MEMORANDUM

To: Council Members

From: Staff

Date: July 21, 2017 Council Meeting

Subject: City of Palm Beach Gardens Transit-Oriented Development Interlocal Agreement

Introduction

The purpose of this item is to request Council approval of an interlocal agreement with the City of Palm Beach Gardens pursuant to a funding award through the Southeast Florida Transit-Oriented Development (SFTOD) Pilot Program Grant to conduct a planning workshop for the anticipated Palm Beach Gardens Tri-Rail Coastal Link (TRCL) station on the Florida East Coast (FEC) rail corridor. Funding for this effort has been secured through a transit-oriented development (TOD) planning grant from the Federal Transit Administration (FTA) and is included in Council’s work program via an agreement between Council and the South Florida Regional Transportation Authority (SFRTA).

Overview and Analysis

For more than a decade, Council has been assisting the SFRTA, Florida Department of Transportation, agencies, and local governments with planning and technical assistance in support of the expansion of Tri-Rail service onto the FEC rail corridor. The TRCL project is currently anticipated to include up to twenty-five stations between Miami and Jupiter. Land use patterns around these stations and along the corridor, particularly in support of TOD, are critical to the success of passenger rail service. To enhance the effectiveness of future Tri-Rail service, Council is administering FTA grant funding to provide designated Coastal Link cities with station area planning assistance.

At its May 2017 meeting, Council approved the grant selection as recommended by Council’s SFTOD Technical Selection Committee and authorized the allocation of $120,000 to the City of Palm Beach Gardens for the development of a station area plan through a planning workshop process. The City will provide $30,000 in matching funds towards the project. A scope of services has been prepared to execute the work, which anticipates a planning workshop conducted in the Fall of 2017 (see Attachment A). All grant-funded work will be completed by June 2018 as required by the FTA grant. Also at the May 2017 meeting, Council approved a model interlocal agreement to use with each grant awardee.
In accord with the interlocal agreement and the scope of work, Council will invoice the City of Palm Beach Gardens as certain tasks are completed, up to the city’s total share of $30,000. Council will also periodically invoice SFRTA, drawing on the grant funds ($120,000) as work progresses.

Conclusion

Improving the relationship between land use patterns and transportation planning will improve the efficiency and effectiveness of the transportation network, create better opportunities for multi-modal success, and enhance quality of life throughout the Region. Council’s participation in the delivery of station area planning services as described in the proposed scope of services will assist in the advancement of these goals, enhance the transit-supportive land use and policy framework, provide direct assistance to local governments, and help implement Council’s Strategic Regional Policy Plan.

Recommendation

Council should authorize the Executive Director, in consultation with Council’s attorney, to execute an interlocal agreement with the City of Palm Beach Gardens for the provision of planning assistance in support of a future Tri-Rail Coastal Link station.

Attachment
TRI-RAIL COASTAL LINK STATION AREA
PALM BEACH GARDENS MASTER PLAN
PALM BEACH GARDENS, FLORIDA
SCOPE OF SERVICES

JUNE 20, 2017

PROJECT DESCRIPTION

The City of Palm Beach Gardens (City), Treasure Coast Regional Planning Council (TCRPC), and the South Florida Regional Transportation Authority (SFRTA), seek to study and implement ways to improve mobility, quality of life, economic vitality, and improve transit-oriented development (TOD) around the planned Tri-Rail Coastal Link station in Palm Beach Gardens. The SFRTA has secured a Pilot Planning Grant from the Federal Transit Administration (FTA) to fund station area planning activities along the planned Tri-Rail Coastal Link Corridor. Funds from this grant program will be matched by funds from the City to fund the station area planning activities described in this scope of services.

The Treasure Coast Regional Planning Council (TCRPC) has been requested to prepare a scope of services to assist the City and SFRTA to coordinate a meaningful public involvement process and develop a station area master plan to assist the City and SFRTA in improving transit-oriented development conditions around the planned station and contributing to future mobility and system ridership. This planning effort is also designed to advance the implementation of “Complete Streets,” which is a local, regional, and national priority to improve transportation facilities in a multi-modal design to provide the best and safest accommodations for all users – motorists, cyclists, pedestrians, and transit users.

The project area for the Palm Beach Gardens Station Area TOD Master Plan is focused on, but not limited to, that area in Palm Beach Gardens centered around the intersection of PGA Boulevard and the FEC railroad, extending a half-mile in all directions. This area is generally bound by Kyoto Gardens Drive to the north, Burns Road to the south, Military Trail to the west, and Campus Drive to the east. Additional areas may be included when added analyses would benefit the master planning efforts.

The key elements of the Palm Beach Gardens Station Area TOD Master Plan shall include:

- The creation of a physical master plan for the anticipated Palm Beach Gardens Tri-Rail Coastal Link Station Area, which considers roadway reconfigurations and desirable infill and redevelopment opportunities that support transit-oriented development, advance Complete Streets initiatives, and reflect the community’s vision for the future of the City; this plan would also incorporate currently proposed projects approved by the City of Palm Beach Gardens.
• A review of the land use and development regulations in order to recommend improvements and ways to incentivize desired redevelopment and business creation;

• The development of a Market Overview which reviews existing market conditions and demographics, and analyzes key market trends within the study area, the City of Palm Beach Gardens, and relevant areas within the region;

• Coordination with all relevant agencies, including but not limited to the City, SFRTA, Florida Department of Transportation (FDOT), Palm Beach Metropolitan Planning Organization (MPO), Palm Beach County, Palm-Tran, and adjacent municipalities.

SCOPE OF SERVICES

I. Project Coordination

Project Meetings

TCRPC will facilitate all project coordination meetings needed for project development and as requested by the City and SFRTA. The initial meetings will ensure clarity and consistency among all team members of the project mission and goals. TCRPC will also encourage other agency meetings including:

- City staff;
- FDOT staff;
- Palm Beach MPO staff;
- Palm Beach County and Palm-Tran staff; and
- Staff of adjacent municipalities and other agencies as appropriate.

TCRPC anticipates periodic project meetings to occur throughout the project’s development and submittals of the master plan.

To address the project parameters as identified by the City, and SFRTA, TCRPC will assemble a Project Team that includes the following disciplines: economic and market analysis, retail/development and marketing, economic development, traffic engineering, multimodal transportation planning, urban design, architecture, planning, redevelopment, and policy analysis. TCRPC will manage all sub-consultants as part of this work effort, and all sub-consulting fees are included in the estimated fees presented in this scope. TCRPC will also provide all coordination necessary with FTA to satisfy the needs of the Pilot Planning Grant.

Anticipated timeline for the Project Coordination phase is August 2017 through June 2018.
II. Due Diligence

Base Documentation

TCRPC will begin developing, with assistance from the City, SFRTA, FDOT, Palm Beach MPO, Palm Beach County, and other agencies, necessary base documentation for the project to include: GIS databases, aerial photography, ownership maps, residential and non-residential intensity maps, utilities, and other data as appropriate.

Data Collection

TCRPC will begin assembling, with assistance from the City, SFRTA, FDOT, Palm Beach MPO, Palm Beach County, and other agencies, data pertinent to the project to include: previous and current economic development, redevelopment, and planning studies and activity within the study area; historical and cultural information; business and economic profiles; and regulatory documents for the City of Palm Beach Gardens, FDOT, Palm Beach County, and other agencies as appropriate.

Field Work

TCRPC will conduct field work and site visits to develop a photo database and review on-site conditions. During field visits, TCRPC team members may schedule to meet with City, FDOT, SFRTA, Palm Beach MPO, and County representatives to tour specific areas to gain a greater understanding of relevant issues.

Regulatory Review

TCRPC will provide a review and assessment of the City’s Comprehensive Plan and Land Development Regulations. This assessment will identify areas where potential modifications may be necessary to fully implement the vision and policies of transit-oriented development and Complete Streets. Specific recommendations for revisions, if needed, will be part of the master plan document.

Market Overview and Economic Development Analysis

The economic analysis for the Palm Beach Gardens Station Area TOD Master Plan is intended to focus on those “building blocks” that will guide the City in prioritizing future redevelopment decisions and asset allocation. In short, the five key components of the economic analysis will include:

- Demographic & Economic Profile
- Real Estate Market Conditions
- Economic Development Potentials
- Target Industry Analysis Update
- Measuring Economic Impacts of the Plan
These elements are important to establishing realistic development expectations that implement the tenets of transit-oriented development and Complete Streets policies.

*Anticipated timeline for Due Diligence phase is August through October 2017.*

**III. Pre-Workshop Phase**

**Public Outreach Efforts**

There will be coordinated public outreach efforts prior to the workshop to engender public interest and a sense of authorship in the process. The public outreach efforts will continue as needed throughout the development of the Palm Beach Gardens Station Area TOD Master Plan.

**Stakeholder Interviews**

TCRPC, with members of the consultant team, will conduct approximately 20 individual stakeholder interviews. The interviews will include elected officials, local property and business owners, public officials, and other members of the community as recommended by the City. The interviews will be conducted at a location in the City and will be scheduled by TCRPC in coordination with City staff.

*Expected timeline for Pre-Workshop phase is August through October 2017.*

**IV. Public Input Process**

**Public Design Workshop**

In order to address the unique characteristics in the City of Palm Beach Gardens and the Palm Beach Gardens Station Area, and to provide adequate public involvement and engagement, TCRPC will conduct a facilitated public design workshop. The workshop will be open to all who are interested, and attendance will not be restricted to one segment of the community or another. The workshop will include an opening presentation summarizing the due diligence findings, station area opportunities and challenges, and may include “table sessions” wherein workshop participants will work with TCRPC facilitators to generate ideas and record them for consideration as part of the TOD Master Plan.

**Work-in-Progress Presentation**

Within two months following the public workshop, the team will provide a Work-in-Progress presentation. This presentation will identify the issues raised during the public workshop and identified through due diligence, interviews, regulatory review, and field work and chronicle how those issues were addressed in the development of the plan. This will be the first comprehensive look at the developing Palm Beach Gardens Station Area TOD Master Plan. The presentation will be open to the public, there will be time for questions and answers, and it will be centrally located within the City at a venue determined by City staff.
Deliverables

Specific deliverables will include:
1. Complete the Public Design Workshop;
2. Deliver the TOD Master Plan work-in-progress presentation;
3. Finalize Market Overview and Economic Development Analysis;
4. Finalize Station Area Potential Design Alternatives; and
5. Provide Implementation Recommendations and Next Steps.

Anticipated timeline for Workshop phase is September – December 2017.

V. Post-Workshop Phase

Develop DRAFT TOD Master Plan

Ten to twelve weeks after the Work-in-Progress presentation, TCRPC will deliver the first draft of the Palm Beach Gardens Station Area TOD Master Plan report. This document will consolidate and fully describe the master plan processes including the due diligence, regulatory review, public input derived through interviews and the public workshop, and public involvement, and it will highlight all recommendations in considerable detail. All data and analysis developed during the process (including but not limited to the Market Overview and Economic Development analysis, traffic analyses, public design plans if created, and engineering analyses) will be incorporated into the document. All of the various “special projects” identified during the process will be addressed and prioritized in the Implementation section of the report. The Implementation section of the report will identify and prioritize (by time and necessity) the necessary steps to bring the Palm Beach Gardens Station Area TOD Master Plan to fruition.

Submit Final Palm Beach Gardens Station Area TOD Master Plan

The first draft of the Palm Beach Gardens Station Area TOD Master Plan will be delivered, in hard copy format (up to 3 copies total) and in PDF format, to the City for its review. A review period of four weeks will be provided to allow for review of the document and submittal of revisions to TCRPC. Once the final revisions are incorporated, TCRPC will deliver the final Palm Beach Gardens Station Area TOD Master Plan document to the City in hard copy (up to 3 copies total) and in digital PDF format. Additional hard copies will be made available for the cost of reproduction and administrative time.

Deliverables

Specific deliverables will include:
1. Develop Palm Beach Gardens Station Area TOD Master Plan;
2. Deliver DRAFT Palm Beach Gardens Station Area TOD Master Plan for review; and
3. Revise and submit FINAL Palm Beach Gardens Station Area TOD Master Plan.

Expected timeline for Post-Charrette phase is November 2017 through June 2018.
VI. Project Approvals and Meetings

Additional Meetings

TCRPC will attend as many staff-level meetings through June 2018 as necessary to ensure the Palm Beach Gardens Station Area TOD Master Plan process is a successful endeavor, including one presentation to the PGA Corridor Association. TCRPC and the design team will be available to make presentations to the City and other project partners upon request.

Project Approval Hearings

TCRPC will attend up to two public presentations/hearings for the adoption of the Palm Beach Gardens Station Area TOD Master Plan if necessary.

Expected timeline for Project Approvals phase is January through June 2018.

VII. Project Deliverables

1. TCRPC shall provide the City with the following deliverables as final work products:
   a. Study Area Map and Boundary Confirmation;
   b. Facilitation of Interview Process and Public Design Workshop;
   c. Coordinated Review and Assessment of Comprehensive Plan and Land Development Regulations as related to Master Plan recommendations;
   d. Existing and Future Land Use Assessment;
   e. Existing and Future Transit Stop and Mobility Options Assessment, including bicycle, pedestrian, and transit circulation;
   f. Neighborhood and Community Assets Assessment;
   g. Market Overview and Economic Development Study;
   h. TOD Master Plan
      i. Conceptual master plan drawing (1) for the study area, rendered in color at an appropriate scale and suitable for publication.
      ii. Perspective sketches or diagrams (as many as needed) illustrating significant plan features or explaining design ideas consistent with the respective plan. Each sketch or diagram will be rendered in color or black and white, at an appropriate size, and suitable for publication.
i. PowerPoint Presentations: All presentations (kick-off, work-in-progress, final) will be available in PowerPoint format immediately after they are presented. The presentation of work-in-progress will contain initial draft recommendations and will be available at the conclusion of the work-in-progress presentation.

j. Project Report

i. The final Palm Beach Gardens Station Area TOD Master Plan (report) will summarize items a through i (above) and include a project narrative and conceptual design ideas and analysis based upon community and professional input. The master plan report will include market analyses and provide realistic redevelopment expectations to be aligned with City priorities. Priority items, and methods for their implementation, will be discussed in detail. The implementation recommendations will include conceptual design ideas, to-scale, that test initiatives recommended through the process.

ii. Three color copies and one electronic copy (PDF format) of the draft Palm Beach Gardens Station Area TOD Master Plan will be provided to City staff for distribution. Three color copies and one electronic copy (PDF format) of the final Station Area TOD Master Plan will be provided to City staff for distribution. The master plan shall be in color and suitable for publication and reproduction. The master plan shall be available ten to twelve weeks after the workshop.

iii. TCRPC will deliver work-in-progress reports and presentations and final reports and presentations to all requisite agencies and local governments upon request.

k. Electronic copy of all pictures (jpg or png format) taken during the workshop and collected as part of the research.

NOTE: Any changes to municipal comprehensive plan(s), Land Development Regulations, or any other policies necessary for the implementation of the Station Area TOD Master Plan are not part of this contract.

2. Format of Deliverables: TCRPC shall provide the City final work products in the following format:

a. TCRPC shall print written documents on paper, as appropriate, and shall also provide a digital copy of such documents in an appropriate format (InDesign or PDF).

b. TCRPC shall provide graphic documents, including drawings, diagrams, maps, perspective renderings, or other comparable materials as requested in a digital format suitable for reproduction. Individual printed copies will also be available at the cost of reproduction.

c. TCRPC shall provide the City with a digital copy of all the PowerPoint presentations used for this project.
d. The City may request additional copies of deliverables upon payment to TCRPC of the actual reproduction cost.

VIII. Fees and Reimbursable Expenses

1. Fees: The total fee for the Palm Beach Gardens Station Area TOD Master Plan, as described in the scope above, shall be $150,000. Funding for this effort will come from the FTA Pilot Planning Grant ($120,000) and the City of Palm Beach Gardens ($30,000). The total fee includes travel, out of pocket expenses (printing and reproduction costs), film processing, mail, couriers, and other costs related to the professional services to be provided, including all sub-consultant costs.

2. Payment Schedule: The fee payments from the City of Palm Beach Gardens to TCRPC shall be according to the following schedule:

   • 10% ($3,000) of the professional fees due upon execution of this agreement.
   • 50% ($15,000) of the professional fees due upon completion of the Palm Beach Gardens Design Workshop.
   • 30% ($9,000) of the professional fees due upon submittal of draft Palm Beach Gardens Station Area TOD Master Plan and findings.
   • 10% ($3,000) of the professional fees due upon submittal of final, revised Palm Beach Gardens Station Area Master Plan.

3. Grant Funds: TCRPC shall periodically invoice SFRTA drawing on the grant funds ($120,000) as the work progresses and in accord with the agreement between TCRPC and SFRTA.

IX. Anticipated Timeline (contingent upon execution of Interlocal Agreement in July 2017):

**August – October 2017:**
Execute Agreement and begin Due Diligence work and analysis.

**September/December 2017:**
Conduct public input phase, including Public Design Workshop.

**December 2017:**
Deliver DRAFT Palm Beach Gardens Station Area TOD Master Plan and Report, including findings and recommendations.

**March 2018:**
Deliver FINAL Palm Beach Gardens Station Area TOD Master Plan and Report, including findings and recommendations

**January/June 2018:**
Master Plan Adoption Hearings