



**WORK ORDER NO. 03046.14J**

**PROJECT:** Drive-Through Development Compatibility Study - Addendum

**CLIENT:** City of Maitland

**CONTRACTED PROFESSIONAL:** Land Design Innovations, Inc.

**MASTER CONTRACT:** The Master Contract was signed on February 16, 2009. All the terms and conditions of the Master Contract are applicable to this work order.

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Execution of this Work Order by the City of Maitland shall serve as authorization for the Consultant to provide additional professional services related to the preparation of the Drive-Through Development Compatibility study.

**RESPONSIBILITY OF THE CONSULTANT:**

During the April 26, 2010 City Council/CRA/CRAAB work-session some additional professional services were requested for the evaluation of drive-through facilities. LDI's additional responsibilities include:

- 1) Evaluation of impacts of two existing drive-through banks - M&I Bank and Bank of America - located along Maitland Avenue, outside the CRA;
- 2) Listing of pros and cons for each recommendation included in the report;
- 3) Creating a set of standards that could be used in evaluating /reviewing /approving or denying a conditional use permit for drive-through facilities.

- 4) Presentation at CRA/CRAAB work session (April 26, 2010);
- 5) Presentation at one (1) Planning and Zoning Commission meeting (May 6, 2010);
- 6) Presentation at one (1) Planning and Zoning Commission/CRAAB work session (May 13, 2010); and
- 7) Presentations at two (2) Planning and Zoning Commission and two (2) City Council meetings.

***NOTE: Meetings in addition to those specifically listed in this Work Order shall be accommodated, at the authorization of City, at an hourly rate.***

**RESPONSIBILITY OF THE CITY COUNCIL/CRA/CRAAB:**

The responsibilities of the City Council, P&Z, CRA and CRAAB shall include:

- 1) Review of materials prior to the meetings.

**DELIVERABLES:**

The following items shall be provided to the City of Maitland:

One (1) Print-Copy and Electronic Copy (CD) of the Drive-Through Study Report with the following additional information included (inserted).

- An evaluation of impacts of existing drive-through banks - M&I Bank and Bank of America - located along Maitland Avenue, outside the CRA;
- Listing of pros and cons for each recommendations included in the report; and
- Review criteria for allowing drive-through facilities with a Conditional Use permit.

**TIME FOR COMPLETION:**

The professional services authorized by this Work Order are anticipated for completion within the time frame noted in the attached schedule (**Exhibit A**).

**COMPENSATION:**

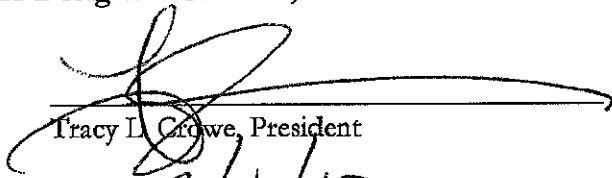
The professional services shall be performed on a lump sum basis not to exceed \$7,440. Reimbursable expenses will be invoiced to the City in addition to the lump sum fee above at the direct cost of the services. Reimbursable expenses do not typically exceed five (5) percent of the contract amount, unless an excessive amount of reproduction is requested by the City.

Additional work not specifically identified in this Work Order shall be performed as additional services on an hourly fee basis if requested by the City in writing.

IN WITNESS WHEREOF, the parties hereto have made and executed this Work Order on this 4<sup>th</sup> day of JUNE, 2010, for the purposes stated herein.

**Land Design Innovations, Inc.**


Witness: \_\_\_\_\_

By:  \_\_\_\_\_  
Tracy L. Crowe, President

Date: 6/1/10

**City of Maitland**

Witness: \_\_\_\_\_

By:  \_\_\_\_\_  
Verl Emrick, CRA Executive Director

Date: 6/4/10

CITY OF MAITLAND  
DRIVE-THROUGH STUDY ADDENDUM

ID	Task Name	Apr 18, '10	May 2, '10	May 16, '10	May 30, '10	Jun 13, '10	Jun 27, '10	Jul 11, '10	Jul 25, '10
1	Drive-Through Study PLUS Addendum Work	◆ 4/26	◆ 5/6	◆ 5/13					
2	Council/CRA/CRAAB Work Session								
3	Presentation to Planning and Zoning Commission								
4	Council/CRA/CRAAB Work Session								
5	Additional Work: Requested by Council/CRA/CRAAB 4/26/10								
6	Evaluation of the Two Drive-Through Banks on Maitland Av								
7	Pros and Cons for Each Recommendations								
8	Standards for Drive-Through Conditional Use Permit								
9	Draft to Staff for Review					◆ 6/11			
10	Presentation to Planning and Zoning Commission (Work Session)						◆ 6/17		
11	Presentation of Findings to Planning and Zoning Commission (Final Action)							◆ 7/1	
12	Presentation to City Council (Work Session)								◆ 7/12
13	Presentation of Findings to City Council (Final Action)								◆ 7/26

Task  
Split  
Progress

Milestone  
Summary  
Project Summary

External Tasks  
External Mile Task  
Split

Project: Maitland Drive Through-Addendum  
Date: Tue 6/1/10