

RESOLUTION NO. 23-034

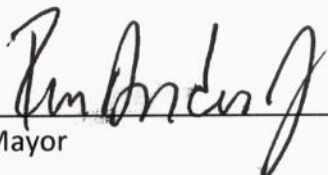
WHEREAS, the City Council of the City of Auburn recognizes that it is in the best interest of the City of Auburn to study issues within the existing Zoning Ordinance, address inflexibilities in the current zoning ordinance, and propose solutions by means of text amendment(s) to the Zoning Ordinance; and

WHEREAS, Jacobs Engineering Group Inc., a full-service consulting firm with over 60 years of community planning experience, was selected as the firm best suited to meeting the requirements outlined in a Request for Qualifications (RFQ); and

WHEREAS, Task Order 3 under the existing Professional Services Agreement would authorize Jacobs Engineering Group Inc. to complete this work for the amount of \$99,860.00.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Auburn, Alabama, that the City Manager is hereby authorized and directed to execute Task Order 3 between the City of Auburn and Jacobs Engineering Group Inc., which agreement is attached hereto and made a part hereof by reference.

ADOPTED AND APPROVED by the City Council of the City of Auburn, Alabama, this the 14th day of March, 2023.



Mayor

ATTEST:



City Manager



Task Order 3

TASK ORDER 3 IS ISSUED PURSUANT TO THE STANDARD MASTER AGREEMENT FOR PROFESSIONAL SERVICES DATED OCTOBER 1, 2018 (AGREEMENT), FOR THE CITY OF AUBURN, ALABAMA, WHICH IS INCORPORATED HEREIN BY THIS REFERENCE, WITH RESPECT TO:

Professional Engineering Services for the City of Auburn For Updates to the City's Planned Unit Development Regulatory Process

Article A. Purpose

The purpose of Task Order 3 is for CH2M HILL Engineers, Inc., a Jacobs Engineering Group Inc. company (JACOBS) to provide general professional engineering services to the CITY OF AUBURN (CITY) under the terms of the AGREEMENT for the development of a new user-friendly Planned Unit Development (PUD) regulatory process (the PROJECT). Major phases are listed below with a detailed scope provided in Attachment A.

- Phase 1 – Analysis and Assessment of Existing Zoning Regulations
- Phase 2 – Prepare Draft Planned Unit Development (PUD) Amendments
- Phase 3 – Propose Final Recommendations

Article B. Scope of Services:

JACOBS will provide general professional consulting services related to the Project. Services under this Task Order will be provided until such time as the AGREEMENT is terminated in accordance with the terms of the AGREEMENT. Refer to Attachment A for a detailed scope of services.

Article C. Compensation

As compensation for providing the Scope of Work described in Attachment A, the CITY shall pay JACOBS in accordance with Article 2 of the AGREEMENT. Compensation shall be made on a Time and Expense basis. Hourly rates are capped at \$225.00 unless otherwise approved by the CITY for individual tasks. The total fee for the Scope of Work in Attachment A shall not exceed the budget ceiling of **\$99,860**. Further estimate of hours per task is presented in Exhibit A.

Article D. Billing Procedures

JACOBS will invoice the CITY on a monthly basis. Each invoice will include a detailed summary of all compensation and costs claimed for the service provided.

Article E. Authorization

The Authorized Representatives designated below are authorized to act on behalf of their organizations with respect to the Task Order. Communications between the parties and their consultants or subcontractors will be through the Authorized Representatives:

For the CITY:

For JACOBS:

The City of Auburn

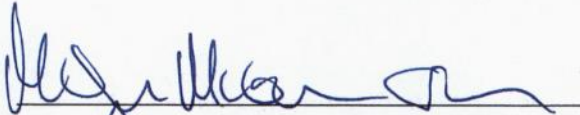
CH2M HILL Engineers, Inc. – A Jacobs Engineering Group Inc. company

Name: Megan McGowen Crouch
Address: 144 Tichenor Avenue
Auburn, AL 36830
Phone: (334) 501-7260
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Name: Dana C. Raughton
Address: 4121 Carmichael Road – Ste 400
Montgomery, AL 36106
Phone: (334) 321-1862
Email: Dana.Raughton@jacobs.com

Task Order 3 is effective this _____ day of _____ 2023.

Accepted for CITY by:



Name: Megan McGowen Crouch
Title: City Manager

Accepted for CH2M HILL Engineers, Inc. – A Jacobs Engineering Group Inc. company by:

David Stejskal
Digitally signed by David Stejskal
DN: c=US, E=david.stejskal@jacobs.com,
O=Jacobs Engineering Group, Inc., CN=David Stejskal
Date: 2023.02.16 16:46:06-06'00'

Name: David Stejskal
Title: Vice President

Attachment A - Scope of Work

Project Understanding

Jacobs Engineering Group Inc. (JACOBS) will assist the City of Auburn in development of a new user-friendly Planned Unit Development (PUD) regulatory process. The goal is to replace the existing Planned Development District (PDD) regulations in the Zoning Ordinance which are overly restrictive with a new set of more flexible and user-friendly Planned Unit Development (PUD) overlay regulations. The new PUD regulations should provide for both flexibility and creativity in the development review process that results in a higher quality of future residential and commercial development.

Task I: Existing Conditions Analysis & Assessment

Task 1.1 Kick-off meeting with Project Management Team

The project will formally begin with a virtual Kick-off Meeting with the City Project Management Team (PMT), which will include representatives from the planning department of the City of Auburn and up to three (3) members of the consultant team. This meeting will include discussions of project approach, communication protocols, key project objectives and goals, existing data, project deliverables and schedule. JACOBS will provide up to eight (8) monthly progress reports and will hold meetings, as outlined below, with the PMT to present draft materials, review comments or data needs, and discuss upcoming public involvement efforts and logistics. JACOBS will prepare a list of requested documents for the City to provide for JACOBS' review following the Kick-off meeting and prior to Task 1.2. The City will provide the documents within two weeks of request.

Task 1.2 Review existing zoning ordinance regulations

Following the PMT kick-off meeting, JACOBS will begin a detailed review of the existing zoning ordinances, particularly the current PDD regulatory process. This review will look at the list of 22 goals for the project that were included on pages 1 and 2 of the RFQ, which consist of the following:

1. A new set of regulations and process that is user friendly, while protecting the City of Auburn.
2. Establish minimum expectations for a Planned Unit Development; process, length of time, public benefits, developer commitment.
3. The new regulations should consider the implications of a lower threshold for the minimum number of acres for a PUD or whether a minimum is needed and ownership requirements for the initial application and amendments thereto. (see Section 504.01)
4. A discussion on the merits of removing prescribed restrictions and limitations on the types of zoning requirements that may be modified or waived through a PUD application.

5. Removing the current restriction requiring a PDD application for a mixed-use project.
6. Replacing the current Incentives and Exchanges framework with a more flexible process (see Section 504.05). While a less formal and broader framework is sought, overarching goals or preferences may be mentioned as considerations in the review of a PUD. Examples may include open space, amenities, affordable housing, traffic/road improvements, dedication of public lands, trails and/or bikeways and will be determined during the review process.
7. Overlay and base zone criteria. Using multiple base zones for areas within a PUD.
8. Review need to maintain special requirements for Lake Ogletree/Martin-Marietta watersheds and conservation subdivisions.
9. Adjusting the Conditional Use process required for commercial uses in a PUD. See 504.02 and recommend appropriate criteria for streamlining this process. Suggesting that all uses may be determined through the PUD process and in the adopted ordinance, without the need for a separate conditional use approval.
10. Address the ability to and need to adopt a Master Plan and conditions of approval to protect the City of Auburn and clearly define the expectations of the developer and final outcomes of the development. Development Agreements where appropriate.
11. Determine whether a distinction between "performance" and "non-performance" residential uses require any different treatment; open space, amenities, acreage, etc.
12. Consider the requirement for additional acres/percent of open space and amenities within a PUD application.
13. Consider the application process and the minimum submittal requirements; plans, detail, site data, uses requested/prohibited, list of all deviations/modifications/exemptions and all site/development proposals that exceed the minimum code/development regulations of the City of Auburn. Only those items specifically enumerated in this list will be considered "approved". It is anticipated that all and any regulation in the zoning ordinance is subject to waiver or modification through the PUD approval process with PC and City Council.
14. Address minimum submittal requirements for a PUD Master Plan; Minimum requirements, can be waived or added to by Planning Director.
15. Allowances for, and process for, modifying a Master Plan. Administrative review items by staff (fall within prescribed thresholds of change, etc.), Planning Commission review items, and City Council review.
16. Review Section 505 and 506 for additional modification and search the entire zoning ordinance for other applicable necessary changes.
17. Consider the retention of portions of Section 504 that warrant retention in the new PUD process or are recommended for removal.
18. Include an example checklist of the types of improvements and qualities that are typically considered as providing a greater "public benefit" to the City of Auburn (see #5 above). May need to breakdown in a "residential" and "commercial" context.

19. Review the Table of Permitted Uses to add or remove any uses that may not be appropriate in a PDD.
20. Minimum specifications to be on the PUD Master Plan Exhibit; breakdown of maximum sq. ft. of commercial uses, max. number of dwelling units by type, by area/pod.
21. Development phasing plan and related infrastructure phasing to support the PUD.
22. Other appropriate considerations, identified by the PMT.

The result of this sub-task will be a preliminary assessment of the existing PDD process in PowerPoint format for review with the PMT virtually prior to the onsite Public Kick-off Meeting, Task 1.3. JACOBS will also work with the PMT to discuss logistics and advertisement of the upcoming public meeting.

Task 1.3 Public Kickoff Announcement

The City will make a public kick-off announcement to publicize the goals of the study and to provide an overview of public input opportunities. It is anticipated that focus group meetings will be held to gather input from key stakeholders, including property owners, residents, developers, and design professionals to clarify our understanding of their perspectives and experiences working with the PDD process, and well as any aspirations they hope might be achieved through its reform. It is anticipated that up to three separate focus meetings, arranged by the City, held on the same day will be held with at least one member of JACOBS staff attending in person while others may attend via Teams.

Task 1.4 Develop existing regulatory assessment

The culmination of this Phase of the project will be a technical review memorandum that outlines the weaknesses and strengths of the current PDD regulatory process (Section 504), as well as identify references and changes required throughout the zoning ordinance as a result of any changes in Section 504. This will also include a summary of the public kickoff meeting and any subsequent focus group discussions. The memo will also be summarized in a PowerPoint format for later presentation to City Council and Planning Commission after PMT review.

Task 1.5 Review existing regulatory assessment with Project Management Team

The technical review memorandum will be transmitted to the PMT one week ahead of a 1-hr virtual review meeting. At the meeting, JACOBS will present our findings and discuss any PMT comments. The PMT's comments will be incorporated into the final version of the technical memorandum for more general public distribution.

Task 1 Deliverables:

- Initial Kick-off meeting with PMT and meeting agenda and summary.
- Project Schedule and updates as needed.

- Regular monthly invoicing and progress reports.
- Review of the existing Zoning Ordinance and summary PowerPoint.
- Public Kick-off meeting agenda and meeting summary.
- Facilitate three focus group meetings with stakeholders and prepare meeting summaries. The three meetings will be with (1) City staff, (2) design professionals, and (3) landowners/developers.
- Develop draft Regulatory Assessment in PowerPoint format for PMT review.
- Revised Regulatory Assessment based on PMT comments for distribution to Council for review.

Task 1 Assumptions:

- Project website or webpage on the City's website, setup and launch will be performed by City.

Task II: Draft Regulatory Development

Task 2.1 Create preliminary recommendations

The first step in preparing a new PUD regulatory process will be to create a detailed annotated outline of the new PUD code. This outline will reflect the basic aspirations and goals of the new regulations and provide a basic understanding of its organization, its basic provisions, and its administration. It will also identify how it will fit into overall structure of the Zoning Ordinance and identify any other related changes outside of Section 504 that will need to be made. This outline document will be presented in easy-to-understand descriptive language, charts, and maps.

Task 2.2 Review draft recommendations with the PMT

The draft recommendations for the new PUD regulations will be transmitted to the PMT one week ahead of one of a virtual 1-hr review meeting. At the meeting, JACOBS will present our recommendations and discuss any PMT comments that should be incorporated into a revised version before presentation to the public. Logistics for a public workshop will also be discussed at this meeting to review and discuss the strategy with stakeholders.

Task 2.3 Public Workshop

A workshop will be held to collect data, information, and opinions from the public on draft recommendations for the code. This meeting can also be used to review preliminary findings and general directions. It is anticipated that the workshop will be held at Development Services Building, be no more than 2 hours in length, and attended by up to three (3) JACOBS staff. During the workshop, a presentation of findings and recommendations will be made, and then participants will be engaged in an open dialog to gather feedback to help inform any needed revisions or concerns. The findings of the workshop will be documented and posted by the PMT to the project webpage.

Task 2.4 Prepare summary outline based on public input and PMT Review

Based on the findings of the public workshop, the draft recommendations will be revised and finalized by including a summary outline that describes the recommendations for adopting the identified regulatory changes. The summary outline will provide a review of issues identified from the regulatory assessment and public input. The summary outline will link proposed solutions to these issues at a high level. A draft of the outline will be transmitted to the PMT one week ahead of a virtual 1-hr review meeting. At the meeting, JACOBS will present their recommendations and discuss any PMT comments that should be incorporated into a revised version before posting by the PMT to the project webpage.

Task 2.5 Present proposed regulations in a work session to Planning Commission/City Council

Before preparing the required text amendments to the zoning ordinance, the final recommendations and summary outline will be presented in a joint work session of the Planning Commission and City Council for review and input. JACOBS will rely upon City staff to set up meeting logistics and to record or document its proceedings in customary fashion to other workshops and public meetings.

Task 2 Deliverables:

- Draft preliminary recommendations in the form of a summary outline document including easy-to-understand descriptive language, charts, and maps for PMT review.
- Revised preliminary recommendations based on PMT comments.
- Facilitate public workshop to present preliminary recommendations and to collect data, information, and opinions from the public on the draft recommendations for the code. Prepare a workshop summary for website distribution following the meeting.
- Draft summary outline and revised recommendations for PMT review.
- Revised summary outline based on PMT comments for website posting.
- Presentation of draft summary outline at a joint Planning Commission and City Council Work Session, facilitated discussion, and a work session summary

Task III: Final Recommendations**Task 3.1 Draft all required text amendments to the zoning ordinance**

Once the summary outline has been approved by City Council and Planning Commission, the basic task of translating that strategy to specific code in the form of text amendments will be undertaken. This step will include addressing comments and

direction provided by the Planning Commission and/or City Council in the joint work session. Besides this description of deletions, and additions, by Section and in a final format, this final documentation will also include an addendum that will include the following:

- A description of the study process and methodology, data gathering techniques and findings, and general outcomes;
- A description of the public participation process used to achieve community support;
- Maps, flowcharts and other graphic depictions to support the code changes; and
- The final version of the summary outline that describes the process and recommendation for adopting the identified regulatory changes.

Task 3.2 Review with Project Management Team

The draft final deliverables will be transmitted to the PMT one week ahead of a virtual 1-hr review meeting. At the meeting, JACOBS will present our recommendations and discuss any PMT comments that should be incorporated into a revised version before presentation to the public. Logistics for final adoption hearings will also be discussed at this meeting.

Task 3.3 Initiate the zoning ordinance amendment process with the Planning Commission.

JACOBS will present the proposed PUD process to the Planning Commission for a public hearing in order to receive public comment and to facilitate their recommendation to the City Council for adoption. At least one (1) member of JACOBS staff shall attend in person. Depending on the nature and timing of any recommended changes to the text amendments offered by Planning Commission, either an Errata Sheet or a new revised version of the text amendments will be prepared for transmittal to the City Council for their consideration.

Task 3.4 Present to City Council

JACOBS will attend up to two (2) City Council meetings to represent the project and be available to answer questions. This may also involve additional meetings on site which are not included in this scope of services.

Task 3 Deliverables:

- Draft text amendment to the Zoning Ordinance and project documentation including mapping for PMT review.
- Revised text amendments and associated documentation based on PMT comments.
- Presentation of draft text amendments to the Planning Commission for their recommendation to City Council.

- Depending on the nature and timing of any recommended changes to the text amendments offered by Planning Commission, either an Errata Sheet or a new revised version of the text amendments will be prepared for transmittal to the City Council.
- Attend up to two (2) City Council meetings for adoption of amendments.

Task 2 Assumptions:

- No formal presentation will be done by Jacobs to the City Council at the adoption hearing as part of Task 3.4. Jacobs will attend up to two (2) City Council meetings and be available to answer questions regarding the proposed changes.

Schedule

Work performed as described above is expected to take approximately six to eight months as currently scoped. Once the City Council approves the task order to perform work as scoped, JACOBS will begin work within two weeks and coordinate with the City on scheduling the kick off meeting. A detailed schedule outlining task deadlines and project meetings will be prepared and circulated among the PMT after the initial kick-off meeting, Task 1.1 and will be updated as needed.

Assumptions

- City staff will assist with coordination of meeting logistics, as well as stakeholder identification and correspondence.
- The proposed schedule is dependent on the City Council approving the recommendations of the planning commission when proposed. If there is delay on acceptance by the City Council, Jacobs will not be held responsible for schedule delay as a result.

Project Management

Project coordination, management, and administration of the Project shall include the day-to-day activities required include coordination with and providing technical support in the execution of projects and tasks for individuals and/or subcontractors assigned to the activities. Budgets may be moved between tasks as long as the overall budget remains within the overall budget.