



MEMORANDUM

To: Karen Slevin
From: Laura Minns
Date: January 27, 2005
HHI #: 2425.1 – College Park/University Heights CRA
Subject **Advisory Board Retreat Scope of Services**

As part of the CP/UH expansion update, HHI and RERC will conduct a Saturday retreat with the advisory board to discuss specific strategies for the redevelopment plan. The following outline is proposed for this project task.

Task 1 – Site Evaluation

This task will involve staff from HHI and RERC as well as appropriate City staff to identify specific redevelopment sites as well as completed projects and projects underway. The structure of the board retreat will also be discussed, including format, logistics, and meeting materials.

Task 2 – Preliminary Redevelopment Scenarios

The project team will develop a redevelopment opportunities matrix based on the sites identified in task one. Additionally, the consultant will provide preliminary recommendations addressing acquisition and assembly of property, potential land development code and design guideline modifications, and incentive program strategies. These items will be provided to the City and advisory board prior to the workshop. The project team and city staff will meet prior to distribution of the materials to review them before distribution to the advisory board.

Task 3 – Board Retreat

The retreat will take place on a Saturday and will be structured in such a way as to identify specific redevelopment plan priorities and scenarios including specific recommendations for code changes, incentive programs, CRA expansion, and other projects/programs. The result of the meeting will be the outline of a strategic plan for CP/UH that will become the foundation for the redevelopment plan update. The City will be responsible for meeting logistics such as meeting notices, location, and time.

Portions of the above tasks are already accounted for in the existing scope of work. Since this task is somewhat more involved than originally planned, this request for additional services only reflects that portion that is over and above the original project scope. The attached spreadsheet reflects hours needed and their associated costs.

College Park/University Heights Pre-Retreat Preparations And Proposed Agenda

Preparation

- Review list of proposed development projects previously submitted by city to determine following:
 - Current status in planning or implementation process
 - Up-to-date profile of each project: #units, square footage, etc.
 - Location of projects
 - Estimated construction costs
 - Sales/rental target market
 - Estimated schedule for completion
 - Impediments to commencement (if any)
- Onsite reconnaissance of each of the identified project sites and projects that have been recently completed or are under construction.
- Inventory possible development or assembly sites not specifically identified by city.
- Establish land use potential for each identified site – retail/restaurant/residential/mixed use, etc.
- Site assembly/acquisition potential for parking, open space, stormwater facilities, other.
- Review of current CRA budget, five year capital improvement program and obligated TIF revenues over near term.
- Identification of incentive options for various types of development: retail, restaurant, residential, mixed use, etc.
- Prepare development and assembly/acquisition site map for CRA area.
- Identify land development codes that may impede or restrict development implementation (i.e. set backs, parking ratios, height limits, densities, stormwater retention, etc.)
- Review CRA Redevelopment Plan related to community goals and objectives and how potential developments may address these: open space, stormwater, parking, historic preservation, affordable housing, urban design, etc.

City of Gainesville
College Park/University Heights CRA Expansion

Prepared By: Laura M. Minns, Associate, HHI

01/27/05

	HHI Sr Planner \$95.00	HHI Planner \$45.00	HHI Graphic Designer \$95.00	RERC	Hour Total	Fee
Board Retreat Hours and Fees						
Site Evaluation	4			4	8	\$1,080.00
Redevelopment Scenarios & Meeting Preparation	8	8	4	4	24	\$2,200.00
Board Retreat	4			4	8	\$1,080.00
Subtotal	16	8	4	12	40	\$4,360.00
Expenses						
Presentation Materials						\$500.00
Subtotal Additional Expenses						\$500.00
Total Hours & Expenses						
						\$4,860.00