

1851 W. Indiantown Road Suite 100  
Jupiter, FL 33458  
Office: +1 (561) 401-9459



November 14, 2024

SENT VIA E-MAIL ([fdavila@juno-beach.fl.us](mailto:fdavila@juno-beach.fl.us))

Mr. Frank Davila, CFM  
Director of Planning and Zoning  
Town of Juno Beach  
340 Ocean Drive  
Juno Beach, FL 33408

**Subject: Proposal for the Town of Juno Beach  
Zoning Code Text Amendment / Land Development Regulations (LDRs)  
CMA Proposal No. O24.0769 / 24-0000.P0101**

Dear Mr. Davila,

Chen Moore and Associates (CMA) is pleased to submit this Scope of Services and Fee to provide professional planning services to update the Zoning Code of the Town of Juno Beach (the Town).

### **PROJECT INTRODUCTION**

The Town's Planning and Zoning Department has requested a proposal to prepare a Zoning Code amendment including due diligence, code research, writing text and attending public workshops and hearings. The purpose is to provide language to address current zoning code challenges that have been identified by the Town Council and Town Staff.

We are a local planning company located in Jupiter, close to the Town and proficient in writing Zoning Code Amendments. We have an in-depth understanding of the urban character and natural environment of Juno Beach. In 2013, Nilsa Zacarias, Director of Planning for CMA, assisted the Town of Juno Beach with the EAR-Based Comprehensive Plan Amendment. Ms. Zacarias prepared three elements of the Comprehensive Plan: Capital Improvement, Future Land Use, and Intergovernmental Coordination elements.

The CMA planning team has established a strong professional reputation in Palm Beach County as a local company that is deeply rooted in the community. CMA has provided planning services to several coastal municipalities, including the Village of Tequesta (since 2010), Village of North Palm Beach (since 2016), City of Lake Worth Beach (since 2015), Town of Manalapan (since 2010), and Town of Palm Beach (since 2023).

*Additionally, the CMA planning team has a history of collaborating with the Treasure Coast Regional Planning Council (TCRPC) on charrettes, code revisions, and the implementation of land development regulations. As examples of our experience with TCRPC, we recently completed an extended project with Dr. Kim DeLaney; and, we worked with Mr. Dana Little at the charrette that he conducted in Tequesta, and then, we wrote a detail code to implement and reflect the resident's vision as a result of the charrette.*

The subject proposal is based on the information provided by Town Staff and includes a detailed scope and fee for each task required to amend the existing Land Development Regulations.

### **PROJECT STAFFING**

Chen Moore and Associates – Land Planners & Civil Engineering

### **SCOPE OF SERVICES**

The scope of services our firm shall provide under this agreement as per our recent discussions, correspondence, and the updated table provided by Town Staff (Exhibit C) includes the following tasks:

#### **Task 1. Coordination with Town Staff**

- Consultant will meet with Town Staff for the project kick-off meeting to coordinate scope, project schedule, and deliverables.
- Consultant will meet with Town Staff throughout the project as needed.

#### **Task 2. Due Diligence and Research**

- 2.1. **TECHNIQUE FOR SOUND AND SLOW GROWTH:** Consultant will research techniques that contribute to sustainable, sound, and slow development strategies for the Town, including recommendations for site requirements (such as parking, landscaping, setbacks, and lot coverage) and various architectural styles.
- 2.2. **LANDSCAPE REQUIREMENTS:** Consultant will research the existing land development code to address outdated landscape regulations, such as the removal of invasive exotic plant species, review of the existing tree and shrub requirement.
- 2.3. **FLOOR AREA RATIO / VOLUME & MASSING OF SINGLE-FAMILY DWELLINGS:** Consultant will research land development code regulations regarding size, scale, height, and building area regulations for single family residential. Due diligence will include code language from local governments such as Town of Palm Beach, City of Lake Worth Beach, Village of North Palm Beach, Village of Tequesta, and any other municipality suggested by Town Staff.
- 2.4. **SIGN REGULATIONS:** Consultant will research the sign code from similar municipalities for real estate signs, snipe signs, and other similar signs.
- 2.5. **TOPOGRAPHICAL FEATURES:** Consultant will research the existing topographic features, the excavation permit process, and the associated fill requirements and impacts.
- 2.6. **WALL AND FENCE:** Consultant will review the existing for walls and fences code and research code language from coastal municipalities, including the Town of Palm Beach, Village of Tequesta, and Village of North Palm Beach.
- 2.7. **EXTERIOR LIGHTING SPILLOVER:** Consultant will review the existing land development code for lighting criteria and assess local governments for lighting requirements for residential housing.

#### **Task 3. Writing Text to Amend Zoning Code**

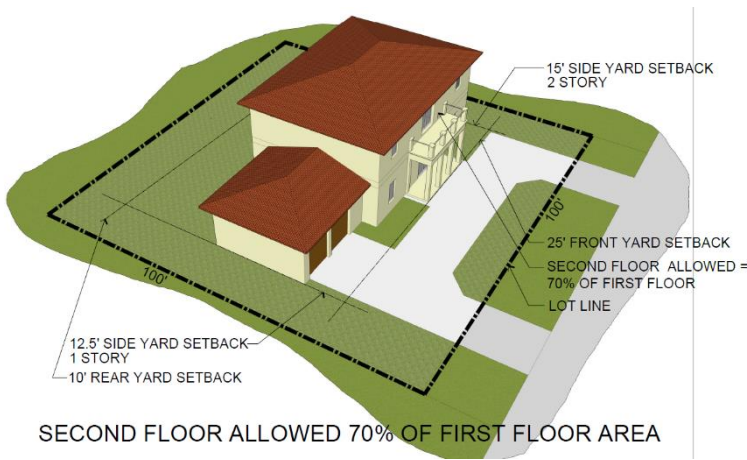
The Consultant will conduct the following Land Development Code Amendments:

- 3.1. **TECHNIQUE FOR SOUND AND SLOW GROWTH:** The Consultant will prepare amendments to the Land Development Code to implement sound growth and slow development techniques, incorporating new requirements for parking, landscaping, setbacks/lot coverage, and incentives for certain uses, while eliminating architectural style requirements from the existing code of ordinances.

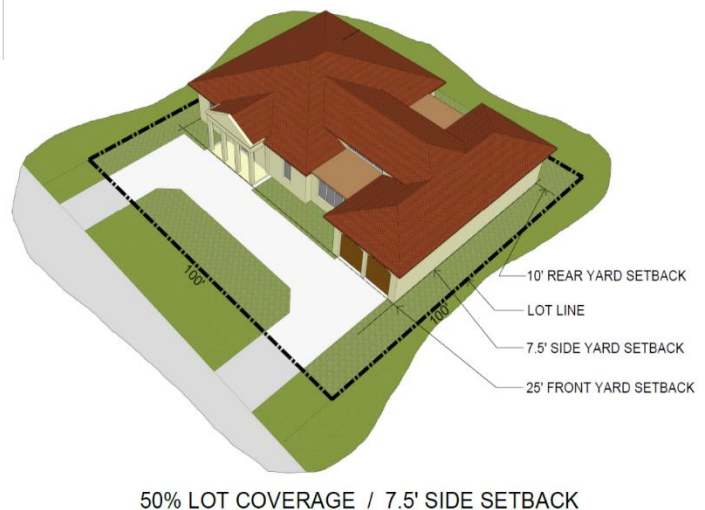
- 3.2. **LANDSCAPE REQUIREMENTS:** The Consultant will prepare amendments to the Land Development Code to update the Town's landscape requirements, including the removal of invasive exotic plants, an evaluation of the existing number of trees and shrubs, and an update to the list of permitted tree species. The CMA team includes certified landscape architects and arborists with in-depth knowledge of invasive species, Palm Beach County code and Florida natives that will write a code based on best practices and in compliance with Florida Statutes.
  
- 3.3. **FLOOR AREA RATIO / VOLUME & MASSING OF SINGLE-FAMILY DWELLINGS:** The Consultant will prepare amendments to the Land Development code that address massing, size, scale, and height. The subject amendment may include the preparation of graphics to demonstrate the proposed land development code regulations.

The CMA Planning team is proficient in 3D CAD renderings to showcase graphically the different options in terms of volumes and massing for single family residences that will facilitate a visual understanding and build consensus.

The following graphics were prepared for the Town of Palm Beach to address volume, massing, FAR, cubic ratio, off street parking and setbacks for single residential homes in relationship to lot coverage and open space for 1 and 2-story homes.



ONE STORY REGULATIONS  
INCENTIVE 50-7.5



- 3.4. **SIGN REGULATIONS:** The Consultant will prepare amendments to the Land Development Code that address sign regulations. The subject amendment will include the preparation of graphics to demonstrate the proposed sign code regulations. Our planning team is proficient in code language regarding sign codes including temporary and permanent, *we prepared sign code amendments for a number of municipalities including Town of Manalapan, Village of Tequesta and others. Also, we wrote a new sign code for the City of Westlake, a new municipality in Palm Beach County. This subject sign code includes definitions and graphics to reflect the requirements and clarify the text.*
- 3.5. **TOPOGRAPHICAL FEATURES:** The Consultant will prepare amendments to the Land Development Code to address current topographical features, the installation of fill, and excavations. *The CMA team includes civil engineers that are experienced in permitting and related code language.*
- 3.6. **WALL AND FENCE:** The Consultant will prepare amendments to the Land Development Code to update the existing walls and fences. Our planning team is proficient in code language regarding walls and fences.
- 3.7. **EXTERIOR LIGHTING SPILLOVER:** The Consultant will prepare amendments to the Land Development Code to establish lighting criteria aimed at limiting intrusive lighting and light spillover from residential properties. *The CMA team includes electrical engineers with expertise in lighting requirements.*

#### **Task 4. Public Workshops**

- Consultant will conduct two (2) workshops to present proposed code, listen to comments, gather feedback from the Board and Council, and allow for public input: one (1) with the Town's Planning and Zoning Board and one (1) with the Town Council.

#### **Task 5. Final Approval**

- Consultant will attend the Local Planning Agency hearing for a recommendation of approval.
- Consultant will attend the Council hearing for the first and second reading of the proposed code amendment.

#### **DELIVERABLE AND TIMELINE**

Consultant will provide the Client with Final Text Amendment language within six (6) months of approval of this subject proposal, and receiving a P.O.

#### **FEE SUMMARY**

CMA will provide services for a lump sum amount not to exceed **\$74,550.00**.

Should you have any questions, please do not hesitate to contact me at my office at my cell phone at (561) 758-2252 or send me an electronic message at [nzacarias@chenmoore.com](mailto:nzacarias@chenmoore.com)

Respectfully submitted,

*Nelsa Zacarias*

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CHEN MOORE AND ASSOCIATES  
Nilsa Zacarias, AICP  
Director of Planning

Attachment(s):           Exhibit A – Work Authorization  
                                  Exhibit B – Rate Schedule  
                                  Exhibit C – Juno Beach – Ranking of Items List (Town Staff Update from 10-24-24)  
                                  Exhibit D - Nilsa Zacarias, AICP, Summary Resume  
                                  Exhibit E - CMA General Services and Planning Services Flyer

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EXHIBIT "A"

**AGREEMENT FOR PROFESSIONAL SERVICES - WORK AUTHORIZATION**

Client Name: **Town of Juno Beach**  
Client Contact: **Mr. Frank Davila**  
Client Address: **340 Ocean Drive; Juno Beach, FL 33408**  
Client Phone/Fax: **(561) 586-1634**  
Client E-mail: [fdavila@juno-beach.fl.us](mailto:fdavila@juno-beach.fl.us)  
CMA Proposal No. O24.0769 / 24-0000.P0101

Agreement Date: November xx, 2024

FEE: Lump Sum for Professional Services is **not to exceed \$74,550.00.**

RETAINER: N/A

**The undersigned agree to the attached General Conditions/Provisions which are incorporated and made a part of the current Continuing Services Contract. Any additional requested services will be addressed in a separate agreement.**

**CHEN MOORE AND ASSOCIATES, INC. (CONSULTANT)**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
Date

**Town of Juno Beach (CLIENT)**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
Date

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**EXHIBIT "B"**  
**(Rate Schedule)**

**2023/2024 Hourly Rate Schedule**

<b>Labor Category</b>	<b>Hourly Rate</b>
<b>President</b>	<b>\$550</b>
<b>Principal</b>	<b>\$400</b>
<b>Principal Engineer</b>	<b>\$300</b>
<b>Senior Engineer</b>	<b>\$210</b>
<b>Project Engineer</b>	<b>\$185</b>
<b>Associate Engineer</b>	<b>\$130</b>
<b>Engineer</b>	<b>\$120</b>
<b>Principal Landscape Architect</b>	<b>\$230</b>
<b>Senior Landscape Architect</b>	<b>\$165</b>
<b>Project Landscape Architect</b>	<b>\$125</b>
<b>Associate Landscape Architect</b>	<b>\$110</b>
<b>Senior Landscape Designer</b>	<b>\$110</b>
<b>Landscape Designer</b>	<b>\$95</b>
<b>Principal Planner</b>	<b>\$240</b>
<b>Senior Planner</b>	<b>\$140</b>
<b>Project Planner</b>	<b>\$110</b>
<b>Associate Planner</b>	<b>\$95</b>
<b>Senior Project Manager</b>	<b>\$260</b>
<b>Senior Environmental Scientist</b>	<b>\$160</b>
<b>Senior Designer</b>	<b>\$160</b>
<b>Designer</b>	<b>\$120</b>
<b>Senior Technician</b>	<b>\$110</b>
<b>Technician</b>	<b>\$100</b>
<b>Senior Construction Specialist</b>	<b>\$150</b>
<b>Construction Specialist</b>	<b>\$100</b>
<b>Administrative Staff</b>	<b>\$100</b>
<b>Intern</b>	<b>\$70</b>

**EXHIBIT "C"**  
**Juno Beach Status of To-Do List**

1	Techniques for sound and slow growth	Council requested for staff to research planning techniques to promote slow growth and sound development in Juno Beach. Staff's recommendations include parking, landscaping, setback/lot coverage, incentives for certain uses, elimination of <i>combination</i> of Architectural styles in our current code.
2	Landscape Requirements	Council requested for staff to benchmark the entirety of the Town's landscape requirements with Palm Beach Gardens, and other communities. (discussed at Oct. P&Z Board meeting).
3	Floor Area Ratio / Volume and Massing of Single-Family dwellings.	Council requested for staff to have a consultant review and benchmark other communities for mass, size, scale, height, building area regulations, wall treatment, 2 <sup>nd</sup> floor area, floor area ration, cubic ratio, off-street parking for single family homes, and to specifically benchmark the city of Lake Worth Beach, North Palm Beach and Palm Beach.
4	Sign Regulations	Staff initiated – The Town's sign code was last amended in 2006, with the changes in state legislature, some of our codes cannot be enforced effectively. Any amendments will require a legal review of the proposed language, this was planned to be addressed with a consultant.
5	Topographical Features	Council requested for staff to work with a consultant to review the Town's Code regarding current topographical features, the installation of fill and excavations.
6	Wall and Fence	Council requested for staff to have a consultant review this section of the code. Most recently, council directed staff to discuss this item again without the need of a Geotechnical Engineer.
7	Exterior Lighting Spillover	Discussion – as part of the Planning and Zoning Board's 2024 Topics, they wish to discuss limiting intrusive, spillover lighting from family residences. Previously, in January 2024, Town Council directed staff to proceed with the addition of a code section to address exterior lighting on residential housing and to not include a reference chart with foot candle criteria. At the March 2024 P&Z meeting, the Board requested for staff to work with an Engineer on creating lighting criteria, this was planned to be addressed with a consultant.



**“Exhibit D”**  
**Nilsa Zacarias, AICP, Summary Resume**

*Nilsa Zacarias, AICP*  
*Director of Planning*

**Hire Date**

07/27/2009

Years with other firms: N/A

**Education**

Master of Community and  
Regional Planning Minor in  
Housing, Iowa State  
University, Fulbright Scholar,  
Bachelor of Architecture,  
Catholic University Asuncion,  
Paraguay

**Professional Affiliations**

Fulbright Alumni Association  
Palm Beach County Planning  
Congress  
Planning & Zoning  
Commission, Town of  
Jupiter

**Certifications**

Certified Planner by the  
American Institute of  
Certified Planners (AICP)

**Presentations at  
Conferences**

*Protecting Community  
Character: Lessons Learned*  
American Planning  
Association Florida  
Chapter Conference (FAPA),  
Tampa, Florida –  
September 2024 (upcoming)

*Chair of Affordable Housing  
Symposium: Solutions and  
Strategies.* Palm Beach  
County Planning Congress-  
West Palm Beach, Florida-  
April 2024

*Inclusive and Equitable Public  
Open Spaces.* American  
Planning Association Florida  
Chapter Conference (FAPA),  
Jacksonville, Florida –  
September 2023

Nilsa Zacarias, AICP is CMA's Principal Planner. She is a nationally and internationally recognized professional and Fulbright Scholar with over 25 years of experience working on challenging and complex planning initiatives including Comprehensive Planning, Public Engagement, Land Development Regulations, Annexations, Master Plans, Neighborhood Plans, Design Guidelines, Development Review & Processing, and others. She has an in-depth knowledge of Florida Statutes requirements.

**Project Experience**

**General Planning Services, Visioning, Comprehensive Plan, LDRs, and Development Processing, City of Westlake.** Palm Beach County's new 39th City was incorporated on June 20, 2016. The 38,000 acres of mostly vacant, previously agricultural land in western Palm Beach County will be the site of 4,500 homes and 2.2 million square feet of commercial space. Since its incorporation in 2016, CMA professionals serve as the planning department of the City responsible for preparing the first comprehensive plan adopted in 2018, and writing the Land Development Regulations to be consistent with the City's Comprehensive Plan Vision. CMA is also in charge of site plan reviews and processing development applications including staff reports, presentations to the Boards and City Council.

**General Planning Services, Land Development Regulations, Comprehensive Plan Amendments, Village of Tequesta-** Since 2010 provided planning services including EAR-based Comprehensive Plan Amendments, LDR amendments (writing code language to create overlays, Parking regulations, updating definitions, and others); Site Plan Reviews (DRC Meetings, Staff Reports, meetings with developers); presentations at workshops, hearings at P&Z Board and Village Council meetings; Annexations studies and analysis with public outreach; community outreach and vision for a Parks Master Plan and Design Guidelines.

**Comprehensive Plan based on the Evaluation and Appraisal Review (EAR) - Village of North Palm Beach -** CMA updated the Village of North Palm Beach Comprehensive Plan based on the Evaluation and Appraisal Review (EAR). The proposed scope includes a detail review of all the elements including Policy (Goals, Objectives and Policies) and Data and Analysis ensuring compliance with current Florida Statutes (F.S.) and updates to reflect changes in the Village's trends, vision and demographics.

**Urban Design, LDRs, EAR-based Comprehensive Plan Text Amendments, and Neighborhood Plans, City of Lake Worth Beach .** Since 2015 CMA is providing ongoing planning services to the City including 3D Renderings for specific sites illustrating the vision of the City and the compliance with Zoning Code as part of a City's marketing effort to attract quality development. Over the years, CMA has prepared Land Development Regulations (LDRs) and EAR-based Comprehensive Plan text amendments in compliance with Florida Statutes. Also, the CMA team developed 18 Neighborhood Plans for the City including utilities, transportation, signage, public safety, planning efforts and neighborhood public engagement.

**EAR based Comprehensive Plan Update, City of Dania Beach.** CMA was contracted by the City of Dania Beach to update the Comprehensive Plan based on the Evaluation and Appraisal Review (EAR) according to Chapter 163 Florida Statutes (F.S.). The proposed scope includes a detail review of the elements including Policy (Goals, Objectives and Policies) and Data and Analysis ensuring compliance with current Florida Statutes (F.S.); and, updates to reflect changes in the City's trends, vision and demographics.

Urban Design, Community Outreach, CRA Master Plan Update, City of Belle Glade. CMA was contracted to prepare the Finding of Necessity and CRA Plan Update for the City of Belle Glade, including a boundary extension, existing conditions analysis, compliance with Florida Statutes, list of priority projects, 3D Renderings of main street, community gardens and other public spaces, community engagement and presentations to the CRA Board and City Commission.

Design Guidelines, Public Participation and Zoning Code Amendment, Village of Tequesta. The Beach Road corridor was facing challenges because of aging condominium buildings, and active redevelopment initiatives. prepared Design Guidelines CMA and Zoning Code Text Amendments based on the Community input to protect the small village charm, natural resources, and provide clear direction to developers. The Design Guidelines included building aesthetics, site planning, landscaping, public streetscape, and a detail checklist. The Design Guidelines is a rich graphic driven document with 3D renderings showcasing the vision for the Beach Road corridors, and photographic display of examples of massing, articulations and architectural elevations.

#### Public Participation Program, Parks Master Plan “Our Parks Our Values” – Village of Tequesta

CMA was responsible for land planning, community participation, branding, site analysis, site design and landscaping in compliance with local code and comprehensive plan, landscaping, parking lay outs, and permitting for the preparation of Village of Tequesta Parks Master Plan. The CMA team utilized a proactive public participation program (4Ps) to obtain community input and ensure maximum outreach. “Our Parks Our Values” main goal was to prepare a robust document based on the community vision to serve as a long-term strategic road map to guide improvements to the Village’s parks.

The Master Plan was approved by the Village Council in August 2022, and it is currently being implemented. Nilsa was the lead and project manager including the proactive public participation; conceptual designs and final document that was approved by the Village Council. This Master Plan was selected by the Florida Chapter of the American Planning Association to be presented at the State Conference held in Jacksonville in September 2023.

Town of Mangonia Park Visioning, Comprehensive Plan, & Land Development Regulations. Town of Mangonia Park. CMA was contracted by the Town of Mangonia Park to update their comprehensive plan. Florida Statutes require that each local government within the state must prepare, adopt, and submit an Evaluation and Appraisal Review of its comprehensive plan at least every seven years. This EAR based amendment should address changes in the state requirements and changes to local conditions since the last update of the comprehensive plan. In 2020, the Mangonia Park comprehensive plan prepared by the CMA planning team was adopted.

#### GIS Mapping, 2050 Long Range Transportation Planning (LRTP), Treasure Coast Regional Planning Council

This project involved policy analysis and considerations for 107 TOD stations located in Palm Beach County including land uses, demographics and market studies. The CMA planning team prepared GIS maps and data tables based on ARC GIS Business Analyst to be used in the transit and roadway modeling of the 2050 Long Range Transportation Planning (LRTP) prepared by the Palm Beach Transportation Planning Agency’s (TPA), and Treasure Coast Regional Planning Council. The purpose of this work order was to analyze the development capacity surrounding the potential transit stations along the 561 corridors countywide in Palm Beach County. The analysis identified the existing and potential residential units and non-residential square footage of each station, factoring in desired station typology and land use regulations and entitlements. CMA was contracted by the Treasure Coast Regional Planning Council to conduct this study. The existing conditions analysis and mapping for the 107 TOD station included 1,926 GIS maps (Age of Structures, Assessed Value of Improvements, Taxable Value, Density, FAR, NAICS, MAZ, property acreage and others). Once the key sites for redevelopment were identified, CMA prepared 107 GIS maps showcasing the potential capacity of the subject sites.



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**“Exhibit E”**  
**CMA General Services and Planning Flyers**



**CIVIL ENGINEERING**



**TRANSPORTATION ENGINEERING**



**ELECTRICAL ENGINEERING**



**LANDSCAPE ARCHITECTURE & PLANNING**



**ENVIRONMENTAL**



**CONSTRUCTION MANAGEMENT**

# OUR SERVICES

Founded in 1986, Chen Moore and Associates, Inc. (CMA) specializes in civil engineering, water resources, water and sewer, landscape architecture, irrigation, planning, electrical engineering, transportation, environmental and construction engineering services. The firm commits to providing responsive quality services while meeting the schedules and specific project needs of our clients.



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Euclid Road Streetscape Master Plan, Miami Beach, FL



3D Visioning Rendering Phase 1, City of Lake Worth Beach, FL



Community Participation, Parks Master Plan, Village of Tequesta, FL

# PLANNING

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Land use planning is about community building, it is integral to the sustainable development of cities and towns. It involves looking at how land should be used, ranging from green space to residential areas, commercial and industrial sites. Land-use planning takes place within the framework of local zoning laws, state and federal regulations; and careful planning aims to preserve the environment, promote social gatherings, enhance communities, and support transportation, industry, and economic development. CMA provides long range and current planning services by focusing on sustainable principles with unparalleled graphic skills and superior analytical capabilities to local governments, communities, and private sector clients throughout Florida.

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**OUR PLANNING SERVICES INCLUDE:**

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- Neighborhood Plans
- Land Development Regulations & Zoning Codes
- Evaluation and Appraisal Reviews
- Annexation Plans & Processing

**Current Planning**

- Development Applications & Approvals
- Site Plan Designs & Reviews
- Technical Reports

**Community & Neighborhood Involvement**

- 24/7 Open Community Forums
- Vision & Master Plans
- Design Charrettes
- Neighborhood Participation & Plans

**Graphics and Geographic Information System (GIS)**

- GIS Maps
- 3D Computer Rendering/ Conceptual Design/CAD

**WE PLAN AND DESIGN MEMORABLE PLACES**



Mixed-Use District, 3D Visioning Rendering Phase 2, City of Lake Worth Beach, FL



Currie Park Phase I - Visioning, Public Participation, West Palm Beach, FL



Beach Road Corridor, Design Guidelines, Village of Tequesta, FL

<p><b>CORPORATE</b>          500 West Cypress Creek Road          Suite 600          Fort Lauderdale, FL 33309          +1 (954) 730-0707</p>	<p><b>REGIONAL OFFICES</b>          Miami      West Palm Beach          Jacksonville      Orlando (Maitland)</p>	<p><b>ADDITIONAL OFFICES</b>          Jupiter      Tampa          Port St. Lucie      Gainesville          Sarasota (Nokomis)      Atlanta</p>	<p><b>PEOPLE THAT CARE</b>  <a href="http://www.chenmoore.com">www.chenmoore.com</a></p>
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