



To: Honorable Mayor and Village Council

Date: January 17, 2014

From: Ron E. Williams, Village Manager

Re: DRTF Project
Land Development Provisions

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO THE DOWNTOWN REDEVELOPMENT INITIATIVE; AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO A PROJECT AGREEMENT AND NEGOTIATE A FINAL COST WITH BERMELLO AJAMIL & PARTNERS INC., IN AN AMOUNT NOT TO EXCEED \$120,000; FOR THE PURPOSE OF PREPARING LAND DEVELOPMENT CODE PROVISIONS AND ZONING MAP AMENDMENTS REFLECTIVE OF THE DOWNTOWN REDEVELOPMENT TASK FORCE RECOMMENDATIONS, ITS CORRESPONDING STUDIES IN SUPPORT THEREOF, AS APPROVED BY THE VILLAGE COUNCIL; AND PROVIDING AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

In May of 2013, the Village embarked upon an effort to create a livable, walkable downtown Palmetto Bay in the Village's southwest corner along US-1, with the creation of the Manager's Downtown Redevelopment Task Force (DRTF). In support of that effort it is necessary to prepare master plan and the zoning and land development provisions consistent with the DRTF's envisioned urban form as presented to the Village Council, together with the findings of those studies related to infrastructure concurrency and capacity, and potential market absorption rates for the future downtown area. The project agreement shall include the preparation of a master plan and any amendment(s) to the Villages Land Development Code and Zoning Map as deemed necessary to further the downtown initiative. The Village's administration desires to engage with Bermello, Ajamil & Partners, Inc., one of three pre-qualified firms selected to provide such services on a rotating basis, to conduct the services described above and as further detailed in Attachment A and B of the resolution.

FISCAL/BUDGETARY IMPACT

Funding is available and budgeted for this item under Economic Development Fund in an amount not to exceed \$120,000 during Fiscal Year 2013-14.

RECOMMENDATION

Approval is recommended.

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO THE DOWNTOWN REDEVELOPMENT INITIATIVE; AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO A PROJECT AGREEMENT AND NEGOTIATE A FINAL COST WITH BERMELLO AJAMIL & PARTNERS INC., IN AN AMOUNT NOT TO EXCEED \$120,000; FOR THE PURPOSE OF PREPARING LAND DEVELOPMENT CODE PROVISIONS AND ZONING MAP AMENDMENTS REFLECTIVE OF THE DOWNTOWN REDEVELOPMENT TASK FORCE RECOMMENDATIONS, ITS CORRESPONDING STUDIES IN SUPPORT THEREOF, AS APPROVED BY THE VILLAGE COUNCIL; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, in May of 2013 the Village embarked on an effort to create a livable, walkable downtown Palmetto Bay in the Village's southwest corner along US-1, with the creation of the Manager's Downtown Redevelopment Task Force (DRTF); and,

WHEREAS, on September 18, 2013, the Mayor and Village Council adopted the FY 2013-14 Operating & Capital Budget which included funding necessary to commence implementation of tasks and projects critical to implementing the preliminary planned improvements in the downtown redevelopment area; and,

WHEREAS, the DRTF has conducted urban design workshops for the overall development pattern of the targeted area, and have presented same to the Mayor and Village Council; and,

WHEREAS, the studies shall be conducted to determine infrastructure concurrency capacity and market absorption capacity needed and available to support future development of the downtown area; and,

WHEREAS, the Village desires to utilize the services of its ongoing service provider Bermello Ajamil & Partners Inc. to prepare the master plan and the zoning and land development provisions, as further described in Attachments A and B, consistent with the envisioned urban form together with the findings of those studies; and,

WHEREAS, Bermello Ajamil & Partners Inc. is one of three pre-qualified firms selected to provide Planning services on a rotating basis for the Village of Palmetto Bay; and,

WHEREAS, the Village of Palmetto Bay has funding available in the Economic Development Fund in an amount not to exceed \$120,000 during Fiscal Year 2013-14.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, AS FOLLOWS:

Section 1: The above whereas clauses are hereby incorporated into this resolution by reference.

Section 2: The Village Manager is authorized to enter into a project agreement and to negotiate a final cost for planning services with Bermello, Ajamil & Partners Inc., in an amount not to exceed \$120,000, to prepare the master plan and the zoning and land development provisions, as further described in Attachment A and B, consistent with the envisioned urban form, and the infrastructure capacity and absorption studies as so described in the whereas clauses above, as deemed necessary to further the downtown initiative.

Section 3: This resolution shall take effect immediately upon approval.

PASSED AND ADOPTED this _____ day of January, 2014.

Attest: _____
Meighan J. Alexander
Village Clerk

Shelley Stanczyk
Mayor

APPROVED AS TO FORM AND LEGAL SUFFICIENCY FOR THE USE
AND RELIANCE OF THE VILLAGE OF PALMETTO BAY, FLORIDA ONLY:

John R. Herin, Jr.
Interim Village Attorney

FINAL VOTE AT ADOPTION:

Council Member Patrick Fiore _____

Council Member Tim Schaffer _____

Council Member Joan Lindsay _____

Vice-Mayor John DuBois _____

Mayor Shelley Stanczyk _____



Bermello Ajamil & Partners, Inc.

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FORM BASE CODE SCOPE OF SERVICES

Development of the Free Form Incentive Code (FFIC).

Based on the Downtown Master Plan B&A in close cooperation with Village Staff and the Village Legal Department will prepare a Form Based Code to codify the proposed Master Plan design intent as may be adopted by the Village Council.

Periodic meetings will be scheduled with Village staff to review Form Based Code items and progress. As part of the preparation of the Form Based code a series of drawings will be prepared to illustrate the proposed regulations that will control future development in the area.

A review of the Village Comprehensive Plan will be carried out to identify allowed density and intensity of uses. Any other Village code will be reviewed to ascertain compatibility of the proposed Form Based Code with existing regulations. Village Legal Council will be consulted on matters relating to the Form Based Code.

The Form Based Code will include the following items as may be necessary for its implementation:

- **Definitions**

Provide definitions for the different terms to be included in the Code;

- **Administration and Applicability**

Required written text and required area maps; maps with definition of boundaries; definition of bonuses for green initiatives; bonuses for additional items as may be identified in the Code development process; does not include any boundary survey to provide a legal description of the Code area;

- **Zoning and subdivision standards**

To include density and intensity of use where applicable; allowed uses;

- **Building Form Standards**

Building placement to include: setbacks; build-to-line; minimum/maximum lot width; minimum lot sizes; minimum/maximum building height; building height districts as identified in the Master Plan; ground floor finish level height; minimum ground floor ceiling height; maximum upper floor ceiling height; building width and depth;

- **Building Type Standards**
To include different building types such as may be proposed for the project area. At a minimum the following will be regulated: entrance locations; pedestrian access; elevator access areas; frontages and vehicle access; and parking access;
- **Architectural design guidelines**
To include: massing; windows and doors; color palettes allowed; materials; and details and other elements to be identified in the course of code development;
- **Landscape design guidelines**
To include recommended plants; ground cover; irrigation standards; green landscape standards as may be appropriate; street furniture;
- **Signage Standards**
The preparation of building sign standards in order to ascertain an aesthetically pleasing environment for the Downtown. Identification of: types of sign; maximum sign area; allowed and recommended location; illumination standards; color and lettering; other items as may be identified in the course of Code development process;
- **Public Space Standards**
To include Street cross sections, Civic spaces, plazas and open space treatment including recommended lighting options;
- **Code Administration**
Identification of project review process and approval; review personnel options; review time lines.

General Tasks

In general and as part of the Form Based Code development process we will carry out the following tasks:

- Development of code text and drawings based on the adopted Master Plan;
- Periodic Review Meeting Task to be carried out with Village staff and Village Legal staff;
- Public Participation Task – Presentation to review committees and Downtown Committee as may be necessary for project dissemination and public participation;
- Village Council Presentation – Presentation to Village Council to provide progress reports; Elected Officials involvement as may be required.

FORM BASED CODE DELIVERABLES

The deliverables will include:

- Draft Form Based Code submittals for Village staff and Village Legal staff review;
- Periodic meetings with Village staff to review progress and FBC elements;
- Required illustrative drawings as may be needed. These will include: Concept Building Sections; illustrative plans as needed either in color or black and white;
- A maximum of four (4) presentation to Village Council as may be required;
- A maximum of six (6) presentations to review committees to be identified by the Village of Palmetto Bay;
- Form Based Code Document in digital form;
- A maximum of fifteen (15) physical copies of the Form Based Code will be provided.

PROFESSIONAL FEES

The professional fees to develop the Form Based Code will be a total of eighty thousand dollars and zero cents (\$80,000.00). Billing will be done monthly and on a project progress basis.

FORM BASED CODE DEVELOPMENT TIME LINE

B&A will develop the Form Based Code in a time period not to exceed one hundred and eighty calendar days from our Notice-to-Proceed; exclusive or review periods that may be required by Village staff. |



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PALMETTO BAY DOWNTOWN MASTER PLAN SCOPE OF SERVICES

A regulating plan or master plan that creates a future vision for the area is required in order to create an adequate Form Based Code for the project area. B&A proposes carrying out this Master Plan and obtaining its official adoption prior to being able to generate a Form Based Code for the Project Area.

Bermello Ajamil & Partners, Inc. will develop a detained Master Plan for the Downtown area taking as a point of departure the previous work carried out by the Village of Palmetto Bay through its Downtown Committee.

The Master Plan will serve as the guiding document for the development of the Form Based Code or the Free Form Incentive Code (FFIC), the term used by the Village. Additionally the Master Plan will provide a detailed design concept from which we can develop architectural renderings to adequately illustrate the concept proposed.

The Master Plan will take the necessary market analysis and translate its recommendations into generalized building footprints. The Master Plan will serve to identify the specific intent of the urban plan through the identification of density and intensity of development; building heights allowed, location of retail, office and residential uses (mixed uses); access to parcels; street and sidewalk widths; and other necessary elements to create a cohesive development plan. The Master Plan will also provide an architectural theme and a style for the area that can be further detailed and included in the Form Based Code to be prepared.

The work of the Master Plan will be carried out in close cooperation with Village Staff and provide a forum for public participation through adequately announced meetings. Presentations to Elected Officials will be an important part of the Master Plan Process.

Upon adoption of the Master Plan, a new Form Based Code or as indicated by the Village a Free Form Incentive Code will be written for the project area.

Master Plan Summary Tasks

The Master Plan will encompass the following tasks:

Task No. 1 Kick-Off Meeting

Initial meeting to review project objectives, establish project protocols, refine the project schedule and other tasks as may be necessary evaluate and include.

Task No. 2 Preliminary Analyses and Client Supplied Information

As a point of departure B&A will work with the previously prepared Downtown Redevelopment on Franjo Road (DRTF). The Village will provide B&A with AutoCAD base maps of the study area, available previous studies and master plans done for the site area. These will be used to carry out the initial Existing Conditions Analyses and Concept Plan designs.

Task No. 3 Preliminary Market Demand Analysis

Incorporation of developed market demand analysis that indicate absorption rate, type of uses recommended (retail, office, residential, others). This is an independent task that needs to be carried out and is not part of this Scope of Services (Not included in this Scope of Services).

Task No. 4 Proposed Uses Land Area Space Demands and Site Area Allocation Requirements

Preliminary site development requirements and general space allocation for identified uses as indicated in the Market Analysis. Preliminary site designs to establish the viability of the density and intensity of uses.

Task No. 5 Reviews of Previous Projects and Proposals for the Site, Review of Urban Regulations and Other Relevant Documents

B&A will review and summarize and identify relevant information for Master Plan development from Client supplied previous Master Plan, reports and other information as may be available. B&A will also summarize any urban development regulations that may presently have jurisdiction over the project area.

Task No. 6 Summary of Issues and Opportunities

We will summarize the issues and opportunities that have been identified for the overall project and the individual sections that compose the project.

Task No. 7 Client Workshop

We will carry out a Workshop with the Client and the Planning Sub-group of the DRTF to present the findings to date In order to receive direction from the Village as needed. B&A will incorporate the required revisions and changes.

Task No. 8 Public Workshop

As may be desired by the Village, carry out a Public Workshop to present findings and recommendations to date.

Task No. 9 Alternative Development Scenarios

Based on the information gathered and the review of previous Master Plan work, B&A will develop a maximum of two (2) Preliminary Alternative Development Scenarios to address overall layouts and area specific layouts.

Task No. 10 Client Workshop – Selection of Preferred Development Scenario

We will carry out a /Workshop with the Client and the Planning Sub-group of the DRTF to present the Alternative Development Scenarios, provide evaluation criteria for the selection of a Preferred Development Option and jointly arrive at the Recommended Development Option. The Recommended Development Option can be one of the Scenarios presented or a new Option based on elements of the Scenarios.

Task No. 11 Master Plan and General Sites Layout - Concept Site Plans

The Master Plan will provide the vision for the development of the area. For each site we will do a layout for the Preliminary Site Plans to include:

- Proposed Uses;
- Access System;
- Initial Concept Parcel Development to include a site plan with street layouts and general building footprint, open space, etc. ;
- Incorporation of existing bike master plan and desired park land identified as part of the project process;
- Preliminary Phasing Plan;
- Order-of-Magnitude Cost Opinion for facilities;
- Illustrative Site Plan rendered in color outlining the proposed Master Plan.

Task No. 12 Renderings

Based on the final Master Plan B&A will prepare renderings of the proposed Master Plan and the building concepts outlined. These will be billed as additional services as indicated in this proposal.

Task No. 13 Vision Plan Submittal

B&A will formally submit the Vision Plan findings, recommendations, drawings and Executive Summary Report to the Village for review and comment. We will incorporate all reviews and comments as indicated.

Task No. 14 Master Plan Presentation to Village Council

Make a formal presentation of the final Master Plan to the Village Council for final adoption of the Master Plan.

VILLAGE DOWNTOWN MASTER PLAN DELIVERABLES

The deliverables for Master Plan Scope of Services will include the following items:

- Preparation of material and participation in all Client Workshops, Public Workshops and Village Council Presentation. Where appropriate, Power Point presentations will be prepared ;
- Program Description;
- Concept Layouts for each of the sites – Including concept site plan layouts for each of the sites with streets, parking etc. These will be rendered by hand and in color at an appropriate scale;
- Concept Architectural Renderings to illustrate the proposed project and its elements (as part of additional services outlined in this Scope of Services);
- Concept Phasing Plan;
- Master Plan Drawings - A maximum of 1 24X 36 inch drawing will be provided of the Master Plan and rendered in color;
- Master Plan Report – maximum of 15 color copies in 8.5 X 11. Additional copies will be billed at cost;

MASTER PLAN PROFESSIONAL DEVELOPMENT FEES

Master Plan and Process - B&A will develop the Master Plan and carry the Master Plan process for a lump sum fee of forty thousand dollars and zero cents (\$40,000.00) to include all deliverables outlined as part of the Scope of Services exclusive of renderings.

TIME FRAME FOR MASTER PLAN PROJECT DELIVERY

We will deliver the completed Master Plan, exclusive of approval periods, in a time frame of four (4) months from our Notice-to-Proceed and the delivery of the Market Analysis. The time frame is exclusive of Village staff review time.