

DOVER, KOHL & PARTNERS

t o w n p l a n n i n g

September 14, 2020 (revised)

Mark J. Bennett, AICP, FRA-RP
Development Services Director
CITY OF LAKE WALES

Sent via email to: mbennett@lakewalesfl.gov

PROPOSAL: ***Lake Wales Connected: Historic Downtown Design Standards***

Dear Mr. Bennett,

Thank you for approaching Dover, Kohl & Partners (DK&P) to continue our work for the City of Lake Wales (the Client). This proposal is for assistance in creating design standards (building and site development) for your historic downtown, working as an extension of staff to the City's Planning Department to implement the ideas in the *Lake Wales Connected Plan*, advising on the further refining of the district boundary and the possible renaming of the district, and to modernize the land development regulations to better support incremental, beneficial private reinvestment.

SCOPE OF SERVICES:

The following scope of services outlines tasks expected to be necessary to achieve the above goals and intent.

As discussed, DK&P will work with the City's Planning Department on an hourly basis for the following Priority Tasks:

- 1) Create draft Design Standards (building and site development) for Historic Downtown Lake Wales. Incorporate these Design Standards into existing regulations as much as possible, using the existing framework of current code. This is not intended to be a rewriting of the existing code.**

These basic Standards will address the built form of future development, shaping development according to the community vision. Regulated elements can include building height and massing; façade composition including building transparency (storefronts, doors and windows) facing public streets and spaces; building appurtenances (awnings/balconies/stoops, etc.); landscape standards; and architectural elements (materials and configurations).

2) Analyze the existing Land Development Regulations to determine what other changes are needed to integrate the Design Standards.

DK&P will provide recommended text for strategic updates/revisions to the existing land development regulations to address key issues identified in the plan. This can include changes to parking and stormwater requirements on small downtown lots, and updating regulations to address building rehabilitation, demolition-by-neglect, and other historic preservation issues.

The Client will provide DK&P with an editable file of the existing ordinances, in Microsoft Word format.

3) Assist the City in exploring the feasibility of re-writing Design Standards/Historic District Regulations so that the City can become a Certified Local Government.

ADDITIONAL SERVICES:

If time permits these additional Tasks may include:

- DK&P can draft an overlay district, incorporating form-based elements into the existing regulations, and/or write mandatory requirements to replace those for the district shown in the existing zoning. If requested, DK&P will prepare a brief memo that lists the pros and cons of each approach and identify case studies in other communities for comparison.
- DK&P can perform a high-level review of the current zoning document and recommend ways to simplify the instrument and make it more user-friendly. DK&P will prepare a brief memo that identifies key issues and potential solutions.
- DK&P can assist with presentations of the Historic Downtown Design Standards, including presentations to community stakeholders and City Commission to explain recommended changes.

SCHEDULE:

We understand that time is of the essence and once our agreement is executed, we will mutually schedule the start of the work and subsequent meetings/deliverables based upon Client/DK&P schedules. Meetings may be held via Zoom, Microsoft Teams or another mutually agreed upon virtual platform.

PROFESSIONAL FEES:

Work under this agreement on the Historic Downtown Design Standards will be performed on an hourly basis and billed monthly.

DK&P estimates the three Priority Tasks in the Scope of Services of this agreement will require a fees budget of **\$30,000**. This includes a first draft of basic Standards; any revisions and additions made at the Client's request will be billed hourly in addition to this amount. DK&P will not exceed this without prior authorization from the Client. If additional funds become available, the Client can request the Tasks in the Additional Services section of this agreement or other additional services as needs arise.

The Client shall compensate DK&P with the timely payment of fees for services rendered plus the reimbursement of reasonable expenses advanced either in conjunction with the project or in the service of Client.

ESTIMATED REIMBURSABLE EXPENSES:

The above fee estimate does not include reimbursable expenses. We estimate reimbursable expenses to be **up to \$4,000**. Typical reimbursable expenses include travel (including transportation, food, and lodging), reproduction expenses, mailing, and commercial rentals (as required). Expenses will be itemized and billed at-cost; Dover, Kohl & Partners does not include any extra charges or mark-up for reimbursable expenses.

Should further additional work prove necessary, DK&P will get signed approval before exceeding the above total fee. If this meets with your approval, please sign, date, and return one copy to our office. Thanks again for involving us in this important project.

Sincerely yours,
DOVER, KOHL & PARTNERS



Barbara Lamb

Town Planner & Business Development Officer

APPROVED and **ACCEPTED** on this _____ day of _____, 2020.

By: _____