



KEITH and SCHNARS, P.A.

FLORIDA'S *Big* LOCAL FIRM

June 22, 2016
Revised July 7, 2016

Sheila Rose, AICP
Director Sustainable Development
City of Coconut Creek
4800 W Copans Road
Coconut Creek, FL 33063

**RE: Work Authorization Number 4
Hillsboro Ranches Neighborhood Study
Keith and Schnars Proposal No. P-6898.MK**

Dear Ms. Rose:

In accordance with your request, this agreement between Keith and Schnars, P.A. ("CONSULTANT"), and the City of Coconut Creek ("CLIENT") for professional services is submitted for your consideration and approval. The work proposed shall be in accordance with all terms as specified in the "Agreement between the City of Coconut Creek and Keith and Schnars, P.A. for Architecture, Landscape Architectural and Urban Design Service."

Purpose

The City of Coconut Creek, in partnership with Broward County, is undertaking a neighborhood study to seek consensus related to the future development of Hillsboro Ranches neighborhood. This neighborhood is partly within the City limits and partly in the Broward Municipal Services District (BMSD) unincorporated area. Recently there have been development applications, annexation petitions and code compliance complaints in this area. Recognizing the development pressure and the divided provision of local government services that currently exist, the goal of this study is to develop community consensus on future planning of the area. Following community workshops, a neighborhood plan will be created articulating community consensus development, and property maintenance standards

Responsibilities

The City of Coconut Creek and Broward County

Broward County Planning and Development Management Division (PDMD) staff and the City of Coconut Creek Sustainable Development Department will provide technical support in the form of technical support related to long-range planning, zoning and code enforcement data, GIS Support, Annexation Applications, available traffic counts, public notice costs, mailings, and provisions of meeting locations.

Scope

The Study area is approximately 220 acres bounded on the north by County Line, on the south by NW 71st Street and Hillsboro Blvd, on the west by Lyons Road and on the east by NW 31st Avenue (See study area Map A). It includes unincorporated enclaves that are surrounded by the properties in the City. The study will document existing conditions, propose consensus based alternative development options, and formulate strategy to implement the selected option. Specific deliverables are set forth below.

Task 1: Existing Conditions, Data and Analysis

Consultant shall coordinate and request the following information:

- 1 Coordinate with Broward County, gather all data and document existing conditions, including land use, zoning, background traffic and circulation, and existing infrastructure for the BMSD area.
- 2 Coordinate with City of Coconut Creek to obtain corresponding information for the incorporated portion of the Study Area.
- 3 Proposed annexations.
- 4 Inventory of vacant and underdeveloped properties.

Task 1 Lump Sum..... \$600.00

Task 2: Public Outreach and Consensus Building

Consultant shall provide the following:

- 1 Develop outreach materials and generate participation in consensus building workshop.

Deliverables:

- Public engagement plan with narrative of outreach methods, sequence of meetings and purpose of each meeting.
- Draft of letters, of notice, mailings responsible of city.
- Presentation materials.

Task 2 Lump Sum..... \$3,980.00



Task 3: Property Owner Workshops to Build Consensus

Consultant shall facilitate two property owner consensus building workshops regarding key issues such as:

- Traffic circulation and traffic calming.
- Future annexation.
- Potential overlay areas (owners interested in potential annexation into the City).
- Community maintenance standards within the overlay area.
- Development scenario to reflect desired density.
- Land use and zoning.

Deliverable:

Facilitation of two workshops.

Task 3 Lump Sum \$3,300.00

Task 4: Presentations

Consultant shall present to Broward County Planning and Development Management Staff, Local Planning Agency, County Commission, City Planning and Zoning Board, and City Commission for information and comments.

**Task 4 Lump Sum
(For a total of five presentations) \$3,970.00**

Task 5: Report of Findings and Recommendations

Consultant shall provide electronic report detailing below items at minimum:

- Issues identified at meetings including assessment of each issue and professional recommendation.
- Overlay area boundary.
- Proposed community maintenance standards.
- Desired density and intensity of development.
- Process for review of future land use/ zoning changes.
- Land use and zoning at time of annexation.

Deliverable:

Electronic file of report.



Task 5 Lump Sum **\$2,390.00**

Task 6: Technical Analysis

Based on the above line items, Consultant will prepare a report addressing the impact of annexing part/whole/none of Hillsboro Ranches neighborhood into the City.

Deliverable:

Electronic report detailing below items at minimum.

- 1 Future land use planning objectives
 - a. Density and intensity analysis.
 - b. Proposed Land Use changes.
 - c. Proposed Land Development / Zoning Code changes.

- 2 Impact on Level of Services – water, sewer, other utilities, fire, police, parks, recreational programs, solid waste, recycling, schools, street maintenance/lighting, building permits/inspections, traffic signs and signals.
 - a. Traffic analysis - availability and impact
 - b. Fiscal impact of future annexation to City and overview of annexation process.
 - c. Population and housing characteristics.
 - d. Expenditure estimates.
 - e. Revenue protections.
 - f. Comparison of costs to property owners.
 - g. Public policy / district boundary.
 - h. Code enforcement.

Task 6 Lump Sum **\$10,710.00**

Task includes two DRAFT and FINAL printed documents and electronic copies of documents.

Total **\$24,950.00**

Task 7: Optional Meetings

At the request of the City of Coconut Creek optional homeowner meetings (individual or group) will be attended by CONSULTANT.

Task 7 Time and Materials not to exceed **\$1,000**



ACCEPTANCE

Acceptance of this Work Authorization may be indicated by the signature of a duly authorized official of the City in the space provided below. One signed copy of this Work Authorization returned to the consultant will serve as an Agreement for site planning services between the City of Coconut Creek and Keith and Schnars, P.A. and as a Notice to Proceed. This contract will be binding on the parties hereto and parties' successors and assigns. Should this proposal not be accepted with a period of sixty (60) days from the date of this proposal, it shall become null and void.

KEITH and SCHNARS, P.A.
Engineers, Planners, Surveyors

CITY OF COCONUT CREEK



Name: Bruce Reed, RLA

Name: Mary C. Blasi

Title: Vice President

Title: City Manager

Dated: July 7, 2016

Dated: _____

