



October 31, 2024

Frank Davila, CFM
Director of Planning and Zoning
Town of Juno Beach
340 Ocean Drive

fdavila@juno-beach.fl.us

Re: Zoning Code Rewrite – Revised Scope of Requested Services

Dear Frank,

WGI, Inc. (WGI) is happy to present this proposal to Town of Juno Beach (CLIENT) for professional services related to the Zoning Code Rewrite.

An initial proposal for scope of services was provided to the Town of Juno Beach on October 14, 2024. This revised proposal reflects the Town of Juno Beach's changes requested on October 28, 2024.

We are confident that our expertise and commitment to excellence align with the requirements of the Zoning Code Revision, and we look forward to the opportunity to contribute to its success.

Please feel free to reach out if you have any questions or if further clarification is needed. We are excited about working with Town of Juno Beach and believe that our collaboration will yield outstanding results.

Thank you for considering WGI, Inc. for this project. We look forward to the possibility of working together and are available to discuss any aspects of this proposal at your convenience.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Angela Biagi', is written over a light blue circular stamp.

Angela Biagi, PLA, LEED AP BD+C
Director, Planning
WGI, Inc.

SCOPE OF SERVICES

PLANNING SERVICES

I. Zoning Code Rewrite

Lump Sum \$48,750

1. Review and benchmark up to three (3) other communities in the following priority topics.
 - a. Single-family dwellings: Mass, size, scale, height, building area regulations, wall treatment, second floor area, floor area ratio, cubic ratio, and off-street parking for single-family homes
 - b. Topographical features: installation of fill and excavations
 - c. Walls and fences: size, location, materials
 - d. Exterior lighting: nonresidential standards adjacent to residential properties
2. Prepare proposed text amendments for the Town Code Chapter 34 Zoning to address the following priority topics.
 - a. Floor Area Ratio/volume and massing of single-family dwellings
 - b. Sign regulations, specifically temporary signs
 - c. Topographical features
 - d. Walls and fences
 - e. Exterior lighting spillover
3. Based on the proposed text amendments conducted item 2, assess for inconsistencies and conflicts in Chapter 34 and propose changes that are logically organized, easy to read and understand, and consistent in its use of terms.
4. Conduct a high-level analysis of Chapter 34 for confusing or outdated verbiage, existing code language that is obsolete, review Chapter 34 for consistency with the Town's Comprehensive Plan, and review Chapter 34 for conflicts or inconsistencies between the code and applicable state statutes. WGI will provide a summary of the findings for these items.

II. Community Engagement

Lump Sum \$14,900.00

1. WGI will support the Town staff in public outreach for the following items.
 - a. Open house workshops
 - i. Conduct a total of two (2) open house workshops, up to two (2) hours in length each. The first open house workshop occurs early in the code rewrite process to inform the community about the project and obtain input on the direction for potential changes. A second open house workshop occurs later in the process to present the proposed updates and confirm/modify the standards.
 1. WGI will design and print the workshop boards and/or activities for the stations.
 2. WGI will provide the necessary personnel to assist the Town staff in conducting the workshop.
 3. Public notice and advertisement for the event will be handled by Town staff.
 - b. Survey
 - i. Develop one (1) survey based on the findings from the first open house targeted to resident and development community stakeholders.
 1. WGI will use in-house capabilities to design the survey. The survey will be developed as a digital platform where it is encouraged to conduct electronic participation, however, a paper alternative will be provided as needed.
 2. Advertisement and distribution of the survey will be handled by Town staff.

III. Revisions

Lump Sum \$9,500.00

1. WGI will address up to two (2) rounds of comments provided by staff and/or community stakeholders for each deliverable.

The following items are included in the scope of work.

Meetings

1. Kickoff meeting with the Planning and Zoning Department.
2. Progress meetings with the Planning and Zoning Division will be limited to review draft documents. Confirmation and information validation will be kept to email correspondence otherwise.

Deliverables

1. Strike through and underline of code revisions for the identified priority topic areas.
2. Written report detailing WGI's research and analysis.
3. Open house boards/activities materials.
4. Survey platform and questions.
5. WGI quality control/quality assurance process applied to all deliverables provided to the CLIENT.
6. The final deliverable will be an ADA-compliant document provided in MS Word and Adobe PDF.

TOTAL COST:

\$73,150.00

BASIS OF THIS PROPOSAL

1. Legal review to be performed by the Town attorney or their designee.
2. Presentations to Town's boards and council to be performed by Town staff.
3. Ordinance language and business impact estimates to be provided by Town staff.
4. Town to provide a list of other municipalities to benchmark.

INFORMATION REQUIRED

The following additional information will be required to begin design services on this project:

1. Town will provide a MS Word document of all existing code language.

Any additional optional services requested by CLIENT will be provided in accordance with WGI's hourly fee schedule in effect at the time of service, or a fixed fee to be negotiated once a scope of service is defined.