



WORK ORDER NO. 03046.14Q

PROJECT: Maitland CRA Development Standards – Adoption Phase

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.

Execution of this Work Order by the City of Maitland shall serve as authorization for the Consultant to provide professional services to assist the City with the update of the Maitland CRA Development Standards.

RESPONSIBILITY OF THE CONSULTANT:

LDI will finalize the Maitland CRA Development Standards to ensure consistency with the following Policies and Standards of the City's newly adopted Comprehensive Development Plan (CDP).

- 1) **Policy 3.10** - Standards for road access, location of transit stops, and transit facilities (shelter, waiting area and seating).
- 2) **Policy 3.26** - Height, density and intensity by parcel size category.
- 3) **Standards 3.26.1 and 3.26.2** - Compatibility standards where a parcel within the Downtown Maitland CRA abuts or is adjacent to existing residential or commercial uses outside the downtown.

- 4) **Standards 3.26.4** - Consider the creation of a “Core Area” for development standards purposes which may or may not coincide with the Packwood District boundaries.
- 5) **Standards 3.26.6** – Site design standards per parcel size categories.
- 6) **Standards 3.26.7** – Standards and map for three specific areas (Packwood, Waterhouse and Sawmill) within the Downtown.
- 7) **Standards 3.26.8** – Buffer standards for compatibility between existing neighborhoods and Downtown Maitland, when such neighborhoods are adjacent to the Downtown Maitland Land Use District.

Additionally, LDI will compile all zoning regulations under one Zoning Regulations chapter and will revise graphics as needed.

DELIVERABLES:

The final deliverable will be the revised Maitland CRA Development Standards, which will include regulations related to zoning; site design; architecture; access/circulation/parking; landscaping and buffering; signs; streetscape; bonuses and incentives; and application/review procedures. The document, which will include maps and graphics, will be submitted to the City in electronic format (Microsoft Word).

TIME FOR COMPLETION:

The professional services authorized by this Work Order shall be completed within the timeframe authorized by the City. See timeline attached as Exhibit A.

MEETINGS:

LDI will be available to attend all the meetings, public hearings and workshops necessary to present the project, as directed by the City.

COMPENSATION:

The compensation for the professional services shall not exceed the following amounts without written authorization from the City:

Maitland CRA Development Standards Update..... \$10,880.00 (Lump Sum)
Meetings \$8,000.00 (Hourly)
TOTAL..... \$18,880.00

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.

14 IN WITNESS WHEREOF, the parties hereto have made and executed this Work Order on this MARCH day of MARCH, 2011, for the purposes stated herein.

Witness: Sandra Stoger

Land Design Innovations, Inc.

By: [Signature]
Tracy L. George, Principal Planner

Date: 1/23/11

Witness: [Signature]

City of Maitland

By: [Signature]
Jim S. Williams, City Manager

Date: 2/1/11

Exhibit A - Schedule

ID	Task Name	Start	Finish	Equity	March	April	May	June	July	August	September	October
1	Maitland CRA Standards Overview	Tue 2/14/11	Tue 8/27/11									
2	Revisions	Tue 2/15/11	Wed 8/31/11									
3	Meetings	Tue 2/14/11	Tue 9/27/11									
4	Monthly Council/CRA Board Updates	Tue 2/15/11	Mon 8/31/11									
11	Board Review Meetings	Tue 2/15/11	Tue 8/27/11									
12	Planning and Zoning Board CRAAB Review	Thu 2/17/11	Thu 8/18/11									
13	Sections I Introduction; II The Maitland CRA, and III CRA Zoning Standards (Present/Discussion)	Thu 2/24/11	Thu 2/24/11									
14	Sections I Introduction; II The Maitland CRA, and III CRA Zoning Standards (Recommendation)	Thu 2/24/11	Thu 2/24/11									
15	Sections IV Site Design and V Building Form and Architectural Standards (Present/Discussion)	Thu 3/3/11	Thu 3/3/11									
16	Sections IV Site Design and V Building Form and Architectural Standards (Recommendation)	Thu 3/17/11	Thu 3/17/11									
17	Sections VI Streets: Site Access and Circulation; and Parking, and IX Streetscape within the Right-of-Way (Present/Discussion)	Thu 4/7/11	Thu 4/7/11									
18	Sections VI Streets: Site Access and Circulation; and Parking, and IX Streetscape within the Right-of-Way (Recommendation)	Thu 4/21/11	Thu 4/21/11									
19	Sections VII Landscaping, Buffering and Screening; and VIII Signs (Present/Discussion)	Thu 4/21/11	Thu 4/21/11									
20	Sections VII Landscaping, Buffering and Screening; and VIII Signs (Recommendation)	Thu 5/6/11	Thu 5/6/11									
21	Sections X Development Bonus and Incentives; XI Development Application Process (Present/Discussion)	Thu 5/27/11	Thu 5/27/11									
22	Sections X Development Bonus and Incentives; XI Development Application Process (Recommendation)	Thu 6/16/11	Thu 6/16/11									
23	Development Application Process (Recommendation)	Thu 6/16/11	Thu 6/16/11									
24	CRA Board/City Council Review	Mon 6/20/11	Mon 7/18/11									
25	Sections I Introduction; II The Maitland CRA, and III CRA Zoning Standards	Mon 6/20/11	Mon 2/28/11									
26	Sections IV Site Design and V Building Form and Architectural Standards	Mon 6/20/11	Mon 3/21/11									
27	Sections VI Streets: Site Access and Circulation; and Parking, and IX Streetscape within the Right-of-Way	Mon 6/20/11	Mon 4/25/11									
28	Sections VII Landscaping, Buffering and Screening; and VIII Signs	Mon 6/20/11	Mon 5/23/11									
29	Sections X Development Bonus and Incentives; XI Development Application Process	Mon 6/20/11	Mon 6/27/11									
30	City Council Meeting (1st Reading)	Mon 7/11/11	Mon 7/11/11									
31	City Council Meeting (2nd Reading)	Mon 7/25/11	Mon 7/25/11									
32	OPTIONAL CRA Board/City Council Review Dates	Mon 8/8/11	Tue 9/27/11									
33	Regularly Scheduled City Council Meeting	Mon 8/8/11	Mon 8/8/11									
34	Regularly Scheduled City Council Meeting	Mon 8/29/11	Mon 8/29/11									
35	Regularly Scheduled City Council Meeting	Mon 9/13/11	Mon 9/13/11									
36	Regularly Scheduled City Council Meeting	Mon 9/27/11	Mon 9/27/11									
37	LDC Adoption Deadline	Tue 9/27/11	Tue 9/27/11									

Project: Maitland_CRA_Std_Sched_V3
 Date: 09/12/11

Task: Spt

Progress: Complete In Progress Not Started

Milestone: Milestone Summary

External Tasks: External Task External Milestone

Deadline: Deadline

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RESOLUTION NO. 4-2011

A RESOLUTION OF COMMUNITY REDEVELOPMENT AGENCY BOARD OF THE CITY OF MAITLAND, FLORIDA, ADOPTING AMENDMENT #1 OF THE COMMUNITY REDEVELOPMENT AGENCY (CRA) BUDGET FOR THE 2011 FISCAL YEAR, APPROPRIATING FUNDS FOR CONTRACTURAL SERVICES TO COMPLETE THE ADOPTION PHASE OF THE DOWNTOWN DEVELOPMENT STANDARDS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Community Redevelopment Agency ("CRA") Board of the City of Maitland, Florida, arrived at an annual budget of expenditures and of estimated revenues (hereinafter referred to as the "Budget") for the fiscal year 2011 beginning October 1, 2010 and ending September 30, 2011, and:

WHEREAS, the CRA Board now deems necessary the specific allocation of funds for the 2011 fiscal year to facilitate the completion and adoption of the downtown development standards.

NOW, THEREFORE, BE IT RESOLVED by the CRA Board of the City of Maitland, Florida, that:

SECTION 1. The recitals set forth in the 'whereas' clauses to this Resolution are hereby adopted as the legislative and administrative findings of the CRA Board.

SECTION 2. Amendment #1 to the annual budget for the CRA, for the fiscal year beginning October 1, 2010 and ending September 30, 2011 is hereby confirmed, adopted and approved after full, complete and comprehensive hearings.

SECTION 3. Amendment #1 incorporates an appropriation of \$18,800 from the Maitland City Council on January 24, 2011 for professional services to complete the Adoption Phase of the Downtown Development Standards (CRA Pattern Book.)

SECTION 4. This resolution shall become effective immediately upon its approval.

APPROVED AND ADOPTED by the CRA Board of the City of Maitland, Florida, this 28th Day of February, 2011.

COMMUNITY REDEVELOPMENT AGENCY



Howard A. Schieferdecker, Chairperson

ATTEST:



Maria Waldrop, City Clerk



MEETING DATE
February 28, 2011
Subject: Approval – CRA Resolution for Budget Amendment #1

AGENDA REPORT

AGENDA
Section: Decision
Item #: 1

Dept./Office: Administration/ CRA Division

Requested Action or Motion: Move to approve a Resolution amending the Community Redevelopment Agency (CRA) operating budget for the fiscal year beginning October 1, 2010 and ending September 30, 2011.

Summary Explanation & Background:

Amendment #1 incorporates an appropriation of \$18,800 from the Maitland City Council on January 24, 2011 for professional services to complete the Adoption Phase of the Downtown Development Standards (CRA Pattern Book.). This action will meet the requirement of the CRA Board's By-Laws that specify that the Board will approve a budgetary amendment that increases the total amount of the annual budget approved at the beginning of the fiscal year.

Excerpt CRA Board By Laws:

**ARTICLE VIII
FISCAL MATTERS**

SECTION A. Fiscal Year.

The fiscal year of the CRA shall begin on October 1 and end on September 30 of each year.

SECTION B. Budget.

The Executive Director shall prepare an annual budget and work program for the CRA's approval for each fiscal year, and such other budgets as the Members may determine. The CRA shall not expend any funds other than those in the budget or otherwise authorized by the CRA Board, provided that the Members shall have the power to amend its budget as may from time to time be necessary.

Fiscal Impact: Increase the Contractual Services line item by \$18,880

Exhibits Attached: CRA Budget Resolution- Amendment #1	Contact Person: Verl R. Emrick CRA Director
CRA Chairman:	Phone #: 407-539-1255
Department Head	City Manager's Office
	Reviewed by City Attorney <input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A



AGENDA REPORT

MEETING DATE
January 24, 2011
SUBJECT: Authorize funding for LDI contract to complete the adoption phase of the Maitland CRA Development Standards (Pattern Book)

AGENDA
Section: Decision
Item #: 4

Dept./Office: CRA

Requested Action or Motion: Authorization of funding in support of a contract with Land Development Innovations, Inc (LDI) in the amount of \$18,880 to complete the adoption phase of the Maitland CRA Development Standards for the Maitland CRA District.

Summary Explanation/Background: The City with the assistance of our consultants, Land Development Innovations, Inc (LDI) has been working on the completion and adoption of the Maitland CRA Development Standards (Pattern Book) since 2006. In 2007, the Planning and Zoning Commission was close to taking final action on the Pattern Book but the project was put on hold due to the City's focusing its efforts and activity on the evaluation, approval and implementation the Town Center project.

With the completion of the final draft (March of 2010) of the Design Standards, the Planning and Zoning Commission, CRA Advisory Board and the City Council/CRA Board are now focusing on the adoption phase of the Design and Development Standards applicable to the Downtown Maitland CRA. The focus of the task includes incorporating not only Development Design Standards but zoning and development regulations applicable within the CRA District as recommended in the recently completed EAR process and the City's 2030 Comprehensive Development Plan.

The purpose of the Downtown Maitland Development Standards is to guide future development and redevelopment toward creating an attractive urban pattern that balances the pedestrian and traffic needs of residents, while it protects and enhances the original pattern of development consistent with the goals of the City's Comprehensive Development Plan (CDP), Downtown Maitland Master Plan (DMMP) and Downtown Maitland Revitalization Plan (DMRP). The design and land development standards are intended to be flexible and encourage design diversity and variation. The criteria for development in the CRA will ensure that the architectural integrity and details of existing significant structures are maintained, and will affirm the appropriateness of new development into the historic fabric of the area.

Budget History: When preparing the FY11 budget staff only budgeted \$10,000 for Professional Services given the current financial conditions. At the time we were budgeting we did not foresee the request for the expanded study which developed the design requirements for Drive through Facilities within the CRA District, nor incorporating these standards into the zoning and LDC. The requested funding will allow for the Work Order to finalize the CRA Development Standards and leave a balance of \$6,710 available in Professional Services for the remainder of this fiscal year.

Original Bdgt Estimate (Date)	Adopted Budget (Date)	Adjusted Budget (Date)	Proposed Budget (Date)
			\$ 18,880 (1/24/2011)

Fiscal Impact: Funding will come from designation for operating contingencies in the form of a loan to the CRA

Exhibits: (1) Work Order –Adoption Phase- Pattern Book ; (2) Timeline—schedule for completion of this project	Contact Person: Verl Emrick
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Com/Bd:	Phone #: 407- 539-1255
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Department Head 	City Manager's Office 	Reviewed by City Attorney ___ Yes ___ X ___ N/A
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