



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 16, 2025

Originating Department: Town Attorney
Resolution 21-04-25 - Work Order Agreement - Park Avenue Downtown District (PADD) Planning and Engineering Study - Kimley-Horn and Associates, Inc. - \$50,000

Agenda Title: Associates, Inc. - \$50,000

Agenda Category (i.e., Consent, New Business, etc.): New Business

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$50,000.00 **Funding Source:** General Fund (Non-Departmental)

Account Number: 900-31000 **Finance Signature:** Barbara Gould

Advertised:

Date: N/A **Newspaper:** _____

Attachments: Resolution (Kimley-Horn Work Order Agreement) with:

Kimley-Horn Work Order Agreement

Town Attorney Memo dated September 18, 2024
(including No-Conflict Town Attorney Email)

Town Attorney Memo dated March 18, 2025 (Background & Need for PADD Analysis)

Please initial one:

_____Yes I have notified everyone

ND _____ Not applicable in this case

Summary Explanation/Background:

During the September 18, 2024 Town Commission FY 2025 Budget hearing, the Commission requested and authorized approval of \$50,000 within the FY 2025 Town Budget to perform the necessary planning and engineering studies within the Park Avenue Downtown District (PADD) to analyze, assess and make recommendations regarding the Town's existing Land Development Regulations (LDR's) and

Comprehensive Plan Land Use Policies and Objectives related to future growth within this area of the Town.

During the November 6, 2024 Town Commission Meeting, the Commission provided direction to the Town Attorney to move forward in negotiating a scope of work with Kimley-Horn and Associates, Inc. and to oversee this process due to the new Town Manager beginning in January 2025.

Further, during the March 5, 2025 Town Commission Meeting, the Commission provided approval/direction to begin the planning process in advance of authorizing an Agreement with Kimley-Horn in the amount of \$50,000 to complete the process of analyzing, assessing and making recommendations regarding the Town's existing Land Development Regulations (LDR's) and Comprehensive Plan Land Use Policies and Objectives related to future growth within PADD.

Note: The Commission's direction was provided with the understanding that an Agreement with Kimley-Horn would be presented/approved during a future Commission meeting (after-the-fact approval).

Thus, staff is recommending approval of the proposed Agreement with Kimley-Horn for planning consulting services to analyze, assess and make recommendations regarding the Town's existing Land Development Regulations (LDR's) and Comprehensive Plan Land Use Policies and Objectives related to future growth within PADD area of the Town in the amount of \$50,000.

Please note that this planning process has begun and the consultant has developed a project completion timeline that would include a public workshop date on Saturday, April 26, 2025, at 10 am, in Town Hall. The proposed project timeline is as follows:

Proposed Project Timeline - Planning Study and Analysis for the Park Avenue Downtown District (PADD):

March 21, 2025 - Project Kick Off Meeting

March 31, 2025 - PADD Study – Proposed Draft #1

April 11, 2025 - PADD Study – Proposed Final Version

******Saturday, April 26, 2025, 10 a.m. - Public (Community) Workshop at Town Hall (Commission Chambers)******

Note: Advance notice/outreach to the Lake Park Community is being completed to obtain public input on this issue prior to making final recommendations to the Lake Park Planning & Zoning Board and then to the Town Commission (i.e., Trilingual mailers were sent town-wide to all property owners during the week of April 7, 2025 and added to the Town's website and social media accounts, etc.). Additionally, the planned Public Workshop will be held within the Town Hall Commission Chambers and the meeting will be recorded and streamed live on the Town's website, YouTube page and Facebook Live.

May 2, 2025 - Policy and text amendments – Proposed Draft #1

May 9, 2025 - Policy and text amendments – Proposed Final Version

May 19, 2025 - Planning & Zoning Board/Local Planning Agency Meeting (another date may be selected to hold a special meeting in May 2025 depending on Board Member availability)

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

July/August 2025 - Town Commission adoption hearings for Comprehensive Plan and Land Development Regulations (2nd and Final Reading)

Please note that the 6-month Zoning in Progress is expected to conclude on May 19, 2025; however, due to the proposed timeline, a two-month extension may be required to complete the planning study. This issue is expected to be considered at a later date by the Town Commission.

The proposed Agreement was prepared by Kimely-Horn and Associates and reviewed by the Community Development Director and the Town Attorney.

Note: The Town Attorney has provided an opinion that utilizing Kimley-Horn and Associates as the Town's planning consultant for this project would not be considered as a conflict of interest based on the consultant's prior involvement with a proposed PADD development project (see attached).

Further, as requested by Town Commissioner O'Rourke during the April 2, 2025, the Town has requested information from Kimley-Horn regarding all current and previous agreements for consulting services related to the PADD area. At this time there does not appear that the Town has any previous agreements with this consultant for the PADD area; however, this information is continuing to be collected and will be presented to the Town Commission prior to consideration of this item.

Recommended Motion:

I move to approve Resolution 21-04-25 - Work Order Agreement to complete the proposed Park Avenue Downtown District (PADD) Planning and Engineering Study with Kimley-Horn and Associates, Inc., in the amount of \$50,000.