



August 2, 2019
P36987

Laura H. Talley, Director
City of Boerne - Planning and Community Development
402 E. Blanco Road
Boerne, TX 78006

RE: PROPOSAL FOR CONSULTING SERVICES – UPDATED AUGUST 2, 2019

Dear Ms. Talley:

Halff is please to present this proposal for consulting services to assist in updating current and proposed ordinances regarding incorporation/enhancement of LID/Stormwater regulations targeted toward water quality for the City of Boerne. The draft language will incorporate water quality provisions and provide guidance on application of Low Impact Development (LID) practices. The revised chapter will include language and incentives to encourage use of LID by the development community and will be submitted for incorporation into the City of Boerne's development code during the ongoing UDC amendment process. This process will include Halff's review of related development code and design/development manuals referenced in Chapter 6 to identify areas where revisions may be needed to make them consistent with recommended revisions to Chapter 6.]

Task 1 – Project Management and Meetings with City Staff

This task includes the effort to manage the project's technical and budget process. This task includes time for the Project Manager, Troy Dorman and contract management staff. The PM will attend up to 2 meetings to discuss progress and present the details of the deliverables.

Deliverables

- Meeting notes and action items from each meeting
- Bi-weekly progress reports, billing, and update calls with City Staff.

Task 2 – Facilitate Half Day Workshop with City of Boerne Council and Staff

Halff will facilitate a workshop to focus on existing barriers to LID that need to be addressed in the new code language. The workshop is critical to gather input and build consensus for LID practices that build on existing planning and zoning ordinances. The workshop will leverage recommendations from the Comprehensive Plan and public comments as well as input from other planning and available technical documents in use by the City. The City of Boerne will provide a comprehensive list of the documents that provide the foundation for the existing and proposed stormwater quality regulations as well as their implementation.

Deliverables

- Workshop minutes, outcomes, action items, comment log, and detailed goals for Article 3 and Article 6 as well as the overall UDC.
- List of other code sections referenced in Article 3 and 6 that are critical to review for consistency.
- List of potential code barriers to LID that should be evaluated in more detail.
- List of other potential new regulatory documents needed (i.e. Geotechnical Design Manual, Updated Drainage Manuals, Updated LID Manual; Hydromodification Guidelines, Landscape Manual, etc.) that are outside the scope of this project.

Task 3 – Ordinance Review and Updates

Task 3.1.a Create Draft Outline of LID Code Amendments to Subdivision Ordinance

Immediately after receiving the Notice to Proceed (NTP), Halff will begin developing an outline for a draft LID code section based on our experience writing codes with other municipalities and input received thus far from the City and public. The draft will build upon the adopted Subdivision Ordinance language while addressing comments received from the public input process. The draft will provide a framework for incorporating LID into the existing stormwater management and community design standards regulations within Subdivision Ordinance. The effort will also evaluate the potential for a required LID water quality volume and Stream Buffers as a means to protect stream stability. This process will include Halff's high level review of related development code chapters referenced in Article 3 and 6 to identify general barriers that Halff has identified in the review of other development codes throughout Texas.

Deliverables

- Draft outline of LID code for Article 3/6 to include LID with options for Water Quality Volume based performance standard and Stream Buffers.
- Draft list of code chapters referenced in Article 3/6 that may need to be revised to make consistent with the proposed water quality standard. This could include other articles in the Subdivision Ordinance; Floodplain Standards Chapter 39; Zoning Districts subject to Specialized Stormwater Requirements
- Draft list of general types of barriers to LID identified from reviewing Ordinances.

Task 3.1.b – Develop Draft Language for Water Quality/LID Ordinance

Halff will revise Articles 3 and 6 to incorporate a water quality standard, and language to advance LID as the primary and preferred onsite stormwater management approach.

Halff will coordinate with City staff to facilitate an internal review period, including in-person meetings or phone conferences as necessary. This will include a discussion of different water quality performance standards that have been used in other communities, the pros and cons of each, and Halff's recommended approach for Boerne. It will also include draft language encouraging the use of LID to meet such standards.

Halff will assist the City through the Subdivision Ordinance amendment/update process by presenting the draft ordinance water quality provisions to the Engineering and Planning Departments, City Manager and City Council. Halff will prepare a table, using the same compatible software as previously mentioned, outlining the recommendations made by the public leading up to the final City Council consideration, and will incorporate into the final draft ordinance any recommendations from staff, committee, or commissions with which City staff concurs.

Deliverables

- First Draft Ordinance Language
- Summary of Comments and requested revisions
- Microsoft PowerPoint presentations for each committee, commission, Council meeting
- Tables with staff, committee, commission recommendations, including comment log
- Final draft code for City Council consideration

Task 3.2 – Review Proposed Unified Development Codes and Standards

Uniquely Boerne and the public have made calls for the protection of water quality through use of LID, rainwater retention, and other best management practices. However, the Unified Development Code, like most other development codes in the country, can include multiple provisions that inadvertently discourage, limit, or even prevent the use of LID. Performing a careful and comprehensive code review can help local government staff identify the code's top LID obstacles and modify the wording to allow LID and encourage its use.

Based on the input received during Task 3.1, Halff will perform a further, more in-depth code analysis. This effort will assess general barriers identified previously and as part of this project during Tasks 2 and 3.1. It is anticipated that zoning (including design zoning overlays, parking lot screening, streetscape, landscaping, open space, etc.), maintenance procedures and internal review and coordination activities will be the primary remaining barriers. The purpose of this review is twofold--first, to identify areas of the code that need to be revised to allow exemptions or waivers from existing requirements for projects required to implement water quality requirements, and, second, to encourage the use of LID Best Management Practices (BMPs) more generally in the City. Halff will prepare a technical memo summarizing the results of the review, including the following elements:

- Brief summary of existing code provisions that should be amended to explicitly allow exemptions or waivers for projects incorporating LID.
- Recommendations on how and where to require LID in the Land Use portions of the Comprehensive Plan
- Brief summary of potential code language that can address barriers in the proposed UDC regulations.

- Brief summary of the existing regulations, design specifications, and standard construction details that pose a barrier to stream protection through LID or the 2-yr storm detention approach.
- Drawing from Task 3, the memo will discuss other potential new regulatory documents needed for future LID implementation. (i.e. Geotechnical Design Manual, Updated Drainage Manuals, Updated LID Manual; Hydromodification Guidelines, Landscape Manual, etc.) that are outside the scope of this project.

The City of Boerne staff will each compile one comprehensive set of clarifying questions and comments during a minimum two to three-week review period. Boerne's Project Manager(s) may contact Halff at any time with additional questions or comments throughout the process. Halff assumes City staff will assist in arranging conference calls with appropriate staff if additional information is needed during the review process. Halff will revise the memo based on staff comments and prepare a final ordinance review memo documenting the suggested and/or requested code changes.

Deliverables

- Technical memo summarizing items listed above.

Task 3.3 – Review Stormwater Management Design Standards and Propose Updates

Halff understands the City of Boerne and Kendall County staff would like streamline subdivision plan reviews by having similar stormwater management standards. Halff will compare the differences in stormwater management approach between the City of Boerne Sub Division Ordinance (dated April 2018) and the Kendall County Development Rules and Regulations dated November 2010. Halff will prepare a summary table comparing the two sets of regulations and include the approaches from four other cities within the region as well as Halff's recommended approach. Halff will hold a joint meeting with City and County staff to discuss the differences in the stormwater management approaches and reach consensus on the technical approaches to runoff calculation, modeling techniques, detention design, design rainfall rates and stormwater infrastructure sizing.

After the meeting, Halff will develop a markup version of the City of Boerne Subdivision Ordinance Article 6. Drainage and Flood Hazards. The draft code update will include the recommendations from City and County staff and will be submitted to City and County staff for review and comment. City of Boerne staff will compile one set of comments from all reviewers and Halff will assist with determining where comments are in conflict. Halff will prepared a draft response to all comments and proposed resolution to the conflicts. City, County and Halff staff will work to resolve the conflicts and determine the format for the final code revisions. Halff will prepare a final code update in electronic format that documents all changes and a clean document that shows the final version for submittal to the City of Boerne.

Deliverables

- Summary of stormwater management approaches in Boerne and Kendall County with comparison to other cities in the region.
- Draft proposed stormwater management code based on recommendations from joint city/county meeting.
- Final proposed stormwater management code incorporating city/county comments on draft.

Task 3.4 – Revise Water Quality/LID Ordinance to fit with UDC structure

Halff will revise the Water Quality/LID Ordinance adopted under Task 3.1b to mesh with the structure of the final UDC. This effort will involve coordination with the City's consultant for the UDC update as well as the Public Works department. Halff will use a redline mark out versioning method to identify changes and additions.

Deliverables

- Revisions to UDC and draft ordinance sections coordinated with City's UDC consultant.

Task 3.5 – Meetings and Presentations to Planning and Zoning and City Council

Halff will attend up to six (6) Planning and Zoning and City Council meetings to support city staff and present the recommended draft ordinance language developed under Tasks 3.1b and 3.3. These meetings will occur at various times throughout the project depending on the final schedule for UDC adoption.

Deliverables

- Microsoft PowerPoint presentations for each committee, commission, Council meeting
- Tables with staff, committee, commission recommendations, including comment log
- Final draft code for City Council consideration.

The estimated cost of this project is \$67,299.00

Sincerely,

HALFF ASSOCIATES, INC.



Troy Dorman, PhD, PE, CFM



Ms. Laura Talley
City of Boerne, Texas
August 2, 2019
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Director of Water Resources
South/Central Texas