

## **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

- Analyze wetland constraints based on existing data
- Analyze amenities such as parks and open space
- Analyze employment centers
- 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.

<b>ST CHARLES COMPREHENSIVE LAND USE PLAN UPDATE</b>		
	<b>Task</b>	<b>Budget</b>
<b>1</b>	<b>Project Kickoff &amp; Existing Conditions Analysis</b>	<b>\$15,000</b>
1.1	Kickoff Meeting, Collect Data, Existing Plans, GIS	\$7,000
1.2	Tours & Stakeholder Interviews	\$8,000
<b>2</b>	<b>Public Participation &amp; Visioning</b>	<b>\$49,000</b>
<b>3</b>	<b>Scenario Development and Alternative Scenario Evaluation</b>	<b>\$41,000</b>
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
<b>4</b>	<b>Vision and Comprehensive Plan Development</b>	<b>\$120,000</b>
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
<b>5</b>	<b>Implementation Strategies &amp; Capital Improvements Plan</b>	<b>\$37,000</b>
<b>6</b>	<b>Assessment of Ordinance Amendments Required to Align with Plan</b>	<b>\$5,000</b>
<b>7</b>	<b>Plan Adoption</b>	<b>\$7,500</b>
<b>8</b>	<b>Final Deliverables</b>	<b>\$2,500</b>
	<b>Total</b>	<b>\$277,000</b>