

TOWN OF OCEAN VIEW

201 CENTRAL AVENUE
OCEAN VIEW, DE 19970

MEMORANDUM

TO: Mayor and Town Council Members

FROM: Kenneth L. Cimino, Director of Planning, Zoning & Development

VIA: Carol S. Houck, Town Manager

DATE: March 5, 2021

SUBJECT: Request for Supplemental Agreement to the Comprehensive Land Use Plan Contract OV 2019-05

Background: During the Comprehensive Land Use Plan Update, it was discovered that the SR 26 Design Guidelines were in draft form and did not get completed or adopted as part of the Town Code when they were developed. In January 2021, the Town approached our Consulting Engineering Firm, AECOM, about preparing a cost estimate to complete the design guidelines as additional work to Contract OV 2019-05. Due to the COVID-19 pandemic, the effort did not get underway, and the Comprehensive Land Use Plan was completed and adopted. One of the goals outlined in the 2020 Comprehensive Plan is to finalize the SR 26 Design Standards.

Funding: Funding is available from the FY 21 Planning and Development Line Item for Professional Services in the amount of **11,800.00** and the proposed FY 22 Planning and Development Line Item in the amount of **\$10,000.00**.

Final Project Cost/Council Acknowledgement: It is therefore recommended that Council authorize the additional **\$16,724.00** for the Supplemental Agreement to the Comprehensive Land Use Plan Update OV 2019-05 to allow staff to complete the SR 26 Design Guidelines to bring before the Planning and Zoning Commission for review and comment and to Mayor and Council for adoption.

Update Ocean View Rt. 26 Design Standards				
TASK	PM	SR Planner	Planner	GIS/Drafting
Project Kick-off Meeting	2	2		
Review document for zoning/regulation consistency		6	10	
Historic context review		4		
Update Commercial Building Design standard		8	4	
Update Residential Design/ Add Mixed Use Design standards		10	4	
Update Parking Lot and General Landscaping Design		6		
Update Stormwater Facilities		6		
Update Lighting Standards		4	4	
Update Signage Standards – Existing Signage Regulations		12		
Add Section: Circulation and Connectivity		8		8
Draft Rt. 26 Concept Map				24
Recommended Code Changes to Implement Standards	2	4	8	
Update document, graphics, pictures, diagrams		4	8	8
Review Meeting with OV Staff	2	2		
Update Document, Format using InDesign		6	8	
Meeting to Review Draft Document	2	2		
Editing and Corrections to Document		2	4	
Meeting with Planning Commission to Review		2		
Town Council Meeting to introduce/review		2	2	
Town Council Meeting to Adopt		2	2	
Total Hours	8	92	46	40
	\$1,504	\$7,176	\$3,404	\$4,680
Total Cost				\$16,764