



February 5, 2024

Mr. Mike Lane, AICP
Director, Development Services
City of Eustis
4 North Grove Street
P.O. Drawer 68
Eustis, FL 32727

RE: *Quote for a Land Development Code (LDC) and Comprehensive Plan Assessment to be Performed Under Continuing Contract for Professional Engineering, Architectural, and Landscape Architect Services RFQ#002-18*

Dear Mr. Lane:

Kimley-Horn and Associates, Inc. ("Kimley-Horn" or "Consultant") is pleased to submit this task order quote to the City of Eustis ("Client" or "City") to provide professional consulting services for the Land Development Code Assessment ("project"). The work would be performed under City Services RFQ#002-18, effective August 1, 2018. Our project understanding, scope of services, schedule, and fees are described below.

PROJECT UNDERSTANDING

The purpose of this study is to perform an evaluation of the Land Development Code (LDC) and Comprehensive Plan to see which parts of the Code work, problematic areas of the Code, and identify portions which should be modified to align with the City's goals with regard to single-family development and tree mitigation and preservation.

The goals for this general planning exercise include:

- 1) Explore a reduction in density for the Suburban Residential (SR) Future Land Use District
- 2) Requiring multiple lot widths to obtain greater diversity and interest within residential subdivisions.
- 3) Provide alternative front setback allowances to create variation in neighborhood design.
- 4) Assess the impacts of no lots less than 55 feet wide.
- 5) Provide new residential design standards for the SR District, including requiring multiple housing types/designs.
- 6) Provide ideas/language on how to encourage developers to meander around and/or save big trees and consider using bioswales, instead of large (mostly empty) stormwater ponds or basins where site conditions permit.

SCOPE OF SERVICES

Task 1: Kick-off Meeting and Stakeholder Interviews – Kimley-Horn conduct an initial in-person kick-off meeting with staff to better understand the purpose of the Land Development Code review, establish roles and responsibilities for staff members involved in the review process, and clearly define objectives for the Land Development Code updates.

Kimley-Horn will conduct site visits to established Suburban Residential neighborhoods to better understand the existing development context.

Kimley-Horn will also meet briefly with each Commissioner in-person to more fully understand what is of importance to them individually, if possible.

Consultant Deliverables:

1. Provide a summary the scope of the review, including specific sections or elements to be addressed.
2. A detailed timeline for the entire review process, including key milestones and deadlines.
3. Schedule of any critical dates or external dependencies.

Task 2: Single-Family Design Guidelines – Kimley-Horn will study the existing development pattern of single-family neighborhoods, with special attention to the Suburban Residential zoning district areas. Kimley-Horn will draft design guidelines for single-family homes that be focused on creating attractive walkable neighborhoods with architectural character that will bring greater aesthetic value to future Eustis neighborhoods.

Consultant Deliverables:

1. Provide a map of existing and vacant Suburban Residential zoning areas.
2. Provide an initial draft of design guidelines for review by staff.

Task 3: Land Development Code and Comprehensive Plan – Kimley-Horn will analyze the existing Code and identify key areas to address as part of an overhaul of the regulations for single-family developments.

Consultant Deliverables:

1. Provide a summary of results of the LDC analysis suggesting varied lot widths, reducing densities in single-family zoning districts, new design guidelines, and alternative front setbacks.
2. Provide a summary of identified Comprehensive Plan objectives which may be barriers to adopting suggested Code revisions.

Task 4: Land Development Code and Comprehensive Plan Revisions – Kimley-Horn will draft Land Development Code regulations to specifically address concerns related to lot width, design guidelines, alternative front setbacks, and tree mitigation and preservation.

Kimley-Horn will also draft Comprehensive Plan revisions to address a potential reduction in density for the Suburban Residential Future Land Use Designation.

Consultant Deliverables:

1. Facilitate up to five (5) virtual meetings with staff to discuss the results of Task 3 and 4 and highlight focus areas of the Land Development Code and Comprehensive Plan revisions.
2. Provide one initial draft of Land Development Code and Comprehensive Plan revised regulations.
3. Facilitate up to five (5) virtual meetings with staff to review the initial draft of the Land Development Code and Comprehensive Plan prior to initiating the final draft.
4. Provide one final draft of the proposed revisions to the Land Development Code for consideration for adoption by the City.

ADDITIONAL SERVICES NOT INCLUDED

Any services not specifically provided for in the above scope will be billed as additional services and performed at our then current hourly rates. Additional services we can provide include, but are not limited to, the following:

- Additional meetings beyond those expressly laid out in the scope of services including travel and expenses for any additional in-person meetings.
- Drafts of the Land Development Code revisions beyond the initial and final draft.
- Copy for the Comprehensive Plan outside of the scope for decreasing density in the Suburban Residential Future Land Use Designation.

FEE AND EXPENSES

Lump Sum Fee Proposal:

Kimley-Horn will perform the services in Tasks 1 - 4 for the total lump sum fee below. Individual task amounts are informational only.

	Kimley-Horn
Task 1: Kick-off Meeting & Stakeholder Interviews	\$10,000.
Task 2: Single-Family Design Guidelines	\$30,000.
Task 3: LDC and Comp Plan Assessment	\$30,000.
Task 4: LDC + Comp Plan Revisions	\$40,000.
Total	\$110,000.

CLOSURE

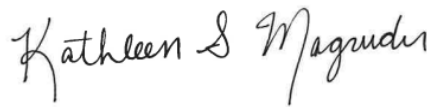
In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the terms and conditions in City Services RFQ#002-18, effective August 1, 2018, which are incorporated by reference.

We appreciate the opportunity to provide these services to you. Please contact us if you have any questions.

KIMLEY-HORN AND ASSOCIATES, INC.



Scott Mingonet, PLA, AICP
SR VP/Principal



Katy Magruder, AICP
Project Manager

Date: 01/29/2024