

# **Board of County Commissioners**

## **Agenda Request**

Date of Meeting: April 7, 2009

Date Submitted: March 23, 2009

To: Honorable Chairman and Members of the Board

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

Subject: Request Board Consideration and Approval of the Scope of Work and Work Order for the Evaluation and Appraisal Report (EAR) Text Amendments to the Wakulla County Comprehensive Plan

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### **Statement of Issue:**

This agenda item is a request for Board consideration and approval of the Scope of Work and related Task/Work Order for the Evaluation and Appraisal Report (EAR) Text Amendments to the Wakulla County Comprehensive Plan.

### **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.

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

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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.

**Analysis:**

On December 19, 2008, Wakulla County advertised an 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 on March 26, 2009. Staff is awaiting final review and approval of the PBS&J Agreement. Today, staff is presenting the Board with two (2) Scope of Services alternatives for the EAR-based Text Amendments to the Wakulla County Comprehensive Plan prepared by Kimley-Horn for consideration. Staff requested that Kimley-Horn provide two scenarios for Board consideration, since Kimley-Horn successfully completed the EAR Report for the County last year and has significant background and expertise related to this particular issue. The two (2) Scope of Services alternatives cover the range of possible scenarios and allow for varying levels of public participation and input.

*Comparison of the Scope of Services Alternatives for the EAR-based Text Amendments:*

*ALTERNATIVE 1:* This Scope of Services is to perform planning consulting services for the EAR-based text amendments to the Wakulla County Comprehensive Plan. Alternative 1 is what could best be described as a standard EAR-based amendments scope of work, which includes public and Board input at specific points in the process. Alternative 1 includes the following project tasks:

1. Data Analysis and Update
2. Development of Initial Draft of the Wakulla County EAR-based Amendments
3. Public Involvement Meeting to Review Plan Revisions
4. Board of County Commissioners Workshop (including the Public and Planning Commission)
5. Planning Commission Transmittal Hearing
6. Board of County Commissioners Transmittal Hearing
7. Respond to the DCA Objections, Recommendations and Comments Report
8. Board of County Commissioners Adoption Hearing
9. Up to 3 meetings with DCA staff.
10. COST: \$70,000 lump sum fee

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*ALTERNATIVE 2:* This Scope of Services is to perform planning consulting services for the EAR-based text amendments to the Wakulla County Comprehensive Plan. Alternative 2 is what could best be described as an intensive EAR-based amendments scope of work, with substantial public and Board input. Alternative 2 includes the following project tasks:

1. Data Analysis and Update
2. Development of Initial Draft of the Wakulla County EAR-based Amendments
3. Public Involvement Meetings to Review Plan Revisions, including:
  - a. Meeting 1 – Future Land Use, Economic Development and Intergovernmental Coordination Elements
  - b. Meeting 2 – Concurrency Management System, Transportation Infrastructure and Recreation and Open Space Elements
  - c. Meeting 3 – Housing, Coastal Management, Conservation and Capital Improvements and Implementation Elements
4. Board of County Commissioners Workshops (including the Public and Planning Commission) – up to 3 workshops
5. Board of County Commission Workshop for presentation of the final draft of the EAR-based Amendments
6. Planning Commission Transmittal Hearing
7. Board of County Commissioners Transmittal Hearing
8. Respond to the DCA Objections, Recommendations and Comments Report
9. Board of County Commissioners Adoption Hearing
10. Up to 6 meetings with DCA staff
11. COST: \$104,000 lump sum fee

The Planning and Zoning Division currently has \$70,000.00 in Account 001-0300-515-310-000, “Professional Services” which was budgeted for the EAR Comprehensive Plan Text Amendments. This amount is sufficient to support Alternative 1, which does not include as extensive of a public participation and outreach process as the second alternative. Alternative 2, while including extensive public participation and outreach through multiple workshops specifically focused on particular elements within in the Comprehensive Plan, significantly exceeds the existing budget of the Planning and Zoning Division. While Planning and Zoning strives to include the highest level of public participation and involvement in its processes, budget constraints are a real concern for the County. As a result, Planning and Zoning is inclined to select the Scope of Services that allows it to stay within its current budget allotment for professional services during the fy2008/09. Should additional public input or meetings with DCA be needed, these could be handed via a change order to the Scope of Services at a later date and at the Board’s direction.

**Options:**

1. Approve Alternative 1 for Scope of Services, select Kimley-Horn as the consultant to work on the Project, and approve the Chairman to execute a work order.

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2. Approve Alternative 2 for Scope of Services, select Kimley-Horn as the consultant to work on the Project, approve the Chairman to execute a work order and approve the Budget Amendment to Transfer Form.
3. Board Direction.

**Recommendation:**

Option #1

**Attachment**

- 1) Kimley-Horn Response to Scope of Services Alternative 1
- 2) Kimley-Horn Response to Scope of Services Alternative 2
- 3) Budget Transfer Form