



Members Present:

Dave Browning, Mayor
Marge Herzog, Vice-Mayor
Dave Autrey, Council Member
Dennis C. Lipp, Council Member
Dr. J. William Louda, Council Member

Members Absent:

None

Others Attending:

Michelle Kantor (NCS)
Matthew Lippman, Interim Town Clerk (NCS)
David Tolces, Esq., Town Attorney
Members of the Public

Members Absent:

Dr. Irv Rosenbaum, Interim Town Manager (NCS)

1. – 4. Call to Order/Roll Call/Pledge of Allegiance/Invocation

Mayor Dave Browning called the meeting to order at 7:00 p.m. He then requested the roll call by Town Clerk Lippman. Upon completion of the roll, the Mayor requested everyone stand for the Pledge of Allegiance and Invocation.

Town Attorney Tolces said the Agenda stated the meeting was a Workshop. It was later clarified that it had been advertised as a Special Meeting.

5. Comprehensive Planning Firm Interviews (In response to RFP 2007-005)

a. Bell David Planning Group 7:00 p.m.

Alex David introduced himself and Kathie Ebaugh from the Bell David Planning Group and Scarlet Tenen from The Corradino Group. He said the firms had over 50 years combined experience. He explained that they would work with the person chosen for the Strategic Visioning and Planning Process.

Scarlet Tenen said her group of over 200 employees specialized in land planning and her personal experience with being a project manager was for the Cutler Bay Comprehensive Plan.

Mr. David said his firm was currently working on the first Comprehensive Plan for Cutler Bay which would be finished in December 2008. He said they had done plans for new municipalities and updates for existing ones. He mentioned Venice and West Melbourne for updates. He said they have also amended Comprehensive Plans for 14 different municipalities.

Ms. Ebaugh said we realize this will be a process that will take a lot of time and we can make amendments as needed. She said the Comprehensive Plan reflects the community and your needs and we will work with you to make sure that there is communication and we are adjusting to the scope of services you need and that we are meeting and exceeding your expectations.

They went over their Project Approach and said that they have been working with the Department of Community Affairs on it and it is a checklist document. She said they developed in conjunction with DCA a unique document for municipalities. She touched on the Project Approach-Community Ownership. She said there are chapters or elements that are required according to the Statute 9 J 5 that they included in the document.

COUNCIL QUESTIONS:

Councilman Lipp asked how many workshops they would have.

Mr. David responded that it would depend on the community and how active and vocal they are. He said we are very flexible with this.

Ms. Ebaugh said that to help get the Public excited we will come up with a logo for you and something to get everyone involved. She said most people don't understand the Comprehensive Planning Process and don't want to get involved so we focus on using words people will understand, not just planners.

Councilman Lipp asked how many competitors bid for the last community plan they were awarded and why they felt they got the bid.

Mr. David responded that we were on the short list and invited back because we are good, we put together a great team, and we have great experience.

Ms. Ebaugh said we were not the low bidder but they liked the community focus of our presentation. They liked that we try to approach it for the community and not DCA.

Councilman Lipp mentioned that one of the things we ran into with the Charter was we didn't have it written in the correct format, and I know DCA has always been by the book.

Mr. David said that his concern is transmittal to DCA is a 3-4 month process. He said we did Cutler Bay in 10 months to the point of transmittal.

Councilman Autrey asked if they thought doing a new Comprehensive Plan differs from new ones for Towns that already have them existing or needing amending.

Mr. David said that it is interesting for the community because they are in it from the start.

Councilman Autrey asked if they were aware that PBC has committed to the Town certain documents to help us with this process. He asked if that had been put into consideration when the proposal was put together. He asked if they were flexible with their price proposal.

Mr. David said that was a good point and we will work with you.

Councilman Autrey asked if either firm has completed a project under budget. He also inquired if either firm had previously done work in PBC and how their relationships with the County are.

Mr. David responded that we have never gone over budget. We have worked with Manalapan, Royal Palm Beach, and Lake Park, and our relationships are great with all 3.

Vice-Mayor Herzog asked if the small population would be an issue when coming up with a plan.

Mr. David responded that the requirements are there and it is the same document regardless of the size of the community.

Councilman Louda asked if they had read the Neighborhood Plan and Rural Vista Guidelines.

Ms. Ebaugh responded that we have read through the materials on your website.

Councilman Louda said we are a different community, extremely eclectic, he then asked what would be your role with the Visioning and Strategic Planning. He asked if they saw themselves as an observer or a participant.

Ms. Ebaugh said our role is to observe what will come from it.

Mayor Browning said my concern is with convincing DCA that we don't want to become like every other town and we want to keep our rural lifestyle.

Ms. Ebaugh said that is the reason we worked with DCA in coming up with this new checklist. She said communities often come out looking like other communities. She said you have to develop a Comprehensive Planning Process that is tailored to your community needs not someone else's.

Councilman Autrey asked if there is a reason they don't use the other communities, such as, Manalapan as references.

Ms. Ebaugh responded that they listed communities that were similar to the Groves as their references.

Councilman Autrey asked what they did for Manalapan.

Mr. David responded we did the Lake Park EAR Based Amendments and Manalapan's EAR.

Town Attorney Tolces said the meeting had been advertised as a Special Meeting so the Council can vote and direct staff to negotiate a contract with one of the presenting firms this evening.

THERE WAS A GENERAL CONSENSUS TO SHORT LIST TO 3 FIRMS AND HAVE THEM PRESENT TO THE COUNCIL AT THE MEETING ON TUESDAY, FEBRUARY 19, 2008 AND A DECISION WOULD BE MADE THEN.

b. Calvin-Giordano & Associates 7:15 p.m.

Shelley Eichner introduced herself-Principal-In-Charge, Patrick Figurella-Civil Engineer, Lisa Dykstra-Traffic Engineer, and Sandra Lee-Environmental Planner. She explained that Lorraine Tappen would be the Project Manager but she was away in Tallahassee tonight. She said her firm had much experience in working with new municipalities and have written Comprehensive Plans for them.

Ms. Eichner stated that their planning experience comes from Weston, West Park, and Marathon. She explained that these communities are very diverse. She said once your Comprehensive Plan is done the next step is to develop your Zoning Codes and your Land Development Regulations.

Ms. Eichner listed the required elements including the new Public School Facilities element.

Ms. Eichner said they have looked at the Neighborhood Plan and Rural Vista Guidelines and would work with Dr. Herb Marlowe-Analytica on the Strategic Planning and Visioning. She said the goal would be to adopt the Comprehensive Plan by the end of the Moratorium, which is November 30, 2008. She mentioned her firm's ongoing relationship with the Groves. She said as for public involvement you would want to get the stakeholders involved, local businesses, churches, and anyone else. She also stated that stakeholders are surrounding communities also.

Ms. Eichner referred to the portion of the Charter below and said that her firm understood what the Groves was looking for with maintaining lifestyle, agriculture preservation and the rural community. She said community participation is key.

(d) It is intended that this charter and the incorporation of the Loxahatchee Groves area will serve to preserve and protect the distinctive rural characteristics of the community, such as low density, minimal lot coverage, substantial open spaces, agricultural and nursery interests, and rural habitats, and to acknowledge its close ties to the agriculture and equestrian industries within the boundaries of the town.

COUNCIL QUESTIONS:

Councilman Lipp said I am impressed by the timeline you have on this. He said he liked the ideas of getting all the stakeholders involved. He mentioned that we are planning a Southern Boulevard Corridor Workshop and have Dr. Marlowe involved and would like to involve whoever does our Comprehensive Plan.

Councilman Autrey asked if it is necessary and recommended to do a Public Hearing Workshop before final transmittal.

Ms. Eichner responded that it is highly recommended.

Councilman Autrey asked if this works with Dr. Marlowe's timeline. He also inquired if the firm had ever come back under budget on a project.

Ms. Eichner responded rarely but that it has happened.

Vice-Mayor Herzog asked how many new communities they have worked with and completed.

Ms. Eichner responded 3 and that Marathon was the one comparable in size to the Groves.

Vice-Mayor Herzog asked if they ran into any issues with the small participation.

Ms. Eichner responded that it is interesting because we find the smaller the community, the larger the participation. She mentioned that smaller communities are more involved.

Vice-Mayor Herzog asked what their flexibility in completion of submission of the plan.

Ms. Eichner said certainly not sooner than the proposed date. She said PBC has been helpful already in sharing information and that they are sharing parts of the County plan with the Groves.

Councilman Autrey asked if the fact that the County had shared information with us was taken into consideration for their price proposal.

Councilman Louda asked if Ms. Eichner could email the Council a copy of her presentation.

Town Clerk Lippman said he would email all the presentations to the Council the following day.

Ms. Eichner then gave the Council and Staff each a hard copy of her presentation.

Mayor Browning said it was a good presentation and he didn't have any questions.

Town Attorney Tolces said the Council would rank the firms and will be short listing and inviting 3 of the firms back to the Tuesday, February 19, 2008 meeting to present again.

c. Mellgren Planning Group 7:45 p.m.

Michele Mellgren-Principal introduced herself and David Oaks-Marketing Director. She went over their qualifications and said we know what your issues are. She said her firm is the Planning and Zoning Department for the Town of Southwest Ranches in Broward County. She said her headquarters are local in Davie and that her firm is made up of a 14 member team of planners and support personnel who serve municipalities within the State.

Ms. Mellgren mentioned past work done by her firm for North Miami, North Miami Beach, Tamarac, Miami Shores Village, Wilton Manors, Sunrise, Lauderdale Lakes, and Davie. She said they had done the Comprehensive Plans and Plan Updates for all of these municipalities. She said the firm doesn't take a cookie cutter approach and they tailor to the local government. She said State Law will require you to prepare and adopt a zoning code that will follow your Comprehensive Plan and that her firm does that also. She mentioned that they would work closely with Dr. Herb Marlowe and the Strategic Planning and Visioning he is doing for the Town. She said that Chapter 163 of Florida Law States what goes in your Comprehensive Plan.

She listed the categories:

- Future Land Use
- Transportation
- Housing
- Infrastructure
- Parks and Recreation
- Intergovernmental Coordination
- Capital Improvements
- Conservation
- Public School Facilities

Ms. Mellgren mentioned that her firm has a good working relationship with DCA. She said that she felt it would be impossible to have the project in final transmittal in 10 months.

COUNCIL QUESTIONS:

Councilman Lipp asked if her firm has experience with cities in PBC.

Ms. Mellgren replied that they had done zoning work with the City of Boynton Beach.

Councilman Lipp said he thought DCA had 60 days for their report.

Ms. Mellgren replied that she misspoke and she meant 120 days for her firm's response (4 months).

Councilman Autrey asked if her firm had ever brought in a project under budget.

Ms. Mellgren said yes, the City of Tamarac came in at \$14,000 less than the budget. She said she has also has some projects go over but she doesn't come back and change orders.

Councilman Autrey asked if the price proposal included expenses.

Ms. Mellgren responded yes it does.

Vice-Mayor Herzog asked what date the plan would be written and ready for submission by.

Ms. Mellgren said it depends on when we would begin. She said if they started in March 2008 then they should submit it to DCA in November 2008 and it would be finalized 8 months after that.

Councilman Louda asked if the plan would be completely new and not PBC's plan chopped up with new stuff added to it.

Mayor Browning said all his questions had already been answered.

Town Attorney Tolces said the Council would rank the firms and will be short listing and inviting 3 of the firms back to the Tuesday, February 19, 2008 meeting to present again.

d. Planning Communities, LLC 8:00 p.m.

Karen Campblin-Deputy Project Manager/Senior Planner introduced herself and Vlad Rzyziw-P.E., PMP/Senior Project Manager. She explained that her proposal was comprised of the following 4 firms:

Planning Communities
Data Transfer Solutions
Graff Anhalt Schloemer and Associates, Inc.
Sievers and Associates LLC Planning Consultants

Ms. Campblin said we have researched the Neighborhood Plan and we would maintain and follow the plan to protect and enhance your rural community character and environmental resources.

Mr. Ryziw discussed the following Guiding Elements:

- *Rural lifestyle preserved and protected
- *Environmental resources not degraded
- *Traffic calming effective and innovative
- *Economic prosperity through land use
- *Open and Recreation Space
- *Smart growth planning

COUNCIL QUESTIONS:

Councilman Lipp asked if they had done a Comprehensive Plan from ground zero.

Ms. Campblin responded that she personally has not but members in her firm have.

Councilman Lipp asked if they have done work in PBC and said he wanted to compliment them on their presentation.

Councilman Autrey asked if they are aware that PBC has offered the Town assistance with data and mapping information and was that put into consideration with your proposal.

Ms. Campblin responded yes and it had been considered.

Councilman Autrey asked how they came up with the financial figure.

Ms. Campblin responded that they had looked at several things and would need items, such as, population data since there is nothing listed with the U.S. Census Information.

Councilman Autrey asked if we could provide you the information you weren't aware of that you just mentioned, would you be able to adjust your proposal? He also asked what the advantages would be in choosing her firm who works with 3 other firms. He questioned the feasibility of scheduling meetings. He also mentioned travel and said he noticed that only \$240.00 had been budgeted for lodging. He asked if they would really be here or would just be traveling back and forth.

Ms. Campblin responded that the people who would be key members fully aware of the project and present in the Groves at the meetings would be Teresa Townsend-Project Manager, herself, and Vlad, along with 2 or more other members from the firms.

Vice-Mayor Herzog asked if working with such a small community would be a challenge.

Ms. Campblin responded that we realize this is a close knit and active community who wants to preserve its rural values.

Vice-Mayor Herzog asked how active her firm would be with Dr. Herb Marlowe and the Strategic Planning and Visioning Sessions.

Ms. Campblin responded that our approach is to conduct joint workshops or have a type of open house to show the community how the visioning project will work with the Comprehensive Plan. She said you shouldn't separate the 2 projects and they should work together.

Councilman Louda asked how you regard the existing PBC Comprehensive Plan to ours. He asked if anything could be merged.

Ms. Campblin said that she thinks historic preservation should be added in there. She said in terms of comparing what could be transferred from the County that she hadn't analyzed it to that extent.

Councilman Louda asked if she had read the Neighborhood Plan and was familiar with the Rural Vista Guidelines.

Ms. Campblin responded that she had looked over both.

Town Attorney Tolces said the Council would rank the firms and will be short listing and inviting 3 of the firms back to the Tuesday, February 19, 2008 meeting to present again.

e. The LPA-TMH Team 8:15 p.m.

Tom Harowski introduced himself and apologized that Rochelle Lawandales couldn't be here this evening. He said she was at a seminar in Tallahassee for a State Planning Meeting. Mr. Harowski said that he and Ms. Lawandales had worked together for a long time. He said the work we have done has been in medium sized and smaller communities. He said that they would utilize the Visioning document as a check to see where the Comprehensive Plan will go.

COUNCIL QUESTIONS:

Councilman Lipp asked to what degree you see participating in the Strategic Planning and Visioning Workshops.

Mr. Harowski said I think we need to attend the sessions and observe and see what is going on. He said I don't think we should be active participants in it though.

Councilman Lipp said in dealing with DCA there is a checklist mentality so how do you think they feel in dealing with creativity in Comprehensive Plans.

Mr. Harowski said if you are trying to be creative in an area that is a hot button right now, you might have some room for creativity. He said if you want to be creative with something it goes back to the data and analysis piece. He said to look at what the alternatives are and if you are

persistent you can usually get what you want it just sometimes takes awhile. He said it is a sort of education process with them and sometimes you have to remind them because they won't remember you from the last time you were there.

Councilman Lipp asked if the Regional Planning Committee for Treasure Coast gets involved in this process.

Mr. Harowski responded that concurrent with DCA they have to.

Councilman Lipp asked if the firm had ever worked with the Treasure Coast Regional Planning Council.

Councilman Autrey asked if they had ever worked with PBC.

Mr. Harowski responded that he hadn't but he was pretty sure Ms. Lawandales had.

Councilman Autrey asked when the public participation sessions would be held.

Mr. Harowski responded that they had discussed having about 5 public meetings plus the 2 public hearings.

Councilman Autrey asked if when putting together the proposal they had factored in that PBC would be providing some information to us.

Mr. Harowski responded that yes they had anticipated some information from PBC. He said if more data is available than we are estimating then there would be room to negotiate the fee.

Councilman Autrey asked if they had ever brought a project in under budget.

Mr. Harowski responded that when doing a fixed fee project usually that is the full fee.

Vice-Mayor Herzog asked if they had worked with small populations before.

Mr. Harowski responded that the smallest population was probably 100 people.

Vice-Mayor Herzog said then small population and small turnout won't be an issue to bring the project to completion.

Mr. Harowski responded that small population is a good thing but we do like to see as much public participation as possible.

Vice-Mayor Herzog asked, what are some things you could see slowing down your time table?

Mr. Harowski responded that if meetings are hard to schedule that could be an issue. He said if we set a schedule we can be aggressive but the important thing is to give it the attention it deserves. He said where the time stretches is more from the community side than our side.

Councilman Louda asked if the traffic engineers used are factored into the fee.

Mr. Harowski said they were listed in the proposal because some firms have these people on staff but we have to go to them. He said they would be included in the fee. He said that generally while working on a Comprehensive Plan most of the data that is available is sufficient.

Councilman Louda asked if they anticipated having the project done in 14 months. He also inquired about how much time they would spend in the Groves.

Mr. Harowski said we will be here for the meetings and when we start data and analysis. He said we thought we would be here for several days conducting interviews and such.

Mayor Browning asked about the time frame of 14 months. He said we have had people on both ends of the table, some saying they could do it in sooner and some in longer than that.

Councilman Louda also asked about the time frame.

Mr. Harowski said the Town started this process in the right way with the Visioning first.

Mayor Browning said that they would get more out of the Public than any entities within the Community. He went on to say the Groves is very unique because we are trying to maintain our lifestyle.

6. Discussion and ranking of firms

GDS Planning Consultants 7:30 p.m (firm never showed to present)

Town Clerk Lippman pointed out that the above firm did not show. He mentioned that Iler Planning and Consulting had dropped out previously and let Town Staff know they would not be presenting.

Town Staff handed out paper for a ranking vote from the Council.

Councilman Lipp said he thought Calvin Giordano was the one. He I feel they really have a handle on things.

Councilman Autrey said we don't have a fee schedule from them and when Shelley put up the timeline. He said my thought is the budget and are they willing to work with us. He said we have garbage billing to SWA and Dr. Herb Marlowe. He said can we afford to pay for it within that time frame. He said with that he is with Councilman Lipp and for Calvin Giordano. He said he felt the smaller firms for this particular project would be a big risk. He said he feels having someone local is a good benefit also.

Town Clerk Lippman mentioned that the budget had a balance of \$75,000 left for this fiscal year.

Councilman Autrey said you have to look at revenue and look at when we can afford to pay for what and maybe we can get that done relatively quickly. He said one of the requests he was going to make of the returning firms would be to bring back a fee schedule.

Vice-Mayor Herzog said that Calvin Giordano said they would have it done in 10 months. She said they shouldn't expect to be paid all at once because their work is not done in 10 months.

Town Attorney Tolces said in theory they would be done and paid in November 2008.

Councilman Autrey said maybe we can extend the Moratorium if we get a little close in time.

Mayor Browning said the purpose of the Moratorium is to get to our Comprehensive Plan.

Vice-Mayor Herzog said what they gave us originally disappointed me but with the presentation tonight everything was explained and put together tonight by Shelley so I would go with Calvin Giordano.

Councilman Louda said he would also go with Calvin Giordano.

Mayor Browning agreed and said he would also go with Calvin Giordano.

Mayor Browning said he agreed with Councilman Autrey on working with the smaller companies and trying to arrange meetings when more than one firm is involved.

Town Clerk Lippman said from a communication standpoint the firms left thinking there would be a short list to 3, however, you are not bound by anything. If you are all in agreement and don't want to bring the firms back and spend their time and money you can decide tonight on a firm.

The rankings were then turned in to Town Staff. Town Clerk Lippman listed the order the firms had been ranked. He listed them from last place to first place.

5. Planning Communities, LLC
4. The LPA-TMH Team
3. Mellgren Planning Group
2. Bell David Planning Group
1. Calvin-Giordano & Associates

Councilman Lipp MOTIONED to direct Staff to negotiate an agreement and fee schedule with Calvin Giordano, SECONDED by Vice-Mayor Herzog and the Motion passed unanimously 5-0.

Town Clerk Lippman said that he would send an email out with the results and also a formal letter thanking everyone for their participation.

7. Adjournment

Councilman Lipp MOTIONED to adjourn the meeting, SECONDED by Councilman Autrey and the Motion passed unanimously 5-0.

There being no further discussion and no additional public comment the meeting was adjourned at 9:52p.m.

Dave Browning
MAYOR DAVE BROWNING

ATTEST:

Matthew Lippman
Matthew Lippman, Town Clerk

5-4-08
Date Approved

STATE OF FLORIDA
COUNTY OF Polk

I HEREBY CERTIFY that the above and foregoing is a true and correct copy of
minutes
as recorded in the Office of the Town Clerk.

WITNESS my hand and official seal this 4th day of May A.D. 20 08

TOWN OF Wesley Chapel
BY: Matthew Lippman