



April 29, 2021

Brian Fields, P.E.
Assistant City Manager / Director of Development Services
City of New Smyrna Beach
2650 N. Dixie Freeway
New Smyrna Beach, Florida 32168

Sent Via Email: bfields@cityofnsb.com

Reference: **Historic Preservation Code Update**
New Smyrna Beach, Florida

Dear Brian,

S&ME, Inc. (S&ME) is pleased to have the opportunity to submit this proposal for the above referenced project. This proposal describes our understanding of the project, discusses the detailed scope of services, and presents the associated compensation for our services. The work shall be conducted in accordance with the terms and conditions included in our Agreement for Professional Planning Services dated January 22, 2018, updated in 2020.

◆ Project Background

We understand that City is seeking assistance with the rewrite of Chapter 50, Historic Preservation, and relocating it to the Land Development Regulations. Some of the issues that staff have identified as needing special attention include the following:

- There are currently two National Register Historic Districts but no Local Districts. The City is currently canvassing residents to determine interest in creating local districts.
- The City had been applying the regulations of Chapter 50 to structures within the two National Districts but was recently challenged and now only enforces the demolition section.
- There is currently a single type of Certificate of Appropriateness (COA) process, as opposed to a Special COA (reviewed by the Historic Preservation Commission) and a Standard COA (processed administratively).
- There is some confusion in the community over "local landmarks" vs. "contributing structures".
- The existing Design Guidelines have never been adopted.
- The City is a Certified Local Government. The new ordinance will need to meet the minimum requirements to retain that status.



◆ Scope of Work

Based on the list mentioned above and our professional experience, we would propose a two-phase approach: Phase I consisting of the preparation of the draft code and revisions based on staff review, and Phase II including review by the public, boards and commissions, and final adoption hearings. Phase I will include the following tasks:

Task 1. •KICK OFF MEETINGS

The S&ME Project Manager will hold a virtual kick off meeting with **City Staff** to go over the scope in detail, develop a detailed schedule, discuss recurring problems with the ordinance, potential solutions already considered by staff, and expected challenges.

After the kick-off meeting with staff, S&ME will attend kick-off meetings with the **Historic Preservation Commission** and **City Commission** to present the scope and obtain early input.

Task 2. •DRAFTING ORDINANCE

The S&ME Team will collect examples from other communities in Florida with similar characteristics to New Smyrna Beach to provide the Team and the City with points of reference.

The Team will review Chapter 50 and draft a new ordinance to be placed within the Land Development Regulations. The changes will not be shown in strike-through and underline as major changes and reorganization are expected. The draft will follow the same formatting already used in the Land Development Regulations.

Specific items to be addressed in the ordinance include the following:

- Purpose and Intent
- Applicability
- Definitions
- Adoption of the Secretary of Interior Standards by reference
- Process and procedures for the establishment of local historic landmarks and districts
- Archaeological Resources
- Requirements, process and procedures, and review criteria for Certificates of Appropriateness
- Relocation and Demolition standards
- Procedures for the review of Nominations to the National Register
- Standards for rehabilitation, additions and new construction

The S&ME Team will conduct two (2) sets of revisions based on staff input and will hold two (2) online review meetings with staff to go over the proposed draft as part of this phase.



◆ EXCLUDED SERVICES

Without intending to provide an exhaustive list or description of all services or potential services that may be required and that S&ME can provide, the following services are specifically excluded from this proposal.

- Additional meetings or workshops.
- Additional sets of revisions.
- Mapping.
- Updated Design Guidelines

These services may be provided at the request from staff and will be billed on an hourly basis (see hourly fee schedule attached).

◆ SCHEDULE

The services described above will be completed within a four (4) month period.

◆ FEES

The estimated fee for Phase I of the project shall be a lump sum of \$24,890 including direct costs. Any tasks requested by the City not listed in this scope will be billed hourly.

◆ CLOSURE

S&ME appreciates the opportunity to be of service to you. If you have any questions regarding the outlined scope of services, or if we may be of further assistance, please do not hesitate to contact us.

Sincerely,

S&ME, Inc.

A handwritten signature in blue ink that reads "Pat Tyjeski".

Pat Tyjeski, AICP
Project Manager/Planning Group Leader



SCHEDULE OF HOURLY RATES

Classification	Hourly Rates
Project Manager/Planning Group Leader	\$ 205.00
Senior Landscape Architect	\$ 160.00
Senior Planner	\$ 145.00
Planner	\$ 100.00
Administrative	\$ 85.00