

**INDIVIDUAL PROJECT ORDER NUMBER #10-01
WAKULLA COUNTY
CRAWFORDVILLE OVERLAY DEVELOPMENT SERVICES**

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the Consultant), and Wakulla County (the Client) in accordance with the terms of the Master Agreement for Continuing Professional Services dated March 20, 2009, which is incorporated herein by reference.

Project Identification:

Wakulla County Crawfordville Overlay Planning Services

Project Understanding:

The Consultant understands that Wakulla County wishes to evaluate and develop special development standards for the Crawfordville area through a facilitated public involvement process. The recommendations from this effort will be used later to update the County's land development code (LDC) and to create specific development standards for the Crawfordville area. To accomplish this, the specific area of the Crawfordville Overlay will be established and identified as part of this process. The Land Development Code will be updated later as a separate project. The public and key County stakeholders, such as business owners and the Wakulla County Chamber will be encouraged to participate and provide input. The Planning and Zoning Board and the Board of County Commissioners will also be involved in this process. The resulting recommendations will be developed consistent with the adopted EAR-Based Amendments of the Wakulla County Comprehensive Plan.

Scope of Services:

Task 1 – Vision Summary, Urban Form and Graphic Density Depictions – The Consultant will summarize the recent visioning efforts, specifically the Wakulla County Economic Diversification Plan, the Crawfordville Area Business Owners Visioning, the Crawfordville Vision and the public input that was received during the Wakulla County Evaluation and Appraisal Report. Based on this summary, the Consultant will create a series of graphics that conceptually depict the various Crawfordville design and urban form options. Up to six graphic depictions will be provided that illustrate various densities and urban forms. The depictions will be provided in plan view, 11"x17" and 24"x36" printed and in electronic for presentation purposes. The depictions will be created using the density and intensity variations and will also be provided in map form illustrating the various areas or districts where different densities and intensities will be located. Using GIS as a tool, basic planning-level infrastructure analysis will be provided based on the desired scenario. Based on the visioning summary, the Consultant will also develop a matrix that lists the past visioning efforts, the EAR-Based Amendments and a set of initial LDC recommendations. The LDC recommendations will be of sufficient detail for use by the staff for updating the LDC's at a later date and will be intended to expedite that process. The purpose of this matrix will be to ensure that the desired vision objectives and the EAR-

Based amendments are being considered in the Crawfordville Overlay recommendations. This tool will also be used to communicate the initial direction of the project team and in the following public involvement activities.

Task 2 – Wakulla County Elementary School Charrette (no charge task) – The Consultant will prepare for and facilitate a two-hour planning Charrette for the Crawfordville Overlay with an elementary class that is chosen by the Wakulla County School Board and Wakulla County staff.

Public Involvement - Public Involvement Meetings and Workshops will be held to inform the public and stakeholders and to develop the Crawfordville Overlay as a planning tool for guiding future growth and redevelopment. Part of the input phase will be to review and comment on the boundaries of the Crawfordville Overlay area and the specific standards that should be applied.

Task 3 – Meeting with Wakulla County Chamber of Commerce and Business Owners for Crawfordville Overlay – The Consultant will prepare for and attend a meeting with the Wakulla County Chamber of Commerce and business owners to present and discuss the Crawfordville Overlay concepts in summary form and answer any questions they may have. Participants will be asked for their specific input to the content of the Crawfordville Overlay. Items that will be discussed are urban form, design standards, densities and intensities and other code recommendations specific to Crawfordville. The Consultant will record and summarize all input received. The presentation that is provided will include the graphic depictions of Crawfordville that were developed in Task 1 above. This meeting will be held at a location within Crawfordville.

Task 4 – Public Charrette (Meeting) for Crawfordville Overlay – The Consultant will prepare for and facilitate a three-day working Charrette which will be comprised of the following components. On a Thursday evening from 5:00 p.m. to 8:30 p.m. the Consultant will facilitate a Charrette working session where the public will attend and provide input and work directly with the Consultant staff. At this session, a presentation will be provided by the Consultant that explains the process and how the Charrette will be held. The purpose of this portion of the Charrette will be to develop concepts that will be detailed by the Consultant team the following day. The next day (Friday) the Consultant team will work to develop the concepts that the public provided information on the previous evening. The Consultant will complete conceptual sketches of the design and urban form based on the public input and comments. On Saturday from 11:00 a.m. to 2:00 p.m. there will be a second public working session at the Charrette where the design concepts and input will be refined and summarize. All interested parties will be encouraged to attend and provide input. Input will be recorded and summarized. The Consultant Team will provide a presentation that summarizes the Charrette proceedings and it will include the graphic depictions of Crawfordville that were developed in Task 1 above. As a result of input received at this public meeting, the graphic depictions will be refined to illustrate the desired scenarios for the Crawfordville Overlay area.

Task 5 – Develop Crawfordville Overlay LDC Language Recommendations – The Crawfordville Overlay recommendations in this task will include guidelines for the Crawfordville Overlay area and will provide a draft boundary line for the overlay that will be coordinated with a proposed change to the existing Enterprise Zone. The Overlay boundary will also be consistent with the

Wakulla County Future Land Use Map districts, the Wakulla County Concurrency Management System and available supporting infrastructure. The Overlay recommendations will be consistent with the EAR-Based Amendments that were prepared previously. The LDC recommendations for the Crawfordville Overlay area will consist of a matrix of specific areas where the LDCs should be updated to reflect the recommendations of the Overlay's design standards that will result in the desired urban form and development patterns. The recommendations will also include cross-sections for the various types of roadways in the study area. Other considerations in the Overlay District will be:

- Recommendations for land use and FLUM changes to better support Crawfordville
- Consideration of changes to densities/intensities based on available infrastructure
- Provide possible incentives for best practices such as sustainable practices, implementing Transportation Demand Management Strategies or incentives for the provision of additional infrastructure.
- Provisions for bike facilities and sidewalks
- Consider changes to site design and layout, access management, lighting, signs, fences, building heights, setbacks and landscape standards
- Address how infrastructure can be provided such as stormwater, sewer treatment, transit and parking

Task 6 – Board of County Commission Workshop for Crawfordville Overlay - The Consultant will prepare for and attend a workshop with the Board of County Commission to discuss the Crawfordville Overlay and recommendations. The Planning Commission will be specifically invited to attend this workshop. Information will be provided and the Board will have the opportunity to ask questions and provide input.

Task 7 – Crawfordville Overlay Draft and Final Reports – Based on the initial drafts and the public and stakeholder input, the Consultant will develop and finalize the Crawfordville Overlay Report.

Task 8 – Board of County Commission Workshop – The Consultant will prepare for and attend a workshop with the Board of County Commissioners to discuss the Draft Crawfordville Overlay Report. Information will be provided and the Board will have the opportunity to ask questions and provide input.

Task 9 - Board of County Commission Final Report Meeting - The Consultant will prepare for and attend a meeting with the Board of County Commissioners to discuss and approve the Crawfordville Overlay recommendations and Final Report.

Task 10 – Client Update Meetings – The Consultant will prepare for and attend up to 12 meetings with the Client to provide project updates, discuss project issues and to plan for meeting activities related to the project. These meetings will be held either at the Client's office in Crawfordville or at the Consultant's office in Tallahassee.

Schedule:

The above scope of services will be completed in 12 months from the date of the notice to proceed.

Deliverables:

The Consultant will prepare a draft Crawfordville Overlay Report. The Draft Report will be comprised of the work efforts in the above tasks and will represent and incorporate the public and stakeholder input as well as the input from Wakulla County staff, the Planning Commission and the Board of County Commissioners. The Report will also document the goals and objectives, the boundary and the desired urban form in the Crawfordville overlay area. The draft report will be provided to the Client for review and comment. Based on the Client's review comments, the Consultant will incorporate the review comments into document. The Consultant will provide a Final Report to the Client in electronic format along with 25 color hard copies.

Fee:

The Consultant will complete the above listed services for a lump sum fee of \$65,000 inclusive of expenses. Invoicing will occur on a monthly basis based on a percent complete basis for each task.

Additional Services:

The Consultant can be available to perform additional services not listed above.

ACCEPTED:

CLIENT

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____ BY: _____

TITLE: _____ TITLE: _____

DATE: _____ DATE: _____