

CITY OF FORT PIERCE

CONFERENCE AGENDA

Conference Agenda Meeting - Monday, March 14, 2022 - 9:00 a.m.

City Hall - Commission Chambers, 100 North U.S. #1, Fort Pierce, Florida

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **New Business**
 - a. Update on the Sunrise Humane Society and discussion on their request for representation from the Commission as a non-voting member of the Board of Directors.
 - b. The Parks Advisory Committee have analyzed the issues reported at Jetty Park and have summarized their conclusion in the attached report.
 - c. The Parks Advisory Committee have analyzed the request for the sponsorships of public facilities throughout the City of Fort Pierce. Attached for your review, is the draft guidelines for the sponsorship of naming public facilities.
 - d. Update on the Short Term / Vacation Rental Program
 - e. Discussion of the development of current parking areas in Downtown Fort Pierce
 - f. Discussion on Business Tax Receipt Rates
5. **COMMENTS FROM THE PUBLIC**

Any person who wishes to comment on any subject may be heard at this time. Please limit your comments to three (3) minutes or less, as directed by the Mayor, as this section of the Agenda is limited to thirty minutes. The City Commission will not be able to take any official actions under Comments from the Public. Speakers will address the Mayor, Commissioners, and the Public with respect. Inappropriate language will not be tolerated.

6. **City Commission Boards and Committees Updates**

7. **Adjournment**

Immediately following adjournment, please move toward the doors and exit the chambers. This allows for the safe and courteous exit of all persons, and those on the dais. Conversations after the meeting should be held outside of chambers, in the foyer or elsewhere, but not in the commission chambers where lights will be out as soon as the chambers are empty.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office at (772) 467-3065 at least 48 hours prior to the meeting.

City Commission Conference Agenda - 9:00 AM

4. a.

Meeting Date: 03/14/2022

Re: Sunrise Humane Society - Update and Request for Representation

Submitted For: Peggy Arraiz, Code Compliance Manager, Code Enforcement

SUBJECT:

Update on the Sunrise Humane Society and discussion on their request for representation from the Commission as a non-voting member of the Board of Directors.

Form Review

Inbox

City Manager

Form Started By: Peggy Arraiz

Final Approval Date: 02/18/2022

Reviewed By

Nick Mimms

Date

02/18/2022 09:10 AM

Started On: 02/14/2022 03:24 PM

City Commission Conference Agenda - 9:00 AM

4. b.

Meeting Date: 03/14/2022

Re: Jetty Park Report

Submitted For: Mike Reals, Public Works Manager,
Public Works

SUBJECT:

The Parks Advisory Committee have analyzed the issues reported at Jetty Park and have summarized their conclusion in the attached report.

Attachments

Jetty Park Report

Form Review

Inbox

City Manager

Form Started By: Kaitlyn Ballard

Final Approval Date: 03/03/2022

Reviewed By

Nick Mimms

Date

03/03/2022 10:51 AM

Started On: 03/03/2022 09:28 AM

February 22, 2022

TO: Mr. Mike Reals, Director of Public Works

FROM: Ms. Charlene Adair, Parks Advisory Committee (PAC) Chairperson

SUBJECT: Jetty Park Issues assigned to the PAC

Mr. Reals, you brought this assignment to the PAC on January 20, 2022, titled "Jetty Park hours". Further explanation revealed that the City had received complaints concerning evening noise and tailgating in Jetty Park, and the PAC was being asked for ideas to address these issues. The noise seemed to be twofold: (1) vehicles were apparently parking and playing very loud music in the park, and, at times, disrupting the live band performances at the business across the street. There were reports of large speakers on the back of trucks to further amplify the noise. (2) Much was mentioned about the loud "boom boom" base noise, which carries throughout many blocks into the neighborhoods. We were unable to get a clear definition of tailgating and did not verify that citizens were cooking in the park on other than City-provided grills. However, it is a common practice for citizens to bring chairs and sit in the park to enjoy the music across the street.

The PAC decided to gather data as a first step and then brainstorm ideas to address the issue. At our meeting on February 17, 2022, members reported on their research:

- State laws concerning playing loud music from vehicles (moving?) were challenged in court, so there is a hesitation to enforce on those grounds.
- City Ordinance Chapter 28, Article 1, section 28-31 Prohibited Activities (29) states: Play or operate any radio, stereo, public address system, or any other sound emitting device in such a manner that the sound produced is audible at a distance of greater than 100 feet, unless otherwise permitted for special events..... A warning is required prior to action to enforce this section.
- This same Ordinance clearly addresses prohibiting grilling in the park except for provided grills and prohibiting alcohol use in the parks.
- Members either called and/or reviewed Ordinances and practices from the following jurisdictions: Miami Dade, Ft. Lauderdale, Punta Gorda, Jacksonville Beach, and Clearwater. All had similar Ordinances that they enforce for their parks, including those having venues in the park and businesses close by.

Fort Pierce Deputy Chief Bob Ridle gathered data on FPPD calls and disturbances at Jetty Park using a 6-month period (Feb. – Aug.) from last year and the year before. He reported no significant difference in the number of calls or disturbances year over year. This past year, there were 117 calls and 24 disturbances. This would be at least one disturbance every week, which he stated would be unacceptable if he lived close to the park. The PAC agreed. FPPD officers also initiated 500 walk arounds at their own discretion.

The PAC then listed possible ways to address these issues given the above data:

- Install creative signs (not the usual list of rules) to educate the public concerning noise in parks and cooking/gathering if deemed an issue. Use the FPPD lighted sign to introduce this rule and list the fine. This is what worked at Jaycee Park!
- Educate FPPD officers on this Parks Ordinance and begin enforcing it as required by law (warning first, then enforcement) and displayed on signs.
- Request more FPPD Jetty Park drive throughs in the evenings and Police visibility.
- Close the parking lot or the entire park from dusk until dawn like all other City Parks. The PAC has serious concerns about this idea, given that many fish overnight at this park and that this could just move the issues to another parking lot close by whether that be the paid lot or other City lots.

Please let us know if there are other questions for us to research or explore or if you require more data on what has been said. Thank you for the opportunity to serve our City.

Best Regards,
Charlene Adair, Parks Advisory Committee Chairperson

City Commission Conference Agenda - 9:00 AM

4. c.

Meeting Date: 03/14/2022

Re: Sponsorship of Naming Public Facilities

Submitted For: Mike Reals, Public Works Manager,
Public Works

SUBJECT:

The Parks Advisory Committee have analyzed the request for the sponsorships of public facilities throughout the City of Fort Pierce. Attached for your review, is the draft guidelines for the sponsorship of naming public facilities.

Attachments

Guidelines for the Sponsorship of Public Facilities

Form Review

Inbox

City Manager

Form Started By: Kaitlyn Ballard

Final Approval Date: 03/03/2022

Reviewed By

Nick Mimms

Date

03/03/2022 10:51 AM

Started On: 03/03/2022 09:33 AM

**GUIDELINES FOR THE SPONSORSHIP OF THE NAME
OF SELECTED PUBLIC FACILITIES
City of Fort Pierce, Florida
DRAFT revised 2/17/22**

Purpose

The purpose of these guidelines is to establish a systematic and consistent approach for the sponsorship of the name of selected public facilities in the City of Fort Pierce, including an enterprise fund facility (a fee is charged to external users for goods or services), park, object, location, program, or event.

The distinctive characteristic for this type of naming rights is that the buyer gets a marketing property to promote products and services, promote customer retention and/or increase market share for a defined period of time consisting of a minimum of 5 years and a maximum of 20 years and for a specific amount of money.

Names can be as a presenting sponsor, which attaches the name to the traditional name, or as a title sponsor, which replaces the original name with the sponsored one. The purchaser of the naming rights may choose to donate those rights to an outside organization that is approved by following these guidelines.

Sections within the overall facility, specialized areas, or amenities may be separately sponsored and have a name different from that of the larger facility.

Objectives

- Ensure that given names to these facilities are consistent with the values and character of the City.
- Encourage public input opportunities for the sponsorship of these facilities.
- Provide an opportunity for the City to enter into sponsorship agreements for the purpose of optimizing non-tax revenue sources. City staff may solicit such sponsorship agreements. Sponsorships must be paid in full per the agreement.
- The City will not relinquish to the sponsor any aspect of the City's right to manage and control the City's assets or facilities.
- All sponsorship agreements are to be reviewed by the City Attorney's office prior to finalization to ensure that the City's legal interests are protected.

Criteria

The practice of the City of Fort Pierce is to name these facilities through an adopted process utilizing the above objectives, emphasizing community values and character, local and national history, geography, the environment, civics, and service to the City of Fort Pierce. Therefore, the following criteria shall be used in determining the appropriateness of the sponsored naming designation:

- Sponsors may be a Corporate entity, or any entity or individual that would benefit from this marketing approach.
- The following industries and products are not eligible to sponsor public facilities: police-regulated businesses; faith-based and political organizations; companies whose business is substantially derived from the sale of alcohol, tobacco, firearms, or adult use of a sexual nature.
- All advertising designs will be reviewed in detail and must comply with City standards to be approved. The following standards for advertising are examples of what will not be displayed:

- If false, misleading, or deceptive.
- Relates to an illegal activity.
- Is explicit sexual material, obscene material, or material harmful to minors.
- Advertises tobacco products.
- Includes language, which is obscene, vulgar, profane, or scatological.
- Depicts violence and/or anti-social behavior.
- Is specific to religious or political beliefs.
- The sponsorship program does not apply to:
 - Philanthropic contributions, gifts, grants, or unsolicited donations in which no commercial and/or marketing benefits of being associated with one or more of the City's activities are granted to the sponsor.
 - Funding obtained from other governmental entities through formal grant programs.
 - City sponsorship support of external projects where the City provides funds to an outside organization.
 - In-kind contributions or monetary contributions from independent foundations or registered charitable organizations through their granting or giving programs.
 - In-kind contributions or monetary contributions from entities making such contributions with funds made available to them by the City.
 - Rent fees, and/or other compensation received by the City from third parties who lease, license, or use City property for their own activities, including, but not limited to, the use of City recreational facilities by athletic organizations.

Procedures

The steps to sponsor the name of a selected public facility include but are not limited to:

1. Initiation of a request for applications to sponsor. This can be initiated by the City of Fort Pierce (including organizations within), or by a potential sponsor. Initiate a call for sponsors if deemed appropriate with a deadline for submission of applications within 30 days.
2. Applications submitted to the City Clerk for each nomination by potential sponsors.
3. Review of application/s from potential sponsors by the Parks Advisory Committee according to Objectives and Criteria above.
4. All vetted applications presented to the Commissioners with notes from the review.
5. Commissioners discuss these applications during a Conference Agenda meeting. The Commission may accept or reject the application/s. If the Commission rejects the application/s, the call for applications will be referred back to the Committee, or they may decide to not move forward at all.
6. Commissioners approve/deny the application/s by vote at a Commission Meeting. If approved, final agreement will be produced and executed by the City Attorney.

City Commission Conference Agenda - 9:00 AM

4. d.

Meeting Date: 03/14/2022

Re: STR/VR Update

Submitted For: Peggy Arraiz, Code Compliance Manager, Code Enforcement

SUBJECT:

Update on the Short Term / Vacation Rental Program

Attachments

Presentation

Form Review

Inbox

City Manager

Form Started By: Peggy Arraiz

Final Approval Date: 02/18/2022

Reviewed By

Nick Mimms

Date

02/18/2022 09:09 AM

Started On: 02/14/2022 03:23 PM



March 14, 2022

STR/VR Update

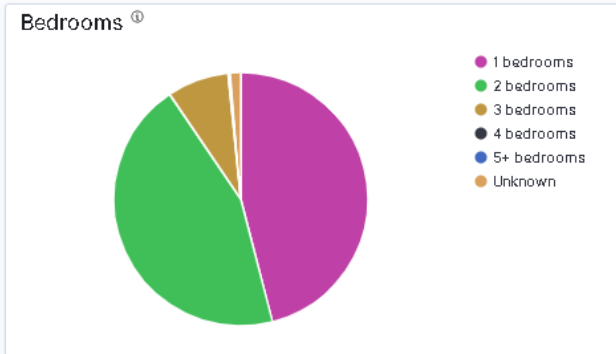
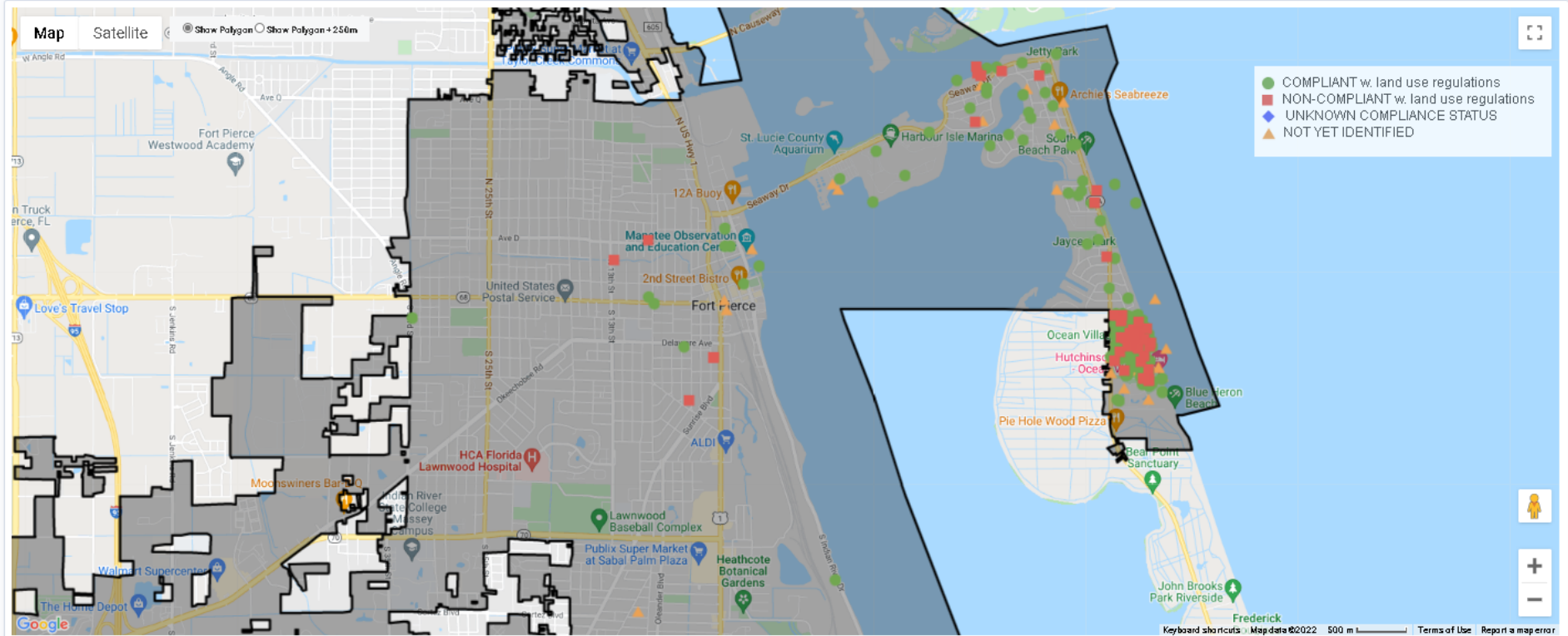
302
Short Term Rental Units

7
Term Rental Units in Last 30 Days

710
Listings (Short & Long Term)

577
Short Term Rental Listings

84.4%
Units with Street Address Identified



Bathrooms

Minimum Nights Stay

atus

Quick Search



Showing 1 to 50 of 271 entries

1 2 ... 6

Add or Remove Filters Pre-Defined Filter Combinations

No filters have been applied.

Source (Any) Registration Type (Any) Status (Any) Is Active (Any)

Source	Parcel Number	Registration Number	Registered Address	Registered Unit Number	Permit Holder Name 1	Contact Email	Emergency Contact Phone	Signature	Documentation	Created Date	Rental Unit Record(s)	Multiple Permits on a Parcel	Use Name	Status	Add/View Comments	
registration_system	241570300730000	STR22-000034	1205 S 10th St, Fort Pierce, FL 34950, USA		Jennifer Napolitano	jnapolitano@sutterand-nugenil.com	7322320032	Jennifer Napolitano	Responsible Person driver's license or FL ID with St. Lucie County address Responsible Person driver's license or FL ID with St. Lucie County address Exterior site sketch with location sketch of on-site parking Exterior site sketch with location sketch of on-site parking Interior sketch (including extinguishers, abrim, ingress/egress) Occupancy Calculation Worksheet Parking Calculation Worksheet Copy of recent property appraisal record card or deed showing ownership Sunbiz Registration	2022-03-04 03:57 PM		No	SF Res	Active	 Code completed lien search	
data_upload	250771200490003	29163	2400 S OCEAN DR	81143	OCEANSIDE HOME WATCH LLC		+17722260206			2022-02-28 05:55 AM	2dOgC--RDd56UtrI4sRe94YDd0C9LSZM 4SWWqly0NV5cbVFI 5AEIT+9UTuZfXUlw 7bVvtyk9mDy6cmcc 7FYwbw32epZ4PbCd 7stfTZnplUJzdU 84LAmnyHFduP8Nzq 8qNPcKQ6PPz7-Cf 8ounCAQsWUTBxzTI 9cCjCkqgzYmYE1S ahfBB5Q485ly59MW CixNFu5dsAWMuSE		No	Condo	Active	 Short Term Rental Packet

Statistics and Numbers

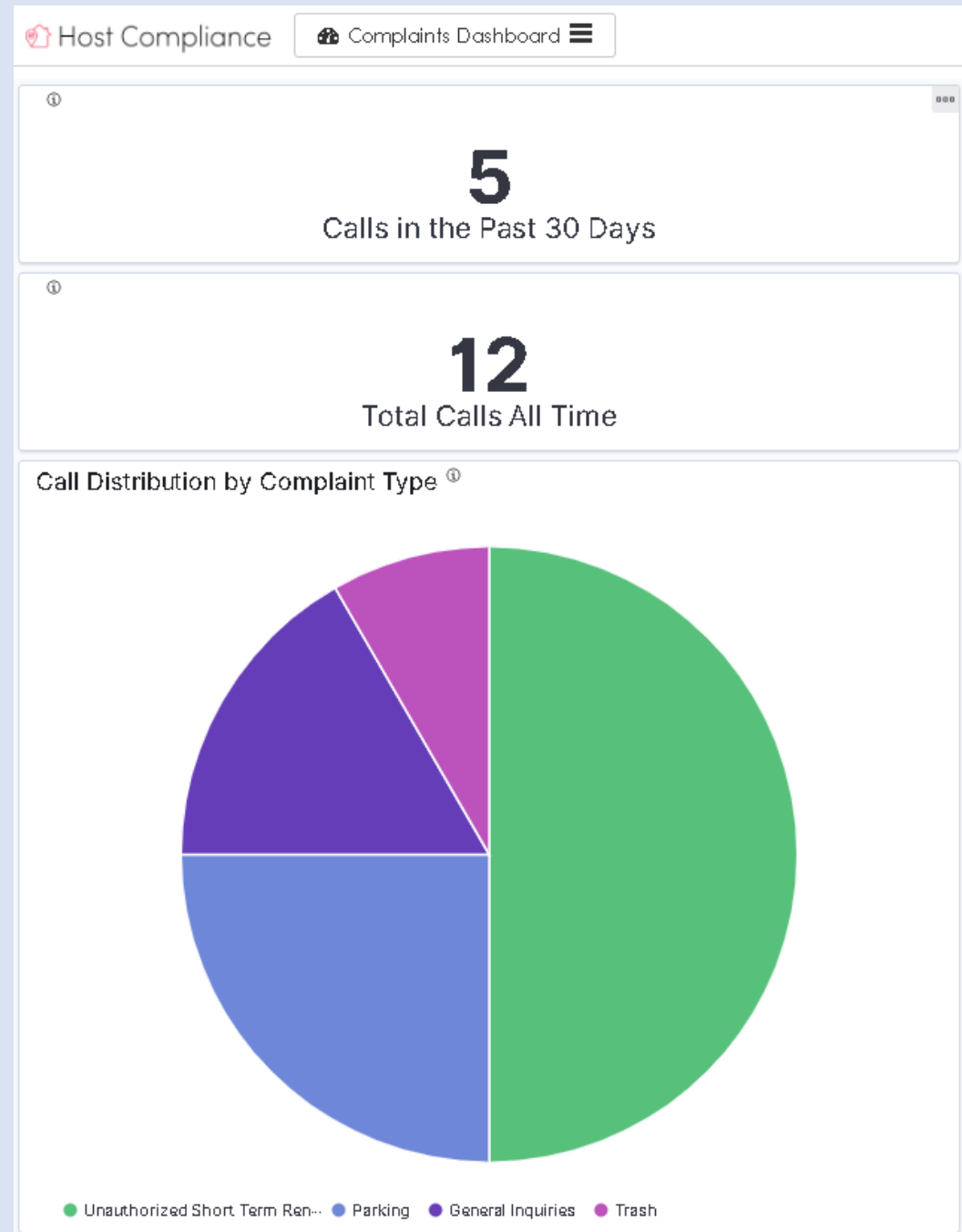
307 advertised units

271 (88%) registered units

59 “friendly letters” sent

- 45 (76%) complied
- 14 (24%) require follow up
 - Official Notice of Violation to be sent
 - If continued non-compliance, a hearing before the Special Magistrate.

- Complaints may be made to the hotline or through a web portal.
- Both are manned 24/7 by Granicus, who makes the follow up call to the Manager (if needed).
- Evidence, such as photos, can be uploaded as part of the complaint. When calling in a complaint, Granicus will email a link for upload.
- The call is recorded and readily available for review by staff.
- Notice of the complaint is received in the Code Enforcement office for follow up.



Registration Link for Short Term and Vacation Rentals

<https://secure.hostcompliance.com/fort-pierce-fl/permit-registration/>

Please utilize this link to register your short term or vacation rental property. For those renting less than 30 days, a Business Tax Receipt will be required prior to registration.

Helpful Forms

- [BTR - State License Resource Page](#)
- [BTR Step 1 - BTR Application](#)
- [Good neighbor brochure](#)
- [Parking Calculation Worksheet](#)
- [Occupancy Calculation Worksheet](#)

Enabling Legislation

- [21-019 Vacation Rental Ordinance](#)
- [Resolution No. 21-R36 Vacation Rental Registration Fee](#)

STR/VR Enforcement

The City of Fort Pierce has contracted with Host Compliance/Granicus to help us identify the short term and vacation rental units within the City limits. While this program has a very high efficiency rating for identifying units that are required to register with the City, some unit owners may continue to provide short term or vacation rental services without registering.

If you wish to report a unit owner for failing to register or if you have any type of complaint regarding a short term / vacation rental unit, Host Compliance/Granicus has provided both a 24-hour hotline as well as a web based complaint portal.

24-Hour Hotline

Call 772-227-1580 any time of the day or night to report a possible violation of the STR/VR program.

Online Complaint Form

Use the following link to report a possible violation of the STR/VR program. Through this link you can upload a website address for an unregistered unit or upload photos and other attachments.

<https://secure.hostcompliance.com/fort-pierce-fl/complaints?type>

All the information for both registering a STR/VR or to make a complaint about an STR/VR is located on the City Clerk's web page.

The enforcement and complaint information is also located on the Code Enforcement web page.



Questions?

City Commission Conference Agenda - 9:00 AM

4. e.

Meeting Date: 03/14/2022

Re: Parking Lot Development Opportunities

Submitted For: Nick Mimms, City Manager, City
Manager

SUBJECT:

Discussion of the development of current parking areas in Downtown Fort Pierce

Attachments

Downtown Master Plan Proposal

Development Opportunities Map

Proposed Parking Ordinance Workshop Presentation

Form Review

Inbox

City Manager

City Manager

Form Started By: Jennifer Robinson

Final Approval Date: 03/09/2022

Reviewed By

Nick Mimms

Nick Mimms

Date

03/03/2022 10:16 AM

03/09/2022 01:30 PM

Started On: 02/28/2022 01:19 PM



February 23, 2022

Shyanne Harnage
Economic Development Manager
City Manager's Office
City of Fort Pierce
100 North U.S. 1 Fort Pierce, FL 34950

Reference: **Fort Pierce Downtown Master Plan**
Fort Pierce, Florida

Dear Ms. Harnage,

S&ME, Inc. (S&ME) appreciates the opportunity to submit this proposal for the preparation of a Downtown Master Plan for the City of Fort Pierce. This proposal is based on previous discussions and a virtual meeting with City staff on December 9th, 2021, and provides a brief discussion of our understanding of the project, our proposed scope of work, and our associated fees.

This proposal is solely intended for the services described below. Use of this proposal and resulting documents, including the final deliverables, is limited to the above referenced project and client. No other use is authorized by S&ME, Inc.

◆ PROJECT INFORMATION

It is our understanding that the City of Fort Pierce (Client) desires S&ME to prepare a Downtown Master Plan (Project) to develop a shared community vision for the downtown Study Area. Through this effort, the City seeks to establish a vision for future development within the Study Area and adopt an implementation strategy to guide the (re)development of the City's Central Business District. Our approach will seek to foster sustainable growth while preserving and enhancing the City's unique character, in accordance with the recently adopted revisions of the City's Future Land Use designation for the Study Area. The proposed Downtown Master Plan Study Area is bordered by A E Backus Avenue to the north, Easter Avenue/Citrus Avenue to the south, North 7th Street to the west, and Indian River Lagoon to the east – see Exhibit A.

◆ SCOPE OF SERVICES

Task 1 – Kick-off, Data Collection and Project Management

Task 1.1: Kick-off Meeting

S&ME will conduct a formal project kick-off meeting with City staff. The purpose of the kick-off meeting is to review the project workflow and process and introduce team members to City staff. A preliminary agenda for the kick-off meeting includes:

- Team responsibilities & resources
- Coordination with other consultants to the City
- City responsibilities & resources
- Stakeholder involvement
- Project Schedule
- Critical Meeting Dates
- Program & Objectives
- Administration – budget, billing, progress reports, additional services requests, collections process
- Communication plan
- Approval Process
- Base Data review- identify any gaps in the Base Data Collection efforts
- Deliverables/final product(s)
- QA/QC process

Task 1.2: Data Collection

The data collection component of this effort will include two areas of focus: 1) the Study Area and immediate context information and 2) comparable project research. S&ME will coordinate with the City to collect base data information to include GIS Information/Shapefiles of the Downtown area and attributes, Brownfield designations and a summary list of planned and/or pending projects. S&ME will review previous planning studies that address the downtown including the 2020 FPRA Redevelopment Plan, the 2020 Parking Study, the 2021 Retail Market Study and Strategies, the 2008 Downtown Waterfront Charrette-A Community's Vision, the 2020 Port of Fort Pierce Master Plan, the 2014 Martin and St. Lucie Regional Waterways Plan and other pertinent planning documents provided by the City. S&ME will research and compile comparable downtown project examples to establish precedent imagery that will be used to facilitate architectural and urban design preference discussions with the City and the community.

The S&ME Team will coordinate with the City's other planning and infrastructure consultants during this phase. The S&ME Team will include the data and recommendations provided by the consultants within the context and background evaluation.

Our data collection will include the following categories and they will serve as basis for foundational frameworks of the final master plan:

- Land Use and Zoning
- Transportation
- Parks and Open Space
- Public Utilities
- Redevelopment/Catalyst Sites

Task 1.3: Project Management

S&ME will conduct bi-weekly progress meetings for the duration of the project throughout the project. During these regularly scheduled calls with the City's Project Manager, we will discuss the study progress, public involvement process, general project coordination and expectations for forthcoming deliverables.

Task 1 Deliverables:

- Kick-off Meeting Summary
- Downtown Precedent Summary

- Bi-weekly progress meetings

Task 2 – Public Engagement

As part of a robust public engagement process, S&ME will develop and maintain a Downtown Master Plan website that will provide multiple functions. The site will provide a landing page for anyone seeking information about the project and wishing to provide valuable public input on the Downtown Master Plan. S&ME will be utilizing Social Pinpoint as the web-based platform to house the website. The following items will be included on the landing page:

1. Online Survey – Developed by S&ME and City staff.
2. Online Forum Space – this will include a public engagement space. There are several options that exist with the software, including idea walls, general discussion forums, crowdsourced engagement, or community preference. S&ME will work with City staff to select visioning exercises that reinforce the goals of the Downtown Master Plan.
3. Interactive Mapping – this will include the Downtown Master Plan Study Area and will allow participants to provide specific comments on the map in specific geographic locations.
4. Additional Content – S&ME will include the project schedule, goals of the study, key dates, opportunities for public input, draft documents, upcoming events/meetings, meeting summaries and other relevant project related information as it becomes available.

Additionally, S&ME can assist the City by developing a Social Media Campaign to provide City Staff with tools, guidance and expertise needed to develop and maintain a social media campaign for the project across each of the City's preferred social media platforms. As part of this effort, S&ME will provide a recommended posting schedule, branded and formatted images designed for posting on social media (including five (5) post images for the City's preferred platforms and FB Event images for public workshops), and assistance in drafting the messaging for each post.

S&ME will work with City Staff to develop a flyer to promote upcoming project-related public input opportunities and business cards highlighting the project website address and QR code. One (1) round of revisions for these materials will be performed upon request by Staff. To increase awareness of the project, Staff should plan to disseminate these materials to elected officials, on reception desks at City services buildings, at local events, and within popular local venues.

Task 2 Deliverables:

- Downtown Master Plan Landing Page (Project website)
- Online Forum Space
- Interactive Map with Public Input Function
- Survey in Collaboration with City Staff
- Social Media Campaign template
- 8-1/2" x 11" Project flyer (pdf)
- 3-1/2" x 2" business cards (pdf)
- Summary of Public Input (a ledger of public comments and the plan's responses to those comments will be addressed in the study reports and recorded in Appendices)

Task 3 – Frameworks

Task 3.1: Market Study

S&ME will conduct a real estate evaluation and retail market assessment for the Study Area. This effort will identify current and planned development, current market rates (lease/rent) for residential and non-residential products in the Study Area, vacancy rates, a retail market analysis, applicable demographic data, and the identification of targeted opportunity sites (future development or redevelopment) within the Study Area. This assessment effort will include the following elements:

- Study Area Site assessment
- Real estate market evaluation
- Preliminary research on existing and planned projects
- Demographic analyses
- Retail Market assessment
- Interviews with local real estate professionals/stakeholders

Task 3.2: Framework Overlays

Land Use and Zoning

S&ME will perform an evaluation of the existing land use conditions, future land use designations and zoning regulations to identify development options and constraints within the downtown Study Area. This evaluation will provide insight into the build-out capacities of the Study Area and the Area's ability to accommodate different types (uses) of future development. S&ME will also utilize data and information prepared for the City's recent Future Land Use Amendment affecting the Central Business District to complement the land use and zoning evaluation. The evaluation of the development regulations affecting the Study Area will assist in the determination of whether the existing development regulations hinder or support the development and redevelopment objectives articulated in the previous planning studies (Task 1.2) and identified during the Community Engagement activities (Tasks 2 and 4) and what potential modifications or revisions to the development regulations may be needed.

Mobility and Parking

S&ME will perform an evaluation of current mobility conditions within the Study Area, supplemented by the findings of the 2020 Parking Study, to identify potential actions/projects to improve mobility (particularly through non-motorized modes) throughout Study Area. S&ME will also utilize data and information prepared for the City's recent Future Land Use Amendment affecting the Central Business District to complement the mobility and parking evaluation. This effort will include a Streets Typology Analysis for the existing network within the study area boundaries.

Parks and Open Space

S&ME will evaluate existing and planned park/open space facilities and improvements within the Study Area. S&ME will also utilize data and information prepared for the City's recent Future Land Use Amendment affecting the Central Business District to complement the parks and open space evaluation. S&ME will develop a conceptual plan for a connected parks and open space system to and through the Study Area. This conceptual plan will propose park/open space connections and public realm improvements that may be incorporated into the Downtown Master Plan.

Infrastructure

S&ME will conduct an evaluation of existing infrastructure (potable water, stormwater, sanitary sewer, reclaimed water, fiber/Wi-Fi, etc.) serving the Study Area and future infrastructure development plans. S&ME will also utilize data and information prepared for the City's recent Future Land Use Amendment affecting the Central Business District to complement the infrastructure evaluation. This evaluation will identify current infrastructure capacities and where potential infrastructure service gaps may be located.

Task 3 Deliverables:

- Market Study
- Framework Overlay Plans

Task 4 – Design Charette

S&ME will facilitate and staff a five-day design charrette, in Fort Pierce, that will include the following activities through the week:

Monday: Walking Site Tour and Evening Public Open House

Tuesday: Stakeholder Interviews and Design

Wednesday: Design and Evening Public Meeting to share initial concepts

Thursday: Design refinement

Friday: Final Charrette presentation

A detailed schedule for this comprehensive design effort will be finalized with City staff. This scope assumes that the City will procure all necessary venues and working space needed for the design charrette.

Task 4 Deliverables:

- Preliminary Concept Plan drawings showing streets, blocks, buildings, open space locations, parking
- Explanatory Diagrams
- Simplified SketchUp model (context will be modeled prior to the charrette)
- Precedent images to describe key elements of the plan
- Charette Summary

Task 5 – Final Master Plan

S&ME will prepare the Fort Peirce Downtown Master Plan document, comprised of the study process, relevant findings, conceptual master plan and recommendations, into a final study/plan document in a clear and concise format that includes the following sections:

- Executive Summary
- Process Overview
- Study Area Analysis

Proposal for Planning and Design Services
Downtown Fort Pierce Master Plan
Fort Pierce, Florida

- Vision Statement/Guiding Principles
- Frameworks
- Massing Plan Models
- Corridor Visions
- Opportunity Site Before/After (Illustrative site renderings)
- Prioritized Work Plan and Implementation Strategies
- Appendices: Online Public Engagement summaries (Two Public Workshops) and Design Charrette summary.

S&ME will participate in one (1) virtual review meeting with City staff to conduct a page turn of the document and receive comments. S&ME will also provide a PDF of the document to City staff for comment markup.

Based upon the comments received, S&ME will develop a final master plan report.

S&ME will attend a City Commission meeting to present the final master plan document.

Task 5 Deliverables:

- Final Master Plan
- 3D Massing Plan Model(s) in Sketchup (Low Intensity-Medium Intensity-High Intensity)
- 3 block Corridor Modeling (Photo realistic rendering) for two (2) corridors (Orange Avenue and US-1)
- 6 (six) Illustrative Opportunity Site renderings

◆ **FEE**

Our professional fee for the services-described above will be a lump sum of \$158,500, invoiced monthly on a percent complete basis. Included in the fee are direct expenses incurred on the Project’s behalf, including mileage, printing, plotting, photocopies, reproduction, postage, long distance telephone, facsimile, express mail and/or courier services. Unpaid invoices after 30 days will accrue service charges at 1 1/2% per month and include any costs of collections and reasonable attorney’s fees.

Task	Fee
Task 1: Kickoff, Data Collection and Project Management	\$24,000
Task 2: Public Engagement	\$19,500
Task 3: Frameworks	\$25,000
Task 4: Design Charette	\$60,000
Task 5: Final Master Plan	\$30,000
TOTAL	\$158,500

Should conditions be encountered such that additional services appear to be in the best interest of the project, we would contact you with our recommendations prior to proceeding with any services beyond the scope of this proposal. We will not exceed this proposal amount without written authorization from the City.

◆ SCHEDULE

The proposed services will be completed within six (6) months. The following timeline shows the anticipated project schedule broken down by Task.

Task 1: Kickoff, Data Collection and Project Management	Months 1-6
Task 2: Public Engagement	Months 1-5
Task 3: Frameworks	Months 1-3
Task 4: Design Charette	Month 2
Task 5: Final Master Plan	Months 3-6

◆ ADDITIONAL SERVICES AVAILABLE

The following Additional Services are available as needed:

- Additional meetings with property owners, business owners and other key stakeholders
- Additional rounds of revisions
- Survey services
- Geotechnical services
- Civil Engineering Site Design Services

Detailed Scopes and Fees may be developed for these Additional Services at the direction of the City's Project Manager.

◆ CLIENT RESPONSIBILITIES

It is our understanding that the client will provide electronic copies of the following:

- GIS Information/Shapefiles of Study Area and attributes
- Brownfield designations
- Previous studies
- Summary list of planned and/or pending projects under review or submitted to the City for consideration.

◆ AUTHORIZATION

If you elect to accept our proposal by issuing a purchase order, then please specifically reference this proposal date. Your purchase order will be our authorization to proceed with the performance of our services. The terms and conditions included in the contract between the City and S&ME dated March 12, 2019 shall apply to this project.

If you choose to accept this proposal by e-mail, your reply e-mail acceptance will serve as your representation to S&ME that you have reviewed the proposal and accept it as written.

◆ **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, appearing to read "George M. Kramer".

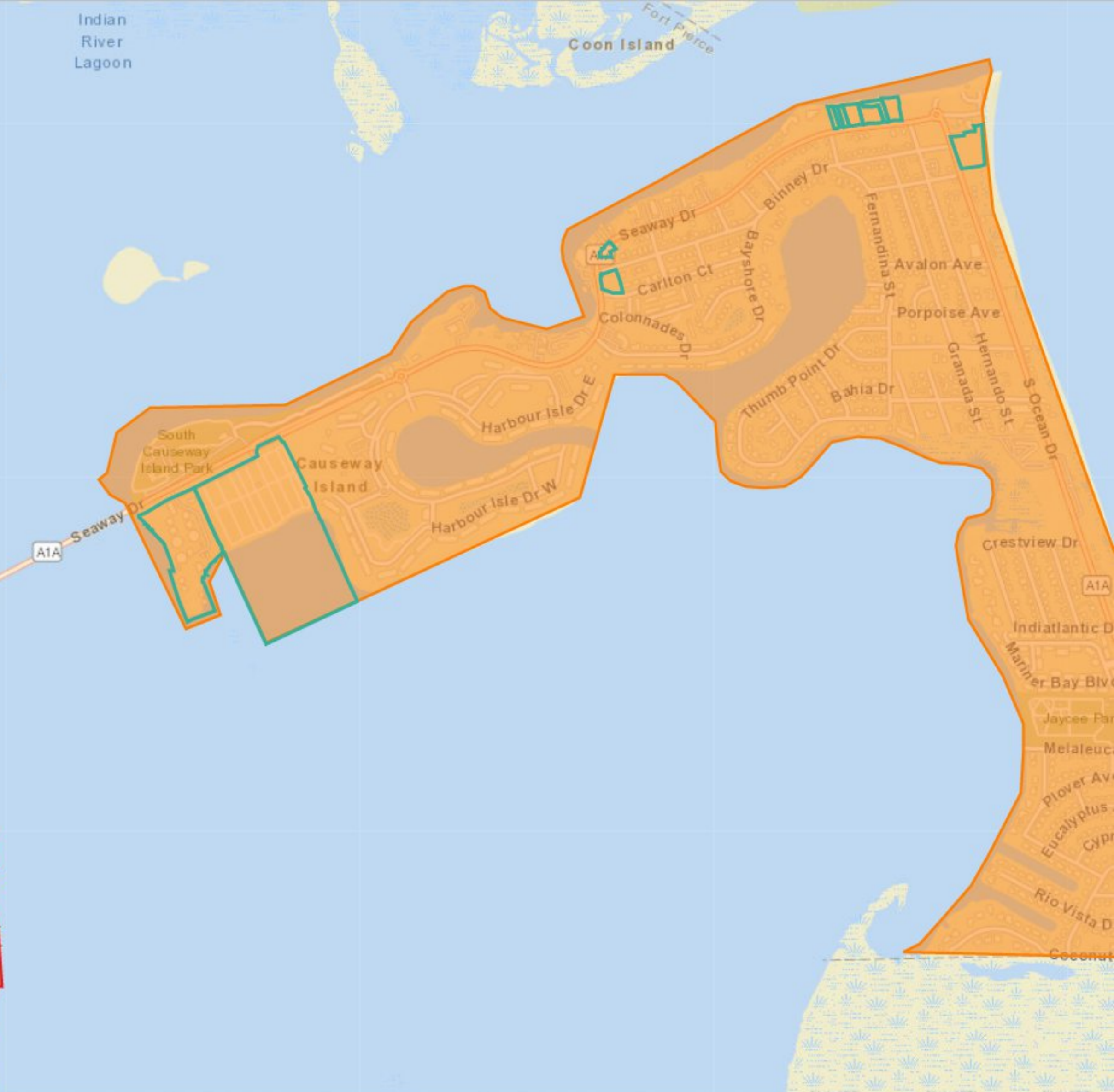
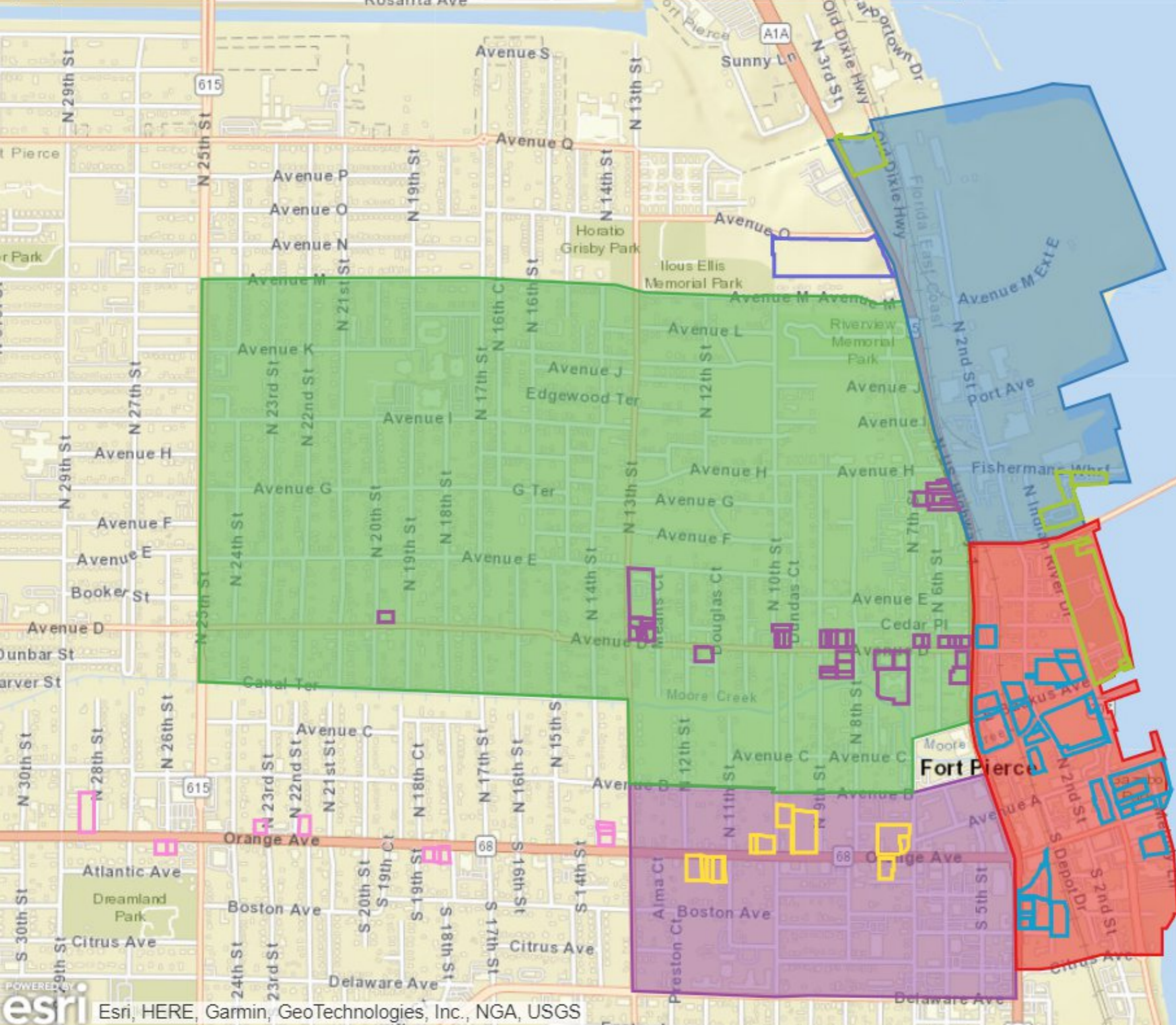
George M. Kramer, AICP, LEED AP
Vice President

A handwritten signature in blue ink, appearing to read "John Jones".

John Jones, AICP
Project Director

Exhibit A – Study Area







WALKER
CONSULTANTS

Proposed Parking Ordinance Workshop

February 28, 2022

9:00 a.m.

City of Fort Pierce, FL

OUR TEAM



Jim Corbett, CAPP
Director of Planning



Tom Szubka, CAPP, CPP
Senior Consultant



Downtown Level of Service (LOS)

LEGEND

 Off-Street Public Parking Facilities within LOS Area

Level of Service (LOS)

-  **A** LOS A - **400'** Walking Radius (\approx 1 min 30 sec)
-  **B** LOS B - **800'** Walking Radius (\approx 3 min)
-  **C** LOS C - **1,200'** Walking Radius (\approx 4 min 30 sec)

Average Walker Speed: 3.1 mph (4.6 ft/s)

Level of Service Parking Inventory Totals

LOS	Off-Street	On-Street	Total
A	92	115	207
B	919	306	1,225
C	197	29	226
Total	1,208	450	1,658



LEVEL OF SERVICE

Downtown Paid Parking Zone

LEGEND

- Off-Street Public Parking Facilities
- On-Street Parking

Paid Parking Zone Inventory Totals

Off-Street	On-Street	Total
273	421	694

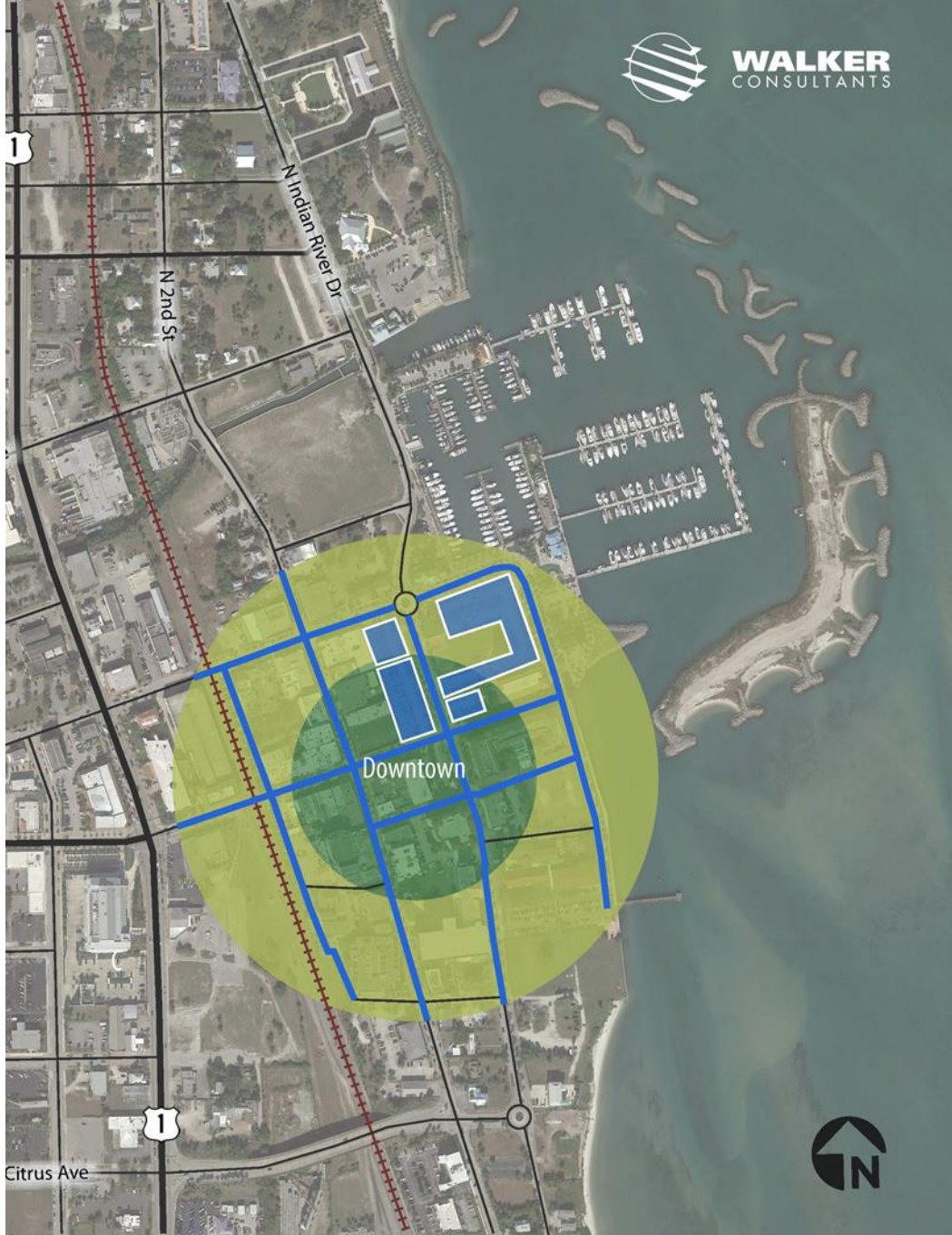
Level of Service (LOS)

- **A** LOS A - **400'** Walking Radius (≈ 1 min 30 sec)
- **B** LOS B - **800'** Walking Radius (≈ 3 min)
- **C** LOS C - **1,200'** Walking Radius (≈ 4 min 30 sec)

Average Walker Speed: 3.1 mph (4.6 ft/s)



PAID PARKING

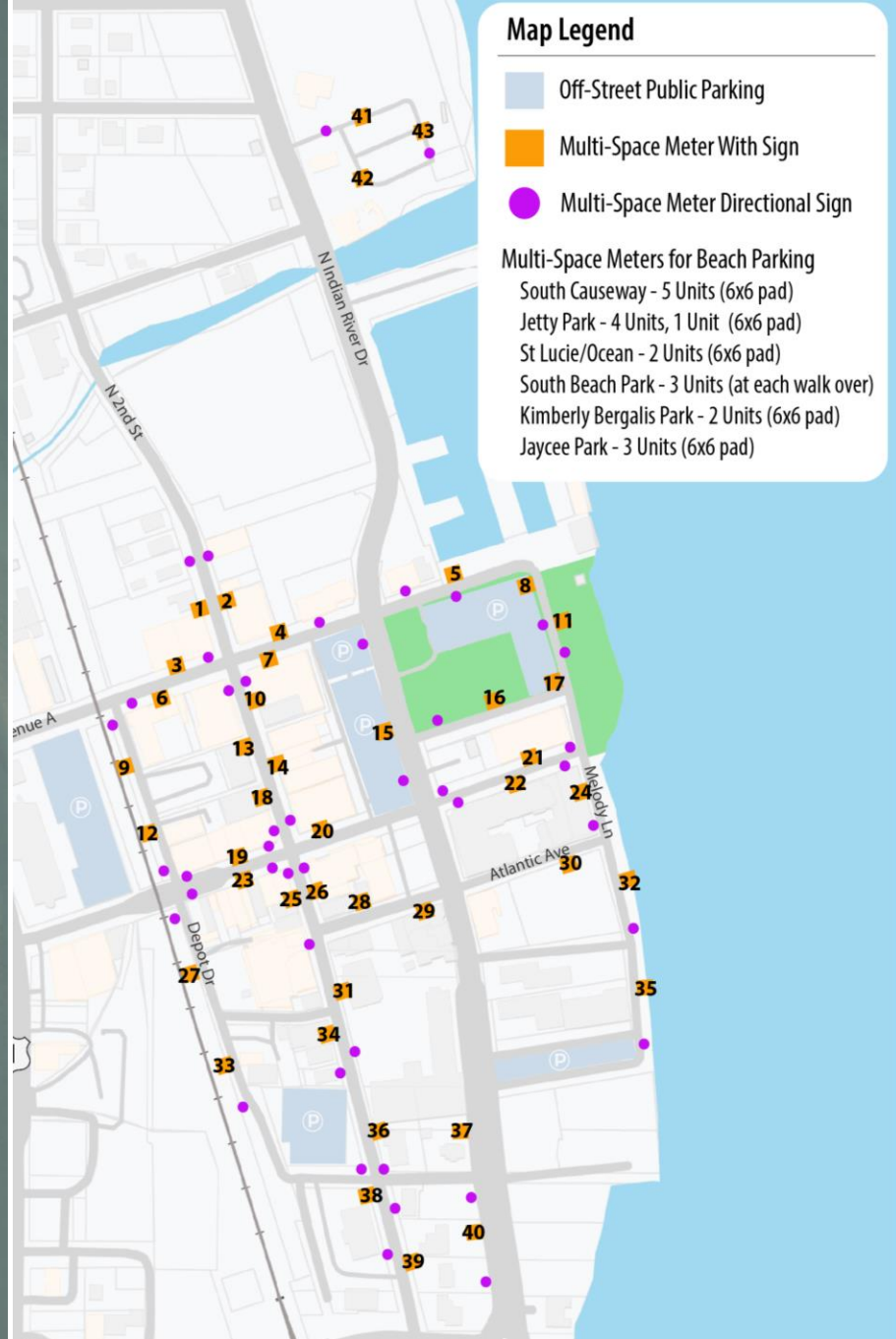


Map Legend

-  Off-Street Public Parking
-  Multi-Space Meter With Sign
-  Multi-Space Meter Directional Sign

Multi-Space Meters for Beach Parking


- South Causeway - 5 Units (6x6 pad)
- Jetty Park - 4 Units, 1 Unit (6x6 pad)
- St Lucie/Ocean - 2 Units (6x6 pad)
- South Beach Park - 3 Units (at each walk over)
- Kimberly Bergalis Park - 2 Units (6x6 pad)
- Jaycee Park - 3 Units (6x6 pad)




PAID PARKING


King's Landing Level of Service (LOS)


LEGEND

 Off-Street Public Parking Facilities within LOS Area

Level of Service (LOS)

 **A** LOS A - 400' Walking Radius (≈ 1 min 30 sec)

 **B** LOS B - 800' Walking Radius (≈ 3 min)

 **C** LOS C - 1,200' Walking Radius (≈ 4 min 30 sec)

Average Walker Speed: 3.1 mph (4.6 ft/s)

King's Landing

Level of Service Parking Inventory Totals

LOS	Off-Street	On-Street	Total
A	203	0	89
B	233	25	258
C	828	15	843
Total	1,264	40	1,190

Downtown

Level of Service Parking Inventory Totals

LOS	Off-Street	On-Street	Total
A	92	115	207
B	919	306	1,225
C	197	29	226
Total	1,208	450	1,658



KINGS LANDING EFFECT

COMPONENTS OF PARKING ORDINANCE STRUCTURE



**ADMINISTRATIVE
AUTHORITY**

**FEE AUTHORITY
AND TYPES**

**PAID PARKING
REGULATION**

**PARKING
PERMITS**

**PENALTIES AND
ENFORCEMENT**

COMPONENTS OF PARKING ORDINANCE STRUCTURE

1

ADMINISTRATIVE AUTHORITY

Title

Applicability

Definitions

Authority to Issue Parking Citations

Paid Parking Zones



COMPONENTS OF PARKING ORDINANCE STRUCTURE

2

FEE AUTHORITY AND TYPES

Fee Resolution
Permits
Late Penalties
Immobilization



COMPONENTS OF PARKING ORDINANCE STRUCTURE

3

PAID PARKING REGULATION

- Improper Parking
- Hours of Operation
- Loading and Unloading
- Electric Vehicle Charging
- Special Events



COMPONENTS OF PARKING ORDINANCE STRUCTURE

4

PARKING PERMITS

- Business
- Contractor
- Marina
- Resident



COMPONENTS OF PARKING ORDINANCE STRUCTURE

5

PENALTIES AND ENFORCEMENT

Citation Issuance

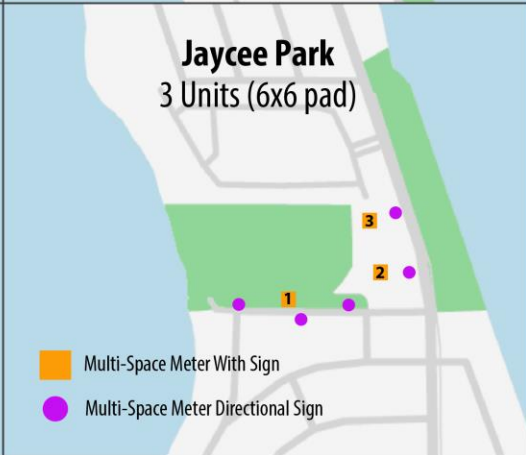
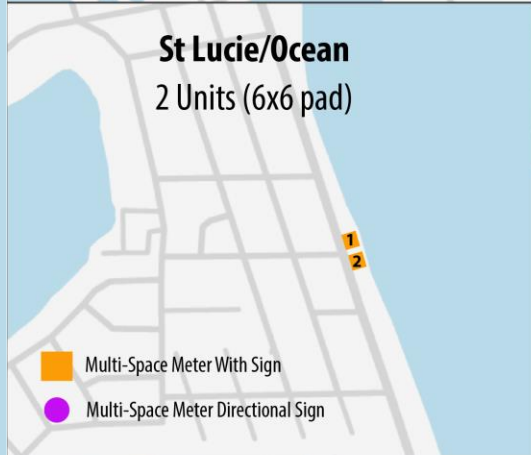
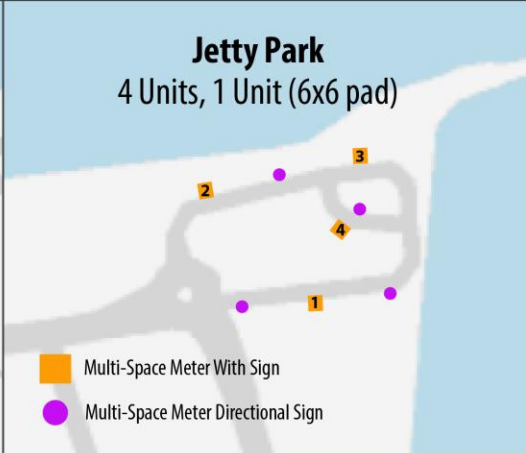
Penalties

Contesting a Citation

Payment

Adjudication





PAID PARKING (BEACH)



Comment

City Commission Conference Agenda - 9:00 AM

4. f.

Meeting Date: 03/14/2022

Re:

SUBJECT:

Discussion on Business Tax Receipt Rates

Attachments

Memo

Form Review

Form Started By: Linda Cox
Final Approval Date: 02/10/2022

Started On: 02/10/2022 12:35 PM



TO : Mayor and Commissioners

FROM : Linda W. Cox, City Clerk *LWC*

RE : Business Tax Receipt Rates

DATE : March 14, 2022

In accordance with Florida Statute 205.0535, in 2008 the City established an Equity Study Commission to review and recommend a revised classification system and rate structure for business taxes. This statute allowed for an initial 10% increase, with up to a 5% increase every other year thereafter if approved by a 4/5ths vote of the governing body.

In August 2008, the City Commission adopted Ordinance No. L-35 providing for the initial increase of ten percent for business tax receipts. Subsequently, in 2010, 2012, 2014, and 2018 the City Commission implemented a 5% increase of the business tax each year as allowed. There was no increase in 2016 and in 2020, the City decreased the tax by 5%.

Under Florida Statute 205.0535(4), "municipalities and counties may, every other year thereafter, increase or decrease by ordinance the rates of business taxes by up to 5 percent. An increase, however, may not be enacted by less than a majority plus one vote of the governing body. Nothing in this chapter shall be construed to prohibit a municipality or county from decreasing or repealing any business tax authorized under this chapter."

The City Commission may once again consider an increase of business tax of up to 5%. If an increase is adopted, additional revenue to the City is estimated at \$13,525 based upon our most recent collections in the total amount of \$270,500. Generally, a 5% increase would equate to a nominal increase of approximately \$0.63 to \$28.83 per license, per year, depending on the business classification. Below are examples of current business taxes charged by our two closest cities for comparison:

	Fort Pierce	Port St. Lucie	Vero Beach
Bank::	\$254.04	\$268.00	\$360.00
Beauty Shop:	\$ 23.82	\$153.00	\$45.00
Small Merchant:	\$ 23.82	\$62.25	\$45.00
Large Merchant:	\$346.42	\$381.00++	\$500.00 +

You also have the option of decreasing the BTR fee by up to 5% or making no change at all.

The City of Vero Beach and Port St. Lucie have indicated they have no plans to change tax rates at this time.

I am requesting consensus from the Mayor and City Commission as to whether an increase, decrease or no action is desired in regard to business tax receipt rates. Thank you for your consideration.