

2020-0346

**INTRODUCED BY: MATTHEW JEWELL, PARISH PRESIDENT
(DEPARTMENT OF PLANNING & ZONING)**

ORDINANCE NO. 21-1-3

An ordinance to approve and authorize the execution of a Professional Services Agreement between The Center for Planning Excellence, Inc. and St. Charles Parish. The Professional Services Agreement for \$277,000.00 is to update the Parish Comprehensive Land Use Plan.

WHEREAS, the Parish's existing comprehensive land use plan, St Charles Parish 2030 Comprehensive Plan, *St. Charles 2030*, was adopted June 20, 2011 pursuant to a Planning Commission Resolution passed on the 2nd day of June, 2011, and by Ordinance No. 11-6-11; and,

WHEREAS, *St. Charles 2030* "expresses what the citizens of St. Charles Parish envision and desire their community to be like in the year 2030" in the 2030 Vision Statement (page 35), and makes recommendations for policies, capital improvements, and future land uses to enact that vision; and,

WHEREAS, *St. Charles 2030* was updated one time, with changes to the Future Land Use Map (ordinance 16-9-16); and,

WHEREAS, *St. Charles 2030* is due for a mid-horizon update; and,

WHEREAS, a consultant-selection process was completed that included a Request for Qualifications which were reviewed by a Selection Committee and resulted in four consultant teams invited to submit proposals and complete in-person interviews; and,

WHEREAS, The Center for Planning Excellence, Inc. scored highest in the selection process and has agreed to contract with St. Charles Parish to update *St. Charles 2030* as defined by the attached agreement for professional services, and Exhibit A, Scope of Services for St. Charles Parish Comprehensive Land Use Plan Update, and Exhibit B Budget for St. Charles Parish Comprehensive Land Use Plan Update.

THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:

SECTION I. That the Agreement for Professional Services between The Center for Planning Excellence, Inc. and St. Charles Parish to update *St. Charles 2030*, the Parish's comprehensive land use plan, is hereby approved and accepted.

SECTION II. That the Parish President is hereby authorized to execute said Agreement and to act on behalf of St. Charles Parish in all matters pertaining to this project.

The foregoing ordinance having been submitted to a vote, the vote thereon was as follows:

YEAS: DARENSBOURG GORDON, CLULEE, GIBBS, DUFRENE, BELLOCK,
FISHER-PERRIER

NAYS: DONALDSON, FONSECA, FISHER

ABSENT: NONE

And the ordinance was declared adopted this 11th day of January, 2021, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: Marlene Bellock

SECRETARY: Michelle Dupont

DLVD/PARISH PRESIDENT: January 12, 2021

APPROVED: ✓ DISAPPROVED:

PARISH PRESIDENT: Math Jewell

RETD/SECRETARY: January 13, 2021

AT: 3:00 pm RECD BY: [Signature]

AGREEMENT FOR PROFESSIONAL SERVICES
St. Charles Parish Comprehensive Land Use Plan Update

Be it known that this agreement for professional services ("**Agreement**") has been entered into and is effective as of this 23th day of January, ~~2020~~ 2021, by and between

St. Charles Parish, 15045 River Road, P.O. Box 302, Hahnville, LA 70057
("**Client**"), and

The Center for Planning Excellence, Inc., 100 Lafayette Street, Baton Rouge, LA
70801 ("**Consultant**"),

under the following terms and conditions:

Article 1.
INTRODUCTION

- 1.1 Client desires to hire a consultant team that will update its comprehensive land use plan.
- 1.2 At the request of Client, Consultant will update Client's comprehensive land use plan ("**Services**")
- 1.3 With the support of the Client, Consultant will provide the Services.
- 1.4 Consultant represents that it has the present capacity and is experienced and qualified to perform the Services as specified in this Agreement, provided, nothing herein shall be construed as a warranty of results.

Article 2.
CONSULTANT'S SERVICES

- 2.1 Consultant shall complete the Services which will include, without limitation, the tasks and deliverables outlined in Exhibit "A", attached hereto.
- 2.2 Consultant is, for all purposes arising out of this Agreement, an independent contractor, and neither Consultant nor its employees shall be deemed an employee or agent of Client for any purpose, nor shall Consultant and Client be deemed to be joint ventures in any respect.

Article 3.
AGREEMENT TERM

The term of this Agreement ("**Term**") shall begin on January 1, 2021 and shall end on March 31, 2022.

Article 4.
TERMINATION OF AGREEMENT

- 4.1 Either Consultant or Client may terminate this Agreement, with or without reason, by providing ten (10) days written notice to the other for cause or thirty (30) days without cause, which notice shall state the date of termination.
- 4.2 In the event that Consultant's Services are terminated or if Consultant shall be discharged before all of the Services are performed, Client shall pay to Consultant the payment identified in Article 5 of this Agreement ("**Payment Terms**") based on the fractional amount of work performed by Consultant prior to termination or discharge, plus all costs.

Article 5.
PAYMENT TERMS

- 5.1 For the work that Consultant performs as set forth in Exhibit "A," Client shall pay Consultant a total of Two Hundred Seventy-Seven Thousand and no/100 dollars (**\$277,000.00**); as set forth on Exhibit "B." Consultant will invoice monthly on a percent complete basis by task and include a narrative of work performed. Each invoice shall be paid by Client within thirty (30) days of receipt. This payment represents the expenses Consultant will incur as it performs the Services listed above.

Article 6.

USE OF CONSULTANT'S DOCUMENTS

6.1 The documents, plans, studies, analysis, deliverables and other work product prepared by Consultant for the Project are works for hire contracted for pursuant to this Agreement. Client shall be deemed the owner of these documents and work products and Consultant shall transfer all law, statutory, and other rights including copyright to the Client.

6.2 Upon completion of the Services or earlier termination of this Agreement for any reason and payment by Client, Consultant shall deliver all such materials to Client.

PUBLICATION

Consultant shall have the right to reference the Project among Consultant's promotional and professional materials. Client shall have the right to reference Consultant's names in its materials related to the Project.

Article 7.

CLIENT'S RESPONSIBILITIES

Client shall provide available information regarding its requirements outlined in the Services, including related budgetary information.

Article 8.

PROFESSIONAL RESPONSIBILITY

All of the work performed by Consultant shall be performed in accordance with the standard of care, skill and due diligence provided by competent professionals who perform work or services of a similar nature to the Services.

Article 9.

MISCELLANEOUS PROVISIONS

9.1 **Conflict of Interest.** Consultant agrees that no official, officer or employee of Client shall have any personal or beneficial interest whatsoever in the Services.

9.2 **Confidentiality.** Except as provided by law, Consultant agrees not to divulge or release any information, report, research, analysis or recommendation developed or obtained in connection with the performance of the Services, except to authorized personnel upon the prior written approval of Client.

9.3 **Notice.** For the purpose of this Agreement, notices, demands and all other communications provided in this Agreement shall be in writing and shall be deemed to have been duly given when delivered or (unless otherwise specified) mailed by United States certified or registered mail, return receipt requested, postage prepaid, or by any overnight delivery service providing tracking information and delivery confirmation, addressed as follows:

If to Consultant: The Center for Planning Excellence, Inc.
Attn: Camille Manning-Broome
100 Lafayette Street
Baton Rouge, LA 70801

If to Client: St. Charles Parish
Attn: Michael Albert
15045 River Road
P.O. Box 302
Hahnville, LA 70057

or to such other address as any party may have furnished to the others in writing in accordance herewith, except that notices of change of address shall be effective only upon receipt.

9.4 Governing Law/Venue. The terms and conditions of this Agreement shall be governed by the laws of the State of Louisiana. Any action or proceeding brought by any party against any other party arising out of or related to this Agreement shall be brought in St. Charles Parish.

9.5 No Third Party Beneficiaries. It is expressly understood and agreed that the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to Client and Consultant, and nothing contained in this Agreement shall give or allow any claim or right of action by any other or third person.

9.6 Time is of the Essence. The parties agree that the performance of the terms, conditions and requirements of this Agreement by Consultant, time is of the essence.

9.7 Severability or Limitation. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be unenforceable, invalid, or void, the remaining provisions will nevertheless continue in full force and effect and shall not be affected, impaired or invalidated in any way. If any statute or regulation limits fees that may be earned by this type of contract then this Agreement shall be limited to the maximum allowed by any such statute or regulation.

9.8 Binding Effect. Client and Consultant respectively, bind themselves, their partners, successors, assigns, and legal representatives of the other party to this Agreement and to the members, managers, successors, assigns, and legal representatives of such other party with respect to all covenants of this Agreement.

9.9 Amendment. This Agreement may be altered, amended, extended or renewed only by mutual written agreement of the parties.

9.10 Mediation. The parties shall attempt to settle disputes by mediation. Demand for mediation shall be filed in writing with the other party to this Agreement. A demand for mediation shall be made within a reasonable time after the claim, dispute, or other matter in question has arisen.

9.11 Attorney's Fees. If either party commences any legal action or proceeding to enforce, interpret or construe this Agreement, the prevailing party shall be entitled to recover from the other party reasonable attorney's fees and court costs, as determined by the court. "Legal action or proceeding" includes a declaratory relief action and any bankruptcy or insolvency proceedings.

9.12 Entire Agreement. This Agreement sets forth the entire agreement of the parties in respect of the subject matter contained herein and supersedes all prior agreements, promises, covenants, arrangements, communications, representations or warranties, whether oral or written, by any member, manager, officer, employee or representative of any party hereto; and any prior agreement of the parties in respect of the subject matter contained herein is hereby terminated and cancelled.

9.13 Paragraph Headings. The captions and headings set forth herein are for convenience of reference only and shall not be construed so as to define or limit the terms or provisions hereof.

9.14 Multiple Counterparts. This Agreement may be executed in multiple counterparts and, as so executed, shall constitute one agreement binding on the parties hereto, notwithstanding that both parties have not executed the original or the same counterpart.

9.15 Indemnification. Client hereby irrevocably and unconditionally agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless the Consultant, its officers, directors, employees and agents, from and against any and all claims, liabilities, losses and expenses (including reasonable attorneys' fees) directly, indirectly, wholly or partially arising from or in connection with the performance of the Services, except to the extent that such claims, liabilities, losses or expenses arise from gross negligence of Consultant in the performance of its duties.

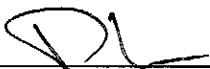
9.16 Force Majeure. A party shall not be deemed in default of this Agreement, nor shall it hold the other party responsible for, any cessation, interruption or delay in the performance of its obligations (excluding payment obligations) due to earthquake, flood, fire, storm, natural disaster, act of God, war, terrorism, armed conflict, labor strike, lockout, boycott, epidemic, pandemic, or other similar events beyond the reasonable control of the party, provided that the party relying upon this provision gives prompt written notice thereof, and takes all steps reasonably necessary to mitigate the effects of the force majeure event. If a force majeure event extends for a period in excess of 180 days in the aggregate, either party may immediately terminate this Agreement upon written notice.

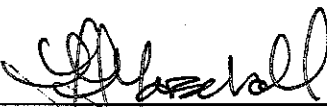
9.17 **Release.** Client hereby releases Consultant, to the fullest extent permitted by law, from any claims, causes of action, liability or damages resulting from or related to the performance of the Services by Consultant.

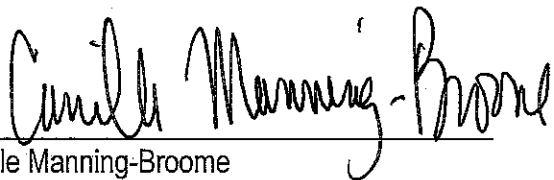
IN WITNESS WHEREOF, the following party and witnesses hereto have executed this Agreement as of this 23rd day of January, ~~2020~~ 2021

WITNESSES:

THE CENTER FOR PLANNING EXCELLENCE, INC.


Print Name: Parker Marshall



Print Name: Lauren Marshall


By: 
Camille Manning-Broome
President and CEO

IN WITNESS WHEREOF, the following party and witnesses hereto have executed this Agreement as of this 13th day of January, ~~2020~~ 2021

WITNESSES:

ST. CHARLES PARISH


Print Name: Billy Raymond


Print Name: Rachell C Champagne


By: 
Print Name: Matthew Jewell
Title: Parish President

Exhibit A
Scope of Services for St. Charles Parish Comprehensive Land Use Plan Update

The following scope of work provides for the facilitation of a transparent and citizen-driven parish visioning process which results in an updated comprehensive plan and implementation strategy that will assist St. Charles Parish in directing the growth of the parish to meet the current and future needs of its citizens. CPEX will conduct a project kickoff and existing conditions analysis, develop a public and stakeholder involvement plan and communications strategy, create and evaluate scenarios, develop a vision and comprehensive plan, develop a strategic implementation plan, work with the parish through the adoption process, and assess ordinance amendments needed to align the development code with the adopted plan.

1. PROJECT KICKOFF AND EXISTING CONDITIONS ANALYSIS

1.1 Kickoff Meeting and Collect Data and GIS, Review Existing Plans, and other background information.

Project Kickoff

- Meet with members of the parish staff, key stakeholders, and local experts to understand critical issues.
- Coordinate with parish departments and the parish's two drainage and wastewater consultants.
- Review relevant plans, existing development patterns, studies, building codes, resolutions and maps and identify questions and information gaps.
- Identify ways to collaborate and build on the St. Charles Parish 2030 Comprehensive Plan and other previous planning efforts.
- Document progress on previous planning initiatives to identify successes that need to be built upon and areas where additional work or alternative strategies are necessary.
- Assess existing conditions and potential opportunities and barriers to development.

Technical Committee

- Work with parish leadership and staff to establish a technical committee of representatives from parish departments, boards, and commissions.
- Assist Planning and Zoning Department in forming committee.

Stakeholder Committee

- Work with parish leadership and staff to establish a Stakeholder Committee that will serve in an advisory capacity throughout the planning process.
- Assist planning staff in identifying a cross-section of residents, key stakeholder and/or professional groups, government staff members, and appointed and elected leaders.

Database Development

- Using parish data, build a database of current uses, regulations, and growth trends, as well as demographic trends and socioeconomic data
- Conduct an assessment and opportunities analysis, identifying the amount of development that might be expected given the anticipated increase in population and employment forecast along with potential impacts and associated opportunities.
- Provide all tools and composite data that is developed to the parish in a format compatible with existing data.

DELIVERABLES:

- Collect and review previous plans and planning initiatives and GIS data
- Updated demographic assessment
- 10-year population/growth assessment
- Analysis of existing land uses and infrastructure capacity
- Attend kickoff meeting and give presentation
- Confirm schedule and potential dates for outreach, engagement and committee meetings
- Progress report on recommendations in the implementation matrix
- Begin calibration of the Envision Tomorrow tool

1.2 Tours and Stakeholder Interviews

- Tour the parish with staff, as allowed by COVID-19 guidelines

- Conduct interviews with up to 12 key parish leaders and stakeholders to understand current issues and concerns. Interviews will be conducted in-person, online or by phone to assist the team in obtaining detailed information, goals, and perceptions about the parish. During each interview, ask for suggestions on how best to communicate with and engage peers or constituency

DELIVERABLES:

- Hold up to 12 interviews with key leaders and stakeholders, such as representatives from the parish, other key agencies and civic organizations
- Provide summary of interviews

2. PUBLIC PARTICIPATION AND VISIONING

2.1 Engagement and Outreach

- Enlist a diverse spectrum of community residents, businesses, agencies, organizations and officials with close community connections to engage residents, neighborhoods, industries, and small businesses.
- Offer a variety of input opportunities to ensure diversity in input
- Follow COVID-19 recommendations to guide the project team's engagement plan
- Ensure input opportunities cover both the east and west banks and reflect St. Charles Parish's values and culture.
- Prepare a public outreach and engagement plan that lays out the public input process for review by the parish.
- Maintain an outreach database to ensure representatives from a broad range of groups are included.
- Provide periodic email updates corresponding to major project milestones, including notices of public events.

2.2 Outreach Tools

- Use social media including a web page on the parish's website, Facebook, Twitter, and other mechanisms approved to engage and inform stakeholders and residents of the process and upcoming surveys and events.
- Create flyers, posters, email blasts, yard signs and other media to promote input opportunities and events.
- If appropriate, work with parish staff to prepare interviews and materials for SCP-TV and YouTube.
- Provide agendas, discussion materials, meeting presentations and facilitations, and summaries of input and results.

2.3 Engagement Activities

- Obtain input on preferences, priorities, and initial recommendations through posted surveys.
- Work with the parish to establish a Stakeholder Committee that provides input into the planning process and helps set the direction of the planning work throughout the duration of the project. Meet online or in person (following COVID-19 guidelines) approximately once a month or every-other month.
- Host an online or in person business and developer forum for business owners, industry representatives, and developers to understand needs, barriers, and opportunities of the business community.
- Host two rounds of community forums customized to accommodate in person or online formats.
- Provide online presentations and focus groups to community groups, homeowner association and business association meetings, Rotary clubs, and other civic organizations.
- Provide virtual or in person updates to the Parish Council at several key points in the planning process.

DELIVERABLES:

- Public outreach and participation plan
- Outreach including:
 - o Surveys
 - o Two rounds of community forums
 - o Business forum
 - o Presentations at stakeholder meetings such as HOA and business association meetings, Rotaries, and other community groups

- o Council updates

3. SCENARIO DEVELOPMENT AND ALTERNATIVE SCENARIO EVALUATION

Develop scenarios to:

- Provide a replicable and transparent methodology using Envision Tomorrow that identifies development opportunities that support community goals
- Use data to measure impacts and understand change over time
- Use data and tools to communicate to stakeholders in a meaningful way
- Incorporate adaptation and resilience into all planning and infrastructure concepts

3.1 Evaluate Existing Land Use and Constraints

- Use St. Charles Parish's GIS layers and aerial photography as available to map current land uses to perform detailed analysis of current conditions and evaluate future land use, transportation infrastructure, and employment types and locations
 - o Conduct a GIS based capacity analysis
 - o Analyze wetland constraints based on existing data
 - o Analyze amenities such as parks and open space
 - o Analyze employment centers
 - o Update other parish assets

DELIVERABLES:

- Summary of capacity analysis and existing conditions results
- GIS land use layer

3.2 Buildable Lands Analysis

- Evaluate the current capacity of the existing zoning code in relation to vacant land
- Use the land use database to determine buildable lands by zoning district
- Develop a preliminary classification
- Identify lands that have physical or policy constraints.
- Use existing data and coordinate with the ongoing drainage and wastewater planning work and other relevant planning efforts and documents, to identify constrained lands that are not available for development.
- Work with St. Charles Parish staff to verify the classifications and development constraints, based on aerial photos, and fieldwork, if necessary.

DELIVERABLES:

- Land base and classification system
- Constraint evaluation
- Buildable land classifications
- Evaluation of constrained lands

3.3 Development of Alternative Scenarios

- Form alternative scenarios representing different ways to accommodate the anticipated change in population and employment. Each scenario is realistic with regard to vacant and re-developable land capacity, market trends, and demographic forecasts.
- Provide evaluation indicators for the scenarios using economic, connectivity, environmental, and livability criteria.
- Facilitate public review of scenarios either online or during a community workshop where participants indicate their scenario preferences.

DELIVERABLES:

- Scenario development and evaluation based on the indicators, comparing them with the base case scenario and taking into account adaptation and resilience principles
- Presentations describing the scenario themes and indicators
- Description of recommended vision scenario for St. Charles Parish, including maps, data, and evaluation summary with measurements such as projected employment, property tax and sales tax revenues

4. VISION AND COMPREHENSIVE PLAN DEVELOPMENT

- Update the Comprehensive Plan to guide the land use decisions and policies in St. Charles Parish for the next 20 years.
- Prepare a document that includes maps, narratives, images, and illustrations to define the vision and focus on innovative policies and strategies that preserve existing assets,

improve quality of life, and catalyze redevelopment and reinvestment. Focus on viable and measurable implementation measures.

- Primary objectives for the Comprehensive Plan Update:
 - Use the public process to provide stakeholders and citizens with meaningful opportunities to participate
 - Coordinate with and integrate previous or underway planning efforts
 - Make policy recommendations and implementation strategies that are supported and able to be achieved
 - Create a robust policy framework to shape development patterns and reinvestment into the parish and create multi-modal transportation opportunities
 - Incorporate best practice adaptation and resiliency planning in strategies and implementation plans
 - Develop a user-friendly final document that is focused on implementation, easy to navigate, easy to read and well-illustrated
- Work with parish staff to determine organization of updated plan chapters

4.1 Vision for St. Charles Parish and Executive Summary

- Build on the St. Charles 2030 Comprehensive Plan principles and citizen input to prepare vision
- Design a graphical draft vision document that captures the citizens' vision, based on public and stakeholder input. This document will describe the future of the parish in both words and graphics, and allow people to have a clear picture of what the future could look like if various policies and other measures are adopted

DELIVERABLES:

- Draft illustrated vision document and concept map
- Obtain input on the draft vision

4.2 Land Use, Housing and Community Character

- Update the St. Charles Parish 2030 Comprehensive Plan's Land Use, Housing and Community Character chapter
- Update future land use map based on analysis of recent zoning decisions and community input
- Identify and/or confirm ideal locations for the efficient and appropriate accommodation of the expected household and employment growth over the next several decades, and areas of natural resources and environmental sensitivity to preserve and protect
- Describe a variety of land use types desired for the future and the policies, investments, and other tools that can be used to achieve the vision
- Discuss new forms of housing to address future demands
- Include policies and strategies that will help the parish determine public infrastructure investments and how to partner with private developers to create these desired places

DELIVERABLES:

- Updated Land Use, Housing and Community Character Chapter
- Policies and strategies that will help determine public infrastructure investments and partnerships with private developers
- Recommended actions for growth, preservation, and redevelopment
- Updated Future Land Use Map

4.3 Transportation and Mobility

- Link transportation and land use to emphasize land use patterns that optimize investment in the transportation system
- Incorporate road and streets design that is functional, convenient, safe, attractive and sensitive to the rural and town landscape
- Incorporate context sensitive design principles to maintain or increase bike and pedestrian options
- Analyze the parish's current investments, capacities, and future plans
- Conduct an initial analysis of the transportation system and use it to inform the visioning process and to identify transportation issues and opportunities
- Confirm and update the St. Charles Parish 2030 Comprehensive Plan goals, evaluate the existing transportation system and mobility recommendations regarding traffic patterns, access management and other tools to make travel within and through the parish safer and more efficient

- Address multimodal solutions and discuss adoption of a complete streets policy as part of this chapter

DELIVERABLES:

- Updated Transportation and Mobility Chapter linked to land use plan
- Policies and recommended actions for complete streets and multimodal facilities

4.4 Economic Development and Redevelopment

- Consider policies to build on the existing tax base to create a balanced, resilient economy and bring a wider variety of jobs to the parish.
- Work with parish staff to build on existing and ongoing planning and economic development efforts, assess current conditions, and coordinate with economic development entities to confirm economic development goals
- Update economic development strategies and implementation actions, building on current economic development strategies.

DELIVERABLES:

- Updated Economic Development and Redevelopment Chapter
- Economic development strategies and implementation actions aligned with the land use and transportation chapters

4.5 Infrastructure

- Conduct an inventory of existing environmental resources such as wetlands, water bodies, and other sensitive areas, and review readily available data from state and federal agencies
- Prepare a summary documenting the parish's natural assets as they exist
- Review the existing plans and summarize potential constraints to future development, in coordination with the parish's two drainage and wastewater infrastructure consultants.
- Work in consultation with the parish's drainage and wastewater consultants and incorporate water management analysis and recommendations into the land use and buildable land analysis.
- Develop Infrastructure strategies in consultation with parish staff and consultants using a resilience lens to ensure that recommendations support a strong, sustainable and adaptable future environment.

DELIVERABLES:

- Coordination with the parish's two drainage and wastewater consultants
- Identification of drainage and stormwater issues and strategies
- Incorporation of the goals, policies, and implementation measures recommended in the drainage and wastewater analyses
- Updated Infrastructure Chapter in coordination with the parish's consultants with the goal of successfully adapting to coastal challenges

4.6 Parks, Recreation and Cultural Resources

- Coordinate with the parish's parks and recreation department and their consultant to obtain data for land use analysis
- Provide park and recreation indicators from scenarios to the parish's parks consultant; discuss and obtain input
- Provide maps for use by the parks department and their consultant
- Incorporate parish's Parks and Recreation strategies into the comprehensive plan, as appropriate

DELIVERABLES:

- Scenario indicators for parks and recreation analysis
- Maps showing parks and recreation indicators based on vision
- Incorporation of parks and recreation strategies as appropriate

5. IMPLEMENTATION STRATEGIES AND CAPITAL IMPROVEMENTS FRAMEWORK

- Focus on identifying the parish's pressing needs as well as the most feasible first actions and projects to undertake
- Outline immediate actions to jump-start the community's vision and implementation of the plan's goals
- Identify longer-term implementation recommendations

- Prepare an implementation strategy that outlines and prioritizes actions, including immediate priority actions and information about key roles and responsibilities and performance measures, as well as long-term implementation systems with measurable benchmarks
- Develop the implementation strategy in partnership with parish staff and stakeholders
- Update the capital improvement framework in concurrence with parish staff from multiple departments, as well as the two consultant teams working on drainage and wastewater improvements

DELIVERABLES:

- Updated Implementation Plan with short- and longer-term strategies
- Simplified implementation matrix with measurable benchmarks
- Updated Capital Improvement Framework

6. ASSESSMENT OF ORDINANCE AMENDMENTS REQUIRED TO ALIGN WITH ADOPTED PLAN

- Review development codes to assess needed ordinance amendments to achieve the vision and strategies set forth in the updated comprehensive plan

DELIVERABLES:

- Report with recommendations for amendments to development codes

7. PLAN ADOPTION

- Work with the parish staff through the adoption process of the comprehensive plan and implementation strategy
- Present the final plan to the Parish Planning Commission and Parish Council
- Prepare a public hearing draft and keep a comment log of proposed changes throughout the public hearing process

DELIVERABLES:

- Refine draft updated plan based on public input and prepare a Public Hearing Draft Comprehensive Plan
- Attend Planning Commission and Council meetings (virtually or in person)

8. FINAL DELIVERABLES

- Provide the comprehensive plan update and all associated maps and drawings in a form that is economically reproducible, and easily accessed and understood by the public
- Give all files and databases included in the comprehensive plan update to the parish for ownership and future use

DELIVERABLES:

- Final deliverable draft
- Print-ready final plan document in high quality PDF and Adobe InDesign format
- GIS library and files in digital format usable by the parish

Exhibit B
Budget for St. Charles Parish Comprehensive Land Use Plan Update

The following is a not-to-exceed project budget based on the scope of services.

ST CHARLES COMPREHENSIVE LAND USE PLAN UPDATE		
	Task	Budget
1	Project Kickoff & Existing Conditions Analysis	\$15,000
1.1	Kickoff Meeting, Collect Data, Existing Plans, GIS	\$7,000
1.2	Tours & Stakeholder Interviews	\$8,000
2	Public Participation & Visioning	\$49,000
3	Scenario Development and Alternative Scenario Evaluation	\$41,000
3.1	Evaluate Existing Land Use and Constraints	\$12,000
3.2	Buildable Lands Analysis	\$10,000
3.3	Development of Alternative Scenarios	\$19,000
4	Vision and Comprehensive Plan Development	\$120,000
4.1	Vision for SCP and Executive Summary	\$24,000
4.2	Land Use, Housing & Community Character	\$31,000
4.3	Transportation & Mobility	\$25,000
4.4	Economic Development & Redevelopment	\$19,000
4.5	Infrastructure	\$16,000
4.6	Parks, Recreation & Cultural Resources	\$5,000
5	Implementation Strategies & Capital Improvements Plan	\$37,000
6	Assessment of Ordinance Amendments Required to Align with Plan	\$5,000
7	Plan Adoption	\$7,500
8	Final Deliverables	\$2,500
	Total	\$277,000