Additional Services Requested for the Boerne UDC

September 20, 2019

To ensure that adequate time is given to the creation of the Unified Development Code, it is understood that an extension of the timeline is desired. When we finalized the initial timeline and budget, we had set an October date for adoption. If we extend to March, we will be five months past the initial target. The extension of the timeline doesn't impact the production process, but it does change the number of meetings we will need. The following is a summary of additional meetings that are recommended if we extend the timeline to March for adoption, as well as extra tasks for creation of overlays, and the incorporation of content generated by third party consultants. Meeting costs below include time for coordination and facilitation, as well as preparation of materials. I have not included any items that have already been authorized as Phase Two of the project, such as the UDC handbook or the funds that are to be rolled over to FY 2020 for completion of phase one tasks.

1. Timeline Extension

The creation of a Unified Development Code requires input from a number of groups within a community. It also requires extensive communication since so much technical content is addressed. It is not uncommon for these projects to require additional time to ensure that every understands the work that is being done, and that consensus has been reached regarding priorities, intent and outcomes. The following tasks represent not only the additional meetings and presentations requested, but also the additional monthly project management costs that will be incurred by pushing the timeline back five months.

1.1. Steering Committee Meetings

If we continue monthly steering committee meetings, which I would recommend, we would need an additional five meetings (that is the amount of delay if we look to wrap up UDC in March).

Cost for five additional steering committee meetings in FY 2020: $6,500

1.2. P&Z Presentations

Since Planning and Zoning Commission would like time to digest content, I would recommend full work sessions with them for each design chapter, in addition to sessions covering procedures, provisions, signage and appendices. This would call for three extra P&Z presentations with a total of eight special sessions with P&Z. Our initial scope and budget included high level updates at regular P&Z meetings, rather than detailed presentation preparation for longer, special sessions. Therefore, the presentations to P&Z will be more in-depth than what we initially anticipated. Preparation for special work sessions, and the additional time to review and address commissioners' written comments, would be needed.

Cost modification for special sessions with P&Z related to the UDC: $7,500

1.3. Council Presentations

If additional City Council meetings are needed, the cost would depend on the type of presentation that is to be given. I would recommend one special work session with Council (either as a workshop item or as a specially called meeting), and one additional presentation as a high-level project update at a regular council meeting.

Cost for one special session and one added high-level project update at a regular council meeting: $2,000

1.4. Extra Developer Focus Group Meeting

At project outset we communicated to the Developer Focus Group that we would have the UDC completed by the end of 2019, with a target of October for adoption. Since we are extending our date for completion, it may be a good idea to meet with this group again to give them an update on progress and on the modified schedule. This would require the addition of another Developer Focus Group Meeting.

Cost of an additional Developer Focus Group Meeting: $1,000.

1.5. Additional Project Management Costs for Timeline Extension

There are certain tasks associated with the contract that occur on a monthly basis. As the project timeline gets extended, these monthly tasks also get extended. These include project management and monthly project progress reports. Project management costs include weekly project updates, coordination with client and legal review and other city staff as needed.

Cost of five additional months of project management: $3,750

2. Design Standards for Overlay Districts

Overlay districts have been identified for Boerne through the UDC planning process, as a means of providing design oversight that is contextually appropriate for various areas of the City. These overlay districts have been grouped by their general form and intent into corridors, centers and communities. As the City continues to grow and evolve, new districts will likely emerge, but all districts should be able to be classified as one of these three types. Through the UDC process to date, the following overlay districts have been identified:

Corridors
- Historic District
- River Road
- Old San Antonio Road
- Interstate (I-10 excluding identified centers)
- Entrance Corridors (Hwy 87 and Hwy 46)
- Community Corridors (Johns Rd, School St, Herff, Blanco, Adler, Esser)

Centers
- South Boerne (SoBo)
- Regional centers along the interstate (at Johns Rd, Bandera/46, and Hwy 87 south)
- Central Civic Center (area around new city hall and new library

Communities
- Downtown neighborhood area, bound by Old No 9 to the east
- Oak Park neighborhood area, south of River Road
- The Flats neighborhood west of downtown

The Phase One budget is sufficient to develop standards for some of the overlay districts. Because signage is a priority and state law is still being evaluated, I would recommend using the remaining phase one funds for corridor overlays. Three of the corridor overlays are already in place (Historic District, River Road and Old San Antonio Road). The Phase One budget would be sufficient to develop standards for the Entrance Corridor Overlay and the Community Corridor Overlay Districts.

The cost estimate that follows would be for development of text for the six remaining overlay districts (Centers, Communities and updated Interstate Overlay). For each overlay, standards would be developed for priority design components, and modification to procedures for applications related to development of property within the overlays would also be included. A general outline of content considered for each district is as follows:

- Purpose and intent
- Design Components
    - Signage
    - Landscaping
    - Building heights (primary and accessory structures, step-backs, etc.)
    - Building form (pending legal review…TBD…massing, void to solid ratio, roof forms, entries, etc.)
    - Accessory structures and accessory buildings
    - Parking (including garages)
    - Lighting (possibly…TBD)
    - Uses (primary, accessory, temporary, SUPs)
- Modified Procedural Requirements
    - Additional submittal requirements
    - Additional certifications/additional review by staff

* Please note that design elements of the public right of way have not been included in the cost estimate, as they will be addressed in the upcoming transportation plan.

3. Illustrations for Overlay Districts

There are two different approaches that could be used for illustrating overlay districts: composite street scenes or versioning of the illustrations already used elsewhere in the UDC (to show difference between general standard and the standard for the overlay district). Either approach would be appropriate. If scenes are used, the illustration cost would be $15,000 per overlay. If comparative illustrations were used, the cost would be $8,000 per overlay. I would recommend a mixture, and focus illustrations on centers, community corridors and entrance corridors, as the City already has illustrations that can be reused for many of the other overlays.

4. Coordinating Content from Added Consultants

4.1. Document Formatting and Content Integration

During the UDC project process, two issues have risen to the top of the priority list for the City, and outside consultants have been contracted to develop content that needs to be integrated into the Unified Development Code. Although MOSAIC is not generating this content, reviewing and integrating it into the UDC will require time and effort. Our staff will review content to ensure that definitions and vocabulary are consistent among all chapters, as well as writing style and tone. We will also be formatting the added content so that it can be correctly incorporated into the UDC.

4.2. Consultant Coordination

MOSAIC will also have to coordinate with outside consultants as they produce content, to ensure that the overall purpose and intent for regulation of development is not lost as these sections are developed. This will help to avoid internal conflicts among different chapters and sections of the code. We will also coordinate with outside consultants regarding any illustrations that will be incorporated, as these will form an appendix to the UDC and will need to be properly referenced against the text.

Itemized Cost Estimate

1   **Timeline Extension**   **$20,750**

1.1   Additional Steering Committee Meetings…………………………………………………………………… $6,500
1.2   Additional P&Z Workshops………………………………………………………………………………………… $7,500
1.3   Additional City Council Meetings…………………………………………………………………………… $2,000
1.4   Extra Developer Focus Group Meeting…………………………………………………………………… $1,000
1.5   Additional Project Management Costs……………………………………………………………………… $3,750

2   **Overlay Districts**   **$56,000**

2.1   Interstate Overlay (excluding regional centers) ………………………………………………………… $6,000
2.2   Regional Centers (along I-10) …………………………………………………………………………………… $16,000
2.3   New Civic Center……………………………………………………………………………………………………… $8,000
2.4   Oak Park Neighborhood Area………………………………………………………………………………… $8,000
2.5   The Flats……… $8,000
2.6   Downtown Neighborhood Area…………………………………………………………………………… $10,000

3   **Illustrations for Overlays (Option C below)**   **$30,000**

Option A (composite scenes for all 12 overlay districts) ………………………………………………….. $180,000
Option B (12 districts, at $8,000 per district) …………………………………………………………………… $96,000
***Option C (targeted illustrations, focusing on centers, community corridors and entrance corridors) ……* $30,000**

4   **Coordination of Content from Added Consultants**   **$6,400**

4.1 Document alignment………………………………………………………………………………………………… $4,000
4.2 Consultant coordination…………………………………………………………………………………………… $2,400