

TOWN OF PALM BEACH

Information for Town Council Meeting on: September 14, 2021

To: Mayor and Town Council

Via: Kirk Blouin, Town Manager & Jay Boodheshwar, Deputy Town Manager

From: Wayne Bergman, Director of Planning, Zoning & Building

Re: Request for Direction Regarding Completion of Retail Study - Continued

Date: August 17, 2021

STAFF RECOMMENDATION

Staff recommends the Town Council review the information contained within, relative to the previously approved Resolution 025-2021, Retail Study for the Town of Palm Beach, and provide direction to staff.

GENERAL BACKGROUND

At your August 10, 2021 meeting, you heard from staff that the possibility existed to include the retail study scope of work in the new RFP for the code reform professional planner. Staff indicated that before finalizing the new planning RFP, there was interest in reviewing the matter with the Town Council to see if there existed the option of rolling in most or all of the retail study scope of work into the code reform RFP. This could result in one larger project instead to two separate, smaller efforts. After the presentation and discussion, the Council deferred the matter to the September 14, 2021, meeting and also referred the matter to the Planning and Zoning Commission for their input on this possible change.

At the August 17, 2021 Planning & Zoning Commission meeting, staff presented the background to the Commission and mentioned some possible options for their consideration:

- 1) Keep the current Yard & Company scope of work for the retail study and create a full scope of work for the code reform planner; or
- 2) Scale back the Yard & Company retail study, basically reduce the scope of work for the retail study; or
- 3) Cancel the Yard & Company work and roll all of the retail study scope into the new code reform RFP; or
- 4) Cancel the retail study work completely.

The Commission had a thorough discussion of the matter. There were mixed opinions on the need for the retail study and the proposed scope of work, with comments summarized below:

- Cancel the retail study – 1 member
- Defer the start of the retail study – 5 members
- Scale down the retail study scope of work – 2 members
- Refine the retail study scope of work – 2 members
- Move forward now with the retail study – 3 members

At the end of the discussion, the Commission voted 4-3 in favor in recommending to defer the start of the retail study to a later date (not starting the study this coming fall or winter). Staff requests final direction from Council on this matter.

FUNDING/FISCAL IMPACT

A total of \$100,000 was previously appropriated from the FY2021 contingency budget at the February 10, 2021, Town Council meeting fund Resolution No. 025-2021.

cc: Jay Boodheshwar, Deputy Town Manager
James Murphy, Assistant Director, Planning, Zoning, and Building
Jane Le Clainche, Director of Finance
Dean Mealy, Purchasing Manager