



October 14, 2024

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

fdavila@juno-beach.fl.us

Re: Zoning Code Revision

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 Revision.

We are confident that our expertise and commitment to excellence align with the requirements of 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 positioned above the typed name.

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

SCOPE OF SERVICES

PLANNING SERVICES

I. Zoning Code Revision

Lump Sum \$74,500.00

1. Prepare proposed text amendments for the Town Code Chapter 34 Zoning. Specifically, review and propose new language to address:
 - a. Temporary sign regulations
 - b. FAR in residential districts and volume of massing of single-family residences
 - c. Fill on properties and topographic features
 - d. Tower height standards for each zoning district
 - e. Residential lighting regulations
 - f. Walls and fences
 - g. Appearance review criteria for single-family residences
2. Provide a full review and recommend updates for Section 34-1084 Landscape Requirements.
3. Benchmark up to four (4) other communities for recommended amendment areas.
4. WGI will look 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.
5. Conduct a high-level analysis of Chapter 34 for confusing or outdated verbiage, existing code language that is obsolete, review Chapter 34 for consistency with the Town's Comprehensive Plan, review Chapter 34 for conflicts or inconsistencies between the code and applicable state statutes. WGI will provide a summary of findings for these items.

The following meetings are included in the scope of work:

- a. Kickoff meeting with the Planning and Zoning Department.
- b. 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.
2. Written report detailing WGI's research and analysis.
3. The final deliverable will be an ADA-compliant document provided in MS Word and Adobe PDF.

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. Public input and outreach activities to be provided by Town staff.
4. Ordinance language and business impact estimates to be provided by Town staff.
5. 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.

