

During the September 18, 2024 Town Commission meeting, the Commission directed the Town Attorney to move forward in negotiating a scope of work with Kimley-Horn and Associates, Inc. for \$50,000 to perform the necessary planning and engineering studies in the downtown area in order to analyze and assess our existing land development regulations and land use policies and objectives for future growth.

In March 2025, the Commission provided direction to engage with Kimley-Horn was being engaged to complete a planning study and develop recommendation for the Park Avenue Downtown District (PADD) district (i.e., land development regulations and comprehensive plan) to promote economic development/growth within the PADD area and to ensure that development contributes to the community's character. The final agreement would be presented at a future meeting as an after-the-fact approval, which was approved by the Town Commission during the April 16, 2025 Commission meeting.

A public/community workshop was held by Kimley-Horn on Saturday, April 26, 2025 to obtain community input prior to the development of planning recommendations for the PADD district. Approximately 100 individuals attended the workshop.

The original timeline to provide the requested planning recommendations from Kimley-Horn was as follows:

March 21, 2025 - Kick off meeting

March 31, 2025 (estimated) - PADD Study draft 1

April 11, 2025 (estimated) - PADD Study final version

****April 26, 2025, 10am - Public Workshop at Town Hall (Commission Chambers)****

May 2, 2025 (estimated) - Policy and text amendments draft 1

May 9, 2025 (estimated) - Policy and text amendments final version

May 19, 2025 (or another special call date in May 2025, based on availability) – Planning & Zoning Board/Local Planning Agency Meetings

June 2025 - Town Commission transmittal hearing and Land Development Regulations hearing (1st reading)

July 2025 - Town Commission adoption hearings for Comprehensive Plan and Land Development Regulations

However, due to various reasons, the Town's planning consultant (Kimley Horn) has requested to revise the timeline as follows:

Date	Expedited	Task
March 21, 2025	March 21, 2025	Kick off meeting
March 31, 2025	March 31, 2025	PADD Study - Draft 1
April 17, 2025	April 17, 2025	PADD Study - Draft 2
April 26, 2025	April 26, 2025	Public Workshop
May 5, 2025	May 5, 2025	Comment period concludes
May 20, 2025 (not received in final format on this date – conceptual recommendations received at 3pm on May 30, 2025)	May 20, 2025	PADD Study and Concepts/Recommendations
June 2, 2025	June 2, 2025	Joint Commission and Board Meeting

June 13, 2025	June 9, 2025	Policy and LDC text amendments - Draft 1
June 27, 2025	June 13, 2025	Comment period concludes
July 11, 2025	June 23, 2025	Policy and LDC text amendments - Draft 2
August 2025	July 2025	Planning & Zoning Board/LPA Meeting
September 2025	August 2025	Town Commission - Transmittal and 1 st reading
October 2025	September 2025	FL Commerce 30-day review period
October 2025	September 2025	Policy and LDC text amendments - Final
November 2025	October 2025	Town Commission - Adoption

With regard to the proposed concepts/recommendations that are expected to be presented during the upcoming Joint Meeting between the Planning & Zoning (P&Z) Board and the Town Commission, Kimley-Horn will be presenting concepts of recommendations to both the P&Z Board and the Town Commission for the downtown area to obtain additional direction on the development of full recommendations that will be presented to the Town Commission for consideration at a future Commission meeting.

It was originally planned that Kimely-Horn would present their full recommendations; however, the consultant would like to obtain additional information to ensure that the proposed recommendations meet two basic tenants:

1. Does the recommendation contribute to economic development/growth within the PADD, CRA and (ultimately) the Town, and
2. Does the recommendation contribute to community character of the Town.

Note: Kimley-Horn has expressed a need to gain clarification among the various scenarios that they have developed from the Town Commission and the P&Z Board on the type of downtown that they envision into the future. Additionally, staff has emphasized to the consultant about the importance of ensuring that all recommendations address the two (2) basic tenants outlined above - viability of economic development and growth and maintaining community character.

Kimley-Horn's conceptual recommendations (i.e. conceptual options that will lead to final recommendations) are a culmination of resident/public feedback, data, analysis and feasibility for redevelopment in our downtown area. These are not in final format at this time and remain a work in progress.

Note: The Agenda and backup materials for the joint meeting was delayed in being provided to the Town (staff is apologetic for the late arrival and distribution of the planning consultant's report) and is being distributed to the Town Commission and Planning & Zoning Board Members as well as posted on the Town's website immediately for community review.

Further, the Town received the most recent, revised report/materials for this meeting on Friday, May 30, 2025, at 3:20pm. This report has been amended by the consultant (at least two previous times over the past few weeks since we received the initial report) and we understand that there are members of the community that have been awaiting this document.

This meeting is expected to provide our residents, businesses, stakeholders and the general public with an additional opportunity to share their comments on the proposed concepts that will be utilized to develop the full recommendations.

Note: In an effort to notify the public of this meeting, a mail-out announcing the joint meeting has been sent to all property owners and tenants in addition to the hand delivery of the notice to all businesses within the Town (see attached).

Recommended Motion:

Discuss the various concepts for the Park Avenue Downtown District (PADD) presented by the Town's planning consultant, Kimley-Horn, and provide direction to the consultant on how to proceed with the development of recommendations for the PADD to ensure the recommendations: 1. contribute to economic development/growth within the PADD, CRA and (ultimately) the Town, and 2. contribute to community character of the Town.