

**City of Madeira Beach
Historic Preservation Ordinance
Scope of Services**



January 27, 2026

This Individual Project Order dated January 27, 2026, describes a specific agreement between Kimley-Horn and Associates, Inc. (the Consultant), and the City of Madeira Beach, Florida (the Client) in accordance with the terms of the Master Agreement for Continuing Professional Services dated April 10, 2024, and as amended on April 9, 2025, which is incorporated herein by reference.

PURPOSE

The City of Madeira Beach has requested assistance with the development of a Historic Preservation Ordinance including the ability to create a voluntary local landmark process.

SCOPE OF SERVICES

TASK 1: DRAFTING OF THE HISTORIC PRESERVATION ORDINANCE AND CERTIFICATION OF APPROPRIATENESS (COA) PROCESS CREATION

- The Consultant will work with staff to draft an Historic Preservation Ordinance to allow for a voluntary historic local landmark process. This ordinance will attempt to follow the Certified Local Government (CLG) process in the event the City desires to comply with the State's CLG program. The ordinance will be composed of explain the local landmark application process, local landmark criteria, notice requirements, public hearing and COA process.

Task 1 Deliverables:

- Preparation of draft Historic Preservation Ordinance
- Preparation of draft Certification of Appropriateness Process

TASK 2: REVIEW OF ORDINANCE WITH CITY'S ATTORNEY AND STAFF

- The Consultant will work with the City's attorney on revisions to the ordinance. It is anticipated that there will be numerous revisions and virtual calls with staff, the Consultant, and the City's attorney to complete the final draft of the ordinance that will then be presented to the public. This task will be limited to four (4) revisions and four (4) virtual meetings.

Task 2 Deliverables:

- Up to four (4) revisions to the draft ordinance
- Up to four (4) virtual meetings

OPTIONAL TASK 3: PUBLIC WORKSHOP

- If requested, the Consultant will host one (1) Public Workshop to present the new ordinance and application process to the public. The Public Workshop will be scheduled for two hours in length, with one additional hour reserved for the Consultant to prepare with the City. The Consultant will send two professionals to attend the workshop. The City will be responsible for securing the location of the meeting and for public notice.

- The Consultant will prepare presentation boards for the Public Workshop. The draft of the boards will be shared with the City for their review and comment. The Consultant will update the boards and print them for use during the Public Workshop.

Task 3 Deliverables:

- One (1) 2-hour Public Workshop
- Presentation boards for Public Workshop

OPTIONAL TASK 4: PUBLIC HEARINGS

- If requested, the Consultant will attend up to three (3) required public hearings for the adoption of the new ordinance. The Consultant will also create a PowerPoint presentation for use at the hearings (if requested). Additional hearings or workshops can be completed on an hourly basis as requested by the City.

Optional Task 4 Deliverables:

- Up to three (3) public hearing presentations
- Up to three (3) PowerPoint presentations for use in public hearings

OPTIONAL TASK 5: TRAINING FOR STAFF AND LPA AS THE HISTORIC PRESERVATION BOARD

- If requested, the Consultant will create a training program for staff and the City's Local Planning Agency (LPA) to serve as the newly created Historic Preservation Board. The LPA will require training to understand the new Historic Preservation ordinance and the new processes for designating local landmarks. This training program will include the explanation of staff and the LPA's role in the landmark process and how to objectively review landmark applications pursuant to the new ordinance. In addition, this training will include the new COA application process training. One (1) Consultant staff member will attend the staff and LPA training session in-person for up to four (4) hours. The City will be responsible for securing the location of the meeting and for public notice.

Optional Task 5 Deliverables:

- Preparation of Historic Preservation Board Training Program
- One (1) 4-hour training session

ADDITIONAL TASKS

Any services not specified in the above scope are considered additional services not included under this project. Additional services may be performed by the Consultant as an amendment to this scope of work or under an additional Task Order agreement, Consultant can provide services including, but not limited to, the following:

- Grant application services
- Rendering videos or graphics
- Site visits

- Additional online surveys
- Additional presentations
- Additional attendance of City Commission Workshops or Meetings
- Coordination with additional City departments

The above tasks may be initiated upon the request of the City as an additional Task Order. Scope and fee for each additional Task Order will be agreed upon between the City Project Manager and Consultant's Project Manager.

SCHEDULE

The total months for services is anticipated to be 6 months from the Notice to Proceed (NTP). Below is the anticipated schedule as agreed upon by the Consultant and City staff.

Task 1: Draft Ordinance and COA – 0-6 Months from NTP

Task 2: Review and Revise Ordinance – 3-5 Months from NTP

Optional Task 3: Public Workshop – 3-4 Months from NTP

Optional Task 4: Public Hearings – 5-6 Months from NTP

Optional Task 5: Training for staff and LPA as the HPB – 5-6 Months from NTP

COMPENSATION

Consultant will provide the services outlined in Tasks 1-2 for a lump sum of \$22,000. Invoices will be submitted monthly, prepared based on a percentage completion of the project. Consultant will provide the optional services outlined in Tasks 3-5, upon receipt of an authorization to proceed from the City, for the lump sum fees as outlined below. The following task items represent a breakdown of the lump sum amount for reference:

Task 1 Drafting Ordinance and COA: \$12,000

Task 2 Review of Ordinance with City's Attorney and Staff: \$10,000 total

Virtual Meeting (4 max): \$2,500 each

Optional Task 3 Public Workshop: \$7,000

Optional Task 4 Public Hearings: \$15,000

Public Hearing Presentation (3 max): \$5,000 each

Optional Task 5 Training for Staff and LPA as the HPB: \$10,000

ACCEPTED:

THE CITY OF MADEIRA BEACH, FLORIDA

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____


BY: Blair Knighting, AICP

TITLE: _____

TITLE: Project Manager

DATE: _____

DATE: _____