



## Text File

File Number: 16-1236

Agenda Date: 9/13/2016

Version: 1

Status: Consent Agenda

In Control: Land Management

File Type: Agenda Item

Agenda Number: 10E.

### Title

Consider and take action on a resolution authorizing a professional services agreement with Gateway Planning Group, Inc., for the development of a form-based code for the Downtown Redevelopment Plan in the amount not to exceed \$49,000 (Director of Planning and Development)

### ..Background:

Approval of this resolution will authorize a professional services agreement with Gateway Planning Group, Inc. for a revision to our Zoning Ordinance creating a form based code within the Downtown Redevelopment Area.

The city has a vision to create a downtown that will be a centerpiece for the City of League City. The plan will be to create a pedestrian centric downtown district that centers on Park Avenue and Main Street (FM 518) and spans between State Highway 3 and Iowa Avenue. Within this redevelopment area, a form based code will be adopted that prescribe structures location, design, and balance with the surrounding area. Gateway Planning will develop the form-based code with input from City Staff, Boards and Commissions, and the public.

The form-based code will be based on the vision set forth by the City for the redevelopment of Downtown and will consider concerns and suggestions raised throughout the project.

Gateway Planning has submitted a proposal to create the form based code required in an amount not to exceed \$49,000, which includes the following tasks:

### Task 1: Project Organization + Kick-off

- A. Kick-off meeting to confirm consultant team and city staff coordination.  
Deliverable: Critical Path Timeline for project, Structure/Outline of zoning \$ 3,500

### Task 2: Data Collection, Background Review + Analysis

- A. Collection of new data regarding GIS and parcel information, MTP, FEMA and other data required for proper mapping of the downtown area, mapping for base analysis and coordinate updates since 2014 analysis of downtown.
- B. Mapping of regulating plan to correspond with intended code area. \$3,500

### Task 3: Form Based Code Drafting

- A. First Draft of Form Based Code, one revision from staff comments \$12,000
- B. Second Draft of Form Based Code, one revision from staff comments \$3,500
- C. Code draft and structure presentation to Historic Commission \$3,500
- D. Code draft and structure presentation to stakeholders \$3,500
- E. Joint Work Session with Planning & Zoning and City Council \$3,500
- F. Revise Code draft from input during joint work session \$2,000

### Task 4: Adoption Process

- A. Planning & Zoning Commission Presentation with City Staff (one meeting; additional meetings hourly) \$3,500
- B. City Council Presentation with City Staff (one meeting;

additional meetings hourly) \$3,500

**Total Labor (excluding hourly additional revisions or meetings) \$42,000**

Expenses for travel and other incurred project related costs \$4,000

**Total Labor and Travel Costs \$46,000**

**Money allocated toward additional meetings and additional revisions \$3,000**

**Total amount not to exceed: \$49,000**

The project timeline is as follows:

**May 2016** - Gateway Planning assisted in developing renderings for the downtown presentation.

**June 17, 2016** - The RFQ was released and the City began accepting proposals.

**July 19, 2016** - All RFQ proposals were due to the City for review.

**September 13, 2016** - Resolution and proposal approved by City Council

**November 2016** - First draft of the form-based code is provided to City Staff for review.

**December 2016** - Joint work session is held with Planning and Zoning Commission and City Council.

**December 2016** - Draft Code is presented to Historic Commission.

**December 2016** - Draft Code is presented to Stakeholders.

**January 2016** - Second Draft is provided to City Staff for review.

**February 2016** - Planning and Zoning Commission makes a recommendation to City Council for approval of the form-based code.

**February/March 2016** - City Council approved final draft of form-based code.

Attachments:

- 1) Data Sheet
- 2) Proposed Resolution
- 3) Professional Services Agreement
- 4) RFQ Response

CONTRACT ORIGINATION:

The resolution and professional services agreement have been reviewed and approved as to form by the City Attorney.

FUNDING

{ } NOT APPLICABLE

{X } Funds are available from Account # 010-6206-653.53-49 Planning Department Services and charges / Contractual service

{ } Requires Budget Amendment to transfer from Account # \_\_\_\_\_ to Account # \_\_\_\_\_