

RESOLUTION NO. 04-07

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA; APPROVING A CONTRACT WITH KIMLEY-HORN AND ASSOCIATES, INC. IN THE AMOUNT OF \$154,000.00 TO COMPLETE THE COMPREHENSIVE PLAN FOR THE VILLAGE OF PALMETTO BAY; AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO A CONTRACT WITH SAID FIRM; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, local governments are required to complete a Comprehensive Development Master Plan (CDMP) in accordance with the rules and procedures established by Chapter 163.3167 of the Florida Statutes, and

WHEREAS, the Village selected Kimley-Horn and Associates, Inc. to prepare the CDMP and authorized negotiations to accomplish that work, and

WHEREAS, the negotiations have been successfully concluded.

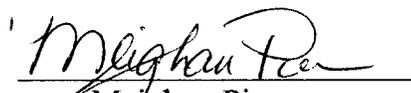
NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, AS FOLLOWS:

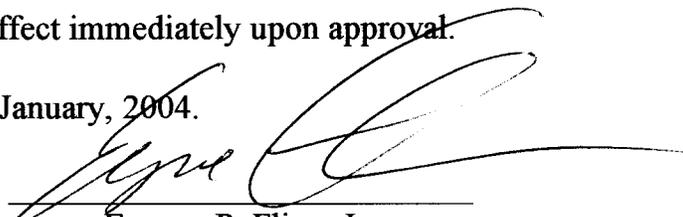
Section 1. The Village Manager is authorized to execute a Contract for Professional Services with Kimley-Horn & Associates, Inc. in the amount of \$154,000.00 for the CDMP, substantially in accordance the Attached Project Agreement.

Section 2. This resolution shall take effect immediately upon approval.

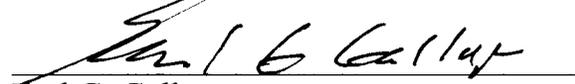
PASSED and ADOPTED this 5th day of January, 2004.

Attest:


Meighan Pier
Village Clerk


Eugene P. Flinn, Jr.
Mayor

APPROVED AS TO FORM:


Earl G. Gallop,
Village Attorney

FINAL VOTE AT ADOPTION:

Council Member Ed Feller	<u>YES</u>
Council Member Paul Neidhart	<u>YES</u>
Council Member John Breder	<u>YES</u>
Vice-Mayor Linda Robinson	<u>YES</u>
Mayor Eugene P. Flinn, Jr.	<u>YES</u>

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SCOPE OF SERVICES to Provide a COMPREHENSIVE PLAN for the Village of Palmetto Bay



prepared by



Kimley-Horn
and Associates, Inc.

EXHIBIT "B"

PROJECT AGREEMENT

Between

VILLAGE OF PALMETTO BAY, FLORIDA

And

Kimley-Horn and Associates, Inc.

for

Work Authorization No. __01__

Comprehensive Plan

PROJECT AGREEMENT
Between

THE VILLAGE OF PALMETTO BAY, FLORIDA

And

Kimley-Horn and Associates, Inc.

For

Work Authorization No. 01

Comprehensive Plan

Pursuant to the provisions contained in the "continuing services agreement" between the VILLAGE OF PALMETTO BAY, FLORIDA, 8950 SW 152nd Street, Palmetto Bay, Florida 33157 (the "village") and Kimley-Horn and Associates, Inc., ("consultant") dated December 09, 2003, this project agreement authorizes the consultant to provide the services as set forth below:

The village and consultant agree as follows:

SECTION 1. SCOPE OF SERVICES

1.1 The consultant shall provide engineering services to the village for the project as described in the "Project Description" attached as Exhibit "1."

1.2 The "Scope of Services and Project Schedule" and tasks to be provided by the consultant for this project are those services and tasks as listed in Exhibit "2."

1.3 The village may request changes that would increase, decrease, or otherwise modify the Scope of Services. The changes must be contained in a written change order executed by the parties in accordance with the provisions of the continuing services agreement, prior to any deviation from the terms of the project agreement, including the initiation of any extra work.

SECTION 2. DELIVERABLES

As part of the Scope of Services and Project Schedule, the consultant shall provide to the village the following Deliverables:

The comprehensive plan document will be prepared in accordance with Rule 9J-5.005(1) of the Florida Administrative Code pertaining to table of contents, numbered pages, element headings, section headings within elements, formats for tables, maps and figures, preparation date, and name of preparer.

In addition, maps included in the comprehensive plan will include major natural and man-made geographic features, Village limits, and contain a legend indicating a north arrow, map scale, and date of creation. Effort will be made to create all maps in black and white on an 8 ½" x 11" page format. In some instances, maps may be required to be created in color or 11" x 17" page format to accurately illustrate required information. A general layout (color/black and white and paper size) will be presented to the Client at the kick-off meeting for approval. Upon approval by the Village, the Consultant will forward formatting information to the Village, or their hired companies, so that all maps, tables, and figures produced by the Village, or their hired companies, for their portion of the scope of services as referenced throughout will be formatted for insertion into the comprehensive plan with no additional effort by Kimley-Horn. Changes to the map formats after the kick-off meeting will be considered additional services.

The comprehensive plan document will be transmitted to the Village at three milestones in the project, including a draft prior to the LPA Hearing, a draft prior to the Village Council transmittal hearing, and a final draft for transmittal to the Department of Community Affairs. One bound original, one unbound original, and one digital copy of the comprehensive plan will be submitted to the Village at each milestone for their use. Reproduction of these documents will be the responsibility of the Village.

SECTION 3. TERM/TIME OF PERFORMANCE/DAMAGE

3.1 **Term.** This project agreement shall commence on the date this instrument is fully executed by all parties and shall continue in full force and effect until the project is completed, unless otherwise terminated pursuant to section 4 or other applicable provisions of this project agreement. The village manager, in his sole discretion, may extend the term of this agreement through written notification to the consultant. The extension shall not exceed 30 days. No further extensions of this agreement shall be effective unless authorized by the village council.

3.2 **Commencement.** The consultant's services under this project agreement and the time frames applicable to this project agreement shall commence upon the date provided in a written Notification of Commencement ("Commencement Date") provided to the consultant from the village. The consultant shall not incur any expenses or obligations for payment to third parties prior to the issuance of the Notification of Commencement. Consultant must receive

written notice from the village manager or his designee prior to the beginning the performance of services.

3.3 **Contract Time.** Upon receipt of the Notification of Commencement, the consultant shall commence services to the village on the Commencement Date, and shall continuously perform services to the village, without interruption, in accordance with the time frames set forth in the "Project Schedule," a copy of which is attached and incorporated into this agreement as Exhibit "3". The number of calendar days from the Commencement Date, through the date set forth in the Project Schedule for completion of the project or the date of actual completion of the project, whichever shall last occur, shall constitute the Contract Time.

SECTION 4. AMOUNT, BASIS AND METHOD OF COMPENSATION

4.1 **Lump Sum Compensation.** Village agrees to pay consultant as compensation for performance of all services described in Exhibit "2" \$154,000.00.

4.2 **Reimbursable Expenses.** The following expenses are reimbursable at their actual cost: travel and accommodations, long distance telephone calls, facsimile, courier services, mileage (at a rate approved by the village), photo and reproduction services. All document reproductions are also reimbursable, at a rate approved by the village.

SECTION 5. BILLING AND PAYMENTS TO THE CONSULTANT

5.1 Invoices

5.1.1 **Lump Sum Compensation and Reimbursable Expenses.** Consultant shall submit invoices which are identified by the specific project number on a monthly basis in a timely manner. These invoices shall identify the nature of the work performed, the phase of work, and the estimated percent of work accomplished in accordance with the Payment Schedule set forth in Exhibit "3", to this project agreement. Invoices for each phase shall not exceed amounts allocated to each phase of the Project plus reimbursable expenses accrued during each phase. The statement shall show a summary of fees with accrual of the total and credits for portions previously paid by the village. The village shall pay consultant within 30 days of approval by the village manager of any invoices submitted by consultant to the village.

5.2 **Disputed Invoices.** In the event that all or a portion of an invoice submitted to the village for payment to the consultant is disputed, or additional backup documentation is required, the village shall notify the consultant within 15 working days of receipt of the invoice of the objection, modification or additional documentation request. The consultant shall provide the village with additional backup documentation within five working days of the date of the village's notice. The village may request additional information, including but not limited to, all invoices, time records, expense records, accounting records, and payment records of the consultant. The village, at its sole discretion, may pay to the consultant the undisputed portion of the invoice. The parties shall endeavor to resolve the dispute in a mutually agreeable fashion.

5.3 **Suspension of Payment.** In the event that the village becomes credibly informed that any representations of the consultant, provided pursuant to subparagraph 5.1, are wholly or partially inaccurate, or in the event that the consultant is not in compliance with any term or condition of this project agreement, the village may withhold payment of sums then or in the future otherwise due to the consultant until the inaccuracy, or other breach of project agreement, and the cause thereof, is corrected to the village's reasonable satisfaction.

5.5 **Final Payment.** Submission of the consultant's invoice for final payment and reimbursement shall constitute the consultant's representation to the village that, upon receipt from the village of the amount invoiced, all obligations of the consultant to others, including its consultants, incurred in connection with the project, shall be paid in full. The consultant shall deliver to the village all documents requested by the village evidencing payments to any and all subconsultants, and all final specifications, plans, or other documents as dictated in the Scope of Services and Deliverable. Acceptance of final payment shall constitute a waiver of any and all claims against the village by the consultant.

SECTION 6. TERMINATION/SUSPENSION

6.1 **For Cause.** This project agreement may be terminated by either party upon five calendar days written notice to the other party should the other party fail substantially to perform in accordance with its material terms through no fault of the party initiating the termination. In the event that consultant abandons this project agreement or causes it to be terminated by the village, the consultant shall indemnify the village against any loss pertaining to this termination. In the event that the consultant is terminated by the village for cause and it is subsequently determined by a court of competent jurisdiction that the termination was without cause, the termination shall thereupon be deemed a termination for convenience under section 6.2 of this project agreement and the provision of section 6.2 shall apply.

6.2 **For Convenience.** This project agreement may be terminated by the village for convenience upon 14 days' written notice to the consultant. In the event of termination, the consultant shall incur no further obligations in connection with the project and shall, to the extent possible, terminate any outstanding sub consultant obligations. The consultant shall be compensated for all services performed to the satisfaction of the village and for reimbursable expenses incurred prior to the date of termination. The consultant shall promptly submit its invoice for final payment and reimbursement and the invoice shall comply with the provisions of paragraph 5.1 of this project agreement. Under no circumstances shall the village make any payment to the consultant for services which have not been performed.

6.3 **Assignment upon Termination.** Upon termination of this project agreement, a copy of all of the consultant's work product shall become the property of the village and the consultant shall, within 10 working days of receipt of written direction from the village, transfer to either the village or its authorized designee, a copy of all work product in its possession, including but not limited to designs, specifications, drawings, studies, reports and all other

documents and data in the possession of the consultant pertaining to this project agreement. Further, upon the village's request, the consultant shall assign its rights, title and interest under any subconsultant's agreements to the village.

6.4 **Suspension for Convenience.** The village shall have the right at any time to direct the consultant to suspend its performance, or any designated part thereof, for any reason whatsoever or without reason, for a cumulative period of up to 30 calendar days. If the suspension is directed by the village, the consultant shall immediately comply with same. In the event the village directs a suspension of performance as provided for herein through no fault of the consultant, the village shall pay to the consultant its reasonable costs, actually incurred and paid, of demobilization and remobilization, as full compensation for the suspension.

SECTION 7. INCORPORATION OF TERMS AND CONDITIONS OF CONTINUING SERVICE AGREEMENT

7.1 This project agreement incorporates the terms and conditions set forth in the continuing services agreement dated December 09, 2003 between the parties as though fully set forth herein. In the event that any terms or conditions of this project agreement conflict with the continuing services agreement, the provisions of this specific project agreement shall prevail and apply.

[THE REST OF THIS PAGE INTENTIONALLY LEFT BLANK.]

ATTEST:

VILLAGE OF PALMETTO BAY

Village Clerk

By: _____
Charles Scurr, Village Manager

Date: _____

APPROVED AS TO FORM:

Village Attorney

ATTEST:

Kimley-Horn and Associates, Inc.

By: _____
R. Russell Barnes, III, P.E.
Senior Vice President

Date: _____

WITNESSES:

Print Name: _____

Print Name: _____

Exhibit "1"

Project Description

The Village of Palmetto Bay became the 33rd municipality in Miami-Dade County on September 10, 2002. The new municipality is generally bound by SW 136th Street to the north, US 1 to the west, SW 184th Street to the south and Biscayne Bay to the east. As a newly incorporated local government, the Village is required to complete its own Comprehensive Plan pursuant to the rules and requirements of Chapter 163.3167 of the Florida Statutes and Rule 9J-5 of the Florida Administrative Code. The Comprehensive Plan prepared by the local government will be reviewed by the Florida Department of Community Affairs for compliance with minimum standards set by the State. The Village of Palmetto Bay's Comprehensive Plan is required to be completed by September 10, 2005, to comply with state requirements. The planning horizon year for the Village will be 2025.

An adopted comprehensive plan will detail the priorities of the Village through goals, objectives, and policies (GOPs) that are developed upon a solid foundation of data collection and analysis as well as community input. As a coastal community, the Village will be required to complete eight elements as part of its comprehensive plan. The Village has also decided to complete an option Recreation and Open Space Element for a total of nine plan elements that will be included in its first comprehensive plan. These nine elements are summarized below.

Future Land Use Element

The Future Land Use Element is designed to provide data and analysis showing current and projected population, existing and future land use conditions, and opportunities to improve the living environment for the Village of Palmetto Bay. Goals, objectives, and policies formulated for the Element will prudently and strategically guide future growth of the Village. Because of this, the Future Land Use Element, more than any other comprehensive plan element, provides the direction and guidance to carry the community to its ultimate buildout. All other plan elements are dependent upon the land development pattern shown on the Future Land Use Map (FLUM).

Housing Element

The purpose of the Housing Element is to review existing and projected future housing conditions within the Village and develop appropriate plans and policies to meet identified or projected deficiencies in the supply of housing for moderate income, low income, and very low income households. Goals, objectives, and policies created for this element need to address government activities as well as provide direction and assistance to the efforts of the private sector.

Transportation Element

Local governments that have all or part of their jurisdiction included within the urbanized area of a Metropolitan Planning Organization (MPO) are required to prepare and adopt a Transportation Element consistent with State requirements. The purpose of the Transportation Element is to

plan for a multimodal transportation system that places emphasis on alternative modes of transportation within the Village.

Conservation Element

The purpose of the Conservation Element is to promote the conservation, use and protection of natural resources within the Village of Palmetto Bay. Natural resources include air, water, wetlands, uplands, groundwater, floodplains, minerals, soil erosion, wildlife, and vegetative resources. The Element also analyzes these resources in terms of commercial use, recreational use, conservation use, and pollution problems. Current and projected water needs and sources for the long range planning horizon are identified.

Coastal Management Element

The purpose of the Coastal Management Element is to plan for and, where appropriate, restrict development activities where they would damage or destroy coastal resources, and protect human life and limit public expenditures in areas that are subject to destruction by natural disaster. All coastal communities are required to complete this element.

Intergovernmental Coordination Element

The Intergovernmental Coordination Element tries to identify and resolve incompatible goals, objectives, and policies within two or more local government comprehensive plans and responds to the need for establishing formal coordination processes and procedures with adjacent local governments, regional agencies, and state agencies.

Capital Improvements Element

The Capital Improvements Element evaluates the need for public facilities as identified in other comprehensive plan elements, estimates the cost of improvements for which the local government has fiscal responsibility, analyzes the fiscal capability of the local government to finance and construct these improvements, adopts financial policies to guide the funding of improvements, and schedules the funding and construction of improvements in a manner necessary to ensure that capital improvements are provided when required based on needs identified in the other comprehensive plan elements. The Element also includes requirements to ensure that an adequate concurrency management system is implemented by local governments pursuant to Rule 9J-5.0055 of the Florida Administrative Code.

Infrastructure Element

An Infrastructure Element provides the inventory and analysis of existing and projected sanitary sewer, solid waste, drainage, and potable water facility services as well as natural groundwater aquifer recharge areas. The purpose of the Element is to provide for necessary public facilities and services correlating to future land use projections.

Recreation and Open Space Element

The Recreation and Open Space Element is an optional element under the rules and requirements of Chapter 163 of the Florida Statutes and Rule 9J-5 of the Florida Administrative Code. This element catalogs the existing public and private recreation and open space facilities within the Village and formulates goals, objectives, and policies to protect and preserve existing recreational areas as well as provide guidelines for acquiring additional recreation and open space within the Village to maintain a minimum level of service for the community.

In addition to the required plan elements, Rule 9J-5.004 of the Florida Administrative Code also requires that local governments maintain a minimum level of public participation throughout the planning process to allow for community consideration of local issues. At a minimum, the public involvement process must consider means to notice village property owners, keep the general public informed, provide public hearings, and establish a method for responding to public comment.

Exhibit "2"

Scope of Services and Project Schedule

Task I – Project Kick-Off and Coordination Procedures

The Consultant will meet with Village staff and other key officials at a kick-off meeting for the project to discuss project team organization, staff coordination guidelines, and procedures for sharing information. Early direction will be conveyed concerning initial planning issues and element themes and readily available data maintained by the Village will be provided to the Consultant. Following the kick-off meeting, coordination between the Village and the Consultant will occur at set milestones of the project to present preliminary findings, coordinate on-going issues, and get feedback on draft documents and maps prepared for the comprehensive plan. Routine coordination efforts will be facilitated through conference calls, e-mail, and interaction over a private KHA website created for the project. The Consultant will also meet with Village staff at two meetings to be held prior to regularly scheduled Council of the Whole meetings with Village officials. The three milestone meetings established for the project include:

- Meeting #1: Project kick-off and team coordination meeting.
- Meeting #2: Present individual draft Data Inventory and Analysis reports prepared for the nine plan elements for review and comment.
- Meeting #3: Present draft Goals, Objectives, and Policies prepared for the nine plan elements for review and comment.

The coordination meetings described above will be conducted on the same day and immediately prior to the Council of the Whole Village meetings referenced under Task II. Coordination meetings requested by the Village beyond those described above will be completed as additional services and will be performed at our approved hourly rates under the Urban Planning Services master contract between the Client and the Consultant.

Task II – Public Participation Process

A formalized public involvement process will become the foundation for developing common ownership in the vision set forth for the Village in the adopted comprehensive plan. Public comment will be solicited throughout the process using formal meetings and the official Village of Palmetto Bay government website. Six meetings will be held that are open to the public to attend and provide comment on the plan during set milestones in the project, including:

- Meeting #1: Regularly scheduled Council of the Whole meeting with Village officials to introduce the comprehensive plan project and elicit initial visioning ideas.

- Meeting #2: Regularly scheduled Council of the Whole meeting with Village officials to present the individual draft Data Inventory and Analysis reports prepared for the nine plan elements.
- Meeting #3: Regularly scheduled Council of the Whole meeting with Village officials to present the draft Goals, Objectives, and Policies prepared for the nine plan elements.
- Meeting #4: Publicly noticed, formal Local Planning Agency (LPA) hearing to present a complete draft of the comprehensive plan for review and comment.
- Meeting #5: Publicly noticed, formal Village Council hearing to present a complete draft of the comprehensive plan for review and comment.
- Meeting #6: Publicly noticed, formal Village Council hearing to transmit the draft comprehensive plan to the Department of Community Affairs for formal review.

Public participation meetings facilitated as part of regularly scheduled Council of the Whole Village meetings (Meetings 1-3 in Task II) will be conducted on the same day and immediately after milestone coordination meetings with Village staff (Meetings 1-3 in Task I). In addition to the six public meetings, the Village will maintain information for the comprehensive plan on their official government website. The Consultant will provide digital copies of maps and graphics created for the comprehensive plan in PDF format so that the Village may post them on their website.

Task III – Data Collection and Mapping

Relevant and appropriate data will be collected from professionally accepted existing sources to use in the individual data inventory and analysis reports as required under Rule 9J-5.005(2) of the Florida Administrative Code. Primary data sources will include the US Census Bureau, Miami-Dade County, the South Florida Regional Planning Council, South Florida Water Management District, the Florida Department of Transportation, nearby municipalities, and various other local, regional, and state agencies.

Specific data that will be collected (as required) for the individual comprehensive plan elements is summarized below. After each data item, the party responsible for providing the information (“Village” or “Consultant”) is provided in parentheses. The information collected by the Village, or their hired companies, will need to be reviewed by the Consultant for completeness and accuracy to meet the minimum requirements established under Rule 9J-5 of the Florida Administrative Code for preparing the comprehensive plan prior to accepting the data. The coordination between the Consultant and a third party hired by the Village to collect the required data will occur through the Village staff member serving as the project manager for preparation of the comprehensive plan.

Future Land Use Element

The Future Land Use Element will be based upon the following data requirements pursuant to Rule 9J-5.005(2) of the Florida Administrative Code:

- Graphically identify on a map the generalized land uses or conditions within the Village including residential use, commercial use, industrial use, agricultural use, recreational use, conservation use, educational use, public buildings and grounds, other public facilities, vacant or undeveloped land, and historic resources (Consultant)
- Graphically identify on a map natural resources within the Village including existing and planned public potable water wells and wellhead protection areas; beaches and shores; rivers, bays, lakes, floodplains, and harbors; wetlands; and minerals and soils (Consultant)
- The approximate acreage and the general range of density or intensity of use in tabular form for the gross land area included in each existing land use category (Consultant)
- Population projections for the Village pursuant to the rules and requirements of Rule 9J-5.006(2)(e) of the Florida Administrative Code (Consultant)

Housing Element

The Housing Element will be based upon the following data requirements pursuant to Rule 9J-5.005(2) of the Florida Administrative Code:

- An inventory from the latest decennial United States Census or more recent estimates, including the affordable housing needs assessment, when available, which includes the number and distribution of dwelling units by type, tenure, age, rent, value, monthly cost of owner-occupied units, and rent or cost to income ratio (Consultant)
- A comparison of housing characteristics deemed significant by the Village from the inventory above against housing characteristics in Miami-Dade County (Consultant)
- An inventory using data from the latest decennial United States Census, or more recent estimates, including the affordable housing needs assessment, showing the number of dwelling units that are substandard as defined by Rule 9J-5.010(c). The inventory will include an estimate of the structural condition of housing within the Village by the number and generalized location of dwelling units in standard and substandard condition (Consultant)
- An inventory of renter-occupied housing developments currently using federal, state or local subsidies (Consultant)
- An inventory of group homes licensed by the Florida Department of Children and Family Services (Consultant)

- An inventory of existing mobile home parks licensed by the Florida Department of Children and Family Services and mobile home condominiums, cooperatives and subdivisions (Consultant)
- An inventory of historically significant housing listed on the Florida Master Site File, National Register of Historic Places or designated as historically significant by or in accordance with a Village ordinance (Consultant)
- An inventory of the amount of housing construction activity affecting changes in the number of housing units within the Village's jurisdiction based on new construction, conversions, mobile home placements, and removals, in number of units for the years since the latest decennial United States Census (Consultant)

Transportation Element

The Transportation Element will be based upon the following data requirements pursuant to Rule 9J-5.005(2) of the Florida Administrative Code:

- The general location of existing transportation system features within the Village will be inventoried, including:
 - the roadway system (collector roads, arterial roads, limited and controlled access facilities) (Village)
 - significant parking facilities (Village)
 - the public transportation system (transit routes and service areas, terminals and transfer stations, exclusive public transit corridors) (Village)
 - significant bicycle and pedestrian ways (Village)
 - freight and passenger rail lines and terminals (Village)
 - intermodal terminals and access to intermodal facilities (Village)
 - functional classification and maintenance responsibility for roads (Village)
 - number of through lanes for roadways (Village)
 - major public transit trip generators and attractors based upon the existing land use map or map series (Village)
 - designated local and regional transportation facilities critical to the evacuation of coastal populations prior to an impending natural disaster (Village)
- Existing peak hour, peak direction levels of service for roads and mass transit facilities and corridors or routes (Village)
- Capacity of significant parking facilities and duration limitations (Village)

- The general location of future (i.e. 2025) transportation system features within the Village, including:
 - the roadway system (collector roads, arterial roads, limited and controlled access facilities, local road being used to achieve mobility goals) (Village)
 - parking facilities that are required to achieve mobility goals (Village)
 - the public transportation system (transit routes and service areas, terminals and transfer stations, exclusive public transit corridors) (Village)
 - Transportation Concurrency Exception Areas pursuant to Rule 9J-5.0055(6) of the Florida Administrative Code (Village)
 - significant bicycle and pedestrian facilities (Village)
 - freight and passenger rail lines (Village)
 - intermodal terminals and access to such facilities (Village)
 - functional classification and maintenance responsibility for roads (Village)
 - number of proposed through lanes for each roadway (Village)
 - major public transit trip generators and attractors based upon the future land use map or map series (Consultant)
- Projected peak hour levels of service for transportation facilities for which level of service standards are established (Village)
- Designated local and regional transportation facilities critical to the evacuation of coastal population prior to an impending natural disaster (Village)

Conservation Element

The Conservation Element will be based upon the following data requirements pursuant to Rule 9J-5.005(2) of the Florida Administrative Code:

- Identify natural resources within the Village of Palmetto Bay including air, rivers, bays, lakes, wetlands, groundwaters, floodplains, minerals, areas of soil erosion, and wildlife and vegetative resources (Consultant)
- Identify known pollution problems including hazardous wastes and the potential for conservation use or protection for each of the above natural resources (Consultant)
- Identify current and projected water needs and sources for the next ten-year period based on the demands for industrial, agricultural, and potable water use (Consultant)

Coastal Management Element

The Coastal Management Element will be based upon the following data requirements pursuant to Rule 9J-5.005(2) of the Florida Administrative Code:

- Existing land uses in the coastal planning area will be inventoried and any areas in need of redevelopment identified. (Consultant)
- An inventory of the impacts of development and redevelopment proposed in the Future Land Use Element on historic resources and sites in the coastal planning area (Consultant)
- Identify the coastal high-hazard areas within the Village (Consultant)
- Beach and dune systems located within the Village will be inventoried (Consultant)
- Public access facilities to the shoreline located within the Village will be inventoried (Consultant)
- Existing infrastructure in the coastal planning area will be inventoried (Consultant)

Intergovernmental Coordination

The Intergovernmental Coordination Element will be based upon the following data requirements pursuant to Rule 9J-5.005(2) of the Florida Administrative Code:

- Inventory adjacent governments, school boards and other units of local government providing services but not having regulatory authority over the use of land, independent special districts, water management districts, regional planning agencies, and state agencies with which the Village may coordinate with. This inventory will also include regional or state agencies with land use or environmental regulatory authority, and authorities, independent special districts, and utility companies that provide services within the local jurisdiction (Consultant)
- Briefly describe the existing coordination mechanisms between the Village and the entities listed above (Consultant)

Capital Improvements Element

The Capital Improvements Element will be based upon the following data requirements pursuant to Rule 9J-5.005(2) of the Florida Administrative Code:

- Summarize the public facility needs as identified in the other comprehensive plan elements (Consultant & Village)

- Identify the geographic service area and location of major system components for the public education and public health systems within the Village (Consultant)
- Inventory existing revenue sources and funding mechanisms available for capital improvement financing, such as ad valorem taxes, bonds, state funds, federal funds, gas taxes and impact fees (Consultant)

Infrastructure Element

The Infrastructure Element will be based upon the following data requirements pursuant to Rule 9J-5.005(2) of the Florida Administrative Code:

- The following data will be summarized for the sanitary sewer, solid waste, stormwater management, and potable water facilities as well as natural groundwater aquifer areas:
 - entity having operational responsibility for the facility
 - geographic service area of the facility and the predominant types of land uses served by the facility
 - design capacity of the facility
 - current demand on the facility capacity
 - level of service provided by the facility

The Consultant will provide the above noted data and analysis for sanitary sewer, solid waste, and potable water. The Village will provide the above noted data and analysis for stormwater management and groundwater aquifer areas.

- Major natural drainage features and natural groundwater aquifer recharge areas within the local government's jurisdiction will be identified (Village)
- Existing regulations and programs which govern land use and development of natural drainage features and groundwater recharge areas, or portions thereof, will be identified for the Village and assessed as to the strengths and deficiencies in those regulations and programs in maintaining the functions of the natural drainage features and groundwater recharge areas (Village)

Recreation and Open Space Element

The Recreation and Open Space Element will be based on the following data requirements:

- Inventory all active and passive parks within the Village including name, general location, park class, park size, functional improvements, amenities, and population served (Village)

- Identify all schools (public and private) and church facilities within the Village of Palmetto Bay that have recreational facilities that share these facilities with Village residents (Village)
- A map illustrating the location of all recreation and open space amenities within the Village (Village)

Task IV – Prepare Existing and Future Land Use Maps

The Consultant will partner with Village staff to prepare and draft an existing land use map (i.e. 2004) and future land use map (i.e. 2025) to focus Village growth over the long range planning horizon. Starting with Miami-Dade County's electronic base map, the Consultant will start to discuss the preferred development patterns for the Village and make recommendations on land use classifications and densities/intensities appropriate for the Village. Both the existing land use map and future land use map will be produced as 11" x 17", color graphics.

The existing land use map prepared for the Village will:

- Graphically identify on a map the generalized land uses or conditions within the Village including residential use, commercial use, industrial use, agricultural use, recreational use, conservation use, educational use, public buildings and grounds, other public facilities, vacant or undeveloped land, and historic resources
- Indicate the generalized land uses of land adjacent to its boundaries
- Identify any areas that fall within a designated Area of Critical State Concern pursuant to Section 380.05 of the Florida Statutes
- Identify any existing dredge spoil disposal sites for coastal counties and municipalities that have dredge spoil disposal responsibilities

The future land use map prepared for the Village will:

- Graphically identify on a map the proposed distribution, extent, and location of generalized land uses including residential use, commercial use, industrial use, agricultural use, recreational use, conservation use, educational use, public buildings and grounds, other public facilities, and historic district boundaries and designated historical significant properties meriting protection, and boundaries for designated Transportation Concurrency Exception Areas (if applicable)
- Natural resources or conditions will be shown including existing and planned public potable water wells and wellhead protection areas, beaches and shores, rivers, bays, lakes, and flood plains, harbors, wetlands, minerals and soils, and coastal high hazard areas.

Task V – Prepare Data Inventory and Analysis for Plan Elements

The Consultant will use data collected for the Village and perform appropriate analyses to fulfill the minimum rules and regulations required for Data Inventory and Analysis Reports under Rule 9J-5 of the Florida Administrative Code. Data inventory and mapping requirements will be performed in accordance with the requirements for each plan element outlined in Task III. Analysis requirements specific to each of nine plan elements are summarized below.

Future Land Use Element

The Future Land Use Element will be based upon the following analyses requirements that support the comprehensive plan pursuant to Rule 9J-5.005(2) of the Florida Administrative Code:

- Availability of facilities and services as identified in the transportation and infrastructure elements to serve existing land uses included in the data requirements
- Analysis of the character and magnitude of existing vacant or undeveloped land in order to determine its suitability for use, including where available gross vacant or undeveloped land area, soils, topography, natural resources, and historic resources exist
- Analysis for the amount of land needed to accommodate the projected population, including the categories of land use and their densities or intensities of use, estimated gross acreage needed by category, and a description of the methodology used
- Analysis of the need for redevelopment including renewal of blighted areas and elimination or reduction of uses inconsistent with the Village's character and proposed future land uses
- Analysis of the proposed development and redevelopment of flood prone areas based upon a suitability determination from Flood Insurance Rate Maps, Flood Hazard Boundary Maps, or other most accurate information available
- Analysis of proposed development and redevelopment based on recommendations deemed appropriate by the Village and contained in any existing or future hazard mitigation reports
- Review of plans and plan amendments for discouraging the proliferation of urban sprawl

Housing Element

The Housing Element will be based upon the following analyses requirements that support the comprehensive plan pursuant to Rule 9J-5.005(2) of the Florida Administrative Code:

- A projection of the anticipated number of households by size and income range derived from the population projections under Rule 9J-5.005(2)(e) of the Florida Administrative Code

- Housing need of the current and anticipated future residents of the Village, including an affordable housing needs assessment (when available) and estimates for the replacement of housing units removed and for the maintenance of an adequate vacancy rate
- The land requirements for the total estimated housing need
- The portion of the housing need that can be projected to be met by the private sector within current market conditions.
- The existing housing delivery system, including the private sector housing delivery process, with regard to land, services, financing, regulations and administrative roles of government agencies to identify problems and opportunities affecting the capacity of such housing delivery system, with the objective of effecting improvements to that system that increase its efficiency in meeting the goals of Housing Element

Transportation Element

The Transportation Element will be based upon the following analysis requirements that address modes of transportation in support the comprehensive plan pursuant to Rule 9J-5.005(2) of the Florida Administrative Code. The items noted as "(Village)" will be provided to the consultant by the Village of Palmetto Bay formatted in such a manner that no modifications will be required by the Consultant.

- An analysis of the existing transportation system levels of service and system needs based upon existing design and operating capacities; most recently available estimates for average daily and peak hour vehicle trips; existing modal split and vehicle occupancy rates; existing public transit facilities, including ridership by route, peak hour capacities and headways; population characteristics, including the transportation disadvantaged; and the existing characteristics of the major trip generators and attractors within the Village (Village)
- An analysis for the availability of transportation facilities and services to serve existing land uses (Village)
- An analysis for the adequacy of the existing and projected transportation system to evacuate coastal populations prior to an impending natural disaster
- An analysis of the growth trends and travel patterns and interactions between land use and transportation, and the compatibility between the Future Land Use and Transportation elements
- An analysis for existing and projected intermodal deficiencies and needs such as terminals, connections, high occupancy vehicle lanes, park-and-ride lots and other facilities (Village)
- An analysis of the projected transportation system levels of service and system needs based upon the future land use categories, including their densities or intensities of use as

shown on the future land use map or map series, and the projected integrated transportation system. The methodologies used in the analysis, including the assumptions used, modeling applications, and alternatives considered will be included in the plan support document. The Consultant will rely upon existing transportation models (1999 MUATS Validation Model and 2025 MUATS Model) maintained by the Miami-Dade County MPO to meet the analysis requirements described herein. The Consultant will not complete any new modeling efforts as part of the Village's Comprehensive Plan

- The analysis will consider projects planned for in the Florida Department of Transportation's Adopted Work Program, Miami-Dade County Long Range Transportation Plan, Miami-Dade County Transportation Improvement Program, and other local transportation authority(ies), if any, and compatibility with the policies and guidelines of such plans (Village)
- The analysis will demonstrate how the Village will maintain its adopted level of service standards for roads and transit facilities within its jurisdiction and how the level of service standards reflect and advance the purpose of the Transportation Element and the goals, objectives, and policies of the Future Land Use Element and other elements of the comprehensive plan
- The analysis will address and document the internal consistency of the Comprehensive Plan, especially its provisions addressing transportation, land use, and availability of facilities and services
- An analysis that identifies land uses and transportation management programs necessary to promote and support public transportation systems in designated public transportation corridors.

Conservation Element

The Conservation Element will be based upon the following analyses requirements that support the comprehensive plan pursuant to Rule 9J-5.005(2) of the Florida Administrative Code:

- Analyze natural resources present within the Village including air, rivers, bays, lakes, wetlands, groundwaters, floodplains, known sources of commercial valuable minerals, areas of concern for soil erosion, and areas that are the location of recreationally and commercially important fish or shellfish, wildlife, marine habitats, and vegetative communities.
- Analyze current and projected water needs and sources for the next ten-year period based on the demands for industrial, agricultural, and potable water use and the quality and quantity of water available to meet these demands

Coastal Management Element

The Coastal Management Element will be based upon the following analyses requirements that support the comprehensive plan pursuant to Rule 9J-5.005(2) of the Florida Administrative Code:

- Analyze conflicts among shoreline uses and estimate the need for water-dependent and water-related development sites
- Analyze the economic base of the coastal planning area based on the Future Land Use Element
- Analyze the effect of future land uses as required to be shown on the future land use map or map series on the natural resources in the coastal planning area
- Analyze impacts of development and redevelopment proposed in the Future Land Use Element on historic resources and sites in the coastal planning area
- Analyze estuarine pollution conditions and actions needed to maintain estuaries
- The following natural disaster planning concerns will be inventoried and/or analyzed:
 - Hurricane evacuation planning based on the hurricane evacuation plan contained in the Miami-Dade County Peacetime Emergency Plan
 - Post-disaster redevelopment including existing and proposed land use in coastal high-hazard areas, structures with a history of repeated damage in coastal storms, coastal or shore protection structures, infrastructure in coastal high-hazard areas, and beach and dune conditions.
 - Coastal high-hazard areas will be identified and the infrastructure within the coastal high-hazard area inventoried. The potential for relocating threatened infrastructure will be analyzed.
- Beach and dune systems will be analyzed, including past trends in erosion and accretion, the effects upon the beaches or dunes of coastal or shore protection structures, and identification of existing and potential beach renourishment areas. The analysis will also identify measures that could be used to protect or restore beaches or dunes.
- The capacity of and need for public access facilities to the beach or shoreline within the Village will be analyzed.

Intergovernmental Coordination Element

The Intergovernmental Coordination Element will be based upon the following analyses requirements that support the comprehensive plan pursuant to Rule 9J-5.005(2) of the Florida Administrative Code:

- The effectiveness of existing coordination mechanisms such as intergovernmental agreements, joint planning and service agreements, special legislation and joint meetings or work groups that are used to further intergovernmental coordination
- Specific problems and needs within each of the comprehensive plan elements that would benefit from improved or additional intergovernmental coordination and means for resolving those problems and needs
- Growth and development proposed in comprehensive plans in any Area of State Concern and a comparison with the appropriate comprehensive regional policy plan in order to evaluate the needs for additional planning coordination
- The comprehensive plan's coordination with the rules, principles for guiding development, and development regulations in any designated Area of Critical State Concern falling partially or wholly within the Village's jurisdiction.

Capital Improvements Element

The Capital Improvements Element will be based upon the following analyses requirements that support the comprehensive plan pursuant to Rule 9J-5.005(2) of the Florida Administrative Code:

- Current local practices that guide the timing and location of construction, extension or increases in capacity of each public facility
- The general fiscal implications of the existing deficiencies and future needs for each type of public facility.
- The costs of needed capital improvements for mitigation of existing deficiencies, replacement, and new growth needs pursuant to the Village Future Land Use Element
- The impact of new or improved public educational and public health care systems and facilities on the provision of infrastructure
- The use of timing and location of capital improvements to public facilities to support efficient land development and goals, objectives, and policies in the Future Land Use Element.
- An assessment of the Village's ability to finance capital improvements based upon anticipated population and revenues including forecasting of revenues and expenditures for five years, projections of debt service obligations for currently outstanding bond issues, projection of ad valorem tax base, assessment ratio and millage rate, projections of other tax bases and other revenue sources such as impact and user fees, projection of operating cost considerations, and projection of debt capacity

Infrastructure Element

The Infrastructure Element will be based upon the following analyses requirements that support the comprehensive plan pursuant to Rule 9J-5.005(2) of the Florida Administrative Code. The items noted as "(Village)" will be provided to the consultant by the Village of Palmetto Bay formatted in such a manner that no modifications will be required by the Consultant.

- Public facilities analyzed as a part of this plan element will include sanitary sewer, solid waste, stormwater management (Village), potable water facilities as well as natural groundwater aquifer recharge areas (Village) within the Village of Palmetto Bay
- Identify public and private sanitary sewer facilities, solid waste facilities, stormwater management (Village), and potable water facilities, as defined in Rule 9J-5.003 of the Florida Administrative Code
- Existing and projected sanitary sewer, solid waste, stormwater management (Village) and potable water facility needs will be identified based on the following analyses:
 - A facility capacity analysis, by geographic service area, indicating capacity surpluses and deficiencies for:
 - Existing conditions, based on the facility design capacity and the current demand on the facility capacity
 - The initial increment of the planning period, at least five years in length, based on the projected demand at current local level of service standards for the facility resulting from development permitted by local government, the projected population, land use distributions as indicated in the Future Land Use Element, and available surplus capacity identified in the existing conditions capacity analysis
 - The remaining increment of the planning period, in the same manner as the initial incremental capacity analysis, using the appropriate projected population and future land use distributions for the increment and any available surplus capacity identified in the initial five-year incremental capacity analysis
 - The general performance of existing facilities, based on best available data, evaluating the adequacy of the current level of service provided by facilities, the general condition and expected life of the facilities, and the impact of the facilities upon adjacent natural resources
 - An analysis of the problems and opportunities for replacement, expansion and new facility siting
 - An analysis of soil surveys for areas served by septic tanks and an explanation of suitability of those soils for such facilities will be included, based upon best

available data from the United States Department of Agriculture, Soil Conservation Service

Recreation and Open Space Element

The Recreation and Open Space Element will be based upon the following analyses requirements that support the comprehensive plan. The items noted as "(Village)" will be provided to the consultant by the Village of Palmetto Bay formatted in such a manner that no modifications will be required by the Consultant.

- Determine the existing recreation and open space area within the Village as acres per 1,000 residents (Village)
- Identify and analyze opportunities for additional recreation and open space within Village limits (Village)
- Research surrounding communities and calculate a recreation and open space level of service standard for each class of park suitable for the Village to use in evaluating park needs and desires from the community for more or less park space (Village)
- Identify the appropriate recreation and open space level of service standards for each park class to use in the Village's Comprehensive Plan (Village)

Task VI – Prepare Goals, Objectives, and Policies for Plan Elements

With the Data Inventory and Analysis serving as the foundation, the Consultant will prepare the Goals, Objectives, and Policies (GOPs) section for each of the nine comprehensive plan elements. Draft GOPs will be presented to Village staff, the Local Planning Agency (LPA), and Village Council for review and comment at Coordination Meeting #3 described under Task I. After incorporating appropriate comments, a draft document will be transmitted to the Florida Department of Community Affairs (FDCA) for a courtesy review. Comments received from the FDCA will be transmitted to Village staff for review.. Requirements for developing the goals, objectives, and policies for each of the nine plan elements are summarized below.

Future Land Use Element

Requirements for developing the goals, objectives, and policies for the Future Land Use Element are outlined below:

- The element will contain goal statements that establish the long-term end toward which land use programs and activities are ultimately directed
- The element will contain specific objectives for each goal statement that addresses the requirements of Section 163.3177(6)(a) of the Florida Statutes and which:

- Coordinate future land uses with the appropriate topography and soil conditions and the availability of facilities and services
- Encourage the redevelopment and renewal of blighted areas
- Encourage the elimination or reduction of uses inconsistent with the Village's character and future land uses
- Ensure the protection of natural resources and historic resources
- Coordinate coastal planning area population densities with the appropriate local or regional hurricane evacuation plan
- Discourage the proliferation of urban sprawl
- Ensure the availability of suitable land for utility facilities necessary to support proposed development
- Encourage the use of innovative land development regulations that may include provisions for planned unit developments and other mixed land use development techniques
- The element will contain policies for each objective that addresses implementation activities for the:
 - Regulation of land use categories included on the future land use map or map series including subdivisions, signage, and areas subject to seasonal or periodic flooding
 - Provision for compatibility of adjacent land uses
 - Provision that facilities and services meet the locally established level of service standards and are available concurrent with the impacts of development
 - Provision for drainage and stormwater management, open space, and safe and convenient on-site traffic flow
 - Provision of mixed land use designation policies (if locally desired)
 - Protection of potable water wellfields by designating appropriate activities and land uses within wellhead protection areas and environmentally sensitive land
 - Establishment of standards for densities or intensities of use for each future land use category
 - Identification, designation, and protection of historically significant properties

Housing Element

Requirements for developing the goals, objectives, and policies for the Housing Element are outlined below:

- The element will contain goal statements which establish the long-term end toward which housing programs and activities are ultimately directed.
- The element will contain specific objectives for each goal statement that addresses the requirements of Chapter 163.3177(6)(f) of the Florida Statutes and which provide for:
 - The creation and/or preservation of affordable housing for current and anticipated future residents of the Village
 - The elimination of substandard housing conditions, and for the structural and aesthetic improvement of existing housing
 - Adequate sites and distribution of housing for very-low-income, low-income and moderate-income households, and adequate sites for mobile and manufactured homes
 - Adequate sites in residential areas or areas of residential character for group homes and foster care facilities licensed or funded by the Florida Department of Children and Family Services
 - The conservation, rehabilitation, or demolition of housing including the identification of historically significant housing
 - Relocation housing
 - The formulation of housing implementation programs.
- The element will contain policies for each objective that addresses implementation activities for the:
 - Involvement, including partnerships, of local government with the private and non-profit sectors to improve coordination among participants involved in housing production
 - Specific programs and actions to streamline the permitting process and minimize costs and delays for housing, especially affordable housing
 - Establishment of standards addressing the quality of housing, stabilization of neighborhoods and identification and improvement of historically significant housing
 - Establishment of principles to guide conservation, rehabilitation, and demolition program techniques and strategies

- Establishment of principles and criteria guiding the location of housing for very-low-income, low-income and moderate-income households, mobile homes, manufactured homes, group homes and foster care facilities, and households with special housing needs including supporting infrastructure and public facilities
- Establishment of principles and criteria consistent with Chapter 419 of the Florida Statutes guiding the location of group homes and foster care facilities licensed or funded by the Florida Department of Children and Family Services that foster non-discrimination and encourage the development of community residential alternatives to institutionalization, including supporting infrastructure and public facilities
- Utilization of federal, state and local subsidy programs
- Provision of relocation housing
- Confirming current arrangements with other local governments concerning affordable housing.
- Designating within its jurisdiction sufficient sites at sufficient densities to accommodate the need for affordable housing over the planning timeframe

Transportation Element

Requirements for developing the goals, objectives, and policies for the Transportation Element are outlined below:

- The element will contain goal statements which establish the long-term end toward which transportation programs and activities are ultimately directed.
- The element will contain specific objectives for each goal statement that addresses the requirements of Sections 163.3177(6)(b), (6)(j), (7)(a), and (7)(b) of the Florida Statutes and which:
 - Provide for a safe, convenient, and energy efficient multimodal transportation system
 - Coordinate the transportation system with the future land use map or map series and ensure that existing and proposed population densities, housing and employment patterns, and land uses are consistent with the transportation modes and services proposed to serve these areas
 - Coordinate the transportation system with the plans and programs of the Miami-Dade County Metropolitan Planning Organization, Florida Transportation Plan and Florida Department of Transportation's Adopted Work Program
 - Address the provision of efficient public transit services based upon existing and proposed major trip generators and attractors, safe and convenient public transit

terminals, land uses, and accommodation of the special needs of the transportation disadvantaged

- Provide for the protection of existing and future rights-of-way from building encroachment
- The element will contain policies for each objective that addresses implementation activities for the:
 - Establishment of level of service standards at peak hour for roads and public transit facilities within the local government's jurisdiction.
 - Control of the connections and access points of driveways and roads to roadways
 - Establishment of parking strategies that will promote transportation goals and objectives
 - For existing or future transportation rights-of-way and corridors designated in the Village Comprehensive Plan, establish measures for their acquisition, preservation, or protection
 - Establishment of land use and other strategies to promote the use of bicycles and walking
 - Establishment of transportation demand management programs to modify peak hour travel demand and reduce the number of vehicle miles traveled per capita within the community and region
 - Establishment of transportation system management strategies as appropriate to improve system efficiency and enhance safety
 - Establishment of numerical indicators against which the achievement of the mobility goals of the community can be measured, such as modal split, annual transit trips per capita, automobile occupancy rates
 - Establishment of strategies, agreements and other mechanisms with applicable local governments and regional and state agencies that demonstrate areawide coordination necessary to implement the transportation, land use, parking, and other provisions of the Transportation Element
 - A coordinated and consistent policy with the Future Land Use element to encourage land uses that promote public transportation in designated public transportation corridors
 - Establishment of strategies to facilitate local traffic to use alternatives to the Florida Intrastate Highway System (FIHS) to protect its interregional and intrastate functions
 - Provision of safe and convenient on-site traffic flow, considering needed motorized and non-motorized vehicle parking

- Establishment of measures for the acquisition and preservation of existing and future public transit rights-of-way and exclusive public transit corridors

Conservation Element

Requirements for developing the goals, objectives, and policies for the Conservation Element are outlined below:

- The element will contain goal statements which establish the long-term end toward which conservation programs and activities are ultimately directed
- The element will contain specific objectives for each goal statement that addresses the requirements of Section 163.3177(6)(d) of the Florida Statutes and which:
 - Protect air quality
 - Conserve, appropriately use, and protect the quality and quantity of current and projected water sources and waters that flow into estuarine waters or oceanic waters
 - Conserve, appropriately use, and protect minerals, soils and native vegetative communities including forests
 - Conserve, appropriately use, and protect fisheries, wildlife, wildlife habitat and marine habitat
- The element will contain policies for each objective that addresses implementation activities for the:
 - Protection of water quality by restriction of activities and land uses known to affect adversely the quality and quantity of identified water sources
 - Conservation, appropriate use, and protection of areas suitable for extraction of minerals
 - Protection of native vegetative communities from destruction by development activities
 - Emergency conservation of water sources in accordance with the plans of the regional water management district
 - Restriction of activities known to adversely affect the survival of endangered and threatened wildlife
 - Protection and conservation of the natural functions of existing soils, fisheries, wildlife habitats, rivers, bays, lakes, floodplains, harbors, wetlands including estuarine marshes, freshwater beaches and shores, and marine habitats

- Continuing cooperation with adjacent local governments to conserve, appropriately use, or protect unique vegetative communities located within more than one local jurisdiction
- Designation of environmentally sensitive lands for protection based on locally determined criteria that furthers the goals and objectives of the Conservation Element
- Management of hazardous wastes to protect natural resources
- Protection and conservation of wetlands

Coastal Management Element

Requirements for developing the goals, objectives, and policies for the Coastal Management Element are outlined below:

- The Coastal Management Element will contain goal statements that establish the long term end toward which regulatory and management efforts are directed.
- The element will contain specific objectives for each goal statement that addresses the requirements of paragraph 163.3177(6)(g) and Section 163.3178 of the Florida Statutes and which:
 - Protect, conserve, or enhance remaining coastal wetlands, living marine resources, coastal barriers, and wildlife habitat
 - Maintain or improve estuarine environmental quality
 - Provide criteria or standards for prioritizing shoreline uses, giving priority to water-dependent uses
 - Protect beaches or dunes, establish construction standards which minimize the impacts of man-made structures on beach or dune systems, and restore altered beaches or dunes
 - Limit public expenditures that subsidize development permitted in coastal high-hazard areas
 - Direct population concentrations away from known or predicted coastal high-hazard areas
 - Maintain or reduce hurricane evacuation times
 - Prepare post-disaster redevelopment plans which will reduce or eliminate the exposure of human life and public and private property to natural hazards

- Increase the amount of public access to the beach or shorelines consistent with estimated public needs
- Provide for protection, preservation, or sensitive reuse of historic resources
- Establish level of service standards, areas of service, and phasing of infrastructure in the coastal planning area.
- The element will contain policies for each objective and will identify regulatory or management techniques for:
 - Limiting the specific impacts and cumulative impacts of development or redevelopment upon wetlands, water quality, water quantity, wildlife habitat, living marine resources, and beach and dune systems
 - Restoration or enhancement of disturbed or degraded natural resources including beaches and dunes, estuaries, wetlands, and drainage systems; and programs to mitigate future disruptions or degradations
 - General hazard mitigation including regulation of building practices, floodplains, beach and dune alteration, stormwater management, sanitary sewer and septic tanks, and land use to reduce the exposure of human life and public and private property to natural hazards
 - Hurricane evacuation including methods to relieve deficiencies identified in the County's hurricane evacuation analysis and procedures for integration into the regional or local evacuation plan
 - Post-disaster redevelopment
 - Identifying areas needing redevelopment, including eliminating unsafe conditions and inappropriate uses as opportunities arise
 - Designating coastal high-hazard areas and limiting development in these areas
 - The relocation, mitigation, or replacement, as deemed appropriate by the Village, of infrastructure presently within the coastal high-hazard area when state funding is anticipated to be needed
 - Establishing priorities for shoreline land uses, providing for siting water-dependent and water-related uses, establishing performance standards for shoreline development, and establishing criteria for marina siting, including criteria consistent with the countywide marina siting plan if adopted by the local government
 - Providing, continuing, and replacing adequate physical public access to beaches and shorelines, enforcing public access to beaches renourished at public expense, enforcing the public access requirements of the Coastal Zone Protection Act of

1985, and providing transportation or parking facilities for beach and shoreline access

- Historic resource protection, including historic site identification and establishing performance standards for development and sensitive reuse of historic resources
- Ensuring that required infrastructure is available to serve the development or redevelopment in the coastal planning area at the densities proposed by the future land use plan and consistent with coastal resource protection and safe evacuation
- Protecting estuaries that are within the jurisdiction of more than one local government
- Demonstrating how the Village will coordinate with existing resource protection plans such as resource planning and management plans, aquatic preserve management plans, and estuarine sanctuary plans

Intergovernmental Coordination Element

Requirements for developing the goals, objectives, and policies for the Intergovernmental Coordination Element are outlined below:

- The element will contain goal statements that establish the long-term end toward which intergovernmental coordination activities are ultimately directed
- The element will contain specific objectives for each goal statement that addresses the requirements of paragraph 163.3177(6)(h) of the Florida Statutes and which
 - Coordinate the comprehensive plan with the plans of school boards, other units of local government providing services but not having regulatory authority over the use of land, and with the comprehensive plans of adjacent municipalities, the county, and adjacent counties
 - Ensure that the local government addresses through coordination mechanisms the impacts of development proposed in the Village's Comprehensive Plan upon development in adjacent municipalities, the county, adjacent counties, the region and in the state
 - Ensure coordination in establishing level of service standards for public facilities with any state, regional or local entity having operational and maintenance responsibility for such facilities
 - Ensure adoption of interlocal agreements within one year of adoption of the amended intergovernmental coordination element, pursuant to the requirements of Section 163.3177(6)(h)(2) of the Florida Statutes

- The element will contain policies for each objective that addresses programs, activities, or procedures for:
 - The coordination of planning activities mandated by the various elements of the comprehensive plan with other local governments, school boards, other units of local government providing services but not having regulatory authority over the use of land, the region, and the state
 - Resolving conflicts with other local governments through the South Florida Regional Planning Council's informal mediation process
 - The provision of services and information
 - Provide procedures to identify and implement joint planning areas for the purposes of annexation, municipal incorporation, and joint infrastructure service areas
 - Reviewing the relationship of proposed development of the area to the existing comprehensive plans of adjacent local governments
 - Consistent and coordinated management of certain bays, estuaries and harbors that fall under the jurisdiction of more than one local government
 - The review of development proposed in the comprehensive plan including a policy statement indicating relationships of the proposed development to the existing comprehensive plans of adjacent local governments
 - Establish joint processes for collaborative planning and decision-making with other units of local governments providing facilities and services but not having regulatory authority over the use of land on population projections and the location and extension of public facilities subject to concurrency
 - Establish joint processes for collaborative planning and decision-making with the school board on population projections and the siting of public school facilities
 - Establish joint processes for the siting of facilities with county-wide significance, including locally unwanted land uses, such as solid waste disposal facilities

Capital Improvements Element

Requirements for developing the goals, objectives, and policies for the Capital Improvements Element are outlined below:

- The element will contain goal statements that establish the long-term end for the timely and efficient provision of public facilities through the use of sound fiscal policies

- The element will contain objectives for each goal and will address:
 - The use of the Capital Improvements Element as a means to meet the needs of the local government for the construction of capital facilities necessary to meet existing deficiencies, to accommodate desired future growth, and to replace obsolete or worn-out facilities
 - The limitation of public expenditures that subsidize development in high hazard coastal areas
 - The coordination of land use decisions and available or projected fiscal resources with a schedule of capital improvements that maintains adopted level of service standards and meets the existing and future facility needs
 - The extent to which future development will bear a proportionate cost of facility improvements necessitated by the development in order to adequately maintain adopted level of service standards
 - The demonstration of the Village's ability to provide or require provision of the needed improvements identified in the other local government comprehensive plan elements
- The element will contain policies for each objective that addresses programs and activities for:
 - The establishment of criteria used to evaluate local capital improvement projects.
 - The management of debt
 - The establishment of policies for the replacement and renewal of capital facilities
 - The establishment of level of service standards for public facilities which are within the local government's jurisdiction, as provided by Rule 9J-5.005(3) and 9J-5.015(3)(b)3 of the Florida Administrative Code.
 - Provisions for the availability of public facilities to serve developments for which development orders were issued prior to the adoption of the comprehensive plan
 - Provisions for the availability of public facilities and services needed to support development concurrent with the impacts of such development
 - Provisions for the adoption of a capital budget as a part of the annual budgeting process
 - Assessing new developments a pro rata share of the costs necessary to finance public facility improvements necessitated by development in order to adequately maintain adopted level of service standards

- The use of local government fiscal policies to direct expenditures for capital improvements that recognize the policies of other local comprehensive plan elements
- To meet the minimum requirements for Capital Improvements Implementation, the comprehensive plan will contain:
 - The schedule of capital improvements, for which the local government has fiscal responsibility, selected for the first five fiscal years, by year, after the adoption of the comprehensive plan that will reflect the need to reduce existing deficiencies, remain abreast of replacements, and to meet future demand
 - A list of projected costs and revenue sources by type of public facility for the five year period
- The plan element will identify those programs to be adopted that will ensure that the goals, objectives, and policies established in the Capital Improvements Element are met or exceeded.

Infrastructure Element

Requirements for developing the goals, objectives, and policies for the Infrastructure Element are outlined below:

- Goals, objectives, and policies will be included in the Infrastructure Element for sanitary sewer, solid waste, stormwater, and potable water facilities as well as natural groundwater aquifer recharge areas
- The element will contain goal statements for each of the facilities or resources addressed in this element that establish the long-term end toward which programs and activities are ultimately directed
- The element will contain specific objectives for each goal statement for each of the facilities or resources addressed in the element which address the requirements of paragraph 163.3177(6)(c) of the Florida Statutes and which:
 - Address correcting existing facility deficiencies
 - Address coordinating the extension of, or increase in the capacity of, facilities to meet future needs
 - Address maximizing the use of existing facilities and discouraging urban sprawl
 - Address conserving potable water resources
 - Address protecting the functions of natural groundwater recharge areas and natural drainage features.

- The element will contain policies for each objective for each of the facilities or resources addressed in the element which address implementation activities for:
 - Establishing priorities for replacement, correcting existing facility deficiencies, and providing for future facility needs
 - Establishing and utilizing level of service standards provided by facilities as provided by Rule 9J-5.005(3) and 9J-5.015(3)(b)3 of the Florida Administrative Code such as:
 - Average and peak flow design capacity for sanitary sewer facilities
 - Design capacity for solid waste facilities
 - Design storm return frequency for stormwater facilities capacity
 - Minimum design flow, storage capacity, and pressure for potable water facilities
 - Establishing and utilizing potable water conservation strategies and techniques
 - Regulating land use and development to protect the functions of natural drainage features and natural groundwater aquifer recharge areas
 - Establishing water quality standards for stormwater discharge.

Recreation and Open Space Element

Requirements for developing the goals, objectives, and policies for the Recreation and Open Space Element are outlined below:

- The element will contain goal statements that establish a comprehensive system of public recreation and open space sites that meet the needs of existing and future residents of the Village
- The element will contain specific objectives for each goal statement that address the means of the Village to maintain existing sites, target enhances to specific existing sites, and/or target new locations for recreation and open space opportunities. Objectives will also be prepared to address park accessibility, coordination with other public and private agencies, and land acquisition parameters.
- The element will contain policies for each objective that address programs, activities, or procedures for achieving the stated objectives.
- A recreation and open space level of service standard will be set for the Village of Palmetto Bay to assess park needs and program improvements.

Task VII – Prepare Draft Comprehensive Plan

A draft of the Comprehensive Plan document will be assembled for review by the Local Planning Agency once comments are received from all reviewing agencies, including the Department of Community Affairs. Comments, where appropriate, will be incorporated into the draft Comprehensive Plan prior to distribution to Village staff.

Task VIII – Local Planning Agency (LPA) Hearing

The draft of the Comprehensive Plan will be presented to the Local Planning Agency for review and comment at one publicly noticed hearing. Representatives for the Consultant will attend this meeting to answer any questions. A recommendation of approval to the Village Council will be sought at this meeting.

Task IX – Village Council Transmittal Hearings

The draft of the Comprehensive Plan will be presented to the Village Council over two publicly noticed meetings. Representatives for the Consultant will attend both meetings. At the second meeting, we will seek a motion to transmit the Village's Comprehensive Plan to the Department of Community Affairs and other appropriate review agencies for consideration. The Consultant will assist Village staff in preparing public notices and ordinances required for transmittal of the amendment package and prepare the transmittal letter and attachments as outlined under Rule 9J-11.011 of the Florida Administrative Code.

Task X – Response to Objections, Recommendations, and Comments Report from DCA

After transmittal to the Department of Community Affairs (DCA), a 60-day review window begins for DCA and other appropriate review agencies to review the transmittal document, coordinate input from other agencies and offer its Objections, Recommendations, and Comments (ORC) Report concerning the Village's new Comprehensive Plan. The Consultant will review the ORC report prepared by DCA and partner with Village staff to prepare a written ORC response. Significant changes to the Comprehensive Plan will be discussed with staff and local officials prior to submittal of an ORC response to Village Council for consideration.

Task XI – Final Village Council Adoption Hearing

Within 60 days of receipt of the ORC Report from DCA, the Village Council will be required to adopt the Comprehensive Plan and transmit the adoption package along with the Village's response to the ORC report to the Department of Community Affairs for final review. The Consultant will assist Village staff in preparing public notices and ordinances required for transmittal of the adoption package and prepare the transmittal letter and required attachments as outlined under Rule 9J-11.011 of the Florida Administrative Code.

Task XII - DCA Notice of Intent and Final Order

The Department of Community Affairs will review the Comprehensive Plan adopted by Village Council for compliance with Chapter 163 of the Florida Statutes and Rule 9J-5 of the Florida Administrative Code and issue a Notice of Intent and Final Order finding the Palmetto Bay Comprehensive Plan in compliance. In the event that the State determines that the Plan is "Not in Compliance" or the draft Plan is challenged legally by a third party, the Consultant will work with the Village and the State to achieve compliance. The Consultant will participate in any administrative hearings, public hearings, or other legal proceedings initiated prior to final adoption of the Comprehensive Plan by the State.



Kimley-Horn
and Associates, Inc.

Scope of Services



Task	January	February	March	April	May	June	July	August
Task I - Project Kick-Off and Coordination Procedures	■							
Task II - Public Participation Process	■	■						
Task III - Data Collection and Mapping	■	■	■	■	■	■	■	■
Task IV - Prepare Existing and Future Land Use Maps	■	■	■	■	■	■	■	■
Task V - Prepare Data Inventory and Analysis for Plan Elements	■	■	■	■	■	■	■	■
Task VI - Prepare Goals, Objectives, and Policies for Plan Elements	■	■	■	■	■	■	■	■
Task VII - Prepare Draft Comprehensive Plan	■	■	■	■	■	■	■	■
Task VIII - Local Planning Agency (LPA) Hearing	■	■	■	■	■	■	■	■
Revised Draft Comprehensive Plan based on LPA Comments	■	■	■	■	■	■	■	■
Task IX - Village Council Transmittal Hearings	■	■	■	■	■	■	■	■
Department of Community Affairs Review Period	■	■	■	■	■	■	■	■
Task X - Response to Objections, Recommendations, and Comments Report from DCA	■	■	■	■	■	■	■	■
Task XI - Final Village Council Adoption Hearing	■	■	■	■	■	■	■	■
Department of Community Affairs Review Period	■	■	■	■	■	■	■	■
Task XII - DCA Notice of Intent and Final Order	■	■	■	■	■	■	■	■

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EXHIBIT "3"

Payment Schedule

The compensation for Tasks I through IX described above will be performed for a lump sum fee of \$154,000.00. Due to the uncertainty of the effort required to formally respond to the Objections, Recommendations, and Comments Report from the Department of Community Affairs, a detailed cost estimate for Tasks X through XII can not be made at this time. A fee proposal for services under Tasks X through XII will be provided when the scope can be better defined.

Payments will be monthly based upon an estimated percent complete of the tasks noted below:

1. Data Inventory and Analysis:	\$68,000
2. Development of GOP's:	\$58,000
3. Meetings:	\$13,200
4. Report Production:	\$ 5,000
5. Rec./Open Space GOP's:	\$ 9,800
Total	\$154,000

Items noted as the responsibility of the "(Village)" throughout the scope of services will be provided to the Consultant by the Village of Palmetto Bay formatted in such a manner that no modifications will be required by the Consultant.