



Interoffice Memorandum

AGENDA ITEM

April 15, 2020

TO: Mayor Jerry L. Demings
— AND —
Board of County Commissioners

FROM: Jon V. Weiss, P.E., Director
Planning, Environmental, and Development Services Department
(407) 836-5393

SUBJECT: May 5, 2020 – Consent Item
Four Corners/One Vision Phase III Funding Request

The Four Corners/One Vision initiative is led by the Four Corners Area Council, who has retained a team of consultants to meet with representatives from the four major local governments and stakeholders in the Four Corners area to address issues and needs that extend across the area.

Since its inception in April 2017, this strategic planning initiative has progressed through several phases. Phase I of this effort was a Four Corners Summit held on October 31, 2018. Elected and appointed representatives attended this summit, which concluded with a broad desire to move forward. Phase II explored the feasibility of establishing a continuing entity, including funding, to promote and coordinate land use, transportation and workforce housing issues that extend across the area. Funding for Phase II was approved by the Board on March 12, 2019. The key deliverable of Phase II, funded equally by each of the Counties and the Four Corners Area Council, was the "One Vision Report", which recommended unified approaches to corridor land use and design guidelines, and further evaluated transportation and workforce housing needs. This report was approved by the Four Corners/One Vision Steering Committee in January 2020.

Orange County is being requested to contribute \$15,000 towards Phase III objectives of the Vision effort. This Phase III work plan is centered around maintaining civic momentum, expanding the information network, and supporting the respective county staffs in developing land use and urban design documents, transportation collaboration, and workforce housing development. Completion of the Phase III work plan and submittal of a Final Report is scheduled for February 2021.

Requested Action: Approval to process a payment in the amount of \$15,000 to the Kissimmee/Osceola County Chamber of Commerce for Phase III of the Four Corners/One Vision Project. District 1

JVW:am
Attachments



Kissimmee/Osceola County
Chamber of Commerce
The Chamber Foundation
1425 E. Vine Street
Kissimmee, FL 34744

Phone: (407) 847-3174
FAX: (407) 870-8607

APPROVED BY ORANGE
COUNTY BOARD OF COUNTY
COMMISSIONERS

BCC Mtg. Date: May 5, 2020

FBI CE

INVOICE NO:

DATE: February 6, 2019

Orange County BCC
201 S. Rosalind Ave., 5th Floor
Orlando, FL 32801

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	<p>Four Corners/One Vision Project</p> <p><i>Please make check payable to:</i></p> <p>Kissimmee/Osceola County Chamber of Commerce The Chamber Foundation 1425 E Vine Street, Kissimmee FL 34744</p> <p>Payment due upon receipt</p> <p>If you have any questions please call: Tina Bean 407-847-3174</p>		\$15,000.00
	Total Amount Due		\$15,000.00
	Thank You!		

Schedule & Deliverables to be paid by The Chamber Foundation to the University of Central Florida Institute of Government

schedule

February 2019 -- Organizational Meeting

- Review, refine and adopt charge, guidelines and workplan
- Review key questions for overlay and other "low-hanging" fruit
- Review and discuss key questions for establishment of "continuing entity"

February - Technical Committee Coordination Meeting: Land Development Issues

March 2019 - Meeting 2

- Review organizational structure options for continuing entity
- Review draft approach to overlay
- Review transportation issues in the Four Corners

April - Technical Committee Coordination Meeting: LDR & Transportation Issues

May 2019 -- Meeting 3

- Review funding options for continuing entity
- Review draft overlay
- Review draft approach to transportation issues in the Four Corners

June - Technical Committee Coordination Meeting: Transportation & Housing Issues

July 2019 -- Meeting 4

- Review draft recommendations for continuing entity
- Review draft approach to transportation issues
- Review workforce housing issues in the Four Corners

August - Technical Committee Coordination Meeting: Housing Issues

September -- Meeting 5

- Refine draft recommendations for continuing entity
- Review draft approach to workforce housing

October - Technical Committee Coordination Meeting: Other issues

November -- Meeting 6

- Refine and adopt organizational structure and funding recommendations for continuing entity
- Review and adopt recommended overlay
- Review and adopt recommended approaches to transportation and workforce housing issues

Final Product

- Draft recommendations for Four Corner Council and counties of continuing entity organizational structure
- Recommended funding structure for entity and time frame to support organization
- Presentation to each respective Board of County Commissions for consideration and adoption
- Next steps implementation process to establish ongoing entity: membership, mission, time:frame, by-laws, funding resources, meeting schedule, benchmarks, etc.



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March 18, 2020

GAI Project No. A181302.01

John Newstreet, President
Kissimmee/Osceola County Chamber of Commerce
The Chamber Foundation
11425 E. Vine Street
Kissimmee, Florida 34744

Scope of Services
Four Corners One Vision – Phase III
Orlando, Florida

Dear John:

Over the past two years the Four Corners Area Council, through the support of both the public and private sectors, have embarked on a strategic planning initiative. In 2018 this culminated in the Four Corners Summit which identified four key issues that needed further analysis:

- The coordinated action by the counties on “low-hanging fruit” - a set of more immediate measures that could be developed by the county staffs working together over the next year, including a multi-county land use/zoning/LDR overlay, data collection on new development, and compilation of existing information on planned transportation projects in the Four Corners.
- The need for joint action by the Four Corners counties on transportation planning and workforce housing issues
- An overview of the impact of accommodating workforce housing for the anticipated employment growth in the area.
- Explore the need for a continuing entity with dedicated funding to promote coordination and collaboration among public and private stakeholders.

Subsequent to the summit in 2018, Phase II of the Four Corners initiative was funded through The Chamber Foundation with equal contributions from each of the four counties and the Four Corners Area Council. The results of the work over the past year culminated in the *Four Corners, One Vision Report*, approved by the Steering Committee in January, 2020. The report addressed the accomplishments and recommendations going forward. These included the following:

Land Use/Urban Design

- Agreement on use of West 192 Development Authority public realm design guidelines.
- Analysis of guidelines by staff from all four counties.
- Currently developing LDR language incorporating/reflecting guidelines for each county.

GAI Consultants, Inc
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Suite 700
Orlando, Florida 32801
T 407 423.8398
gaiconsultants.com

- Identification by county planning staffs of LDR elements central to sense of place.
- Currently conducting staff discussions of how to harmonize elements.

Transportation

- Agreement to include *Four Corners statement of need* in each of the MPO long-range transportation plans.
- Agreement to extend appropriate aspects of existing projects across county lines.
- Agreement to explore possible joint Four Corners project list (formal or informal).
- Team is exploring possible Four Corners transportation and transit coordination group/dialogue.

Workforce / Affordable Housing

- Team has identified process for developing a strategy and identifying tools applicable to the Four Corners.
- Have begun to identify housing committee members from private sector.
- This document outlines next steps in implementing the recommendations that emerged from Phase 11, *Four Corners, One Vision Report*.

Objectives of Phase III

- **Land Use** - Assist respective county staffs in formally adopting common language of land use policies on all properties fronting US 192 and US 27 per agreed-upon designated boundaries.
- **Public Realm Design** - Assist the county staffs in bringing forward and supporting the formal adoption of corridor design guidelines related to streetscape, building form, and signage, following the West 192 Development Authority concept regulations.
- **Transportation** - Provide leadership in coordinating the following transportation related studies to leverage resources and optimize planning collaboration:
 - Updating Polk and Lake County Long Range Transportation Plans
 - TSMO Study
 - Transit Analysis
 - Technology/AI Transportation Study
 - Metro Plan Council meetings
 - Other transportation studies?
- **Affordable/Workforce Housing** - Continue to review and analyse through the various affordable housing regional action recommendations to delineate applicability to the Four Corners- bringing recommendations forward for respective county actions.

- **Continuing Entity** - Provide guidance and support to establish a multi-jurisdictional Municipal Service Taxing Unit (MSTU) to address capital and maintenance needs for US 192 and US 27 corridor enhancements
- **Administrative and Technical Support** -Provide continuing administrative and communication support to the Four Corners Area Council, Technical Committee, Steering Committee, and the respective County Commissions.

Steering Committee Composition and Charge

The Steering Committee will continue to be composed of a public sector and a private sector representative from each of the Four Corners counties (Orange, Lake, Polk and Osceola), and a liaison representing the Four Corners Area Council.

The Steering Committee will meet every two months and will review information and options, deliberate, evaluate alternatives and develop consensus on:

- Completion and initiation of adoption processes for the land use/urban design guidelines by the respective county planning staffs, as appropriate to each county.
- Input and guidance to the Technical Committee (see below) as it develops harmonized language for land use.
- It will also address other potential implementable items related to transportation and workforce issues in the Four Corners.

Technical Committee Composition and Charge

The Technical Committee will continue to consist of a lead staff representative from each of the Four Corners Counties, and such other such staff as the lead representatives shall assign to complete the work of the Committee.

The Technical Committee will:

- Provide guidance on the processing of applicable language for each of the respective counties relating to implementation-ready land use/zoning/LDR code amendments.
- Continue to meet regularly with other local, regional and state transportation staff and consultants as needed to to further develop the joint MPO statement of need, Four Corners project list, and expansion to all four counties, as appropriate, of on-going transportation projects and discussions.
- Work with the consultant team to support a new Workforce Housing Committee regarding existing regional initiatives and applicability to Four Corners. Consultant Team Role.

The consultant team will:

- Develop materials for and facilitate Steering Committee meetings.
- Coordinate and support the work of the Technical Committee as it responds to Steering Committee input.

- Facilitate Technical Committee communication, discussion and coordination meetings.
- Serve as lead for reviewing options to determine if an organizational structure and funding of the “continuing entity,” is viable to address future implementation initiatives.
- Collect and evaluate key data supporting Steering and Technical Committees deliberations/recommendations: tax revenues, fiscal impacts, demographics related to housing demand, etc.

Workplan

This draft workplan suggests the sequence of discussion and topics the Steering Committee will need to address to fulfill its charge. The Steering Committee will revise the workplan as needed depending on the pace and progress of its discussions.

Technical Committee members will meet and collaborate on an ad-hoc basis as needed to complete their charge. The Technical Committee will also meet in person or on-online every other month to review progress to-date and plan for the following month’s Steering Committee meeting.

- March, 2020 – Work Program scheduling, status meeting.
- Spring, 2020 – Complete draft of LDR language for design *guidelines* for each of the respective counties as to their particular applicability.
- Spring, 2020 – Complete draft of LDR language for harmonization of Land Use regulations for the respective counties.
- Spring, 2020 – Establish Transportation Working Group/discussion forum for the four counties and schedule regular meetings to coordinate/collaborate on planning activities.
- Spring, 2020 – Establish Workforce Housing Committee with representatives from private sector developers to review recent data and regional documents regarding recommendations for improving available, affordable products to meet employment demand.
- Summer, 2020 – Develop Four Corners transportation project list for each of the MPO’s Long Range Plans.
- September, 2020 – Include Four Corners “Needs Statement” in each of the three MPO’s Long Range Plans.
- Fall, 2020 – Based on recent activities explore options to determine how best to implement recommendations in the Four Corners – interlocal agreements, collaboration at staff level, or creation of a more permanent entity that would monitor/advocate for Four Corners, other, etc.
- February, 2021 – Summary report will be provided, complete with the results of all Steering Committee and Technical Committee meetings, recommendations, and other information, and formally presented to each of the county commissions.

Final Product

Phase III is a continuation of the many hours of public and private membership participation in delineating specific, achievable successes in addressing priority needs. The work program is centered around maintaining civic momentum, expanding the information network, and supporting the respective county staffs in responding to the land use, urban design documents, transportation collaboration, and workforce housing development.

The consultants will be serving as schedulers, staff support to both the Steering Committee and the various Technical Committees, providing documentation of meeting summaries, updating the newly created website, and reporting regularly back to the client on progress on each of the planning elements. A summary report will be provided no later than February 2021, on any and all Steering Committee recommendations, to the respective County Commissions.

Schedule

It is anticipated that all proposed work in this Scope of Services will be completed by the end of February, 2021, subject to excused delay occasioned by factors beyond GAI's reasonable control. Client, Steering Committee, will examine and provide comments and/or decisions with respect to any GAI interim or final deliverables within a period mutually agreed upon.

Compensation

The above stated work will be performed on a lump sum basis for Seventy-five Thousand Dollars (\$75,000). This fee is inclusive of all expenses. If, during the course of the project, there are significant changes to scope of work outlined above (and approved by Client), the fee will be modified accordingly.

Payment

Unless otherwise specified in the GAI Standard Terms and Conditions for Professional Services, \$18,750 will be paid upon execution of this agreement, and then commencing in June 2020, and each month thereafter through February, 2021, a monthly invoice will be submitted in the amount of \$6,250. Invoices are expected to be paid within 30 days of submission.

Assumptions and Understandings

GAI's Scope of Services, Schedule and Compensation as set forth above have been prepared on the basis of the following assumptions and understandings:

1. Access to the project site(s) or other land upon which GAI is to conduct any field work will be available to GAI personnel in a timely manner.
2. Client has provided all its requirements for GAI's scope of services and all criteria and/or specifications that GAI should utilize at the time this Proposal is authorized. This includes any requirement for any statement of professional opinion or certification.

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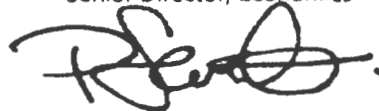
3. Client has provided all available information pertinent to GAI's scope of services, including previous reports/drawings; utility information; topo information, etc. at the time this Proposal is authorized. Unless otherwise noted, GAI may rely upon such information.
4. Client will give GAI prompt notice whenever it observes or otherwise becomes aware of any development that affects the scope or timing of GAI's performance.
5. Client will examine and provide comments and/or decisions with respect to any GAI interim or final deliverables within a period mutually agreed upon.
6. Any of Client's other consultant(s)/contractor(s) will cooperate and coordinate with GAI in a timely and efficient manner.
7. GAI's proposed compensation and schedule are based on receipt of authorization to proceed within thirty (30) calendar days of the date of this Proposal. GAI reserves the right to adjust its compensation if authorization to proceed is not received within thirty (30) calendar days.

Please do not hesitate to contact me at 321-319-3133, if you have any questions or wish to discuss this Proposal. If this Proposal is acceptable, please sign where indicated below and return one copy for our file. This also will serve as authorization for GAI to proceed. GAI's performance of the Scope of Services will be governed by the GAI Standard Terms and Conditions for Professional Services, attached hereto as Exhibit A and incorporated herein by reference.

Sincerely,
**Community Solutions Group,
a GAI Consultants, Inc.
Service Group**



Thomas R. Kohler
Senior Director, Economics

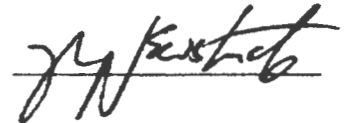


Peter Sechler, PLA / AICP
Vice President

REQUESTED AND AUTHORIZED BY:

The Chamber Foundation

BY:



PRINTED

NAME:

JOHN NEWSTREET

TITLE:

President / CEO

DATE:

April 8, 2020

TRK: PS/cl