



AGENDA ITEM MEMORADUM

Item No. 116

Development Services

Department

Linda Connors *LC*

Town Planner

BS

COMMISSION MEETING DATE (*) - 7:00 PM	Deadline to Town Clerk
<input checked="" type="checkbox"/> June 26, 2012	June 15 th

*Subject to Change

- | | | | |
|---------------------------------------|---|--|---------------------------------------|
| <input type="checkbox"/> Presentation | <input type="checkbox"/> Reports | <input checked="" type="checkbox"/> Consent | <input type="checkbox"/> Ordinance |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Quasi-Judicial | <input type="checkbox"/> Old Business | <input type="checkbox"/> New Business |

FY2011 DESIGNATED HIGH PRIORITY ITEM: Efficiency of Government

SUBJECT TITLE: Authorize Purchase Order for JC Consulting (Cecelia Ward) to Complete Planning Priority No. 5 – Code Clean up.

EXPLANATION: At the June 21, 2011 meeting, the Commission established seven planning priorities for the 2011/12 Fiscal Year.

So far this year, we have completed three priorities, one has been postponed, and one is on the July the Planning and Zoning Board agenda. The complete status report for each priority is shown in the following table.

	Planning Priorities	Status
1.	Architectural Standards	Complete
2.	Hotel code amendments	Complete
3.	Sign code amendments	Complete
4.	Neighborhood Compatibility Standards	On July P&Z Agenda
5.	Code Cleanup	This agenda item
6.	Architectural Design Guidelines	Drafting RFQ for consultant
7.	Comprehensive Plan amendments	State Changed Date to 2015



To proceed with Priority #5 – Code Cleanup, we are requesting Commission approval to issue a purchase order in an amount not to exceed \$3,000 to JC Consulting to assist staff in developing code amendments that will implement Priority #5, which includes such items as removing pyramidal zoning, improving the purpose and intents of districts and revising the code to be consistent with the Town Charter regarding height and rezoning procedures. The \$3,000 not to exceed amount is based on 30 hours at \$100 per hour, which is the same rate JC Consulting previously charged the Town for other work completed for us.

Funds are available in the Development Services FY12 budget to cover these expenses.

We anticipate that the language will be presented to the Planning and Zoning Board at their August meeting and brought before the Commission in September.

RECOMMENDATION: Approve issuance of a purchase order in an amount not to exceed \$3,000 to JC Consulting to complete planning work on Planning Priority #5 – Code Cleanup.

Exhibits - Exhibit 1 – Priority #5 Proposal from JC Consulting Enterprises, Inc.

SOURCE OF FUNDS: Dept. 519 Development Services Department
Account # 001.519.100.500.315 Professional Services

Reviewed by Town Attorney
 Yes No

Town Manager Initials CA

Exhibit 1

**CECELIA WARD AICP
PRESIDENT
JC CONSULTING ENTERPRISES, INC.**

102 NE 2nd Street #145 Mobile: (954) 815-4298
Boca Raton, FL 33432 PH: (561) 451-2937
E-mail: cward@jcconsultinginc.net

JUNE 18, 2012

**TO: MS. CONNIE HOFFMANN
 TOWN MANAGER**

**MR. BUD BENTLEY
 ASSISTANT TOWN MANAGER**

VIA: MS. LINDA CONNORS, TOWN PLANNER

Lauderdale-By-The-Sea
954-776-3611 ex 7103
954-609-2444 cell
atm@lbtS-fl.gov

RE: PROPOSAL FOR PRIORITY #5 - LAUDERDALE-BY-THE-SEA

ADDRESS UNIFIED LAND DEVELOPMENT CODE CHAPTER 30 ISSUES TO:

- Remove Pyramidal Zoning from Existing Zoning Districts, and
- Improve Purpose and Intent of Existing Zoning Districts, and
- Revise Code to be Internally Consistent with Charter Height Restrictions and Rezoning Requirements, and
- Review PUD Regulations

DEAR Ms. CONNORS,

It is with great pleasure that I submit this letter, which sets forth the terms of engagement between JC CONSULTING, ENTERPRISES INC., ("CONSULTANT") and the Town of Lauderdale by the Sea ("Town") for the purposes as set forth herein.

SUMMARY OF SCOPE OF SERVICES

CONSULTANT shall provide the TOWN the following planning and zoning services:

PRIORITY #5 - LAUDERDALE-BY-THE-SEA

ADDRESS UNIFIED LAND DEVELOPMENT CODE CHAPTER 30 ISSUES TO:

- Remove Pyramidal Zoning from Existing Zoning Districts, and
- Improve Purpose and Intent of Existing Zoning Districts, and
- Revise Code to be Internally Consistent with Charter Height Restrictions and Rezoning Requirements, and
- Review Town PUD Regulations.

SERVICES INCLUDE:

- Review and drafting of code language, with draft to be provided in underline and cross-out format to Town Planner;
- Review of draft code language with Town Planner and/or other Town officials as needed, including meetings, phone conference calls, and email correspondences; and
- Assisting Town Planner in presentation to Planning and Zoning Board and Town Commission.

FEE FOR SERVICES

CONSULTANT will provide the above described services on an hourly basis subject to a maximum fee of three thousand dollars (\$ 3,000).

CONSULTANT will charge one hundred dollars (\$100.00) per hour for the work performed.

ESTIMATED TIME LINE

As determined by schedule set forth by Town Planner.

BILLINGS AND PAYMENTS

Invoices for services will be billed monthly. The invoice will state the number of hours and a description of the work conducted.

Our fee structure is based on the premise that, unless other arrangements are made, all statements are due and payable upon receipt. If payments are delayed beyond 30 days from the due date, CONSULTANT reserves the right to charge a late payment charge of 1.5% per month from until the date when paid.

While we do our best to ensure that our clients are satisfied with both our services and with the reasonableness of the fees charged, if you have any questions regarding a statement or regarding the basis for our fees, please feel free to raise such a question promptly.

OBJECTIVITY OF RECOMMENDATIONS

It is understood by the client that CONSULTANT can make no guarantees concerning the recommendations that result from the proposed assignment. To protect the client and ensure that the research results of our work will continue to be accepted as objective and impartial, it is understood that our fee for the undertaking of this project is in no way dependent upon specific conclusions reached.

If you have any questions regarding this proposal feel free to contact me.

Very truly yours,

Cecelia Ward

Cecelia Ward, AICP,
President
JC CONSULTING ENTERPRISES, INC.