

# Town of Juno Beach Land Development Regulations Update

## Scope of Work



**BONNIE LANDRY**  
& ASSOCIATES Professional Planning Services

## **Town of Juno Beach Scope of Work**

### **Land Development Regulations Updates, Workshops and Adoption Hearings**

#### **PHASE I – PROJECT FRAMEWORK**

##### **Subtask 1.1 LDR Kickoff Meeting**

- Description: Consultant will meet in person with the Project Manager to understand expectations and finalize contract and project time line.
- Deliverable: Final Scope, project timeline and signed contract,

##### **Subtask 1.2 Internal Meeting with Key Town Departments**

- Description: Consultant will facilitate a virtual meeting with departments who will review and/or advise on the sections of code being revised.
- Deliverable: Meeting summary.

**Total Cost Phase I: \$2,350**

#### **PHASE II – PUBLIC OUTREACH**

##### **Subtask 2.1 Project Web Page**

- Description: Consultant will develop a framework and text for the Project web page and coordinate with staff to publish the web page. Web page will provide a project overview and purpose, promote public workshops; announce hearing dates and house draft documents for public review.
- Deliverable: Mock up of web page with text for the project web page.

##### **Subtask 2.2 Develop community survey for live polling and Survey Monkey online poll**

- Description: Consultant will develop a series of questions about each section of code being reviewed to collect public opinion about the local regulations.
  - Live poll will utilize handheld polling devices that provide real time graphs of the audience opinions. This technique has proven helpful in gaining consensus of ideas in an interactive way.
  - The same questions from live poll will be available via a QR code from the project web page. Business card size of the QR code and brief summary of the project will be distributed throughout the Town to promote participation in the survey.
- Deliverable: Polling questions and QR code link to Survey Monkey

##### **Subtask 2.3 Coordinate location and date for 1<sup>st</sup> Public Meeting**

- Description: Consultant will work with Town staff to locate the meeting in a convenient place for residents as well as a convenient time and location for the workshop.
- Deliverable: N/A

### **Subtask 2.4 Develop Activities for Workshop 1**

- Description: Public outreach efforts will include a variety of innovative methods to meet the needs of many learning styles - auditory, visual, verbal, social/interpersonal and kinesthetic (tactical, learning by doing). By employing a variety of outreach methods, more of the community will be engaged in the project. To that end, Workshop 1 will include interactive polling; small group and large group activities to meet the needs of a diverse group of participants.
- Deliverable: Meeting PowerPoint presentation.

### **Subtask 2.5 Optional (Live Stream and remote participation)**

- Description: If desired, the consultant can facilitate a hybrid meeting to allow the public to participate in the live meeting through the Zoom platform. The participants would be able to hear the meeting; view the presentation and have the ability to ask questions. Depending upon the room set up, video of the room may also be an option.

### **Subtask 2.6 Workshop Promotion**

- Description: The consultant will prepare a variety of promotional materials for the workshop, assist the Town with distributing to news networks; design yard signs/flyers and place them in the meeting vicinity. This includes sign removal.
- Deliverable: Press Release, meeting fliers, temporary signage with the meeting details.

### **Subtask 2.7 Facilitate Public Workshop 1**

- Description: The project team will facilitate the workshop and provide all materials needed including technology needed for the meeting space.

### **Subtask 2.8 Workshop Summary**

- Description: The consultant will provide a summary of both the in person and remote participation.
- Deliverable: Technical Memo 1 to summarize common themes from the workshop with graphs; sign in sheet for the meeting.

**Total Cost Phase II: \$14,687.50**

## **PHASE III – LAND DEVELOPMENT REGULATION (STRIKETHROUGH AND UNDERLINE)**

### **Subtask 3.1 Techniques for Sound and Slow Growth**

- Description: The consultant will review the existing code for best planning practices for parking, landscaping, setbacks, lot coverage, and investigate incentives to encourage preferred uses identified by the Town. This task will also involve reviewing the alignment of these new regulations with the Comprehensive Plan and recommending any necessary adjustments to ensure consistency. Input from the public workshop will also be considered.
- Deliverable: Strikethrough and Underline of Codes related to best planning practices related to sound development; Summary of changes needed to Comprehensive Plan, if any.

### **Subtask 3.2 Landscape Requirements**

- Description: The consultant will compare and contrast the current Town landscaping regulations with other local example to include surrounding municipalities looking for opportunities to strengthen the local code. Input from the public workshop will also be considered.
- Deliverable: Strikethrough and Underline of Landscape Regulations.

### **Subtask 3.3 Floor Area Ratio/Volume and Massing of Single-Family dwellings**

- Description: The consultant will apply best planning practices for defining density and intensity to include but not be limited to mass, size, scale, height, building area, wall treatments, 2<sup>nd</sup> floor area, FAR, cubic ratio, off-street parking and benchmark with surrounding municipalities. This task will also involve reviewing the alignment of these new regulations with the Comprehensive Plan and recommending any necessary adjustments to ensure consistency. Input from the public workshop will also be considered.
- Deliverable: Strikethrough and Underline of Codes defining density and intensity; Summary of changes needed to Comprehensive Plan, if any.

### **Subtask 3.4a Sign Regulations**

- Description: The sign regulations have not been amended since 2006. However, due to a Supreme Court decision in 2015 sign codes must be content-neutral to comply with the First Amendment. The consultant will utilize best practices to bring the local regulation into compliance for legal review.
- Deliverable: Strikethrough and Underline of Sign Code, version 1.

### **Subtask 3.4b Collaboration with Town Attorney for legal review and revisions**

- Description: The consultant will submit the draft regulations to the Town Attorney for review, ensuring compliance with recent case law mandating content-neutral language and verifying that the new sign regulations are legally defensible.
- Deliverable: Strikethrough and Underline of Sign Code, version 2 with revisions recommended by attorney.

### **Subtask 3.5 Topographical Features**

- Description: Consultant will review the local regulations for the installation of fill and excavations. This task will include the expertise both planners and engineers.
- Deliverable: Strikethrough and Underline of Regulations related to fill, excavation and any other topographical regulations.

### **Subtask 3.6 Wall and Fence**

- Description: Consultant will review the regulations for walls and fencing and look for opportunities to strengthen the local regulations for these features.
- Deliverable: Strikethrough and Underline of Regulations that govern the design of walls and fences.

### **Subtask 3.7 Exterior Lighting Spillover**

- Description: Consultant will review the regulations related to lighting and draft regulations to address exterior lighting on residential housing and prepare a reference chart for footcandle criteria. This task will employ best management practices to protect sea turtles. The expertise of planners, engineers and landscape architects will develop this update to the Code.
- Deliverable: Strikethrough and Underline of Regulations related to exterior lighting and a reference chart for their criteria.

### **Subtask 3.8 Draft Ordinances for attorney review**

- Description: Consultant will draft the ordinances for the attorney's review.
- Deliverable: Draft Ordinance

### **Total Cost Phase III: \$40,675**

## **PHASE IV – TRUTH CHECKING**

### **Subtask 4.1 Coordinate location and date for 2<sup>nd</sup> Public Meeting**

- Description: Consultant will work with Town staff to locate the meeting in a convenient place for residents as well as a convenient time and location for the workshop.

### **Subtask 4.2 Develop Activities for Workshop 2**

- Description: Workshop 2 will include a presentation to summarize the changes recommended and a brief interactive poll for the audience to react to the changes proposed. Consultant will develop a series of questions about each section of code being reviewed to collect public opinion about the local regulations.
  - Live poll will utilize handheld polling devices that provide real time graphs of the audience opinions. This technique has proven helpful in gaining consensus of ideas in an interactive way.
  - The same questions from live poll will be available via a QR code from the project web page. Business card size of the QR code and brief summary of the project will be distributed throughout the Town to promote participation in the survey.

Deliverable: Polling questions and PowerPoint Presentation.

### **Subtask 4.3 Optional (Live Stream and remote participation)**

- Description: If desired, the consultant can facilitate a hybrid meeting to allow the public to participate in the live meeting through the Zoom platform. The participants would be able to hear the meeting; view the presentation and have the ability to ask questions. Depending upon the room set up, video of the room may also be an option.

### **Subtask 4.4 Workshop Promotion**

- Description: The consultant will prepare a variety of promotional materials for the workshop, assist the Town with distributing to news networks; design yard signs/flyers and place them in the meeting vicinity. This includes sign removal.
- Deliverable: Press Release, meeting fliers, temporary signage with the meeting details.

#### **Subtask 4.5 Facilitate Public Workshop 2**

- Description: The project team will facilitate the workshop and provide all materials needed including technology needed for the meeting space.
- Deliverable: PowerPoint Presentation.

#### **Subtask 4.6 Workshop Summary**

- Description: The consultant will provide a summary of the public's reaction to the draft changes to the Land Development Regulations.
- Deliverable: Technical Memo 2

#### **Total Cost Phase IV: \$9,137.50**

### **PHASE V – ADOPTION OF UPDATED CODE SECTIONS**

#### **Subtask 5.1 Revise the 7 sections of code - Based on Public and Town Staff Feedback**

- Description: The consultant will coordinate with Town staff to identify changes if necessary to proposed LDR amendments based on Phase IV feedback. The consultant will draft changes as directed by Town staff.
- Deliverable: Draft LDR in strikethrough/underline with new changes highlighted

#### **Subtask 5.2 Workshop with the Commission and LPA to prepare for Public Hearings**

- Description: The consultant will facilitate a joint workshop with LPA and Town Commission to review LDR updates in depth and answer any questions
- Deliverable: PowerPoint presentation

#### **Subtask 5.3 LPA (1st Reading) Hearing for LDR Updates**

- Description: The consultant will present updates made to the Town's LDR to the LPA
- Deliverable: Draft Ordinances; Agenda; PowerPoint; Updated LDRs in Strikethrough and Underline format; Matrix of LDR Updates

#### **Subtask 5.4 Commission (1st Reading) Hearing for LDR Updates**

- Description: The consultant will present LDR updates to the Town Commission for the ordinance first reading
- Deliverable: Draft Ordinances; Ads; Agenda; PowerPoint; Updated LDRs in Strikethrough and Underline format; Matrix of LDR Updates

#### **Subtask 5.5 Update LDR Draft (Based on 1st Reading) & Comment Matrix**

- Description: The consultant will amend draft LDR update as directed by Town staff resulting from comments at first reading
- Deliverable: Final Draft of LDRs in Strikethrough and Underline format

#### **Subtask 5.6 Adoption Hearing (2nd Reading) for LDR Updates (Commission Only)**

- Description: The consultant will present final LDR updates to the Town Commission for adoption (ordinance second reading).
- Deliverable: Final Ordinances; Ads; Agenda; PowerPoint; Final Draft of LDRs in Strikethrough and Underline format; Matrix of LDR Updates

#### **Total Cost Phase V: \$18,062.50**

**Grand Total Cost: \$84,912.50**

**Grant Total Cost with Prompt Pay Discount (2%)\*: \$83,214.25**

*\*The "Prompt Pay Discount" refers to a 2% discount applied when payment is made by the client within 15 days of receiving the invoice.*

**Town of Juno Beach Cost Sheet - LDR Updates**

**Update to the Town's LDRs**

Project Tasks	BCLA Principal Planner (\$225/hr)	BCLA Planner I (\$175/hr)	BCLA Project Manager (\$150/hr)	BCLA Admin Tasks (\$125/hr)	Engineer/Architect/Landscape Architect (\$200/hr)	GIS Tech Mapping (\$175/hr)	Itemized Cost	
<b>Phase I - Project Framework</b>								
1.1 LDR Update Project Kickoff Meeting (In Person)	<b>Flat Fee</b>						\$	1,000.00
1.2 Internal Meeting with representatives from Key Departments- Discuss Recommended LDR Revisions (Virtual)	2.00	2.00	2.00	2.00	0.00	0.00	\$ 1,350.00	
<b>Phase I Cost</b>							\$	<b>2,350.00</b>
<b>Phase II - Project Framework and Public Outreach</b>								
2.1 Develop framework and text for Project web page and coordinate with staff to publish on Town Website	2.00	0.00	0.00	0.50	0.00	0.00	\$ 512.50	
2.2 Develop a community survey for online and live polling	3.00	0.00	0.00	2.00	0.00	0.00	\$ 925.00	
2.3 Coordinate location and date for 1st Public Meeting	0.50	0.00	0.00	2.00	0.00	0.00	\$ 362.50	
2.4 Develop Activities for Workshop 1 (icebreakers, Large Group Activity (project overview); Live Polling with real-time results and graphs; Comment cards; Small Group Activity	14.50	12.00	3.00	2.00	0.00	0.00	\$ 6,062.50	
2.5 Optional (Live Stream and remote participation)	4.00	6.00	2.00	7.50	0.00	0.00	\$ 3,187.50	
2.6 Workshop Promotion - Prepare Press Release; Assist Town with distributing to news networks; Design yard signs/ flyers and place them in the meeting vicinity (includes sign removal)	4.50	0.00	0.00	3.50	0.00	0.00	\$ 1,450.00	
<b>2.7 Milestone: Facilitate Public Workshop 1</b>	3.50	3.50	0.00	1.50	0.00	0.00	\$ 1,587.50	
2.8 Workshop Summary - Review data from Online Survey and Live Audience Poll; Provide combined results in easy to read graphs	1.00	0.00	0.00	3.00	0.00	0.00	\$ 600.00	
<b>Phase II Cost</b>							\$	<b>14,687.50</b>
<b>Phase III- Draft Updates to the Town Land Development Regulations</b>								
3.1 Techniques for Sound and Slow Growth	9.00	21.00	1.00	1.00	0.00	3.00	\$ 6,500.00	
3.2 Landscape Requirements	5.50	20.00	1.00	0.00	5.00		\$ 5,887.50	
3.3 FAR/Volume and Massing of Single-Family dwellings	12.00	5.50	1.00	4.00	0.00	0.00	\$ 4,312.50	
3.4a Sign Regulations	20.00	3.00	3.00	8.00	0.00	0.00	\$ 6,475.00	
3.4b Collaboration with Town Attorney for Legal review and revisions	3.00	3.00	0.50	1.00	0.00	0.00	\$ 1,400.00	
3.5 Topographical features	5.00	2.00	1.00	1.00	10.00	2.00	\$ 4,100.00	
3.6 Walls and Fences	8.00	2.00	1.00	1.00	0.00	0.00	\$ 2,425.00	
3.7 Exterior Lighting Spillover	10.00	3.00	1.00	4.00	4.00	0.00	\$ 4,225.00	
3.8 Draft Ordinances for attorney review	16.00	2.00	1.00	10.00	0.00	0.00	\$ 5,350.00	
<b>Phase III Cost</b>							\$	<b>40,675.00</b>
<b>Phase IV - Truth Checking - Public Workshop 2</b>								
4.1 Coordinate location and date for 2nd Public Meeting	0.50	0.00	0.00	2.00	0.00	0.00	\$ 362.50	
4.2 Develop Activities for Workshop 2 (Icebreakers, Large Group Activity (project overview and brief poll); Comment cards.	1.00	8.00	0.50	2.00	0.00	0.00	\$ 1,950.00	
4.3 Optional (Live Stream and remote participation)	4.00	6.00	2.00	7.50	0.00	0.00	\$ 3,187.50	
4.4 Workshop Promotion - Prepare Press Release; Assist Town with distributing to news networks; Design yard signs/ flyers and place them in the meeting vicinity (includes sign removal)	4.50	0.00	0.00	3.50	0.00	0.00	\$ 1,450.00	
<b>4.5 Milestone: Facilitate Public Workshop 2</b>	3.50	3.50	0.00	1.50	0.00	0.00	\$ 1,587.50	
4.6 Public Workshop Summary	1.00	0.00	0.00	3.00	0.00	0.00	\$ 600.00	
<b>Phase IV Cost</b>							\$	<b>9,137.50</b>
<b>Phase V - Adoption of Updated Codes Sections</b>								
5.1 Revise the 7 sections of code - Based on Public and Town Staff Feedback	7.00	14.00	0.00	2.00	0.00	1.50	\$ 4,537.50	
5.2 Workshop with the Commission and LPA to prepare for Public Hearings	6.00	2.00	1.00	4.00	3.00	0.00	\$ 2,950.00	
5.3 LPA (1st reading) Hearing for LDR Updates	6.00	2.00	1.00	4.00	3.00	0.00	\$ 2,950.00	
5.4 Commission (1st Reading) Hearing for LDR Updates	6.00	2.00	1.00	4.00	3.00	0.00	\$ 2,950.00	
5.5 Update LDR Draft (Based on 1st Hearing) & Comment Matrix	1.00	5.00	1.00	4.00	0.00	1.00	\$ 1,925.00	
5.6 Adoption Hearing (2nd Reading) for LDR Updates (Commission Only)	6.00	2.00	1.00	4.00	2.00	0.00	\$ 2,750.00	
<b>Phase V Cost</b>							\$	<b>18,062.50</b>
<b>Total Project Hours by Discipline</b>	<b>170.00</b>	<b>129.50</b>	<b>25.00</b>	<b>95.50</b>	<b>30.00</b>	<b>7.50</b>		
<b>Project Total Cost</b>							\$	<b>84,912.50</b>
<b>Project Total Cost with 2 % Prompt Pay Discount</b>							\$	<b>83,214.25</b>



<b>Reimbursables</b>			
<b>Promotional Supplies and printing</b>	<b>Quantity</b>	<b>Cost per unit</b>	<b>Total cost</b>
QR Cards (business card size)	200	0.3	\$ 60.00
Snipe Signs (24'x18"x4 mm full color, 2-sided)	20	12.5	\$ 250.00
Step Stakes for signs	20	2.15	\$ 43.00
<i>Total Services and Reimbursables</i>			<i>\$ 353.00</i>