awarded the RFQ to two (2) qualified firms – PBS&J and Kimley-Horn and directed staff to negotiate a contract and for the Chairman to execute a contract with each of these firms. The Professional Services Agreement with Kimley-Horn was executed in February 2009. Subsequently, on April 7, 2009, the Board approved a Scope of Work with KHA to work on the EAR-based text Amendments to the Wakulla County Comprehensive Plan.

On April 29, 2009, a kick-off meeting was held at the Florida Department of Community Affairs (DCA) with KHA, County staff and DCA staff. During this kick-off meeting, staff discussed the proposed schedule with DCA staff and noted that an extension from DCA would be needed for the EAR-based Amendment schedule which is slated to end beyond the typical 18-month deadline. The County received an extension from DCA staff to complete the EAR-based Amendments by April 2010.

On September 28, 2009, a public meeting to review the proposed EAR Amendments occurred at the Wakulla County Senior Center. Over 20 people attended this workshop-style meeting. Many comments were obtained and considered by staff. During this meeting, a PowerPoint was presented to attendees and copies of all proposed EAR Amendments were available for people to take home and review, if desired. In addition, County staff placed the proposed EAR revisions in the County library, on the County website, an online blog and in the Planning and Zoning Division's offices for public review and comment.

On October 15, 2009, a workshop on the proposed EAR Amendments was held with the Board. This workshop included a presentation by KHA and staff on the major changes proposed to the Comprehensive Plan. This forum allowed the Commissioners to discuss and provide feedback on the proposed changes. Additionally, Commissioners and the public alike were provided an opportunity to present comments and suggestions on the draft amendments.

Agenda Request: Request Board Approval of the Scope of Work and Related Task/Work Order for Additional Services Under the Existing Contract for Professional Services with Kimley-Horn and Associates to Develop the Crawfordville Special Overlay District

April 5, 2010

Page 3

Staff and KHA worked to incorporate the comments received from the October 15, 2009 workshop and those provided by the County Attorney into the proposed amendments. After the completion of draft updates, a meeting was held between DCA, County staff and KHA on November 6, 2009 to update DCA on the County's progress thus far on its EAR-based Amendments and supporting data and analysis. The Board voted to transmit the EAR-based Amendments to the State of Florida, Department of Community Affairs on December 8, 2009. The State of Florida, Department of Community Affairs issued its Objections, Comments and Recommendations (ORC) Report on February 19, 2010. Staff met with DCA on March 2, 2010, to discuss the ORC Report, which contained relatively minor comments on the transmitted EAR Amendments. Once staff and KHA revise the proposed EAR Amendments, the Board will hold its adoption hearing for the EAR Amendments in Spring 2010.

On March 4, 2010 the Board held a workshop to discuss the Land Development Code (LDC) and development of the Crawfordville Overlay which will be the next phase to implementing the EAR Amendments to the Comprehensive Plan. The workshop allowed the Board, staff and Kimley-Horn to review the timeline of events and proposed draft scope of work for completing the Land Development Code Update and developing the Crawfordville Special Overlay District.

Analysis:

Once the EAR Amendments have been adopted into the Comprehensive Plan, the next step to implement the policies set forth within the EAR Amendments is to revise the Wakulla County Land Development Code and also develop the Crawfordville Special Overlay District.

KHA prepared a Scope of Work to develop the Crawfordville Special Overlay District (Attachment 1). The work will occur beginning in April 2010 and would extend through March 2011 (Attachment 2). The following are highlights of what is included in this Scope of Work:

- Vision Summary, Urban Form and Graphic Density Depictions
- Charrette with local school children to determine the project name
- Public Involvement Meetings – targeted input meeting with local Business owners and citizens, including a 3-day working Public Charrette
- Workshops with the Board of County Commissioners and Planning Commission to provide input and review of the Overlay Draft and Final reports

Staff recommends utilizing KHA and its team to develop the Crawfordville Overlay since KHA has the experience and a high degree of familiarity with Wakulla County. KHA's high-degree of familiarity with the revised Comprehensive Plan and past visioning efforts will ensure that this large project will be conducted in a relatively quick and efficient manner.

Agenda Request: Request Board Approval of the Scope of Work and Related Task/Work Order for Additional Services Under the Existing Contract for Professional Services with Kimley-Horn and Associates to Develop the Crawfordville Special Overlay District

April 5, 2010

Page 4

For the FY2009/10, the Planning and Zoning Division was allocated \$100,000.00 in Account 001-0300-515-310-000, "Professional Services" which was slated to be used for the Wakulla County Land Development Code update and Crawfordville Overlay. (An additional \$40,000.00 in this account was budgeted for Code Enforcement clean-up projects.) At the October 20, 2009 Board Meeting the Board approved a Task Work Order for Residential Land Use Needs Analysis and a Commercial Land Use Needs Analysis for a total amount of \$26,000.00 for the two studies, which was taken from the above-referenced account. Funding is available in Account 001-0300-515-310-000 to cover the costs (\$65,000.00) of the Crawfordville Overlay during the FY09/10.

It should be noted that the Scope of Work before the Board is for the Crawfordville Overlay only, and does not include the overall Land Development Code rewrite. Staff is exploring alternatives to develop the Land Development Code rewrite utilizing existing staff resources along with negotiating for additional services from the County Attorney's office. It is anticipated that any remaining funds available in the Professional Services account would be utilized for the Land Development Code update. It is anticipated that additional funding may be requested as part of the FY10/11 budget process to complete the Land Development Code rewrite. However, it is anticipated that the requested amount will be a significant reduction compared to recent years' budget requests.

Options:

1. Approve the Scope of Work and Related Task/Work Order for Additional Services Under the Existing Contract for Professional Services with Kimley-Horn and Associates to Develop the Crawfordville Special Overlay District.
2. Ratify the Board discussion that was held during the March 4, 2010 Workshop Regarding Amendments to the Wakulla County Land Development Code and the Crawfordville Special Overlay District.
3. Do not approve the Scope of Work and Related Task/Work Order for Additional Services Under the Existing Contract for Professional Services with Kimley-Horn and Associates to Develop the Crawfordville Special Overlay District.
4. Board Direction.

Recommendation:

Option #1 & #2

Attachment(s)

- 1) Kimley-Horn Individual Project Order Number #10-01
- 2) Project Schedule