

2020-352

Orion Planning + Design
919 Getwell Road South
Hernando, MS 38632 US
(901) 268-7566
bob@orionplanningdesign.com



BILL TO
City of Diamondhead, MS
5000 Diamondhead Cir
Diamondhead, MS 39525
United States

INVOICE 3119

DATE 12/03/2020 **TERMS** Net 30

DUE DATE 01/02/2021

PROJECT NAME
Diamondhead, MS

PROJECT MANAGER
Robert Barber

DATE	NEW CHARGES DETAIL	AMOUNT
11/30/2020	Consulting - Novemberr 2020 - see attached progress report	1,404.00

Thank you for allowing Orion Planning + Design to serve you!

Remit payment to:
Orion Planning + Design
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Hernando, MS 38632

TOTAL DUE

\$1,404.00

DIAMONDHEAD COMPREHENSIVE PLAN PROGRESS REPORT #8 Period: November 2020		% Previous Progress	% Total Progress
PART 1: DISCOVERY AND START-UP			
Part 1 focuses on organization and information collection. If not already established, the Advisory Group may be created during this time and the plan brand introduced. The Orion team will also work with Staff to identify key stakeholders that should be engaged during the project and begin outreach to these individuals and groups as soon as possible.			
Task 1.1 - Establish Project Infrastructure			
a. Generate plan branding and project title (e.g. Envision Diamondhead 2040) . Existing Diamondhead branding will be used as a baseline.	10	Complete	
b. Create project website and engagement plan.	10	Complete	
c. Advisory Group polling on initial priorities, perceptions and project direction.	0	Complete	
d. Establish plan templates. Layout and overall document design options will be presented, and a basic template chosen.	50	Complete	
* MILESTONE 1 - On site team Discovery orientation, introductory Advisory Group meeting to review the project, proposed schedule, results of initial committee polling and overall project sequencing, initial public engagement meeting	0	Complete	
* DELIVERABLES - Project branding, project calling cards, project website, document template	90	Complete	
Task 1.2 - Existing Plans and Studies Overview			
a. An inventory and overview of all existing and applicable plans and studies will be conducted to identify and leverage previous research and planning and strategically focus current planning. (e.g. Gulf Coast Business Council's TIPS Strategies). Strategic attention will be given to the unique aspects of Diamondhead's community governance organizations and structures.	80	90	
b. Develop summary of findings and conclusions.	80	90	
c. Develop and propose interim polices for critical areas needed to insure planning options until the conclusion of the planning process (i.e. interim overlay district, targeted moratorium, etc.)	95	Complete	
Task 1.3 Existing Development Conditions Baseline Analysis			
a. Land use and build-out analysis - The land use and build-out analysis will establish the existing land use and development patterns in the City. Vacant Land will be identified by current zoning and capacity for future development will be forecast.	90	90	
b. Market and economic analysis - The Diamondhead market and economy will be studied with emphasis on housing, current and future employment opportunity, retail market assessment, role in the region and forecast of future conditions.	90	100	

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c. Demographic trends analysis - Demographic characteristics and trends will be studied to forecast likely changes future growth trends and prospects.	90	100
d. Mobility assessment - Diamondhead's mobility systems (vehicular and non-vehicular) will be assessed to identify opportunities for connectivity, expansion or retrofit for place making.	90	90
e. Natural environment assessment - Natural environmental features will be assessed for current and future impact on development patterns, healthy functioning, and opportunity for rest and recreation.	90	95
f. Community facilities - Diamondhead community facilities will be inventoried and assessed in the context of the city's overall development conditions.	80	80
g. Report Synthesis - The above analysis will be synthesized into a single summary report (powerpoint format) which shall form the basis of the next phases of the project.	90	95
↕ DELIVERABLES - Baseline Summary Report (ppt.) including findings and conclusions of the analysis of the components listed and a complete suite of mapping.	90	95
PART 2: DIRECTION - VISIONING AND CONCEPT PLAN DEVELOPMENT		
Part 2 of the planning process will provide a significant opportunity for meaningful, hands-on involvement in creating the major conceptual plan components. The result of Phase 2 will be a working draft of goals, priorities, and policies as well as a concept plan that outlines future growth areas and types as well as future land use and general mobility infrastructure locations. Under the direction of staff and the Advisory Group, the Orion team will design the public engagement process from one of the two options below:	100	100
a. Option 1 - Planning Week - This on-site work session involves the presence of the planning team for approximately 4.5 days for intensive on-site community engagement and concept plan creation. The option requires strong teamwork between the city and the planning team. Typically, the city will provide the logistical arrangements, advertise the event, recruit participants and schedule the public events. The planning team will facilitate all workshops and interviews. Special effort will be made to make the meetings broadly inclusive.	100	100
* MILESTONE 2 - Opening public engagement meeting, Advisory Group meeting, closing public engagement meeting.	100	100
→ DELIVERABLES - Vision, Goals and Concept Plan	100	100
PART 3: DESIGN - PLAN CREATION		
Part 3 involves the creation of the detailed comprehensive plan based on all previous steps of the process.		

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a. Completion of draft plan - A draft plan to include community vision and planning principles, future land use and place types, and future mobility will be created incorporating and addressing project objectives.	30	40	
b. Review and Edits - Once submitted, the plan will be reviewed by staff and "red lined" for edits and adjustments. Edits will be returned to the team in a single red lined PDF.	0	0	
* MILESTONE 3 - Advisory Group meeting to present the draft plan.	0	0	
→ DELIVERABLES - Draft Plan	0	0	
PART 4: IMPLEMENTATION AND ADOPTION			
Part 4 consists of creating the implementation component of the plan and the plan's adoption.			
a. Implementation strategies - Detailed strategies will be created that address how the plan is to be implemented. Provisions will include recommendations on policy with emphasis on recommended zoning amendments, catalytic projects, and best practices in the development process. Performance metrics will also be included.	20	30	
b. Public comment, final review and edits - The plan will be reviewed to incorporate final edits. Edits will be returned to the team in a single red lined PDF.	0	0	
→ DELIVERABLES - Final Plan	0	0	
a. Presentation to Planning Commission	0	0	
b. Presentation to City Council	0	0	