



Meeting Name: Town Council
Meeting Date: December 17, 2024
Prepared By: Davila, F. CFM.
Item Title: Selection of Code Rewrite Consultant

COUNCIL GOAL #2 (2024-2025)

BACKGROUND:

For the 2024-2025 Council Goals, the Town Council included as a high priority the “review and benchmarking of building site area regulations for all zoning districts,” and the Town budgeted \$75,000.00 for FY 24-25 for code re-writes.

Initially, it was staff’s plan to wait for the Master Development Plan, Vulnerability Assessment and Strategic Plan to be well underway prior to updating the Town’s Zoning Code so staff could use the recommendations/data gathered by the professionals working on these plans. At the September 25th, 2024, Town Council meeting, Council directed staff to start the process of obtaining quotes from planning consultants for code changes on items that required immediate attention. The Council requested for staff to provide an updated list of outstanding items and to prioritize them. At the October 23rd, 2024, Town Council meeting, staff presented council with a list of outstanding items and informal quotes from 3 different consultants to perform code writing services. At the same meeting, Town Council ranked the list of outstanding items to allow the planning consultant to focus on a smaller number of items while having staff continue to work on the other items.

For Council’s review, please see below the list of outstanding items as ranked by Town Council at the October 23rd meeting. Please note that list below is ranked from highest priority to lowest priority, starting with #1 as the highest priority.

Key: Party responsible for code review/re-write

Staff
Staff – Discussion Only
Planning Consultant

Rank	Subject	Summary
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 nd 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.

The table above has been shared with the three original consultants that staff worked with prior to the October Town Council meeting and was included in the advertisement notice that was placed in the County's website.

Please note that the remaining 10 items from the original list will be completed by staff, see list below.

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Staff – Discussion Only
Planning Consultant

Rank	Subject	Summary
1	Limiting Density for Commercial/Residential projects	Discussion - as part of the Planning and Zoning Board's 2024 Topics, they wish to discuss tools to limit density in commercial and residential development projects.
2	Single-Family Site Plan Review	Council requested for staff to prepare a draft ordinance that includes both site plan criteria and appearance review criteria. (discussed at Oct. P&Z Board meeting).
3	Excavation Permit	Staff initiated – following the recent adoption of Construction Site Standards and the Town's current requirement on not allowing the regrading of a property without a building permit, staff would like additional information and impose requirements when projects are removing or adding fill to assure their methods are safe.
4	Tower Structure Height	Discussion – Clarify scope of work to only include RH, RM-1, RM-2 zoning districts. Previous direction was to include all applicable zoning districts.
5	Definitions	Staff initiated – review Section 34-4 to add/modify existing definitions, such as but not limited to, lot coverage, accessory apartments, dwelling units, accessory structures, recreational vehicle (RV's), swales, Coastal High Hazard Area, North American Vertical Datum (NAVD 88), .
6	Subterranean Parking	Discussion by Council at a future meeting
7	Discussion on Traffic Concerns on Donald Ross Road and US Hwy 1 Intersection	Council requested a temporary moratorium on all new mixed-used development(s) to study the impacts of mixed-use development in commercial zoning districts and determine the appropriate methods and regulatory controls to ensure that future development does not permanently alter the character of the Town and overwhelm existing infrastructure and roadways.
8	Zoning in-progress inspections	Discussion by Council at a future meeting
9	Vacation Rental Application Fees	Discussion by Council at a future meeting
10	Non-conforming mechanical equipment	Discussion by Council at a future meeting

For the Council's review, please see attached each firm's proposal and proposed scope of work (attachment #1, #2 and #3). These proposals were amended from the previously submitted proposals from the October meeting to address the Council's recommendations.

Please note that upon the completion of the Master Development Plan, Strategic Plan, and Vulnerability Assessment, it is likely that further Code revisions will be required to implement and enforce any recommendations. Because the plans are expected to be completed later in this fiscal year or during the next fiscal year, the Town Council should be prepared to budget additional funds for future code re-writes.

RECOMMENDATION:

Staff recommends that the Town Council accept Chen Moore and Associates' (CMA) proposal and direct the Town Manager or designee to execute a contract with CMA per the Town's purchasing policy.

Attachment:

1. Proposal #1
2. Proposal #2
3. Proposal #3

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