



Meeting Name: Town Council
Meeting Date: February 18, 2025
Prepared By: Davila, F. CFM.
Item Title: Chen Moore and Associates’ detailed proposal

COUNCIL GOAL #2 (2024-2025)

BACKGROUND:

On December 17, 2024, at the Town Council meeting, staff recommended Chen Moore and Associates’ (CMA) to work with the Town to rewrite the Town’s code (see table #1) and serve as our consultant.

Table #1

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.

At the same meeting, Council approved to select CMA as the Code Rewrite consultant and have them provide an itemized cost sheet for each task for future consideration by the Council.

For the Council’s review, CMA provided an updated copy of their proposal which includes a breakdown of their cost by each task (attachment #1, page 2), please note that this cost (\$62,950) includes coordination with Town Staff, due diligence and research, and writing text to amend the zoning code. The breakdown of the cost, individually or as a total, **does not include** preparation and attendance at public workshops and hearings, these costs are separate.

Staff met with Mrs. Nilsa Zacarias, Director of Planning for CMA, and discussed the proposed cost for their attendance at two (2) public workshops and three (3) hearings, the anticipated total cost will not exceed the cost of \$74,550.00. All preparation and attendance to public workshops and hearings are to be billed on an hourly basis and may be expanded if necessary at an additional cost to the Town.

RECOMMENDATION:

Staff recommends that the Town Council direct the Town Manager or designee to execute a contract with CMA per the Town’s purchasing policy.

Attachment:

1. Updated CMA Proposal