ARTICLE I
Scope of Services

SCOPE OF WORK:
Dover, Kohl & Partners and Spikowski Planning (the Contractor) have created numerous form-based codes to assist in the implementation of urban design plans. Form-based codes will provide several benefits to Cocoa Beach:

- Eliminating the confusion between base zoning districts and overlay zones
- Making the LDC highly visual and more user-friendly
- Encouraging future redevelopment in accordance with adopted plans
- Adding predictability for landowners so that development approvals can be made administratively if they comply with all requirements

The Contractor will work closely with the City in determining an outline of components to be included in revisions the LDC and Comprehensive Plan and in new form-based codes for Downtown and Uptown. The form-based codes would address building form (massing, design and placement), appropriate land uses, the design of public spaces (including streets), parking, and other elements that impact the urban realm, and include regulating plans that would apply desired development characteristics to parcels.

TASK 1 PROJECT INITIATION MEETING (CALL)
The Contractor will meet with City staff to refine the objectives and scope. Boundaries to be regulated by the new codes and overlays can be refined at this point or later. What the amendments will regulate and how they would work alongside the existing Land Development Code (LDC), the Comprehensive Plan (Comp Plan), and the City’s Charter will be refined. A timeline of project milestones will be developed for creation of draft and final revisions to the Comp Plan and LDC.
TASK 2  DESIGN THE PUBLIC WORKSHOPS

Amendments will be drafted with input from the public. At the same time the public will be educated on the benefits of form-based codes for Cocoa Beach. The final details and best dates for the workshops will be determined alongside City staff to ensure the known areas of concern are considered and covered. Materials such as base maps to be utilized during the workshops will be created.

TASK 3  PUBLIC OUTREACH

The Contractor and City staff will strategize on outreach to individuals and groups utilizing effective methods established during the creation of the Gateways Master Plan and the Downtown Plan.

The Contractor will assist in the design of Save-the-Date cards, flyers/posters, mailers, and press releases to be distributed to the media, neighborhood associations, business associations, and community organizations (among others).

TASK 4  DRAFT THE AMENDMENTS

TASK 4.1  COMP PLAN AND LDC AMENDMENTS

Comp Plan Amendments:

- **Future Land Use Map (FLUM)** --- Redesignate all land in the downtown overlay and in the CRA into a single Downtown FLUM category to eliminate unnecessary designations and regulatory details from the comp plan.

- **Commercial Overlay** --- Add a commercial overlay map and supporting policies into the comp plan to enable commercial retrofit regulations along both sides of A1A.

LDC Amendments:

- **Downtown Form-Based Code** --- Create a new form-based zoning district to simultaneously replace the downtown overlay and replace the base zoning districts.

- **Uptown Form-Based Code** --- Create a new form-based zoning district to replace the existing zoning districts to implement the Gateways Master Plan.

- **Commercial Overlay** --- Implement the comp plan’s new commercial overlay map to define regulations for commercial development that apply across multiple zoning districts.

- **Resort Regulations** --- Add new standards to the LDC regarding commercial and quasi-commercial uses of the waterfront.
As part of the LDC amendments, the Contractor will draft form-based codes expected to cover the Downtown and Uptown areas. The code will be user-friendly, highly visual, and will serve to encourage future redevelopment in an organized manner and further the goals and vision previously established by the community. The Contractor will work closely with the City in determining an outline of components to be included in the new code. The code will likely include an Overview, Regulating Plan, Building Form Standards, Street Standards, General Standards, Architectural Standards, and appropriate land use restrictions/qualifications, as described below:

**Overview**
The overview will introduce users to the document, and will include an explanation of how to use the Code, the purpose and intent, definitions, and administrative procedures. It will be written in clear, user-friendly language, to be easily understandable and by implementing staff and members of the public as well.

**Regulating Plans**
Regulating plans are a key components of a form-based code; they are used to apply desired development characteristics to the appropriate properties. A regulating plan may incorporate frontage types or transect zones as a method for prescribing specific development intensities and code standards to the network of streets, blocks, and public spaces, and will identify the location of any new streets and public spaces.

The rural-to-urban transect is a tool that classifies human habitats in a range from the most natural to the most urban. Each transect zone is defined by particular characteristics that correspond to regulations on the density and intensity of land use and urbanism. These characteristics include building placement or “build-to” locations, building heights, landscaping requirements, sidewalk width and curb details, all of which influence the level of walkability and vibrancy in a place. The transect is an important tool that acknowledges the diverse characteristics of each development type, and encourages appropriate infill and new development with respect to its context. Although Cocoa Beach will not utilize all of the potential transect zones, appropriate transect zones will be tailored to Cocoa Beach.

**Building Form Standards**
The Building Form Standards describe the required relationships between new buildings and public spaces, incorporating such characteristics as the build-to locations, setbacks, building heights, ancillary elements, appropriate uses, and location of parking. The Building Form Standards will be based upon a study of precedent building types, on-site analysis conducted by the team, and the vision expressed by the community.
**STREET STANDARDS**
Street Standards illustrate the physical conditions within the street by street type, such as right-of-way, sidewalks, street trees, lighting, and parking. The Street Standards will seek to balance the needs of all modes of transportation, including motorists, pedestrians, bicyclists, and transit users as capital improvements within the City are made.

**GENERAL STANDARDS (PARKING, CIVIC SPACES, LANDSCAPE & INFRASTRUCTURE)**
The form-based codes will contain General Standards necessary to implement best practices in sustainable planning and design. An outline of materials for inclusion in the General Standards will be developed with input from City staff. Typical key sections include standards for parking, the design of civic spaces, landscape patterns, signage, and sustainable stormwater techniques. The standards will be appropriate for walkable, mixed-use environments.

**ARCHITECTURAL STANDARDS**
The Architectural Standards will specify by categories the basic proportion and configurations for architectural elements (such as doors, windows, shopfronts, fences, balconies, awnings, colonnades, etc.). The standards can also address additional details such as materials, colors, and pre-approved styles for the various districts. This work will be based upon study of architectural precedents and traditions in the Cocoa Beach and the region, and will incorporate standards for sustainability based on best practices that best reflect the vision and goals of the community.

**LAND USE RESTRICTIONS & QUALIFICATIONS**
The form-based codes will place primary emphasis on the physical form of the built environment with the end goal of producing a specific community character. Land use restrictions will use broader parameters that restrict the locations of certain undesirable combinations of uses, while providing some flexibility to better respond to market economics.

**TASK 4.3 CODE ANALYSIS DIAGRAMS**
The Contractor will create diagrams and illustrations that analyze the feasibility of the proposed form-based regulations. Analysis diagrams will be produced to explain code provisions, such as proposed building height transitions or parking strategies. The code analysis diagrams and illustrations will be used to help the community understand the regulations of the new codes, and will be a critical feature to gaining quality feedback.
**TASK 5  PUBLIC WORKSHOP #1: DETAILS OF THE AMENDMENTS**

Victor Dover will lead this public workshop. Initial drafts of parts of the amendments will be presented at a public workshop for citizens and affected property owners. People will have an opportunity to sit with the authors and ask questions to understand the regulations and how they would affect different properties according to the regulating plans.

This workshop is likely to be a half-day session with a beginning presentation explaining the amendments, followed by a table session where smaller groups can review the amendments and ask questions of and voice concerns to members of the consultant team.

**Kick-Off Presentation**

A kick-off presentation will begin the workshop. It will provide a time for everyone to meet and get up to speed on what the amendments would address and how they would benefit Cocoa Beach.

The presentation will summarize the visioning already completed for the Gateways Master Plan (Dover-Kohl, 2014) and the Downtown Vision plan (Zyscovich, 2010). The presentation will also provide an update of other activities completed since the adoption of the Gateways Master Plan including the City’s major update to the Comp Plan and its completely revised Land Development Code.

An initial draft of the regulating plans and sections of the amendments will then be presented.

**Sit-Down with the Code Authors**

Following the presentation, interested people will have an opportunity to sit down with members of the Consultant team to get a further understanding of the details of the amendments and discuss them with the authors.

**Technical Meetings**

In addition to the public workshop, the consultant will be available to conduct technical meetings and sit down with planning and/or engineering staff concerning the details and implementation.

**TASK 6  REVISE/REFINE THE AMENDMENTS**

After allowing a period of public comment and after receiving comments on the initial draft of amendments from the City, the Consultant will revise the code and plan amendments and complete the remaining portions to produce documents ready for the public hearing process.

**TASK 7  PUBLIC WORKSHOP #2: PRESENTATION OF THE FINAL AMENDMENTS**

The second workshop will include a presentation of the final drafts. The Consultant will present the amendments to the public and respond to any remaining questions or concerns that people may have.
TASK 8  ADOPTION MEETINGS

City Staff will have primary responsibility for guiding the amendments through the appropriate adoption meetings, including advertisements, mailed notices as required, liaison with citizens and property owners, etc. The Consultant including Victor Dover and Bill Spikowski will attend one key adoption meeting to explain the revisions and respond to questions.

ARTICLE II
Professional Fee

The Client shall compensate DKP for professional services rendered in the performance of this Scope of Services or in the service of the City. The Consultant fees are based similar projects and reflect the anticipated number of people and hours it will require to adequately complete the requested scope of work with enough detail and quality to be the most useful for the City.

Flat Fee

The City shall make payment to the Consultant of professional fees in the amount of $175,334.00 for the completion of the Scope of Work described herein.

*Phase ‘A’ will include funding from the Community Redevelopment Agency (CRA) funds in the amount of $25,000.00 to help pay for the flat fee amount of $175,334.00 for the Form-Based Code work related to the Downtown (CRA) Area.*

*Phase ‘B’ will include the Form-Based Code for the remainder of the Downtown (CRA) Area as well as the Uptown Form-Based Code.*

The flat fee includes reimbursable expenses advanced either in the performance of the Scope of Services or in the service of City. The payment of this sum to the consultant shall be on a monthly basis or periodically as billed determined by the percentage of tasks completed.
IN WITNESS WHEREOF, the parties have executed this Addendum:

CITY OF COCOA BEACH

Attest: 

By: 

Loredana Kalaghchy, City Clerk
City of Cocoa Beach

Signature: 

By: 

Ron McLemore, City Manager
City of Cocoa Beach

Date: 

Witness: 

By: 

Kristen Thomas, Office Manager
Dover, Kohl & Partners

Contractor Signature: 

By: 

Joseph Kohl, Principal
Dover, Kohl & Partners

Date: 

Date: