



Village of Biscayne Park Commission Agenda Report

**Village Commission
Meeting Date:**

April 5, 2016

Subject:

**Resolution 2016-17 Authorizing the
Village Manager to Apply for
Funding from the Florida Department
of Economic Opportunity for a
Planning Technical Assistance Grant**

Prepared By:

Heidi Siegel, AICP, Village Manager

Sponsored By:

Staff

Background

The Village staff routinely seeks to identify funding opportunities to address needs in the Village. At the February 6, 2016 “Commission in the Community” meeting there was general consensus from the Village Commission to pursue a full revision to the Land Development Code. Staff has been developing a draft Invitation to Bid. In the course of drafting this Invitation to Bid, Staff identified a potential funding source.

The Florida Department of Economic Opportunity (DEO) offers Planning Technical Assistance Grants to municipalities that do not require a match by the recipient. According to the DEO, typical awards are between \$25,000 and \$40,000 and projects must be completed by June 15, 2017. The grant application requires a cover letter from the municipality stating the project and its importance to the local government or region, the product that would be produced as a result of the funding, and the total amount of funding requested. Additionally a Scope of Work that details the deliverables, performance measures, due dates and cost. A draft Scope of Work is included in this agenda item.

The Village Manager wishes to submit an application for \$40,000.00. The grant funds will be used to hire a planning consultant to revise the Village’s Land Development Code. The application is due May 2nd.

April 5, 2016

Commission Agenda Report

Resolution 2016-17 Florida Department of Economic Opportunity Planning Technical Assistance Grant

Fiscal/Budget Impact

The grant does not require a “match” by the Village of Biscayne Park.

Staff Recommendation

Approval of Resolution 2016-17

Attachments

- Resolution 2016-17
- Draft Scope of Work

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3 **RESOLUTION NO. 2016-17**
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5 **A RESOLUTION OF THE VILLAGE**
6 **COMMISSION OF THE VILLAGE OF**
7 **BISCAYNE PARK, FLORIDA, AUTHORIZING**
8 **THE VILLAGE MANAGER TO APPLY FOR**
9 **THE 2016-2017 COMMUNITY PLANNING**
10 **TECHNICAL ASSISTANCE GRANT THROUGH**
11 **THE FLORIDA DEPARTMENT OF ECONOMIC**
12 **OPPORTUNITY; PROVIDING FOR AN**
13 **EFFECTIVE DATE**

14
15 WHEREAS, following a Commission in the Community meeting on February 2016,
16 there was general consensus from the Village Commission to pursue a full revision to the Land
17 Development Code; and

18 WHEREAS, Village staff routinely seeks to identify funding opportunities to address
19 the needs in the Village; and

20 WHEREAS, the Florida Department of Economic Opportunity (DEO) offers Planning
21 Technical Assistance Grants to municipalities that do not require a match, ranging between
22 \$25,000 and \$40,000 for projects that are to be completed by June 15, 2017; and

23 WHEREAS, the Village Commission finds it to be in the best interests of the Village
24 and its residents to authorize the Village Manager to apply for the 2016-2017 Community
25 Planning Technical Assistance Grant in the amount of \$40,000, to be used to hire a planning
26 consultant to revise the Village's Land Development Code.

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28 **NOW THEREFORE BE IT RESOLVED BY THE VILLAGE COMMISISON OF**
29 **THE VILLAGE OF BISCAYNE PARK, FLORIDA:**

30 **Section 1.** The foregoing "Whereas" clauses are hereby ratified and confirmed as
31 being true and correct and hereby made a specific part of this Resolution upon adoption hereof.
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1 **Section 2.** The Village Commission authorizes the Village Manager to apply for the
2 2016-2017 Community Planning Technical Assistance Grant in the amount of \$40,000, to be
3 used to hire a planning consultant to revise the Village’s Land Development Code.

4 **Section 3.** This Resolution shall become effective upon adoption.
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6 PASSED AND ADOPTED this ____ day of _____, 2016.

**The foregoing resolution upon being
put to a vote, the vote was as follows:**

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10 _____
11 David Coviello, Mayor

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13 Attest:

Mayor Coviello: ____
Vice Mayor Watts: ____
Commissioner Anderson: ____
Commissioner Jonas: ____
Commissioner Ross: ____

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17 _____
18 Maria C. Camara, Village Clerk

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20 Approved as to form:

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25 John J. Hearn, Village Attorney

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Village of Biscayne Park

Land Development Code Revision

Scope of Work - Excerpt Project Description.

Grantee will identify a planning consultant to revise the Land Development Code in order to create a Code that is user-friendly and modern. The new Land Development Code will enhance the Village while promoting environmentally sound practices.

DELIVERABLES: The specific deliverables, tasks, performance measures, due dates, and payment amounts are set forth in the following table:

Deliverables and Tasks	Performance Measures	Due Date	Fixed Payment Amount
<p>Deliverable 1 – Commission Outreach and Information Gathering</p> <ol style="list-style-type: none"> 1. Review existing Land Development Code with Village Staff. 2. Develop outreach materials and create community interest in the Land Development Code Revision. 3. Hold first public meeting to identify key areas of focus and/or concern in the existing Land Development Code. 4. Present results of first public meeting to Village Commission in the form of a SWOT analysis (strengths, weaknesses, opportunities, and threats) and solicit feedback from Village Commission. 	<p>Completion of the tasks in accordance with Deliverable 1 --</p> <ol style="list-style-type: none"> 1. Copies of the advertisements, handouts, flyers, presentation, and agendas for the public meeting; 2. Detailed report on the areas of concern identified by the Village staff, community, Village Commission and consultant. 3. SWOT analysis report 	9/2/2016	\$10,000.00
<p>Deliverable 2 – Draft Land Development Code</p> <ol style="list-style-type: none"> 1. The Consultant will prepare a draft of the revised Land Development Code that, at a minimum, includes the following: <ol style="list-style-type: none"> a. A statement of how the goals of the Comprehensive Plan 	<p>Completion of the tasks in accordance with Deliverable 2 –</p> <ol style="list-style-type: none"> 1. Provide a draft of the Land Development Code to Staff within 45 days of the Village Commission presentation identified in Deliverable 1. 2. Handouts, Presentation and detailed notes from 	11/18/2016	\$20,000.00

<p>are integrated into the Land Development Code</p> <ul style="list-style-type: none"> b. Guidelines for interpreting the zoning ordinance, which will include a section of terminology in the ordinance and definitions c. Regulations for the permitted land uses, regulations for the height, size, bulk, alteration and removal of structures d. Regulations establishing the minimum areas and dimensions of land to be occupied by structures and uses e. Procedures for granting and denial of variances by the Village Commission f. Regulations on nonconforming uses and structures g. Regulations for the usage of signs and lighting h. Procedures for adoption and amendment to the zoning ordinance i. Procedures for requesting the rezoning of a property j. An updated zoning map. <p>2. Presentation of draft Land Development Code to the Village Commission and community.</p>	<p>Village Commission and Community Meeting.</p>		
<p>Deliverable 3 – Final Land Development Code</p> <ul style="list-style-type: none"> 1. Preparation of Final Land 	<p>Completion of the tasks in accordance with Deliverable 3 –</p>	<p>2/17/2017</p>	<p>\$10,000.00</p>

<ul style="list-style-type: none"> Development Code. 2. Preparation of Ordinance Language to be reviewed by Village Attorney. 3. Attendance at Village Commission meetings where final ordinance will be considered. 	<ul style="list-style-type: none"> 1. Final Land Development Code – one electronic copy in PDF and Word, 10 paper copies. 2. Final Ordinance in Word 		
		TOTAL	\$40,000.00

DRAFT