

PROPOSAL

Green Cove Springs, Florida

Our team combines deep Florida planning experience with national zoning expertise. ZoneCo has form-based code experience and was a co-winner of the National Driehaus award for a Form-Based Code from Smart Growth America and the FBC Institute. Our firm prides itself on zoning innovation, legal defensibility, form-and design consciousness, and the ability to create development standards that implement the community vision.



Prepared by:

ZoneCo, LLC
JB Pro

**Proposal valid
through:**

3 / 29 / 2024

ZONECO 

JBPro

CONTENTS

01.
INTRODUCTION/COVER LETTER

02.
SCOPE OF SERVICES

03.
PROPOSED SCHEDULE AND COST

04.
KEY PERSONNEL



05.
PROJECT QUALIFICATIONS AND
EXPERIENCE AND REFERENCES

06.
URLs: SAMPLE DOCUMENTS

RE: DOWNTOWN FORM-BASED CODE

The team of ZoneCo and JBPro is excited about the opportunity to provide consulting services for the Downtown Form-Based Code, and we thank you for your time in reviewing our proposal.

We developed this team specifically for this project. Our team is comprised of professionals with Florida zoning and planning experience, in addition to form-based coders. JBPro is based in Florida and has decades of Florida experience through Planning Director Kathie Ebaugh. Furthermore, their engineering staff will be able to review our public realm standards for feasibility. ZoneCo has worked on Florida zoning codes in addition to their work around the country. We recently completed an extensive charrette exercise in Palm Beach, Florida for their code update.

All ZoneCo professionals have administered a zoning code from the public sector, so we understand the nuances of administering a form-based code. We will develop your form-based code with an eye toward the administrative process that will usher it into implementation.

Our process fosters collaboration; our team is thoughtful about engagement. We are always innovating and analyzing how best to communicate and educate, garner feedback, and integrate community input into the form-based code process in a meaningful way. Our team has developed de-jargoning guides, visual dictionaries, as well as other educational tools around zoning. Our charrette experience will lend itself well to developing form-standards and a regulating plan that reflect the existing urban fabric and the community's vision for downtown.

Within most of our projects, accommodating the evolution and growth of downtowns, corridors, and nodes is an integral part of our work. We utilize form-based coding to ensure that the built form fosters a sense of place, vibrancy, a high quality public realm, and multi-modal travel to the greatest degree possible.

An additional benefit of our team is that we also have experience in land use law and historic preservation, and we are able to weave these skill sets into the form-based coding process.

We hope that you will agree that our team has the right skills for this project. Please do not hesitate to reach out if you have additional questions for our team.

Sincerely,



Sean S. Suder, Esq., LEED AP
Lead Principal/Founder
ZoneCo

***Important Notice**

Although some of our professionals are also attorneys who may be separately engaged to provide legal representation in states where we are licensed to practice law, we are not a law firm and ZoneCo does not provide legal representation or services and is not engaged in the practice of law in any jurisdiction. Engaging ZoneCo does not form an attorney-client relationship and, as such, the protections of the attorney-client relationship do not apply. If you wish to create an attorney-client relationship, you are encouraged to contact counsel of your choosing.

SCOPE OF SERVICES: OVERVIEW

1 Diagnose

The first module of this project is Diagnose. The main objective is to understand current zoning standards, the dynamics of administration, procedures, common bottlenecks, and the Downtown's unique urban fabric.

We will compare current Ordinance against goals for Downtown. Stakeholders/staff will be consulted for input.

We will summarize our findings into a Diagnostic Report, which will include a methodology for how we intend to calibrate the form standards. This report helps to orient the project, provides insight into focus areas, and allows us to create a prioritized list of objectives for updates. We will outline any suggested changes to zoning districts for review at the end of this module.

2 Calibrate

We will host a design charrette where we will do on-the spot conceptual coding and facilitate input into the regulating plan. From there, we will move into calibrating the form-based standards.

After the charrette will take the community feedback received and develop a draft regulating plan.

The results of the charrette will be presented alongside the draft form-based standards and a draft regulating plan. We will provide a public-facing version of these documents to garner community input.

The results of community feedback will be ingetraged prior to drafting the language of the form-based code.

3 Codify

At the close of the calibrate module, our designers will draft graphics and visuals. Our coders will draft code language and put it into a format that is easy to understand.

We will ensure effective integration of the form-based code into the rest of your land use framework.

As described in the RFP, we will present our first draft, second draft, and provide an opportunity for stakeholders to give feedback.

Any feedback received will be compiled into a centralized document so that we are transparent about where and why any revisions were made to the draft document.

We will present the document at public adoption meetings and make all required revisions.

OUR PROCESS

ZoneCo employs a three-module approach for coding that is intuitive and streamlined, and the summary above provides an overview of this process. Public engagement will be prioritized throughout this process to ensure that we are attentive to community perspectives and feedback, particularly in the Calibrate and Codify modules. Our module-based approach encapsulates all of the items listed your RFP. Through our many zoning projects, this approach has maximized meaningful collaboration and project schedules.

SCOPE OF SERVICES

ZoneCo is a transparent and responsive project manager. We suggest check-in meetings with your team on a bi-weekly basis. Sometimes these meetings are replaced by official meetings or deliverable review meetings, but we feel that regular meetings are positive for timely project completion.

Project Initiation & Orientation

- a. **Kick-Off Meeting.** We will initiate the project with a kick-off meeting. We will review project goals, timeline, work approach, and the public outreach and engagement strategy.
- b. **Plan Review.** We will begin with a robust review of existing planning documents, including the existing code, and any other relevant plans or documents. We will furthermore review Downtown development patterns, corridors, districts, and neighborhoods within the City via a walking tour.

Diagnose

- a. **Draft Ordinance Audit / Diagnostic Report.** At the close of the previous task, we will have an understanding of current planning practice in the City and we will draft a Diagnostic Report that outlines exactly how the current code compares to the community's objectives for downtown. During this process, we will perform a thorough line-by-line analysis of every relevant code section that may apply to the Downtown area.

- b. **Sharing Findings.** A draft of the Diagnostic Report will be presented to City boards, and City Council during a joint working session. Comments from the session will be gathered, and appropriate changes to the draft Diagnostic Report will be made.

Calibration

- c. **Charrette.** We will host a design charrette where we will do on-the spot conceptual coding and facilitate input into the regulating plan. This will input directly into the calibration of the form-based standards.
- d. **Draft Design Parameters and Regulating Plan.** We will put together draft design/form parameters and regulating plan to review with the City.
- e. **Finalize Design Parameters and Regulating Plan.** After several reviews, we will have final form-based standards ready for the codification process.

Codify

- f. **Graphics and Document Layout.** We will provide staff with a code layout that is intuitive, with graphics to help the user understand the content. Staff will be given an opportunity to provide feedback into the code layout and design. We will utilize City branding or formatting from other planning documents upon your request.
- g. **Code Integration.** Prior to drafting the full form-based code document, we will do a review of other sections

SCOPE OF SERVICES

of the code so that we can ensure consistency.

- h. First Draft of Code.** Our designers and coders will develop a first draft of the code for review.

Adoption (Months 16-18)

- i. Second Draft of Code.** After making revisions in response to comments on the first draft, the Consultant will present the second draft of the form-based code at a another meeting convened by City staff.

- j. Meetings with Stakeholders.** The Consultant will attend and participate in up to 3 additional meetings with key stakeholders to explain the details of the new code and obtain further input and comments.

- k. Public Presentation of Draft and all Subsequent Revisions.** We will produce a final draft of the form-based code and present the document at a public adoption meeting.



Public Outreach & Engagement Strategy

We will collaborate with the City to design and implement community outreach and engagement for the code update. We will learn about the ways in which Green Cove Springs's administration, institutions, and civic-focused organizations communicate with their respective constituencies, and integrate those existing platforms where possible. These could include websites, e-newsletters, blogs, social media, radio, newspaper, and other methods. The following is the general framework for how we will approach public and stakeholder engagement in the City.

- a. **Create Identity.** One of the first decisions to make is how to name this project or process. The name should be interesting and engaging. All outreach materials should include the project's logo. We can integrate the City's existing branding, also.
- b. **Key Community Groups.** It is important that key community groups are integrated into the charrette and engagement process, especially people that are highly familiar with downtown, its urban fabric, and its economy.
- c. **Create an FAQ/De-Jargon Guide.** Key to this process is that residents and other stakeholders have the same baseline of information and understanding of this initiative, its goals, potential outcomes, and an understanding of why zoning is important. Our team uses innovative visual and de-jargoning techniques to make sure that residents can easily absorb planning concepts.

- d. **Design Charrette.** Our design staff and planners will tailor a charrette exercise specifically to Green Cove Springs and the unique urban fabric and design context. Ideally, at the design charrette, we will develop the draft regulating plan.
- e. **Appropriate Mix of Engagement Sessions.** We will work with the City to ensure that our format for meetings works for the community. There will also be an array of virtual engagement options. We will custom-tailor engagement to this community.

All of the elements of the community outreach and engagement process will be organized into a matrix that describes each element, assigns responsibilities among the consultant/City team and stakeholders, and sets a timeline for their deployment. As stated in our project narrative, our three-module approach ensures that engagement occurs at key points in the project so that feedback is meaningfully integrated.

PROPOSED SCHEDULE AND COST

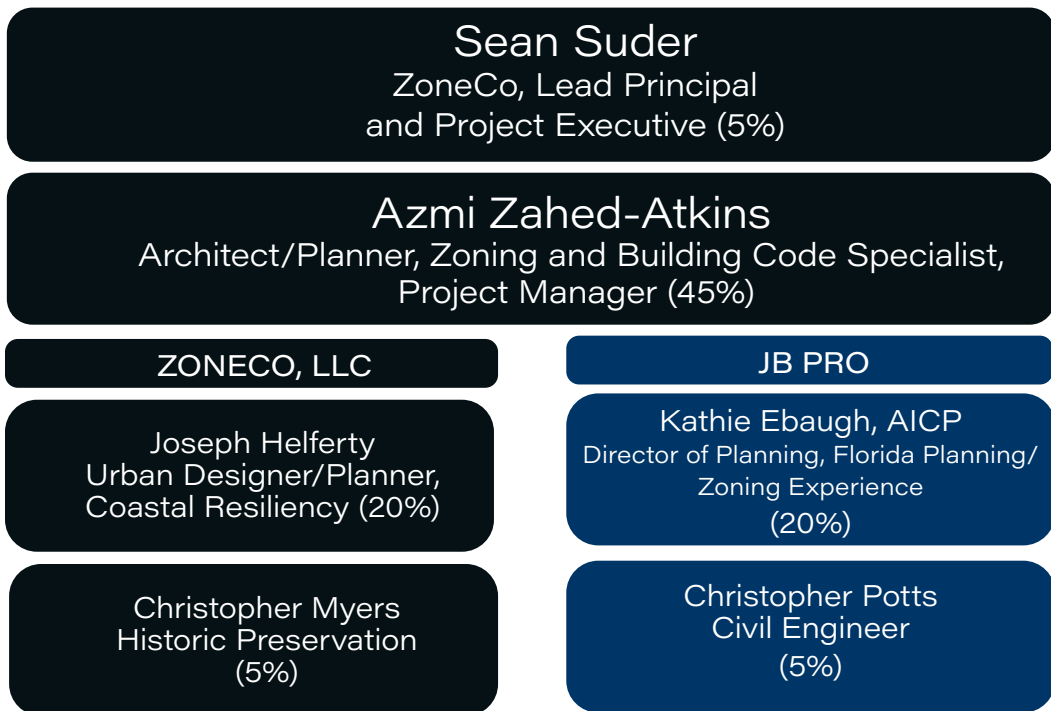
The project schedule below assigns a duration to tasks within the three phases outlined in the project approach, which is also summarized below. Meetings and deliverable due dates can vary within these modules, but the schedule below provides the framework for the project schedule.

PROJECT SCHEDULE (MONTH)		
TASK	MONTH	Cost
Diagnose	0-2	\$25,000
Kick-off meeting (this will include a tour and inventory of built environment)	0	
Diagnostic Assessment	1-2	
Staff feedback interviews	1-2	
Stakeholder Interviews	1	
Calibrate	3-6	\$55,000
Design Charrette	3	
Draft Design parameters, form-standards, regulating plan	3-6	
Finalization of Parameters	4	
Codify	7-12	\$45,000
Develop draft Downtown Form-Based Code	7	
Ensure integration of Form-Based Code	7-9	
Stakeholder review and public presentation of Form-Based Code	9-10	
Revisions to draft Form-Based Code	10-12	
Final Form-Based Code and Presentation	12	
MONTHS TO COMPLETION	12	\$125,000

KEY PERSONNEL

We assembled this team to meet the needs of this project specifically. Our team has drafted form-based standards and we are experienced project managers. Please see our full team structure below, and the percentage of the project that each teammate will contribute (estimated).

Current workload information: All team members are currently not at full working capacity and have the ability to take on the needs of this project in full.



ZONECO⁺⁺

DESCRIPTION OF FIRM

We craft clear, consistent, user-friendly, equitable, and defensible zoning codes that remove barriers and achieve desired outcomes.

ZoneCo is a zoning code consulting firm based in the Midwest, with staff in Wisconsin, New York, and Michigan. Our core focus is updating and auditing zoning codes. ZoneCo professionals have all held public positions, and we understand the complexities of administering a zoning code. Public sector experience has also enabled us to effectively facilitate and foster public engagement. Our work has spanned the Midwest and Eastern United States, and we are passionate about being part of positive change in the communities we serve.

We believe that zoning should facilitate a community's desired outcomes, not serve as a barrier to development and placemaking.

ZoneCo has developed a unique method of code development called Development

Pattern Districting (DPD) that is outcome-focused, and brings together elements of character-based, form-based, and Euclidean zoning. DPD is flexible and adaptable, and ensures that communities have all the tools at their disposal to realize their vision.

Our codes are user-friendly and graphically-rich; we prioritize usability and streamlined language.

ZoneCo professionals are thought leaders, and have presented on zoning, planning, equity, placemaking, and economic development issues at national and regional conferences.

Learn more about us at
www.thezoneco.com



Zoning Should Respect Existing and Reflect Desired Development Patterns

Zoning Should Regulate Only What Actually Needs to Be Regulated and Focus on Desired Outcomes

Zoning Should Be the Implementation of a Plan, not a Barrier to Achieving the Vision

Zoning Should Promote Equity and the Health of the Environment



- Extensive Florida Planning Experience
- Long-Range and Growth Planning
- Land Use Planning
- Civil Engineering
- Transportation Planning
- Educational Facility Planning
- Site & Master Planning
- Site Development Permitting
- Rezoning & Land Use Changes
- Feasibility & ADA Studies

We believe successful projects begin with great planning. Our staff draws on our extensive experience and creative design skills to develop long-range and regulatory policy that lead to positive outcomes for our clients. We thoroughly research and plan our projects throughout the entire project timeline.

Bringing our creativity to the planning processes, we lay the groundwork to turn client ideas into a reality without overlooking any critical aspects of site development. From planning to stormwater and utility infrastructure and roadway networks, we are committed to maximizing the development potential of complex, multi-phase projects

Throughout the planning process, we keep the needs of our clients as our primary objective. Whether we are handling a property rezoning or planning a new parking layout, we collaborate and incorporate client ideas and feedback. Oftentimes, our planning effort involves monitoring schedules and permitting timelines to ensure our projects are moving forward as expected, and we coordinate with other sub-consultants to ensure design milestones are achieved according to schedule. JBPro's objective is to plan and organize throughout a project to make a demanding process as smooth as possible.



AZMI ZAHED-ATKINS

SR. CITY PLANNER/
DIRECTOR OF CODE INNOVATION

ABOUT

Azmi is constantly seeking excellence in her work. Her extensive experience managing projects, revising zoning and building codes, and reviewing site and building plans means she is well-versed in all facets of zoning and how it interacts with other City codes. As a manager she is always seeking to optimize processes and ensure that every project is managed with care and effectiveness. Azmi has a unique ability to be able to do back-end testing on zoning and building code updates as an urban designer and architect.

EDUCATION

MASTERS OF
ARCHITECTURE
UNIVERSITY OF BUFFALO

PROFESSIONAL ASSOCIATIONS

American Planning
Association

PAST EXPERIENCE

ZoneCo, Sr. City Planner & Director of Urban Design & Graphics (2023-Present)

Azmi joined the ZoneCo team in 2023 after almost a decade of code development, administration, and enforcement experience. Azmi has worked extensively with complex building and zoning codes, and she is ideally suited to lead innovative and thoughtful code update projects. Azmi has a background in architecture and urban design, and well as coding experience.

New York, NY Department of Buildings Deputy Borough Commissioner (2021-2022)

As a manager, Azmi oversaw reforms that led to increased efficiency and speed for project reviews and approvals within the Bronx Borough, NY. Her experience working in architecture allowed her to effectively communicate between staff and constituents, to effectively move their projects through review procedures. Azmi was charged with implementing code reform and other City-wide initiatives.

New York, NY Department of Buildings Code & Zoning Specialist, Administrative Architect (2017-2021)

Azmi was charged with site plan review and approvals, and collaboration with other departments to ensure that development projects met all requirements from the State and City.

New York, NY Department of Buildings Plan Examiner (2016-2017)

As a Plans Examiner, Azmi oversaw every phase of construction from planning to finish to ensure compliance with the state and City ordinances. She had direct contact with external and internal customers, demonstrating excellent communication and customer service skills. The inspector must be able to readily adapt to, interpret, explain, and implement changing codes and ordinances.

Fabiano Designs International Plan Examiner (2012-2016)

Azmi, utilizing her keen eye for design, unique creativity, and technical know-how, supported projects that promoted high quality, human-oriented design for commercial and residential structures.

Lee Levine Architects Project Manager (2012-2016)

Azmi, in addition to design and technical drawing, undertook all facets of project management for her clients.



SEAN SUDER

LEAD PRINCIPAL/FOUNDER

ssuder@thezoneco.com

www.thezoneco.com

513.694.7500

455 Delta Avenue, Suite 203

Cincinnati, OH 45226

ABOUT

As a city planner and lawyer who has worked in both the private and public sectors, Sean combines his technical and practical knowledge and experience with innovative zoning methodologies. In his role as the City of Cincinnati's chief land use counsel, Sean served as lead counsel for the award-winning Cincinnati form-based code and historic preservation ordinances. He is a national authority on innovative zoning methods and practices, including Development Pattern Districting (DPD), our widely-acclaimed intuitive zoning approach.

CREDENTIALS

JURIS DOCTOR
UNIVERSITY OF VIRGINIA SCHOOL
OF LAW

BACHELOR OF URBAN AND
ENVIRONMENTAL PLANNING
UNIVERSITY OF VIRGINIA

Leadership in Energy and
Environmental Design Accredited
Professional (LEED®AP)

Admitted to practice law in OH, KY,
IN, and D.C.

PROFESSIONAL ASSOCIATIONS

- ▶ Congress for the New Urbanism
- ▶ Form-Based Code Institute
- ▶ Heritage Ohio
- ▶ Urban Land Institute
- ▶ American Planning Association
- ▶ National Trust for Historic Preservation (Member)
- ▶ Over-The-Rhine Foundation (Trustee & Preservation)

PAST EXPERIENCE

ZoneCo

Lead Principal and Founder (2016 - Present)

(Prior: Calfee Zoning, 2016-2020; Graydon Land Use Strategies, LLC, 2014-2016)

Sean consults with communities of all sizes on crafting zoning regulations that are consistent, clear, usable and defensible. As an experienced private sector land use lawyer with extensive local government experience, Sean brings a unique perspective and experience to zoning codes.

City of Cincinnati

Chief Counsel, Land Use and Planning (2010-2014)

As Chief Counsel for Land Use and Planning for the City of Cincinnati, Sean worked with a team of city staff, consultants, elected officials, and citizens to develop legally defensible zoning and land use regulations that reduced regulatory risk to property owners, increased certainty for the community, and reduced litigation risk and expense for the city. Sean served as lead counsel for Cincinnati's Historic Preservation Code (Winner of the 2012 Cincinnati Preservation Award), Cincinnati Land Development Code, which includes the City's first stream corridor protection overlay district, and Cincinnati Form-Based Code (Winner of CNU 22 Award), all of which was funded by a 2010 HUD Sustainable Communities Challenge Grant.

Adjunct Professor/Speaker/Author

Sean has served as an Adjunct Professor of Land Use Law at the University of Cincinnati College of Law and a guest lecturer in land use law and historic preservation at the University of Cincinnati College of Design, Art, Architecture and Planning. Sean is a frequent speaker on zoning topics at planning and historic preservation conferences, including numerous APA state and regional conferences. He is also a frequent contributor to planning and zoning periodicals, blogs and newspapers.

RELEVANT PROJECT EXPERIENCE

- South Bend, IN: Zoning Code Peer Review Services
- Dormont, PA: Zoning Code Update
- Vienna, VA: Zoning And Subdivision Code Update
- Kent County, MD: Land Use Ordinance Update
- Marysville, OH: Zoning Code Update
- Gahanna, OH: Zoning Code Update
- Sidney, OH: Zoning Code Update
- Germantown, TN: Zoning Code Audit
- Avondale Estates, Ga: Zoning Code Audit
- Winchester/Winsted, CT: Zoning Ordinance Update
- Litchfield, CT: Zoning Ordinance Update



KATHIE EBAUGH

DIRECTOR OF PLANNING

ABOUT

Kathie Ebaugh is a dedicated land use policy and development standards planner. With over twenty-five years experience, Kathie is a proven planning professional with the knowledge and capabilities to execute comprehensive plan and land development regulation updates. Her extensive experience provides her the technical, communication, interpersonal, and critical thinking skills necessary to facilitate innovative solutions to today's planning challenges.

EDUCATION

M.S. PUBLIC ADMINISTRATION, FLORIDA GULF COAST UNIVERSITY (2018)

M.S. CITY & REGIONAL PLANNING MORGAN STATE UNIVERSITY (2004)

B.S. POLITICAL SCIENCE TOWSON UNIVERSITY (1996)

PROFESSIONAL ASSOCIATIONS

- American Institute of Certified Planners
- American Planning Association
- American Planning Association
- - Florida Chapter
- Florida Planning and Zoning Association
- Florida Educational Facility Planning

PAST EXPERIENCE

JB PRO, Director of Planning (2022 to Present)

Since joining JB Pro, Kathie has elevated the Planning Division with her extensive planning experience, state-wide connections, and strong project management abilities. The following project list highlights her ample experience:

Lee Plan: New Horizon 2035, Lee County, Florida (2010-2014)

Kathie was the project manager and lead planner for a long-range planning effort to update the county's comprehensive plan. The planning process provided an opportunity to work with elected and policy leaders to address the county's needs for and concerns about the future, establish a new development structure, and identify land use strategies to implement that structure. This planning effort focused on addressing two key concerns: 1) development pressures and opportunities and 2) how future growth would impact the county's character.

West Melbourne Horizon 2030, West Melbourne, Florida (2008-2011)

Kathie served as project manager and lead planner for the rewrite of the city's planning practices and regulatory framework, West Melbourne Horizon 2030 established a set of vision-based planning principals which continue to direct and guide the city's planning and development efforts. In doing so, the West Melbourne New Horizon 2030 plan established planning practices that promoted the city's unique character and quality of life. The plan also set goals for future development and provision of services, initiated benchmarks to meet in attaining these goals, and identified planning practices to be implemented to meet the stated benchmarks.

Envision Venice, Venice, Florida (2004-2008)

Kathie served as project manager and lead planner to establish a new planning framework and development strategy effort that supported the City's historic urban core while providing direction about how to build new residential neighborhoods. Envision Venice enabled the city to assess its community values, design character, and development practices. As a result, the city established a planning framework and core development practices for future growth that expanded the community's historic planning principals and design features.

about the school's facilities and programs. This planning effort resulted in school facility improvements, new school programs, and changes in the school's design that better linked the school to the overall character of the greater Venice community.





JOSEPH HELFERTY

SR. CITY PLANNER/
DIRECTOR OF URBAN DESIGN & GRAPHICS

ABOUT

As a planning, design, and architecture professional, Joseph is passionate about improving resident quality of life and fostering authentic placemaking. He is inquisitive about what makes great places that foster diversity and prosperity for all. Throughout his career, he has accomplished this through networking and collaboration to develop ideas and solutions that address real-world issues. He believes that our future success depends on our ability to learn from our past, in addition to setting a clear community vision.

EDUCATION

MASTERS OF ARCHITECTURE
NORTHEASTERN UNIVERSITY

B.S. ARCHITECTURE & GRAPHIC
DESIGN
NORTHEASTERN UNIVERSITY

PROFESSIONAL ASSOCIATIONS

► American Planning Association

PAST EXPERIENCE

ZoneCo, Sr. City Planner & Director of Urban Design & Graphics (2023-Present)

Joseph started working for ZoneCo in 2023, utilizing his knowledge of zoning, architecture, and urban design to develop zoning codes that foster resiliency. Joseph also brings expertise in code administration and long range planning. Joseph is a multi-disciplinary professional that is passionate about fostering innovation in zoning codes.

New York, NY Department of City Planning Senior Planning Leader, Staten Island Borough office (2018-2022)

As leader of the Staten Island Borough Office, Joseph led and managed a team of planners and urban designers through rezoning initiatives to promote affordable housing and transit-oriented development, in addition to a variety of other zoning and planning initiatives. His team coordinated the Bay Street Corridor Neighborhood Study to complete the Land Use Application and Environmental Impact Statement. He provided design feedback to private applicants on residential, mixed-use, and commercial projects. His team produced and delivered presentations to a variety of audiences, including the City Planning Commission and City Council.

New York, NY Department of City Planning Urban Design + Planner, Staten Island Borough Office (2014-2018)

Joseph conducted zoning analysis of residential and mixed-use districts, His team developed urban design principles for various planning character areas in Staten Island. He provided support to borough planners to improve the quality of private development applications, and create visuals for public outreach, presentations, and reports using GIS, 3D modeling software, and hand sketching.

WASA/Studio A Proposal Coordination + Graphic Design + Marketing (2012-2014)

Joseph coordinated sub-consultant teams and produced architectural RFP submissions for clients in the tri-state area, with the ability to meet multiple deadlines while producing high quality visual and narrative representations of the firm's work. He also produced promotional materials, such as brochures, advertisements, presentations, and websites for current and prospective clients.



CHRISTOPHER MYERS

SR. CITY PLANNER/
DIRECTOR OF HISTORIC PRESERVATION

ABOUT

Christopher is passionate about quality of life and quality of place. He is a passionate inquirer who is changing communities from places to leave into places to live and prosper. He enjoys networking and bringing people together to collaboratively develop ideas and solutions that address the issues our communities face. Firm believer our future success depends on our ability to value and learn from our past. Greatest strength is that he asks questions.

EDUCATION

M.S. HISTORIC PRESERVATION
BALL STATE UNIVERSITY

B.S. URBAN PLANNING &
DEVELOPMENT
BALL STATE UNIVERSITY

PROFESSIONAL ASSOCIATIONS

► American Planning Association

PAST EXPERIENCE

ZoneCo, Senior City Planner and Historic Preservation Planner (2022-Present)

Christopher started working for ZoneCo in 2022, utilizing his knowledge of zoning and historic preservation to help develop zoning codes that are flexible yet compatible with existing historic fabric. Christopher brings a wealth of public zoning administration experience to the team and deepens ZoneCo's ability to relate to our clients on a core level as they administer their zoning ordinances.

City of Covington, KY Regulatory Services Manager (2021-2022)

Organized the upcoming Covington Academy of Heritage Trades in partnership with restoration-focused contractors and providers of wraparound services to address a shortage of trades people, establish accessible trades training in the region, and build a bridge to living-wage jobs—especially for women, people of color, and veterans. Managed staff and lead our zoning and historic preservation teams for daily permit services.

City of Covington, KY Historic Preservation and Planning Specialist (2018-2021)

Lead the successful city-wide rewrite of Covington's zoning ordinance to incorporate equity practices and a historic preservation ethic. Organized annual Northern Kentucky Restoration Weekend conferences in partnership with neighboring cities to connect hundreds of historic property owners to each other and to heritage tradespeople. Lead our historic preservation team for daily permit services.

City of Indianapolis Senior Planner (2018)

Represented the City with tact and diplomacy during public hearings for large developments. Managed interdisciplinary efforts to improve the petition review process and improve customer experiences. Negotiated with developers, neighbors, and community leaders across complex cases to develop solutions and reach a consensus.

City of Indianapolis Preservation Planner (2014-2018)

Fought for historic sites and places in Indianapolis through highly praised management of Section 106 Reviews, local design guidelines review, local and national historic designation nominations, and assistance to property owners and researchers.



CHRISTOPHER POTTS

DIRECTOR OF ENGINEERING

ABOUT

Chris graduated from the University of Florida with a Bachelor of Science in Civil Engineering in 2007 and has been a licensed Professional Engineer since 2011. Since joining JBPro in 2020 Chris demonstrated great leadership managing multiple engineering teams on a variety of site development projects. Chris has worked extensively with both the public and private sectors, demonstrating strong client advocacy in design and permitting needs. He values a hands-on approach through each phase of project development, focusing his attention on the details and having a clear understanding of client needs and how to address them. Chris prides himself on delivering quality, successful projects on time and under budget.

EDUCATION

B.S. CIVIL ENGINEERING
UNIVERSITY OF FLORIDA

PROFESSIONAL ASSOCIATIONS

► American Society of Civil
Engineers (ASCE)

PAST EXPERIENCE

JB PRO, Director of Engineering (2020 to Present)

Since joining JB Pro, Christopher has demonstrated superior client service, resulting in a promotion to Director of Engineering. His project experience includes the following:

UF-642 – SW Campus Transportation Improvements Gainesville, FL (2019-2022)

Project Manager for complex transportation and utility improvements in the SW portion of the UF Main Campus. Those improvements included two new bus stops, a new roundabout, turn lane improvements, a new roadway (Ballpark Way) between Hull Road and SW Archer Road, and extensive drainage improvements. JBPro designed and permitted the roadway improvements, drainage improvements and pedestrian ADA improvements with FDOT, UF, and SJRWMD.

Tioga Town Center Ft Myers, Florida (2000-Ongoing)

Project Manager for The Tioga Town Center, a 23-acre mixed-use development at the heart of the award-winning Town of Tioga planned development. This 23-acre project includes a mix of commercial, office, residential, and institutional uses. The Town Center was designed with high-quality urban design elements including tree-lined walkways, pedestrian scale lighting, hidden parking, tree-lined stormwater management areas, vertical mix of uses, and a beautiful active Town Square.

Magnolia Parke Gainesville, FL (1997-Ongoing)

Served as the Project Manager for the Master Planning of the Magnolia Parke PD, a 33- acre mixed-use planned development, is located on the north side of NW 39th Avenue between NW 43rd Street and NW 51st Street. Magnolia Parke offers restaurants, retail space, apartments, and office space, including several Shands medical facilities and the Gainesville campus of St. Leo College. The mixed-use development is a pedestrian- friendly community with landscaped sidewalks, decorative lighting, and a park located in the center of the development.



COMPARABLE PROJECTS

“

“ZoneCo took what we had in our heads, and transferred those thoughts and plans into a defensible, yet progressive document. Our experience with ZoneCo is one of pride in our local community, as we grow into one of the most forward thinking, and development friendly municipalities in the state! Our new zoning code will live long after I’m gone, still providing a framework for the built environment of a more prosperous Reynoldsburg.”

ANDREW BOWSHER
Reynoldsburg, Ohio

“

“I go to a lot of towns and states. I have never seen regulations that have really jumped out at me as clear and well-organized as what Sean has provided to us.”

PLANNING COMMISSIONER
Winchester, Connecticut

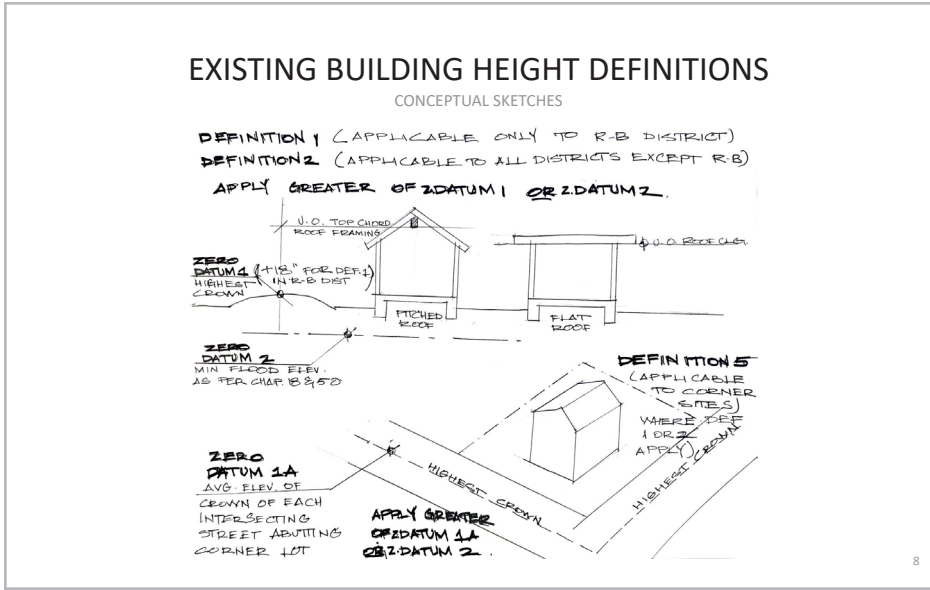
“

“This citywide code is an excellent model for any city - particularly legacy cities-seeking to use code reform to promote fiscally and environmentally sustainable urban regeneration, greater housing diversity, walkable neighborhoods, and stronger urban design. The code's helpful "how to use" guide, clean easy-to-read graphics, and logical layout make navigation easy for administrators, applicants, and citizens. The historic preservation provisions, bike and car parking standards, and clever treatment of cul-de-sacs are some of the many exemplary features...This new code will have a lasting and positive transformational impact on South Bend's future and provides many lessons for other cities considering a form-based code.”

SMART GROWTH AMERICA / FBC INSTITUTE
ZoneCo, Co-Winner of Driehaus Award, South Bend, IN

PALM BEACH, FLORIDA

ZONING CODE UPDATE



PROJECT SCOPE

ZoneCo is working with the Town of Palm Beach to update their zoning code with standards that are highly conscious of form.

SKILLS AND TECHNIQUES

- Zoning Audit of the Town's Zoning Code
- Building Massing and Scale Analysis
- Zoning for Coastal Resiliency
- Revision of Height Definitions
- Commercial District Standards Calibration
- Character-Based Zoning
- Design Charrettes

PROJECT OVERVIEW

ZoneCo is leading a team of consultants to update the Palm Beach, Florida zoning code. ZoneCo is the lead advisor in assisting the Town to work through issues like the form, scale, and massing of the built environment, maintaining the existing character within commercial areas, and ensuring that the new zoning code integrates coastal resiliency into new standards.

The project started with an in-depth audit of the existing zoning code

In order to garner feedback from residents, the consultant team gathered in Palm Beach for one week to undertake a design charrette. The charrette was

successful in communicating project goals, while facilitating in-depth discussions with residents.

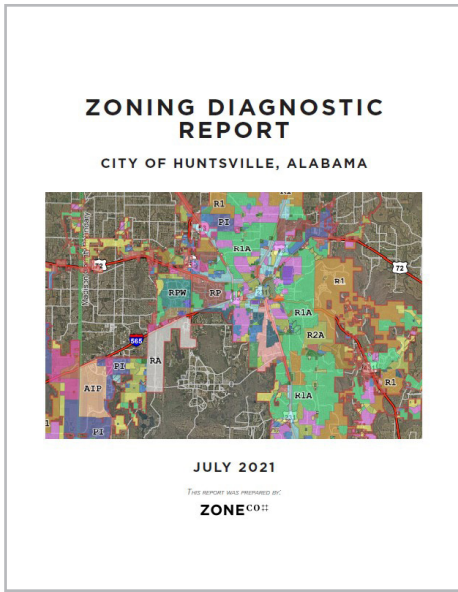
MUNICIPAL PROJECT MANAGER REFERENCE

Wayne Bergman
Director of Planning, Zoning & Building
360 S. County Rd.
Palm Beach, FL 33480
(561) 838-5431
wbergman@TownOfPalmBeach.com

ZONE^{CO}##

HUNTSVILLE, ALABAMA

ZONING CODE UPDATE



PROJECT SCOPE

ZoneCo was hired to update the Huntsville, Alabama zoning code as the City experiences rapid growth and investment.

ZONECO REVIEWED THE FOLLOWING:

- Zoning Diagnostic Report
- Assessment of Growth Projections
- Corridor Growth Strategies
- Form-Based Standards
- Mixed-Use Standards
- Parking Standards
- Complex Employment and Industrial District Standards

PROJECT OVERVIEW

Following a robust and innovative update of the City's Comprehensive Plan, ZoneCo was hired to undertake a code update for the City of Huntsville.

The project kicked off with a zoning code audit, which compared the existing zoning code against the newly updated plan.

Huntsville is experiencing rapid growth and investment. They have a robust research and development sector, along with government services. The current zoning is not facilitating growth in an effective way. ZoneCo is creating tailored corridor

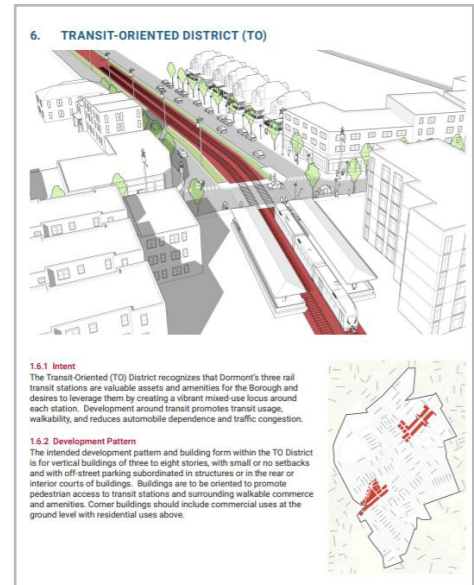
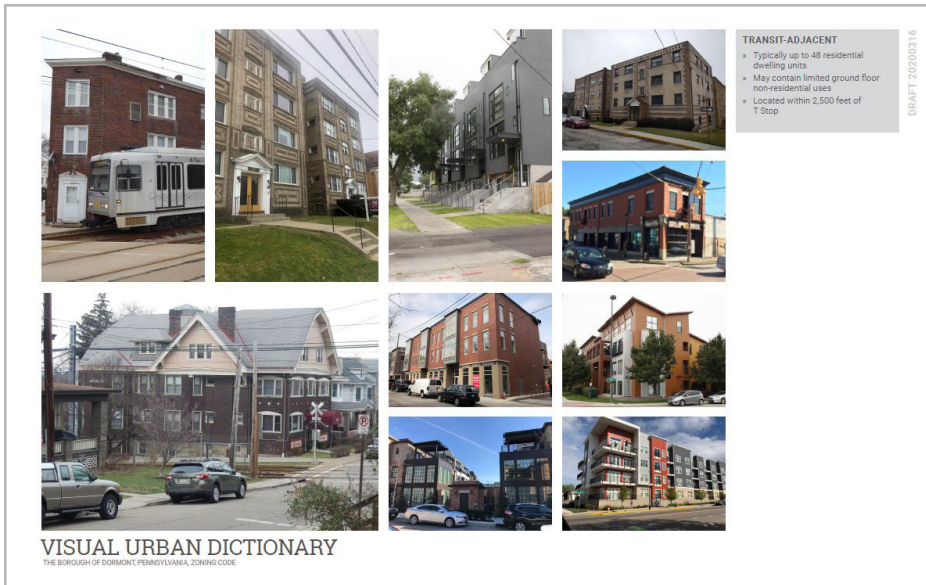
standards that will facilitate mixed-use development and residential development that fosters human-oriented design that can provide additional housing units while also ensuring that design can create a more intimate environment within corridors.

MUNICIPAL PROJECT MANAGER REFERENCE

Dennis Madsen
Manager of Urban & Long Range Planning
308 Fountain Circle
Huntsville, AL 35801
(256) 427-5100
Email:
Dennis.Madsen@HuntsvilleAL.gov

ZONECO++

DORMONT, PENNSYLVANIA ZONING ORDINANCE UPDATE



PROJECT SCOPE

A modern, streamlined, and updated Zoning Ordinance, with transit-oriented and form-based elements.

GEOGRAPHY

Pittsburgh Metropolitan Area

SKILLS AND TECHNIQUES

- Transit-Oriented Standards
- Full Code Diagnostic
- Calibration of Development Standards and Regulations
- Form-Based Standards
- Mixed-Use Standards
- Design Standards
- Development Pattern Districting
- Floodplain Standards
- Visual Urban Dictionary

PROJECT OVERVIEW

The Borough of Dormont, Pennsylvania, has engaged the team of ZoneCo and YARD & Company to help modernize its zoning ordinance. As one of Pittsburgh's several transit-oriented inner ring suburbs, Dormont seeks to build on the momentum created by recent regional transit-oriented development planning efforts. The team crafted a development code that not only allows for context sensitive infill development and adaptive reuse but enables the Borough to capitalize on several light rail stations and bus stops. The process includes active engagement and education; the testing of new ideas and zoning concepts to determine the most appropriate content; and a user-friendly tool to guide growth.

MUNICIPAL PROJECT MANAGER REFERENCE

Benjamin Estell
Borough Manager
1444 Hillsdale Avenue,
Pittsburgh, PA 15216
(412) 561-8900
bestell@boro.dormont.pa.us



SOUTH BEND, INDIANA ZONING ORDINANCE PEER REVIEW



21-04.02		SPECIAL USE DISTRICTS			
		U University			
Uses					
(j) Principal Uses	U	Standards	(k) Principal Uses (continued)		
Agriculture			Transportation		
Community Garden	█	21-09.04	Airport	█	21-09.04
Chick & Institutional	█	21-09.04	Helipad	█	21-09.04
Assembly, Neighborhood	█	21-09.04	Parking Lot	█	21-09.04
Assembly, General	█	21-09.04	Passenger Terminal	█	21-09.04
Cemetery	█	21-09.04	Transit Station	█	21-09.04
College/University	█	21-09.04	Utilities	█	21-09.04
Hospital	█	21-09.04	Solar Farm	█	21-09.04
Library/Museum/Cultural Facility	█	21-09.04	Utilities, Major	█	21-09.04
Parks & Open Space	█	21-09.04	Utilities, Minor	█	21-09.04
Police/Fire Facilities	█	21-09.04	Wireless Communications	█	21-09.04
Religious Institutions	█	21-09.04			
School, Pre-K/Primary/Secondary	█	21-09.04			
Industrial			See Section 21-10.01 for all principal use definitions.		
Industrial, Artisan	█	21-09.04	See Section 21-10.02 for all accessory use regulations.		
Research/Laboratory Facility	█	21-09.04			
Lodging					
Bed & Breakfast	█	21-09.04			
Hotel	█	21-09.04			
Office					
Professional Offices	█	21-09.04			
Residential					
Dwelling, Auxiliary	█	21-09.04			
Dwelling, Multi-Unit	█	21-09.04			
Group Residence	█	21-09.04			
Retail & Service					
Bar/Tavern	█	21-09.04			
Commercial School	█	21-09.04			
Day Care Center	█	21-09.04			
Entertainment/Recreation Facility, Indoor	█	21-09.04			
Entertainment/Recreation Facility, Outdoor	█	21-09.04			
Personal Care Services	█	21-09.04			
Restaurant	█	21-09.04			

Key: █ Allowed █ Allowed with Conditions █ Special Exception

4-14 DRAFT March 18, 2019

OVERLAY DISTRICTS		21-05.02
Northeast Neighborhood Zoning Overlay		
(c) Colors	<ul style="list-style-type: none">Bright colors are prohibited as primary house colors but may be used for subtle trim accents in amounts not to exceed 20% of the facade area. All colors shall complement the architectural style and character of the house and the surrounding neighborhood.	(g) Porch/Steps handrails and guardrails of perforated metal, stainless steel cables, or unfinished metal mesh are prohibited.
(d) Building Components	<ul style="list-style-type: none">Main entrances shall be visible from the primary street, easily accessible, and well-lit. Architectural elements such as porches, stoops, and canopies are required to identify main entrances and maintain the existing neighborhood's architectural character.A Porch shall cover a minimum of 50 percent of the Primary House Form. A Stoop shall cover a minimum of 30 percent of the Primary House Form, as referenced in the accompanying graphic.	(f) Mechanical Equipment and Utilities <ul style="list-style-type: none">Window-mounted air conditioning units placed facing primary or secondary street frontages are prohibited.
		(g) Landscape <ul style="list-style-type: none">Steeply-sloped yards in excess of a slope of 2 to 1 (two foot horizontal for one foot vertical) shall incorporate a slope retention element of either a small retaining wall with steps as a transition to the sidewalk or ground cover/low shrub planting schemes.Decorative walls and fences shall be consistent with the house's architectural style and character and meet the height regulations of the applicable zoning district.
		(h) Parking and Access <ul style="list-style-type: none">Off-street parking shall be provided by an enclosed garage located to the rear of the primary building footprint.If the garage door on an attached garage must face a primary street, the garage door must be set back a minimum of 20 feet from the primary building footprint, as referenced in the accompanying graphic.

SOUTH BEND ZONING ORDINANCE 5-9

PROJECT SCOPE

Peer review services were provided for the re-write of the Zoning Ordinance.

GEOGRAPHY

Northern Indiana

ZONCO REVIEWED THE FOLLOWING:

- Signage Standards
- Special Districts
- Overlay Districts
- Standard Districts
- Form-Based Standards
- Mixed-Use Standards
- Building Standards
- Parking Standards
- Floodplain Standards

PROJECT OVERVIEW

ZoneCo was hired to provide peer review services for the South Bend, Indiana zoning ordinance re-write. South Bend is seeking to craft a zoning code that provides flexibility while achieving the desired urban form. The code is highly visual, and ZoneCo helped to ensure that the code is facilitating the community vision while checking for compliance with Indiana statutes.

This project won a national award for a form-based code from Smart Growth America and the Form-Based Code Institute.

MUNICIPAL PROJECT MANAGER REFERENCE

Michael Divita, AICP
Principal Planner
City of South Bend
227 W. Jefferson Blvd., Suite 1400S
South Bend, IN 46601
(574) 235-5843
mdivita@southbendin.gov

BOWLING GREEN, OHIO GATEWAY DISTRICT AND FULL CODE RE-WRITE



**BOWLING GREEN GATEWAY DISTRICT
PERMITTED USES**

5. Permitted Uses
The following uses are permitted within the BG Gateway District either throughout the whole building, in the street level or first floor of the building, or within the upper floors as indicated below. Permitted accessory uses are also listed below.

Whole Building Uses

Condominiums
Multiple Family Dwelling
Bed and Breakfast
Conference Center
Professional Offices

*Single-use buildings are not permitted on the Major Development Sites.

Street Level / First Floor Uses

Bar or Tavern
Banquet Space or Beauty Shop
Check-In Services for a Hotel
Child Day-Care Center
Conference Center
Day Spa
Limited Commercial
Retail Sales
Professional Offices
Social Services

Upper Floor Uses

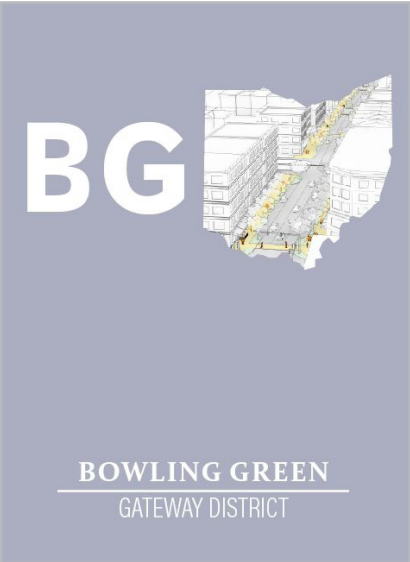
Condominiums
Efficiency Apartments
Multiple Family Dwelling
University Related Residential
Conference Center
Hotel
Professional Offices

Accessory Uses*

Home Occupation
Swimming Pool
Parking Lot
Parking Structure

*The Major Development Site shall have structured parking only provided; however, up to 10% of the total parking area may be located on surface parking areas in the rear of buildings.

5



PROJECT SCOPE

A new Development Pattern District and accompanying form-based design and zoning standards for a well-traveled Gateway between Downtown and the University in the City of Bowling Green, Ohio. ZoneCo was subsequently retained to write the full code.

SKILLS AND TECHNIQUES

- Calibration of Development Standards and Regulations
- Mixed-Use and Pedestrian-Oriented Standards
- Design Standards

- Document and Graphic Design

PROJECT OVERVIEW

The team of ZoneCo and OHM Advisors was selected to create building, use, design and signage standards for the Gateway District in Bowling Green. This district is located in between the charming, walkable, and historic Downtown and Bowling Green State University. The corridor is currently comprised of disconnected commercial uses and the goal is to connect these two walkable places and make the new district human-scaled and pedestrian-oriented while creating an attractive gateway for the City and the University.

ZoneCo created a highly visual and streamlined document, consistent with City branding. ZoneCo was subsequently retained to complete a full re-write of the Zoning Code, which is in the codification module.

MUNICIPAL PROJECT MANAGER REFERENCE

Heather Saylor
Planning Director
304 N. Church Street
Bowling Green, OH 43402
(419) 354-6218
hsaylor@bgohio.org

REYNOLDSBURG, OHIO ZONING ORDINANCE UPDATE

REYNOLDSBURG ZONING CODE

SECTION 1103.15 BRICE & EAST MAIN STREET AND EAST MAIN STREET INSIGHT DISTRICTS

Example Development Pattern in Brice & East Main Street District

Example Development Pattern in East Main Street District

1. Purpose and Intent

Brice and East Main Street and the East Main Street Insight Districts are intended to create compact, walkable communities, remove regulatory barriers, and encourage the establishment of local enterprises (e.g., Main Street businesses, start-ups, and other platforms) such as shared work spaces, community hubs, and markets. By creating this type of physical environment and reducing regulatory barriers in these two Insight Districts, investors and start-up businesses will be more likely to deploy capital. This will, in turn, enhance community character and allow existing businesses and residents to remain along with new ones.

The Brice and Main Street Insight Districts is intended to be more of an urban, mixed-use area or Transit-oriented Development (TOD) area centers around a transportation hub or multimodal transportation and encourage the same proximity to major public transportation routes.

The East Main Street Insight Districts is intended to serve as a complementary corridor based with compact, mixed-use development and walk networks to address the transition area where each corridor abuts adjoining neighborhoods.

REYNOLDSBURG ZONING CODE

SECTION 1103.11 OLDE REYNOLDSBURG COMMERCIAL DISTRICT (ORD-C)

Aerial View of the Old Reynoldsburg Commercial District

Legend:
 - - - - - Full Line
 - - - - - Setback Line
 - - - - - Subdivide Area

1. INTENT

The primary intent of this district is to strengthen the historical, mid-century character of the existing historic downtown, historic buildings, traditions, and historic uses by allowing for renovation, preservation and historic preservation, historic preservation and historic preservation. The district is intended to be a primary feature of the District. Such work will enhance the historical character of the area and help maintain the historic character of the area and help maintain the historic character of the area.

2. BUILDING PLACEMENT

District Zone (DZ)	Min. Lot Frontage	Commercial District
Front	0' min.	N/A
Side Street, Corner Lot	0' min.	N/A
Other	N/A	0' min.
Side Street, Corner Lot	N/A	0' min.
Other	N/A	0' min.
Side Street, Corner Lot	N/A	0' min.
Other	N/A	0' min.
Side Street, Corner Lot	N/A	0' min.
Other	N/A	0' min.
Side Street, Corner Lot	N/A	0' min.
Other	N/A	0' min.

3. ALLOWED BUILDING TYPES

The following types are allowed in the ORD-C area unless otherwise specified in the Ordinance. The following types are not allowed in the ORD-C area unless otherwise specified in the Ordinance.

ALLOWED BUILDING TYPES

Building Type	Allowed
Large First Floor Dwelling	Yes
Medium First Floor Dwelling	Yes
Small First Floor Dwelling	Yes
Detached Single Family Dwelling	Yes
Bed and Breakfast Building	Yes
School and Institutional Building	Yes
Community Center Building	Yes
Other	Yes

1103 DISTRICTS AND ZONES

Districts and Zones

SECTION 1103.01 INTENT

The following districts and zones are hereby established for the regulation of land in the City of Reynoldsburg, Ohio. The districts and zones have been formulated to realize the general purpose as set forth in the preamble of Ordinance No. 18-203 and the Comprehensive Plan, or may be amended from time to time. The specific purpose of each district and zone shall govern the regulatory basis for existing and future development within each district and zone.

SECTION 1103.02 COMPLIANCE WITH REGULATIONS

(a) The regulations for each district and zone in this Code shall be minimum regulations and shall apply uniformly to each class or kind of structure or land, except as hereinafter provided or as otherwise provided by the Board of Zoning and Building Appeals.

(b) No building, structure or land shall be used or occupied and no building or structure or part thereof shall be erected, constructed, reconstructed, moved or structurally altered except in conformity with all of the regulations herein specified for the district to which it is located.

(c) No building or other structure shall be erected or altered:

- (1) To provide for greater height or bulk.
- (2) To accommodate or house a greater number of families.
- (3) To occupy a greater percentage of its area or lot.
- (4) To have setbacks or setbacks near yards, front yards, side yards or other open spaces than herein required, or in any other manner so contrary to the provisions of this Code.

(d) No yard or lot existing at the time of passage of this Code shall be reduced in dimension or area below the minimum requirements set forth herein. Such a lot, however, after the effective date of this Code, shall meet at least the minimum requirements set forth herein.

PROJECT SCOPE

A modernized, streamlined, and updated hybrid zoning code.

GEOGRAPHY

Columbus Metropolitan Area

SKILLS AND TECHNIQUES

- Full Code Diagnostic
- Calibration of all Regulations and Standards
- Old Towne District Infill Analysis
- Development Pattern Districting
- Form-Based Coding
- Recommendations and Considerations for Suburban Retrofit
- Presentations at all Adoption Meetings

PROJECT OVERVIEW

In 2018, Reynoldsburg, Ohio retained ZoneCo and OHM Advisors to re-write the City's Planning and Zoning Code. Prior to this, OHM Advisors completed an update of the Comprehensive Plan which sets new goals for the City for the next 10 to 20 years. The land use goals of the plan relate strongly to the East Main Street Corridor, strengthening Olde Reynoldsburg, and promoting economic diversity and economic development.

The calibration of the code's regulations included a thoughtful and exhaustive evaluation of the desired development patterns in Olde Reynoldsburg. The code is a hybrid code,

with robust form-based standards throughout which apply to building frontage, open space, and building typology. This code is an excellent example of effectively balancing streamlined regulations with form-conscious standards.

MUNICIPAL PROJECT MANAGER REFERENCE

Andrew Bowshe (formerly in Reynoldsburg, now with Sidney, OH - also a ZoneCo client)
 City Manager
 201 W Poplar Street
 Sidney, OH 45365
 (937) 498-8110
 abowshe@sidneyoh.com

ZONECO++

ZONECO++

ADDITIONAL PROJECTS

ZONING ASSESSMENT - AVONDALE ESTATES, GA (ZONECO)

In 2017, ZoneCo (then Calfee Zoning) was selected to produce a Zoning Code Audit for the City of Avondale Estates Georgia. The project centered upon evaluating whether the zoning code and supplementary land use regulations advance the City's recently adopted Downtown Master Plan and Comprehensive Plan.

ZoneCo designed a public engagement module to foster input from key internal and external stakeholders. The facilitation of walkability in downtown was a key objective for the assessment. The final product was a report that highlights policy solutions and best practices for the City to consider and implement in order to advance its development goals.

ZONING CODE UPDATE - SIDNEY, OH (ZONECO)

The Sidney, Ohio zoning code update was recently completed and adopted in early 2022. The code guides new development and infill in a manner that is consistent with the desired character for the town. The character in Sidney's downtown is promoted through character-based standards. The code update removed inconsistencies, confusing organization, and dated regulations. Sidney's City Manager, Andrew Bowsher, worked with ZoneCo on the adoption of the Reynoldsburg, Ohio code (while he was Development Director there), and recently, for the Sidney code.

ZONING ASSESSMENT - FLORENCE, KY (ZONECO)

ZoneCo was hired as part of a team led by Yard & Company to assess the zoning regulations governing the Main Street District in the City of Florence, Kentucky. It had been nearly thirty years since the Main Street District regulations were adopted. Utilizing the planning vision of the City's steering committee and core planning documents, ZoneCo reviewed each regulation governing the City's Main Street District to determine whether the provision (i) advanced the planning vision; (ii) had a neutral impact on the planning vision; or (iii) served as a barrier to the planning vision.

The final diagnostic report incorporated summary conclusions and recommendations for overhauling the Main Street District regulations to ensure that the district develops as a vibrant, pedestrian-oriented destination in Northern Kentucky. The findings in the diagnostic report will serve as a foundation for codifying new zoning regulations that will govern the Florence Main Street District moving forward.

ZONING ASSESSMENT - ORANGE TOWNSHIP, OH (SUBSEQUENT ZONING CODE UPDATE NEARING COMPLETION) (ZONECO)

In 2019, ZoneCo completed a diagnostic report for Orange Township, Ohio. Orange Township has seen substantial growth; recent development has almost exclusively occurred through the Planned Development process within their zoning code. The code is old, difficult to navigate, and creating administrative challenges. Their goals for walkability, a town center, and housing variety cannot be accommodated by the current zoning regulations. ZoneCo created a report that analyzed every section of the code, and provided a clear assessment of how the code is not achieving the community's vision. ZoneCo was subsequently retained

ADDITIONAL PROJECTS (CON'T)

to rewrite the full code.

ZONING ASSESSMENT AND CODE UPDATE - WHITEHALL, OH (ZONING CODE UPDATE NEARING COMPLETION) (ZONECO)

In 2019 ZoneCo completed a zoning diagnostic report in conjunction with the Whitehall Works Development Blueprint. The zoning diagnostic report benchmarked the City's current zoning code against the planning goals and objectives set forth in the City's plan. The diagnostic report also included recommendations regarding updates to the zoning code to advance the City's goals and objectives. ZoneCo and OHM Advisors was subsequently retained to re-write the zoning code. The commercial districts were updated and adopted in late 2021; the new districts accommodate improved flexibility and walkability within the districts.

ZONING ASSESSMENT - GERMANTOWN, TN (ZONECO)

In 2015, Sean Suder (then Lead Principal of Graydon Land Use Strategies, LLC) was hired as part of a team to provide zoning consulting services to suburban Germantown, Tennessee (Memphis area). Sean provided a review of the current zoning resolution to determine how it may be promoting the city's desired development outcomes and in what instances it may be serving as a barrier to achieving its land use goals and objectives.

ZONING CODE UPDATE - PLAIN CITY, OH (ZONECO)

In 2021-2022, ZoneCo and OHM Advisors were hired to complete an update of Plain City's zoning code. The City is growing at a fast rate, and sought to develop a more granular development pattern in downtown and the traditional neighborhoods around it. Non-monotony and design standards were integrated into the residential areas while the industrial areas were adjusted to accommodate the evolving needs of employers in Plain City.

SAMPLE DOCUMENTS (URLs)

Please find the **Town of Palm Beach, FL Zoning Diagnostic Report** here:

<https://static1.squarespace.com/static/62fbc45f5cf3c62f89ac7821/t/6392614f00e80e689d43219f/1670537562679/Zoning+Diagnostic+Report+-+Palm+Beach+2022-09-29.pdf>

Please find the **Town of Palm Beach, FL Charrette Summaries** here:

<https://pbzoning.org/charrette-week-summary>

Please find the **DRAFT Vienna, VA Zoning Code** here:

<https://www.codecreatevienna.com/project-updates/draft-code>

Please find the full **Reynoldsburg, OH Zoning Code** here:

<https://publizr.com/reynoldsburg/reynoldsburg-zoning-code?html=true#/0/>

Please find the **South Bend, IN Zoning Regulations** here (ZoneCo Subconsultant):

<http://docs.southbendin.gov/WebLink/Browse.aspx?dbid=0,0&startid=291740&row=1&cr=1>

Please find the **Dormont, PA Development Code** here:

<https://ecode360.com/37592845>

Please find the **Bowling Green, OH Gateway District** here:

<https://bowlinggreen-oh.com/DocumentCenter/View/542/Draft-Gateway-Zoning-District-PDF>

Please find the full **Sidney, OH Zoning Code** here:

https://codelibrary.amlegal.com/codes/sidneyoh/latest/sidney_oh/0-0-0-81596

Please find the full **Marysville, OH Zoning Code** here:

https://library.municode.com/oh/marysville/codes/code_of_ordinances?nodeId=Part%20Eleven%20-%20Planning%20and%20Zoning%20Code

PUBLIC ENTITY CRIMES REQUIREMENT

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid or a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, and may not transact business with any public entity in excess of the threshold amount provided in SECTION 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON ENTITY CRIMES**

1. This sworn statement is submitted to City of Green Cove Springs
(print name of the public entity)

by Sean Suder, Lead Principal
(print individual's name and title)

for ZoneCo, LLC
(print name of entity submitting sworn statement)

whose business address is

455 Delta Avenue, Suite 203, Cincinnati, OH, 45226

and (if applicable) its Federal Employer Identification Number (FEIN) is:

85-3420705

(If the entity has no FEIN, include the Social Security Number of the Individual signing this sworn statement: _____)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g),

Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision or any other state or of the

United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b),

Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:

- a. A predecessor or successor of a person convicted of a public entity crime; or
b. An entity under the control any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate"

includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person or a pooling of equipment or income among persons when not for fair market

value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

- c. I understand that a "person" as defined in Paragraph 287.133(1)(e), **Florida Statutes**, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

- d. Based on information and belief, the statement which I have marked below is true

in relation to the entity submitting this sworn statement. (indicate which statement applies.)

- Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged

with

and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active

in

the management of the entity, or an affiliate of the entity has been charged with

and

convicted of a public entity crime subsequent to July 1, 1989. However, there

has

been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of

the

final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT HIS FORM IS VALID THOROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.


(Signature)

Sworn to and subscribed before me this 31st day of March, 20 23

Personally known _____

OR produced identification X Notary Public - State of Ohio

driver's license
(Type of identification)

My commission expires never

John Paul Burleigh
(Printed typed or stamped commissioned name of notary

public)



JOHN PAUL BURLEIGH
Attorney at Law
Notary Public, State of Ohio
My Commission Has No Expiration
Date. Section 147.03 O.R.C.

DRUG-FREE WORKPLACE COMPLIANCE FORM

In order to have a drug-free workplace program, a business shall abide as follows:

The undersigned vendor/contractor in accordance with Florida Statute 287.087 hereby certifies

that ZoneCo, LLC (name of business) does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the company's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees or drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in item 1, above.
4. In the statement specified in item 1, notify the employees that as a condition of working on the commodities or contractual services which are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to any violation of Chapter 1893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that,

Zoneco, LLC (name of business), fully complies/does not comply with the above requirements.

Sean Suder

Vendor/Contractor Signature

3/31/2023

Date

**STANDARD ADDENDUM
TO ALL
CITY CONTRACTS AND AGREEMENTS**

Any other provisions of the Contract or Agreement to which this Standard Addendum is attached to the contrary notwithstanding, the parties specifically agree that the provisions hereinafter set forth will apply exclusively with respect to the matters addressed, whether addressed in said Contract or Agreement or not, and shall be deemed an integral part of said Contract or Agreement as if duly set out therein, having a force and effect of equal or superior dignity, as applicable, with the provisions thereof; provided, that if the provisions of the Contract or Agreement address a particular matter in a manner which results in a lower cost to the City than this Standard Addendum, then such provisions of the Contract or Agreement shall control and supersede the applicable provisions hereof (as used herein, the term "Contractor" means the vendor or other party in the Contract or Agreement providing construction, labor, materials, professional services, and/or equipment to the City thereunder; the term "City" means Green Cove Springs, a municipal corporation of the State of Florida, its City Council, or any other name or label set forth in the Contract or Agreement identifying such entity).

1. All payments for services rendered, or supplies, materials, equipment and the like constructed, delivered or installed under the Contract or Agreement (the Work) shall be made by the City in accordance with the Local Government Prompt Payment Act (the Act). Upon receipt of a proper statement, invoice or draw request, the City shall have the number of days provided in the Act in which to make payment.
2. Any work or professional services sub-contracted for by the Contractor for which the City has agreed to reimburse the Contractor shall not be marked up, but shall be payable by the City only in the exact amount reasonably incurred by the Contractor. No other such sub-contracted services shall be reimbursed.
3. In the event the Contract or Agreement is for professional services, charged on a time basis, the City shall not be billed or invoiced for time spent traveling to and from the Contractor's offices or other points of dispatch of its sub-contractors, employees, officers, or agents in connection with the services being rendered.
4. The City shall not be liable to reimburse the Contractor for any courier service, telephone, facsimile, or postage charges incurred by the Contractor, except as follows, and then only in the exact amount incurred by the Contractor [if the space below is left blank, then "NONE" is deemed to have been inserted therein]:
5. The City shall not be liable to reimburse the Contractor for any copying expenses incurred by the Contractor, except as follows, and then only at \$0.05 per page [if the space below is left blank, then "NONE" is deemed to have been inserted therein]:
6. If and only if travel and per diem expenses are addressed in the Contract or Agreement in a manner which expressly provides for the City to reimburse the Contractor for the same, then the City shall reimburse the Contractor only for those travel and per diem expenses

reasonably incurred and only in accordance with the provisions of Section 112.061, Florida Statutes or as otherwise limited by Florida law. In the event the Contractor has need to utilize hotel accommodations or common carrier services, the City shall reimburse the Contractor for his, her, or its reasonable expense incurred thereby provided prior written approval of the City Manager of the City or his or her designee is obtained.

7. With respect to drawings and/or plans prepared on behalf of the City by the Contractor under the Contract or Agreement, unless specifically provided otherwise therein, complete sets of such drawings and/or plans shall be reproduced by the Contractor without cost to the City for all bidders requesting the same, and five (5) complete sets of such drawings and/or plans shall be reproduced and delivered to the City without cost.
8. With respect to any indemnification by the City provided under the Contract or Agreement, any such indemnification shall be subject to and within the limits set forth in Section 768.28, Florida Statutes, and shall otherwise be limited as provided by law.
9. In that the City is a governmental agency exempt from sales tax, the City shall pay no such taxes, any other provisions of the Contract or Agreement to the contrary notwithstanding. The City shall provide proof of its exempt status upon reasonable request.
10. Any pre-printed provisions of the Contract or Agreement to the contrary notwithstanding, the same shall not automatically be renewed but shall be renewed only upon subsequent agreement of the parties.
11. The Contractor acknowledges that in the budget for each fiscal year of the City during which the term of the Contract or Agreement is in effect, a limited amount of funds are appropriated which are available to make payments arising under the Contract or Agreement. Any other provisions of the Contract or Agreement to the contrary notwithstanding, and pursuant to applicable Florida Statutes, the maximum payment that the City is obligated to make under the Contract or Agreement from the budget of any fiscal year shall not exceed the appropriation for said fiscal year.
12. The Contractor shall comply with applicable provisions of Section 119.0701, Florida Statutes and any contract between the parties shall fully comply with such section.

CITY OF GREEN COVE SPRINGS
CONTRACTOR/FIRM/INDIVIDUAL

By: _____
Daniel M. Johnson, Mayor

By: _____
Name: _____ Title: _____

ATTEST:

By: _____
Erin West, City Clerk

ACKNOWLEDGEMENT OF ADDENDUM

I acknowledge the receipt of 2 Addendums to the original RFP.

Sean Suder

Company Representative Signature