

TOWN OF PALM BEACH

Information for Town Council Meeting on: August 10, 2021

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

FROM: Jay Boodheshwar, Deputy Town Manager

RE: Request for Direction Regarding Completion of Retail Study

DATE: August 2, 2021

STAFF RECOMMENDATION

Staff recommends that Town Council review the information below, relative to the previously approved Resolution No. 025-2021, Retail Study for the Town of Palm Beach, and provide direction to staff.

GENERAL BACKGROUND

At the February 10, 2021, meeting, Town Council approved Resolution No. 025-2021 (attached), approving the award of RFP No. 2021-01, Retail Study for the Town of Palm Beach, to Yard and Company in the amount of \$94,500 and a project total of \$100,000. Said study was approved for funding from the FY2021 contingency budget and includes an evaluation of the Town's current state of retail, retail space allocation, commercial uses, existing parking scenarios, and other retail components to make recommendations for positive changes to ensure a thriving retail environment within the Town. A condition of the approval of Resolution No. 025-2021 was to wait until the fall of 2021 to begin the retail and determine if the process could include more community engagement.

This effort was deliberately brought forward this past winter as it was believed to be urgent at the time, not knowing what the timetable might look like with some sort of broader code reform effort, which could have included a retail study component. Since the February 10, 2021, meeting much has happened in terms of establishing a path forward to address code reform. The Planning, Zoning, and Building team has worked with the Purchasing Division to prepare an RFP to select a consultant to review certain sections of the Town Code and provide recommendations for reform. The issuance of said RFP is imminent, but before advertising staff felt it was important to determine if Town Council has an interest in rolling in most or all of the scope originally included in the Retail Study into the Code Reform RFP to have one larger project instead of two separate efforts. Of course, there are pros and cons

If Council desires to roll in most or all of the retail study's scope of services, staff seeks official direction. A resolution to rescind Resolution No. 025-2021 would be brought to Council at a future meeting to officially reject all proposals received in response to RFP No. 2021-01, Retail Study for the Town of Palm Beach.

FUNDING/FISCAL IMPACT

A total of \$100,000 was appropriated from the FY2021 contingency budget at the February 10, 2021, Town Council meeting. If Council desires to rescind Resolution No. 025-2021, the \$100,000 could be reprogrammed for the new Code Reform RFP.

Attachment

cc: Wayne Bergman, Director of Planning, Zoning, and Building
James Murphy, Assistant Director, Planning, Zoning, and Building
Jane Le Clainche, Director of Finance
Dean Mealy, Purchasing Manager