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November 20, 2025

SENT VIA E-MAIL (wwaters@lakeworthbeachfl.gov)

Mr. William Waters, AIA, Director of Community Sustainability Department
City of Lake Worth Beach
1900 Second Avenue North
Lake Worth Beach, FL 33461

**Subject: City of Lake Worth Beach
Landscape Code Update and Landscape Design Guidelines Preparation
Proposal # 25-0131.P0003**

Dear Mr. Waters,

Chen Moore and Associates (CMA) is pleased to submit this Scope of Services and Fee to provide professional planning, landscape architecture, and tree arborist services to the City of Lake Worth Beach (the City), for the Landscape Code Update and Design Guidelines Preparation according to the scope details below.

PROJECT INTRODUCTION

The CMA team has been providing consulting services to the City for over 10 years including Comprehensive Plan amendments, Land Development Regulations (LDRs) updates; Open Space and Recreation Master Plan; Landscape and Arborist reviews and inspections according to current code, among others.

The subject scope of work focuses on three (3) phases:

- **Phase 1.** *Updating the current Landscape **Code** Sections*
- **Phase 2.** *Preparing a Landscape Design Guidelines **handbook or manual**, incorporating landscape design, installation, and maintenance guidance.* The Design Guidelines will be a handbook or manual based on the updated LDR landscape code language and industry best practices, similar to the City's existing Major Thoroughfare Design Guidelines and Historic Preservation Design Guidelines.
- **Phase 3.** *City's Workshops and **Approval** Process*

***Code updates and design guidelines to be developed concurrently and adopted together.**

The **Client** is The City of Lake Worth Beach (the City)
The **Consultant** is Chen Moore & Associates (CMA)

PROJECT STAFFING

CMA – Land Planning/Landscape Architecture/Arborist Services

SCOPE OF SERVICES

The scope of services our firm shall provide under this agreement as per our recent discussions and correspondence is as follows:

PHASE 1: LANDSCAPE CODE UPDATE

Phase 1 will allow CMA to conduct an in-depth review of the existing Landscape Code under the LDR Sec. Section 23.6-1., and the other existing Landscape Code sections detailed in task 1.3 below. The subject review will identify current deficiencies and challenges prior to proposing code language. The code amendment will be based on the existing code review, one-on-one meetings with City Staff (Department of Community Sustainability, and any other pertinent department as necessary), and best professional practices.

Task 1.1 – Project Kick-Off and Coordination Meetings with City Staff

- Consultant will meet with City’s Staff for the project kick-off meeting to coordinate scope, project schedule, and deliverables. *(for both the Code Update and Design Guidelines)*
- Consultant will conduct coordination meetings with City’s Staff throughout the project as needed.

Task 1.2 – Data Collection & Due Diligence *(for both the Code Update and Design Guidelines)*

- Consultant will take photos of existing conditions that reflect challenges regarding landscape to document current problems and deficiencies taking note of items as described by the City as well as items recognized by the consultant.
- Consultant will meet one-on-one with City Staff to discuss these current challenges and determine best practice approach for resolution in defining terms of the revised landscape code. During said meeting(s)*, City Staff and Consultant will discuss current challenges as recognized by the City. Issues to discuss may include:
 - Current Code deficits – i.e. provisions not addressed, not explained clearly, or provisions requiring update to current practice or desired standards.
 - Current challenges as recognized by the City throughout public spaces
 - Current challenges as recognized by the City in private spaces

**(Since the Landscape Code applies to private and city owned parcels, we would like to meet with the City departments that are in charge of planting and maintenance to further understand current challenges.)*

Task 1.3 – Existing Landscape Code Section; Inventory & Analysis

Consultant will conduct in-depth review of the following existing sub sections of the Landscape Code:

- **LDR (Land Development Regulations) Landscape Regulations - Section 23.6-1**
 - (a) Purpose
 - (b) Applicability
 - (c) Minimum landscape requirements
 - (d) Minimum maintenance requirements
 - (e) Tree protection
 - (f) Prohibited and nuisance species
 - (g) Permit required
 - (h) Delay in landscaping
 - (i) Site restoration
 - (j) Site planning and design requirements
 - (k) Landscape design standards

- (l) Irrigation requirements
- (m) Tree preservation
- (n) Enforcement
- (o) Violation
- (p) Penalties for tree abuse and removal without a permit
- (q) Appeals
- **Administrative Code, Chapter 2, Landscaping - Section 2-75.9**
This code section generally speaks to landscape installation and maintenance.
- **Administrative Code, Chapter 2, Tree and Landscape Board - Section 2-82**
This code section generally speaks to the establishment and functionality of the tree and landscape advisory board.
- **Health and Sanitation Code, Chapter 12, Diseased Plants – Section 12-88.**
This code section generally speaks to the treatment and abatement of diseased plants.
- **Health and Sanitation Code, Chapter 12, Fertilizer Friendly Use Regulations – Section 12-100.**
This code section generally speaks to fertilizer use regulations.

The aforementioned Code sections are anticipated to be reviewed and possibly amended. Any other relevant sections may also be subject to review and amendment. Consultant might proposed additional subsection (s) to further strengthen the Landscape Code.

Task 1.4 – Code Revisions & Amendments

- Consultant will prepare proposed Landscape Code language based on the analysis and findings identified in tasks 1.1, 1.2 and 1.3. The subject amendment will also incorporate professional best practices.
- Consultant will submit draft code to City Staff for review and comments. All applicable departments shall review the draft amendments to the Landscape Code sections.
- One (1) meeting may be held between the City and Consultant to review all the comments and determine the best and most appropriate way to address these comments and incorporate into the final amended Code draft.
- The Consultant shall prepare a final draft of the revised Code sections incorporating all comments and said resolutions as discussed with the City. This final draft will be sent to the City for internal distribution and used in the formal review and adoption process.

PHASE 2: LANDSCAPE GUIDELINES PREPARATION (Landscape Design, Installation, and Maintenance Guidelines)

Phase 2 will encompass the preparation of a Landscape Guidelines manual which will be comprised of 3 main sections: design, installation, and maintenance. The final published guidelines will be a **handbook or manual used to support the updated landscape code language**; similar to the existing Major Throughfare Design Guidelines, and Historic Preservation Design Guidelines.

This subject document will be graphically driven, easy to read, and technically proficient. It will focus on best practices, appropriate methodology for implementing Florida Friendly landscaping focusing on South

Florida region. Please note, this document will facilitate communicating the City's requirement to developers and the community in general by providing an educational tool with clear guidelines. The document's structure and format could be similar to the City's existing Design Guidelines for Major Thoroughfares and Historic Preservation.

The preparation of the Landscape Guidelines will be conducted concurrently with the Code Updates, and it will include the following tasks:

Task 2.1 – Landscape Design Guidelines

- Consultant will prepare design guidelines for the landscape categories listed below, including the following elements (each of which will include text descriptions and graphics and/or representative photographs):
 - Trees – including but not limited to mitigation guidance, etc.
 - Shrubs and Groundcovers
 - Turf
 - Irrigation

Task 2.2 – Landscape Installation Guidelines

- Consultant will prepare installation guidelines for the landscape categories listed below, including the following elements (each of which will include text descriptions and graphics and/or representative photographs):
 - Trees – including but not limited to grade changes, root pruning, relocation, etc.
 - Shrubs and Groundcovers
 - Turf
 - Irrigation

Task 2.3 – Landscape Maintenance Guidelines

- Consultant will prepare maintenance guidelines for the landscape categories listed below, including the following elements (each of which will include text descriptions and graphics and/or representative photographs):
 - Trees – including but not limited to pruning, tree abuse (improper pruning), etc.
 - Shrubs and Groundcovers
 - Turf
 - Irrigation

Task 2.4. – Design Guidelines Revisions & Updates

- Consultant will submit draft Design Guidelines to City Staff for review and comments. All applicable departments shall review the draft amendments to the Design Guidelines. The City shall provide the Consultant with a comprehensive, consolidated list or markup of coordinated and mutually approved comments among all reviewers.
- One (1) meeting may be held between the City and Consultant to review all the comments and determine the best and most appropriate way to address these comments and incorporate into the final Design Guidelines draft.

- The Consultant shall prepare a final draft of the revised Design Guidelines incorporating all comments and said resolutions as discussed with the City. This final draft will be sent to the City for internal distribution and used in the formal review and adoption process.

PHASE 3: STAKEHOLDER'S WORKSHOPS AND APPROVAL PROCESS

The Code Changes and the Design Guidelines will be processed and approved concurrently as follows:

Task 3.1 – Stakeholder's Workshops

- Prepare Power Point Presentations
- Attend the following two (2) workshops:
 - Tree & Landscape Board
 - Joint Planning and Zoning Board (PZB) and Historic Resource Preservation Board (HRPB)
- Update documents based on comments and feedback received from stakeholders' workshops.

Task 3.2 – Adoption Hearings

- Prepare Ordinance, Staff Report and Legal Ads
- Attend Local Planning Agency (LPA) the following two (2) hearings:
 - Planning and Zoning Board (PZB) hearing; and,
 - Historic Resource Preservation Board (HRPB) hearing.
- Attend First Reading: attend City Commission hearing.
- Attend Second Reading: attend City Commission hearing.

ASSUMPTIONS

This scope of service assumes the following:

- The City will provide consultant with all pertinent documents required to complete the project.
- Reimbursables are included as part of the lump sum.
- Services such as surveying, geotechnical investigation, traffic studies, utility investigation or other similar services are not anticipated and are not included within this scope.
- No plan designs, construction documents, nor permitting are included within this scope of work.
- Franchise utility (such as FPL, telecom, and natural gas) coordination is not anticipated nor included within this scope of work.

DELIVERABLES AND TIMELINE

- Consultant will provide the Client with a **Final Code Update and Design Guidelines** within six (6) months depending on receiving City's comments within two (2) weeks of draft submittal (Please note, this timeframe does not include City approval process).
- Consultant will provide one (1) hard copy and a digital copy of the final submittal.

The schedule herein is tentative and may be reduced or extended, as necessary, throughout the production and adoption process with advance noticed and agreement between the Client and the Consultant.

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FEE SUMMARY

CMA will provide services for a lump sum amount as follows:

PHASE 1: Landscape Code Update \$49,910
PHASE 2: Design Guidelines Preparation \$84,135
PHASE 3: Stakeholder's Workshop and Approval Process \$6,429
TOTAL ALL PHASES: \$140,474

The proposed fees include travel expenses and deliverables.

Should you have any questions, please do not hesitate to contact me at my office at (561) 758-2252 or on my cell phone at (561) 510-3138 or send me an electronic message at nzacarias@chenmoore.com.

Respectfully submitted,

CHEN MOORE AND ASSOCIATES
Nilsa Zacarias, AICP
Director of Planning

Attachment(s): Exhibit A – Work Authorization
 Exhibit B – General Conditions/Provisions