

**Martin County Development Patterns Study
Project Purpose & Scope of Services
GJ # 19269**

Purpose: To prepare and apply a set of evaluation criteria in the form of an evaluation matrix that includes both quantitative and qualitative assessment criteria that address the social, economic and environmental impacts of the adopted future land use plan and four (4) land use options for Martin County that will include:

- The current future land use vision of the County as expressed in the adopted Comprehensive Plan; and
- At least four (4) future land use alternative visions for areas that within unincorporated Martin County. Some of the alternatives will address properties located Outside the Urban Services District and some alternatives will be address properties located Inside the Urban Services District based upon a comprehensive citizen participation process.

In deference to the Community Redevelopment Plans that have already been prepared and to the advisory committees that have served in the development and implementation of those plans, this study will not duplicate those efforts. This effort will, however, include the Indiantown Area due to the level of development activity in and adjacent to this area.

**SCOPE OF SERVICES
Martin County Development Patterns Study**

GENERAL

Project Management: In addition to the specific services detailed below, Glatting Jackson shall provide services for management of the project including coordination with the Client's representative, coordination of the work of professionals who are sub-consultants to Glatting Jackson, monitoring of the project schedule as it relates to this scope, and timely invoicing and reporting of project progress.

TASK 1 PROJECT COORDINATION

Task 1.1 Project Organization and Kick-off/Establish Initial Goals and Objectives

Glatting Jackson will meet with County planning staff to review the scope and schedule and to discuss the goals, issues and challenges relating to the creation of development alternatives for Martin County. The purpose of this meeting is to 1) review the vacant developable lands inventory prepared by the County; 2) begin to create an understanding of the special circumstances and conditions that coalesce to create the existing character of the community for various areas within Martin County; and 3) assess how these influences may affect its future.

Task 1.2 Staff Meetings

Glatting Jackson will meet with County staff once a month at locations established by the County to review status of work and to solicit staff input on various options/ issues regarding this study effort. A total of 6 monthly meetings (in addition to the Kick-off meeting identified in Task 1.1 above) are included in this scope and each meeting is estimated to be approximately two (2) hours long. Glatting Jackson will provide meeting summaries and monthly project reports.

Task 1.3**County Commission Briefings**

Glattig Jackson will present a status report to the Board of County Commissioners (Board) monthly during this work effort. A total of 4 monthly briefings are included in this scope.

Task 1.4**Project Communication Plan**

Glattig Jackson will prepare a Communications Plan for this project for review and approval by County staff. The Communication Plan will include specific guidelines, format examples, identification of specific schedule and timing and method for the distribution of information to the public throughout this project, including educational materials. The methods that will be identified and addressed include website information and materials; opportunities for public brochures; press releases (general information and timing of release); and monthly status memos to the County Commission. In addition, the Communication Plan will specifically outline the public participation process including the Community Workshop Agendas, Materials listing, and Community Participation Exercises as well as the Stakeholder Meeting process. Glattig Jackson will work with the County to create a list of key project and community stakeholders to include during the planning process that will include a broad range of representation including residents, property owners, business owners, special interest groups and affected local and regional government agencies. The County will identify and notify the stakeholders of all public meetings associated with the process.

Deliverables:

- * Meeting Summary from the Kick-off Meeting that includes the initial Goals and Objectives for the Project that will serve as a guiding focus for the study and that will help determine what data needs to be collected and a general framework for the analysis.
- * Monthly meeting agendas (6) and a meeting summary for each staff meeting.
- * Monthly project reports that include a review of tasks and actions accomplished to date.
- * Four (4) monthly status reports for the County Commission briefings.
- * A Communication Plan.

TASK 2**PEER REVIEW**

Glattig Jackson will establish a Resource Advisory Panel to review specific work products generated for the Martin County Development Patterns Study. The Advisory Panel is anticipated to include 10 members and represent state level interest groups such as Florida Audubon, 1000 Friends of Florida (Tallahassee office), Nature Conservancy, Florida Department of Community Affairs, South Florida Water Management District, Florida Agricultural League, Everglade Coalition and the Treasure Coast Regional Planning Council. Jean Scott, as a sub-consultant on this project will provide the planning, coordination, and reporting services for the Peer Review effort.

Task 2.1**Resource Advisory Committee Meeting #1**

Glattig Jackson will present the Review Evaluation Criteria developed in Task 4.1 and the Evaluation of the "Baseline" Scenario developed in Task 4.3 to the Resource Advisory Committee for review, comment, and recommendations. Jean Scott will facilitate the meeting and provide a summary report of all comments and recommendations made by the Committee.

Task 2.2**Resource Advisory Committee Meeting #2**

Glatting Jackson will present the Land Use Alternatives developed in Task 5.2 to the Resource Advisory Committee for review, comment, and recommendations. Jean Scott will facilitate the meeting and provide a summary report of all comments and recommendations made by the Committee.

Deliverables:

- ★ Resource Advisory Committee meeting #1: agenda, presentation materials, and summary of participants' comments and recommendations.
- ★ Resource Advisory Committee meeting #2: agenda, presentation materials, and summary of participants' comments and recommendations.

TASK 3**PUBLIC PARTICIPATION****Task 3.1****Community Open House**

Glatting Jackson will facilitate one (1) Open House with stakeholders and concerned citizenry to introduce the planning team and the study process. The workshop agenda will include the presentation of the scope of the project, a description of what standards will be used as a tool to evaluate different land use options (Results of Task 4.1), explain the study process and identify how they can be involved throughout the process. The Open House will be designed as a communication tool for the dissemination of information. The County will prepare and meet all notification and advertising requirements for the meeting, and provide a facility for the meeting.

Task 3.2**Stakeholder Interviews**

Glatting Jackson will conduct stakeholder interviews with citizens or groups of citizens as identified by County staff over two (2) consecutive days. A general summary of the results of these interviews will be developed for presentation in a PowerPoint format for Community Workshop #1.

Task 3.3**Community Workshop #1**

Glatting Jackson will facilitate one (1) Community Workshops with stakeholders and concerned citizenry to present the baseline profile (framing the basic issues), comments from stakeholder interviews; and the evaluation criteria. The workshop will include participant exercises to generate feedback regarding the above items. The County will prepare and meet all notification and advertising requirements for the meeting, and provide a facility for the meeting.

Task 3.4**Community Workshop #2**

Glatting Jackson will facilitate one (1) Community Workshop with stakeholders and concerned citizenry to present the evaluation of the Baseline scenario (adopted Comprehensive Plan) using the evaluation criteria. The workshop will include participant exercises to generate feedback regarding the above items. The County will prepare and meet all notification and advertising requirements for the meeting, and provide a facility for the meeting.

Task 3.5**Community Workshop #3 & 4**

Glatting Jackson will facilitate two (2) Community Workshops with stakeholders and concerned citizenry to present a review of the land use alternatives and the pros and cons of each alternative based on the evaluation criteria. The workshop will include participant exercises to generate feedback regarding the above items. The County will prepare and meet all notification and advertising requirements for the meeting, and provide a facility for the meeting.

Deliverables:

- * Open House meeting agenda, presentation materials, information brochure (300 copies; Black/White)
- * PowerPoint Slides that summarize the key items identified from the Stakeholder Interviews
- * Community Workshop #1 meeting agenda, presentation materials, information handouts (300 copies; Black/White)
- * Community Workshop #2 meeting agenda, presentation materials, information handouts (300 copies; Black/White)
- * Community Workshop #3 meeting agenda, presentation materials, information handouts (300 copies; Black/White)
- * Community Workshop #4 meeting agenda, presentation materials, information handouts (300 copies; Black/White)

TASK 4 TECHNICAL REVIEW AND ANALYSIS**Task 4.1 Establish Evaluation Criteria for Land Use Options**

Glatting Jackson will prepare a set of specific evaluation criteria that will be used to assess the long-term viability of each land use option that includes both qualitative and quantitative components. As an example, these criteria could include provisions that address such items as:

- Social
Community Character
Preservation of Lifestyle
Mobility
- Economic
Cost of Public Infrastructure
Continued Viability of Agricultural Production
- Environmental
Connections
Water Supply & Water Quality

Task 4.2 Collect and Review Data/Establish the Baseline

The County will provide Glatting Jackson with all available reports, maps, data and plans that relate to the project, including current property ownership information. Glatting Jackson will prepare a community profile for Martin County that describes the general context for the study evaluation based upon the adopted Comprehensive Plan including: land use; population; environment and greenways; economy; transportation system and public facility accessibility. In addition, the profile will address the regional and local growth and development patterns in concert with the major environmental systems that exert considerable influence over the range of community landforms that can be viable and sustainable over time within the County. Data regarding the Comprehensive Everglades Restoration Plan shall be included within the analysis. Specifically, this profile will address the areas both inside and outside the Urban Service District and will include the following:

- Maps that identify general neighborhood/character area boundaries, key environmental features, land uses, major public facilities, commercial centers and redevelopment areas.
- Narrative text – describing community characteristics, such as population, demographics, economic and social history of the communities, the

importance of various facilities and plans for the future.

- Tables or graphs – summarizing important data or conclusions.

The review of the regional and local context will include a description of the following components:

1. Development Influences
2. Land Use
3. Environmental Systems
4. Transportation Network
- 5.

Task 4.3 Evaluation of the “Baseline” Scenario

Glatting Jackson will evaluate the “Baseline” condition as adopted in the County’s Comprehensive Plan and described in Task 4.2 based upon the criteria established in Task 4.1 and prepare a report that summarizes this analysis. This analysis will specifically assess the viability of the build-out scenario under the “Baseline” using the following assessment techniques:

- Quantitative and Qualitative Evaluation using the Criteria established in Task 4.1; and
- “Visual” depiction that illustrates the character of the community at build-out.

Deliverables:

- * Evaluation Criteria Matrix
- * Community Profile
- * “Baseline” Evaluation Report

TASK 5 ALTERNATIVES ANALYSIS

Task 5.1 Concept Plans

Based upon the input received from the Resource Advisory Committee recommendations from Meetings #1 and #2, the Stakeholder Meetings and the 1st Community Workshop, a set of at least four development alternatives (including some alternatives that will be located Outside the Urban Services District and some alternatives that will be located Inside the Urban Services District) will be prepared that address issues identified during this process that illustrate and address the basic issues of community character and future vision of the County by communicating a series (or range) of development options within the study area that also discusses the function and relationship of land uses to the transportation network, to the larger environmental systems and to the region as a whole.

Task 5.2 Evaluation of Alternatives

Glatting Jackson will evaluate the range of alternatives based upon the evaluation criteria developed in Task 4.1 as well as input from the community workshops, input from stakeholders, County staff and the Resource Advisory Committee. Glatting Jackson will prepare a report that summarizes this analysis which will include the following assessment techniques:

- Quantitative and Qualitative Evaluation using the established criteria as well as Evaluation criteria developed from the community workshops, input from stakeholders, Resource Advisory Committee and County staff; and
- “Visual” depiction that illustrates the character of the land pattern alternatives at build-out.

The recommended alternative will be refined into a working document that incorporates graphics and narrative text. The graphic illustrations will depict the

vision of the study area in an easy-to-read illustrative format. The required “next steps” for implementation will be provided, including the identification of any necessary amendments to the Comprehensive Plan. This report will not include the necessary amendments or support documentation for the amendments, however, it will identify the range and scope of amendment (if necessary) that would be needed to implement the recommended alternative.

Note: In deference to the Community Redevelopment Plans that have already been prepared and to the advisory committees that have served in the development and implementation of those plans, this study will not duplicate those efforts. This effort will, however, include the Indiantown Area due to the level of development activity in and adjacent to this area.

Task 5.3

County Commission Workshop

Glatting Jackson will present the results of the Land Use Patterns Analysis to the County Commission in one (1) workshop. The presentation will also include a summary of community input received to date, a summary of the results of the Resource Advisory Committee recommendations and the “next steps” that are necessary to implement the alternatives.

Deliverables:

- * Concept Plans that identify Development Alternatives
- * Development Alternatives Evaluation Report
- * Presentation materials for the County Commission Workshop

ADDITIONAL SERVICES

Glatting Jackson will provide Additional Services as mutually agreed upon between Glatting Jackson and the Client. A specific scope of services for any implementation activities, including amendments to the Comprehensive Plan, will be provided to the County upon receipt of final direction from the County Commission regarding the land pattern alternative(s) that they would like to see included in the Comprehensive Plan (if any).