



REVISED TOWN COUNCIL REGULAR MEETING AGENDA

April 22, 2026 at 5:30 PM

Council Chambers – 340 Ocean Drive and YouTube

NOTICE: If any person decides to appeal any decision of the Town Council at this meeting, he or she will need a record of the proceedings and for that purpose, he or she may need to ensure that a verbatim record of the proceedings is made, such record includes the testimony and evidence upon which the appeal is to be based. The Town does not prepare or provide such record. ***Persons with disabilities requiring accommodations in order to participate in the meeting should contact Caitlin E. Copeland-Rodriguez, Town Clerk, at least 48 hours in advance to request such accommodations.***

The meeting will be broadcast live on The Town of Juno Beach YouTube page and can be viewed any time at: <https://www.youtube.com/@townofjuno-beach477/streams>

HOW CITIZENS MAY BE HEARD: Members of the public wishing to comment publicly on any matter, including items on the agenda may do so by: Submitting their comments through the Public Comments Webform at: <https://www.juno-beach.fl.us/1371/Public-Comments> (*all comments must be submitted by Noon on day of Meeting*). Please be advised that all email addresses and submitted comments are public record pursuant to Chapter 119, Florida Statutes (Florida Public Records Law). Make their comment in-person; or participate from a remote location using Zoom – please contact the Town Clerk at ccopeland@juno-beach.fl.us by Noon on the day of the meeting to receive the Meeting ID and Access Code. (*Please note that all members participating via Zoom must login at least 15 minutes prior to the meeting and will be muted upon entry until Public Comments is called*).

****Please note that the Zoom meeting will lock for public comments at 5:30pm and no other entries will be permitted.***

All matters listed under Consent Agenda, are considered to be routine by the Town Council and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

CALL TO ORDER

PLEDGE ALLEGIANCE TO THE FLAG

ADDITIONS, DELETIONS, SUBSTITUTIONS TO THE AGENDA

PRESENTATIONS

- [1.](#) Florida Sunshine and Public Records Presentation

COMMENTS FROM THE TOWN MANAGER, THE TOWN ATTORNEY, AND STAFF

COMMENTS FROM THE PUBLIC

All Non-Agenda items are limited to three (3) minutes. Anyone wishing to speak is asked to complete a comment card with their name and address prior to the start of the meeting as well as state their name and address for the record when called upon to speak (prior to addressing the Town Council). Town Council will not discuss these items at this time.

CONSENT AGENDA

- [2.](#) Town Council Meeting Minutes - March 25, 2026
- [3.](#) Special Town Council Meeting Minutes - April 7, 2026
- [4.](#) Proclamation – Police Week and Peace Officers Memorial Day 2026
- [5.](#) Proclamation – Professional Municipal Clerks Week
- [6.](#) Proclamation – Public Service Recognition Week 2026
- [7.](#) Proclamation – National Public Works Week 2026
- [8.](#) Proclamation – Kids to Parks Day 2026
- [9.](#) Proclamation – Water Reuse Week 2026
- [10.](#) Year to Date (YTD) Financial Statements

COUNCIL ACTION/DISCUSSION ITEMS

[11.](#) Interim Town Manager Contract

- [12.](#) WGI Presentation for the Emergency Operations Center (EOC)
- [13.](#) Special Event Request - 2026 Nippers Surf Lifesaving Program
- [14.](#) Ordinance No. 795

ORDINANCE NO. 795 AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA, AMENDING DIVISION 4, “SITE PLAN AND APPEARANCE REVIEW,” OF ARTICLE II, “ADMINISTRATION AND ENFORCEMENT,” OF CHAPTER 34, “ZONING” OF THE TOWN CODE OF ORDINANCES TO PROVIDE FOR ADMINISTRATIVE REVIEW AND APPROVAL OF APPEARANCE FOR SINGLE FAMILY DWELLINGS; AND CLARIFYING COMPLIANCE OF APPEARANCE REVIEW WITH FLORIDA LAW; PROVIDING FOR CONFLICTS, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

- [15.](#) Ordinance No. 796

ORDINANCE NO. 796 AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA, AMENDING SECTION 34-115, “INTENT AND PURPOSE,” OF ARTICLE II, “ADMINISTRATION AND ENFORCEMENT,” OF CHAPTER 34, “ZONING” OF THE TOWN OF JUNO BEACH’S CODE OF ORDINANCES TO CLARIFY THE

STATED LEGISLATIVE INTENT OF SITE PLAN AND APPEARANCE, INCLUDING ARCHITECTURAL, REVIEWS WITH RESPECT TO SINGLE-FAMILY AND TWO-FAMILY DWELLINGS; PROVIDING FOR CONFLICTS, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

16. Ordinance No. 797

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA, AMENDING DIVISION 1, “GENERALLY,” OF ARTICLE II, “ADMINISTRATION AND ENFORCEMENT,” OF CHAPTER 34, “ZONING,” OF THE TOWN CODE OF ORDINANCES BY AMENDING SECTION 34-28, “PLANNING AND ZONING BOARD DUTIES,” TO REMOVE REVIEW OF PLATS AND REMOVE REVIEW OF SINGLE FAMILY SITE PLANS AND APPEARANCE (INCLUDING ARCHITECTURAL) FROM THE PLANNING AND ZONING BOARD TO ADMINISTRATIVE STAFF; PROVIDING FOR ADOPTION OF RECITALS; CONFLICTS, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

17. Public Hearing & First Reading on Ordinance 799 – Repeal Code Section 12-136. – Gasoline powered leaf blowers.

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JUNO 5 BEACH, FLORIDA, AMENDING SECTION 12-136, “GASOLINE 6 POWERED LEAF BLOWERS,” OF ARTICLE V, “NOISE,” OF 7 CHAPTER 12, “ENVIRONMENT” OF THE TOWN CODE OF 8 ORDINANCES TO CONFORM WITH CHAPTER 2026-3, LAWS OF 9 FLORIDA; PROVIDING FOR CONFLICTS, SEVERABILITY, 10 CODIFICATION, AND AN EFFECTIVE DATE

18. Public Hearing & First Reading on Ordinance 800 – Amending Floodplain Regulation Definitions

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA, AMENDING SECTION 7-12, “DEFINITIONS,” OF ARTICLE II, “DEFINITIONS,” OF CHAPTER 7, “FLOODPLAIN REGULATIONS” OF THE TOWN CODE OF ORDINANCES TO CONFORM WITH THE PROVISIONS OF CHAPTER 2025-190, LAWS OF FLORIDA RELATED TO SUBSTANTIAL IMPROVEMENT AND SUBSTANTIAL DAMAGE; PROVIDING FOR CONFLICTS, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

19. FY 2026-2027 Budget Calendar

20. Resolution No. 2026-08 - Approving 2025-2026 Budget Amendment

21. Approval of Council Cell Phone Purchases with Records Archiving Software

22. Discussion on Temporary Sign Code and Sign Code Review

23. Discussion on Reopening the Charter Review

COMMENTS FROM THE COUNCIL

ADJOURNMENT



Meeting Name: Town Council Regular Meeting
Meeting Date: April 22, 2026
Prepared By: Gemma Torcivia, Esq., Town Attorney
Item Title: Florida Sunshine and Public Records Presentation

BACKGROUND: The Town Attorney's Office has prepared a presentation for the Town Council regarding Florida Sunshine and Public Records Laws.

RECOMMENDATION: Staff recommends the Town Council receive the Florida Sunshine and Public Records Laws.

FLORIDA SUNSHINE AND PUBLIC RECORDS

PREPARED FOR THE
TOWN OF JUNO BEACH, FLORIDA
BY TG LAW, PLLC





INTRODUCTION TO THE SUNSHINE LAW

- ❖ Florida's Sunshine Law, under Chapter 286 of the Florida Statutes, mandates transparency in governmental proceedings, applying to state and local bodies to ensure public access.
- ❖ Article I, Section 24 of the Florida Constitution: "All meetings of any public body of the executive branch ... shall be open and noticed to the public."

PURPOSE AND INTENT OF THE SUNSHINE LAW

- **Purpose:** To guarantee open access to government-related meetings.
- **Intent:** Ensure public awareness of officials' actions within the scope of their duties.

City of Fort Myers v. News-Press Publishing Co., Inc., 514 So.2d 408 (Fla. 2d DCA 1987)
Decisions by public bodies should be made openly



CORE REQUIREMENTS FOR MEETINGS

- **Key Requirements (§ 286.011, Florida Statutes)**
- All meetings must be open to the public.
- Reasonable notice must be provided.
- No binding actions unless taken in a public meeting.

“Decisions” include discussions, deliberations, and recommendations as part of official action



NOTICE REQUIREMENTS

- **Attorney General's Suggested Guidelines**
- Notice must include time, place, and agenda summary.
- 24-hour notice is sufficient for emergencies.



MEETING LOCATION REQUIREMENTS

- Meetings should be held in public, accessible locations.
- Avoid restrictive places like restaurants, small rooms, or locations with discriminatory access.

REQUIREMENTS FOR MEETING MINUTES

- **§ 286.011, Florida Statutes**
- Minutes must be recorded promptly and made available for public inspection.
- Written minutes are required; recording is optional but can support the written record.

PUBLIC PARTICIPATION RIGHTS

- **§ 286.0114, Florida Statutes**
- Public must have a reasonable chance to be heard, either at the same meeting or another within a reasonable time.
- Participation need not be at the decision-making meeting but must occur before final action.

PUBLIC PARTICIPATION GUIDELINES

- Public has the right to hear all board-related comments.
- Avoid side conversations, sidebars, private notes, or messages during meetings.
- Time limits on comments are permitted but should not limit meaningful participation.

SCOPE OF COVERAGE

- **Who is Covered?**
- Elected bodies, advisory boards, and any individuals delegated authority to act on behalf of the board.
- Includes council members, councilmembers-elect, and advisory board members.

QUASI-JUDICIAL PROCEEDINGS OVERVIEW

- **Definition and Scope**
- Quasi-judicial hearings, like zoning hearings, must be based on competent and substantial evidence.
- Public has the right to hear all presented testimony and refute it.

QUASI-JUDICIAL COMMUNICATION RULES

- **“Ex Parte” Communications**
- Communications outside hearings are presumed prejudicial and must be disclosed publicly before decision-making.
- Disclosure is required at the time of consideration by the board.

ELECTRONIC COMMUNICATIONS

- **Restrictions on Electronic Communication**
- Board members cannot discuss board business through private electronic means (emails, texts).
- This rule prevents any actions or decisions from being made outside the public eye.
- Board members should not use “Reply All” in board-related emails

INFORMAL GATHERINGS AND SOCIAL EVENTS

- Members may attend social gatherings if public business is not discussed. Violations occur if board-related matters are discussed in private gatherings, even informally.
- Discussions at private events that could influence decisions are prohibited.
- Nonmember as Liaison: Third parties who are not members of a collegial body may not be used to exchange information between members of the body if such an exchange would otherwise be subject to the Sunshine Law.



EXEMPTIONS TO SUNSHINE LAW

- **Major Exemptions**
 - pending litigation discussions;
 - collective bargaining;
 - risk management; and
 - vendor negotiations.
- Attorney-client sessions (Shade Sessions/Executive Sessions) have strict rules and are limited to specific litigation strategies



VOTING AND ABSTENTION REQUIREMENTS

- **Voting Rules (§ 286.012, Florida Statutes)**
- Members present must vote unless a conflict of interest exists and is disclosed.
- A member's failure to vote does not invalidate the meeting, but full disclosure is required for conflicts.
- Conflicts of interest must be publicly disclosed, and abstention should only be used in such cases

VIOLATIONS AND CONSEQUENCES

- Civil and criminal penalties, removal from office, and attorney fees may apply.
- Violations can render actions void unless they are appropriately “cured.”
- Penalties include noncriminal infractions, second-degree misdemeanors, and possible fines up to \$500.



CURING VIOLATIONS

- **Cure Process:** A violation can be corrected with a new meeting that allows public input and follows all Sunshine Law requirements.
- Simply ratifying actions without proper procedure is insufficient.
- **“Curing”** requires full transparency and a valid public hearing to validate actions.

CASE EXAMPLES OF VIOLATIONS

- *City of Bradenton Beach v. Metz*, 2017 CA 003581 Fla. 12th Cir. Ct.: Informal meetings involving planning and zoning violated the law.
- *State v. Foster*, 12 Fla. L. Weekly Supp. 1194 (Fla. 17th Cir. Ct. 2005): A private meeting with multiple commissioners was deemed a violation due to “common facilitator” issues.
- Escambia County Commission Chairman – **sentenced to jail** for a Sunshine Law violation; served 38 days of a 60-day sentence.





FLORIDA PUBLIC RECORDS LAW CHAPTER 119, F.S.

§ 119.11 (12), Florida Statutes: “Public records means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.”

NOTES OR NON-FINAL DRAFTS

- There is no “unfinished business” exception to the public inspection and copying requirements of Chapter 119, Florida Statutes.
- If the purpose of a document prepared in connection with the official business of a public agency is to perpetuate, communicate or formalize knowledge, then it is a public record regardless of whether it is in final form. *Shevin v. Byron, Harless, Schaffer, Reid and Associates, Inc.*, 379 So.2d 633, 640 (Fla. 1980).

WHAT AGENCIES ARE SUBJECT TO PUBLIC RECORDS LAW?

- “Any state, county, district, authority, or municipal officer, department, division, board, bureau, commission, or other separate unit of government created or established by law including, for the purposes of this chapter, the Commission on Ethics, the Public Services Commission, and the Office of Public Counsel, and any other public or private agency, person, partnership, corporation or business entity acting on behalf of any public agency.” § 119.011(2), Florida Statutes.



COMPUTER RECORDS AND EMAIL

- Information stored in a public agency's computer "is as much a public record as a written page in a book or tabulation in a file stored in a filing cabinet." *Seigle v. Barry*, 422 So.2d 63, 65 (Fla. 4th DCA. 1982).
- Email messages made or received by agency employees in connection with official business are public records and subject to disclosure in the absence of a statutory exemption from public inspection. Op. Att'y Gen. Fla. 96-34 (1996).
- **EXCEPTION** - Private emails stored in government computers do not automatically become a public record simply by virtue of that storage. *State v. City of Clearwater*, 863 So.2d 149 (Fla. 2003).



TRANSITORY MESSAGES

- Transitory messages are messages of short-term value based upon the content or purpose of the message, not the format used to transmit it (e.g., reminders, event notices, etc.)
- Transitory messages are not intended to formalize or perpetuate knowledge, do not set policy, establish guidelines, confirm a transaction or act as a receipt.
- Retain until obsolete, superseded, or administrative value is lost.

WHO RESPONDS TO PUBLIC RECORDS REQUESTS?

- “Custodian of public records” mean “the elected or appointed state, county or municipal officer charged with the responsibility of maintaining the office having public records, or his or her designee.” § 119.011(5), Florida Statutes.
- In Juno Beach, public records requests are routed through the Town Clerk’s Office.

WHO IS AUTHORIZED TO INSPECT PUBLIC RECORDS?

- **ANYONE!** Section 119.01, Fla. Stat.
- No “legitimate need” or “special purpose” requirement. See *State ex rel. Davis v. McMillan*, 38 So.2d 666 (Fla. 1905).

WHEN MUST AN AGENCY RESPOND TO A PUBLIC RECORDS REQUEST?

- Custodian of records must promptly acknowledge request and respond in good faith.
- No statutory time to respond, but custodian must make reasonable efforts to do so.

EXEMPTIONS TO PUBLIC RECORDS LAW

- See Section 119.071, Florida Statutes.
- The Public Records Law is liberally construed in favor of open government.
- Exemptions are narrowly construed.
- Burden is on the agency to illustrate why a record falls within the statutory exemption.



SUMMARY OF KEY POINTS

Sunshine Law ensures transparency in government.

Key compliance points: public access, meeting notices, record-keeping, and public participation.

Violations are serious but can be corrected through public action.

Public Records Law (Chapter 119, Fla Stat.) mandates open access to all forms of public records, including electronic formats.



TOWN COUNCIL REGULAR MEETING MINUTES

March 25, 2026 at 5:30 PM

Council Chambers – 340 Ocean Drive and YouTube

PRESENT: DAVE SANTILLI, MAYOR
DIANA DAVIS, VICE MAYOR
DD HALPERN, VICE MAYOR PRO TEM
SCOTT SHAW, COUNCILMEMBER
MAX FRASER, COUNCILMEMBER

ALSO PRESENT: ROBERT A. COLE, TOWN MANAGER
TG LAW PLLC, TOWN ATTORNEY
CAITLIN COPELAND-RODRIGUEZ, TOWN CLERK
BRIAN SMITH, CHIEF OF POLICE
EMILY ALVES, FINANCE/HR DIRECTOR
FRANK DAVILA, DIRECTOR OF PLANNING & ZONING
DUNCAN CLARK, PLANNING TECHNICIAN
STEVEN J. HALLOCK, DIRECTOR OF PUBLIC WORKS
ANDREA DOBBINS, PROJECT/RISK MANAGER

AUDIENCE: 40+

CEREMONIAL CALL TO ORDER – 5:30PM

SWEARING IN NEWLY ELECTED OFFICIALS

1. Swearing in Newly Elected Council Members - Dave Santilli (Seat Mayor), Scott Shaw (Seat #1), & Max Fraser (Seat #3)

OFFICIAL CALL TO ORDER – 5:35PM

PLEDGE ALLEGIANCE TO THE FLAG

SELECTION OF TOWN OFFICERS

2. Resolution No. 2026–04 - Selection of Town Officers (Vice Mayor & Vice Mayor Pro Tem)
Mayor Santilli opened nominations for the Office of Vice Mayor
Councilmember Shaw nominated Councilmember Davis for the position of Vice Mayor.
Councilmember Davis accepted the nomination.

Having no further nominations, Mayor Santilli closed nominations and Town Clerk Copeland-Rodriguez conducted a roll call for the office of Vice Mayor.

Councilmember Davis was selected as Vice Mayor.

Mayor Santilli opened nominations for the Office of Vice Mayor Pro Tem.

Mayor Santilli nominated Councilmember Halpern for the position of Vice Mayor Pro Tem.

Councilmember Halpern accepted the nomination.

Having no further nominations, Mayor Santilli closed nominations and Town Clerk Copeland-Rodriguez conducted a roll call for the Office of Vice Mayor Pro Tem.

Councilmember Halpern was selected as Vice Mayor Pro Tem.

MOTION: *Davis/Halpern made a motion to approve Resolution No. 2026-04 – Selection of Town Officers with Diana Davis as Vice Mayor and DD Halpern as Vice Mayor Pro Tem.*

ACTION: *The motion passed unanimously.*

ADDITIONS, DELETIONS, SUBSTITUTIONS TO THE AGENDA

Council gave unanimous consensus to move Items #9 and #13 from the Consent Agenda to the Regular Agenda as Items 18A and 18B; to consider Item #17 prior to Item #16; to move Item #12 to Item #22; and to defer Items #15 and #19 to a future agenda.

PRESENTATIONS

3. Presentation of Recognition Plaques to Former Mayor Wheeler, Vice Mayor Callaghan, & Councilmember Hosta
4. Ceremonial Promotion to Sergeant – Brian Benitez

COMMENTS FROM THE TOWN MANAGER, THE TOWN ATTORNEY, AND STAFF

Council gave unanimous consensus to waive the conflict of interest for Case No. CE-25-10-C1.

COMMENTS FROM THE PUBLIC

All Non-Agenda items are limited to three (3) minutes. Anyone wishing to speak is asked to complete a comment card with their name and address prior to the start of the meeting as well as state their name and address for the record when called upon to speak (prior to addressing the Town Council). Town Council will not discuss these items at this time.

Public Comments Opened at 5:57pm.

Public Comments Closed at 6:05pm.

CONSENT AGENDA

5. Resolution No. 2026-05 - Proclaiming the Results of the March 10, 2026 Municipal Election
6. Town Council Meeting Minutes for January 28, 2026
7. Special Town Council Meeting Minutes - February 18, 2026
8. Town Council Meeting Minutes - February 25, 2026
9. ~~Proclamation—Arbor Day 2026~~
10. Proclamation – Water Conservation Month 2026

11. Selection of Voting Delegates for Florida League of Cities and Palm Beach County League of Cities
- ~~12. Organizations for Council Participation List~~
- ~~13. Request for Qualifications – Professional Traffic Engineering Services for a Safety Action Plan – SS4A Grant~~
14. Year to Date (YTD) Financial Statements
- ~~15. Approval of Council Cell Phone Purchases with Records Archiving Software~~

MOTION: Davis/Shaw made a motion to approve the consent agenda as amended.

ACTION: The motion passed unanimously.

COUNCIL ACTION/DISCUSSION ITEMS (A Public Comment period was provided for each item below.)

(See attached handouts provided by Vice Mayor Davis.)

17. Selection of the Planning and Zoning Board Appointments (April 1, 2026, to March 31, 2027)

MOTION: Davis/Shaw made a motion to rank the applicants 1-6 with the lowest being the number one pick.

ACTION: The motion passed unanimously.

Council gave unanimous consensus to proceed with the process of just selecting the top six (6) applicants.

(See attached ranking sheets.)

MOTION: Davis/Fraser made a motion to approve Steve Bauch, Jim Ehret, Nancy Grabowski, Robert Reimers, and Carol Rudolph as Boardmembers, and William Huval as alternate Boardmember, to the Planning & Zoning Board for FY 2026-2027.

ACTION: The motion passed unanimously.

16. Caretta Project Gateway Art

MOTION: Halpern/Davis made a motion to approve the color Turquoise for the Caretta Gateway public art feature.

ACTION: The motion passed unanimously.

18. Resolution 2026-06 - Pulte Landscape Maintenance Agreement

MOTION: Davis/Halpern made a motion to approve Resolution No. 2026-06 – Pulte Landscape Maintenance Agreement as amended to pass on capacity charge of flow to Pulte and Juno Square; to add any costs regarding any changes to the water supply to Pulte and Juno Square; amend line #33 of the Resolution to say “Town” not “City”; and authorize the Town Manager to execute the agreement.

ACTION: The motion passed unanimously.

18A. Proclamation – Arbor Day 2026

MOTION: Davis made a motion to approve the Proclamation for Arbor Day and a Proclamation for Earth Day; and to include the plantings of both trees in the ceremony on Friday, April 24.

ACTION: The motion failed for lack of a second.

MOTION: Davis/Halpern made a motion to approve the Arbor Day proclamation and proposed Earth Day proclamation with the plantings of two trees at the Arbor Day Celebration event on April 24.

ACTION: The motion passed unanimously.

18B. Request for Qualifications- Professional Traffic Engineering Services for a Safety Action Plan- SS4A Grant

MOTION: made a motion to enter into an agreement with Kimley Horn to complete a townwide Action Plan as outlined in the RFQ per Federal guidelines in the amount not to exceed \$100,000, the amount approved by the Federal Highway Administration from the Safe Streets for All Grant and to have the Town Manager sign all related agreements.

ACTION: The motion passed unanimously.

~~19. Discussion on Temporary Sign Code and Sign Code Review~~

20. Discussion on 2026 Town Council Meeting Dates

Council gave unanimous consensus to have staff reach out to Council with proposed dates for a Strategic Plan Workshop.

Council gave unanimous consensus to have staff to coordinate with the Treasure Coast Regional Planning Council regarding their availability, develop a proposed approach for conducting individual Council meetings, with the goal of scheduling a workshop in May, and report back to Council with recommendations.

Mayor Santilli, Vice Mayor Davis, and Councilmember Fraser gave consensus to change the October 28th meeting date to October 21; and the May 27 meeting date to May 20.

21. Discussion on Audit Oversight Committee Ordinance

Council gave unanimous consensus to have Audit Oversight Committee member Aldo Rovere sworn in.

Town Clerk Copeland-Rodriguez swore in Aldo Rovere to the Audit Oversight Committee.

Mayor Santilli, Vice Mayor Davis, Vice Mayor Pro Tem Halpern, and Councilmember Fraser gave consensus to delay seeking applications for the Audit Oversight Committee until a scope can be better defined.

12. Organizations for Council Participation List

Council gave unanimous consensus to approve the Organizations for Council Participation List as amended to have the Entire Council and Town Manager as representatives for the Loggerhead Marinelife Center.

COMMENTS FROM THE COUNCIL

Vice Mayor Pro Tem Halpern asked for consensus to have more detailed minutes for the Comments from the Council section.

Vice Mayor Davis, Vice Mayor Pro Tem Halpern, and Councilmember Fraser gave consensus.

Vice Mayor Pro Tem Halpern inquired about the Friends of the Arts group.

MOTION: *Halpern/Davis made a motion to have the Friends of the Arts hold their next Art Show and be fully insured by the Town as the group is funded by the Town.*

ACTION: *The motion passed unanimously.*

Vice Mayor Pro Tem Halpern asked Council if they could discuss conducting a charter review for this year.

Mayor Santilli, Vice Mayor Davis, Vice Mayor Pro Tem Halpern gave consensus to add a discussion item on conducting a Charter review on the next agenda.

Vice Mayor Pro Tem Halpern inquired about the bridge openings and requested Council consensus to either have staff contact the Palm Beach Gardens Town Manager to consider joining a letter to the Coast Guard regarding the rejection, or to invite a Coast Guard representative to provide a presentation and discuss the matter with Council.

Council gave unanimous consensus for staff to contact the Coast Guard and invite a representative to provide a presentation and discuss the matter with Council.

Vice Mayor Pro Tem Halpern welcomed the three new council members.

(See attached handouts provided by Vice Mayor Davis.)

Vice Mayor Davis welcomed the three new council members and asked to put the Palm Beach County Ethics opinion letter to former Mayor Wheeler into the record as not all the pages were submitted when originally put into the record.

Vice Mayor Davis inquired about the posting of legal notices on the website ad not being published in the Palm Beach Post for 2025; and impact business statement.

MOTION: *Davis/Halpern made a motion to read public notice ordinances that were from 2025, specifically 795, 796, and 797 and bring back to the next Town Council meeting to address the procedural errors.*

ACTION: *The motion passed unanimously.*

Town Attorney TG Law stated they will work with staff to verify the publication and provide an update to the Town Council at the next meeting.

MOTION: *Davis/Halpern made a motion to terminate the Town Manager and propose that Caitlin Copeland-Rodriguez act as Interim Town Manager.*

Town Clerk Copeland-Rodriguez declined.

AMENDED MOTION: Davis/Halpern amended the motion to terminate the Town Manager and have Frank Davila serve as Interim Town Manager.

Mayor Santilli stated that it would not be a good idea to terminate the Town Manager.

Councilmember Fraser stated that, in his opinion, it would not be wise to proceed with this at the present time and emphasized the importance of working together to move the Town forward positively. He also noted that he does not believe it sets the appropriate tone, particularly during the first Town Council meeting with three new members and a new mayor.

ACTION: The motion passed 3-2 with Mayor Santilli and Councilmember Fraser opposed.

Mayor Santilli recessed the meeting at 8:55pm.

Mayor Santilli reconvened the meeting at 9:17pm.

Mayor Santilli noted that Oceanview Methodist Church will remain in operation and in service, and suggested implementing shorter meetings.

Town Attorney TG Law advised the Council that Frank Davila declined.

MOTION: Davis/Halpern made a motion to appoint Caitlin Copeland as Acting Town Manager and suspend her duties as Town Clerk for a period estimated to be one week not to exceed two weeks during that period of time she is compensated the same rate of pay as the last interim Town Manager; and give direction to the acting Town Manager and Town Attorney to bring a list of potential interim town managers, likely from the League of Cities, or other lists that are maintained by other similar agencies to serve for one to three months approximately while a permanent manager is located in the meantime.

ACTION: The motion passed unanimously.

Councilmember Shaw supported shortening the meetings, recommending an earlier start with general Council discussion first, followed by more complex items around 5 or 5:30pm.

Mayor Santilli mentioned that the Mayor of Jupiter is a personal friend and offered to provide his contact information to anyone who may need it or require additional information.

Vice Mayor Davis inquired whether Jupiter has personnel designated for their strategic plan and provided information on available strategic plan training.

ADJOURNMENT

Mayor Santilli adjourned the meeting at 9:25pm.

Dave Santilli, Mayor

Caitlin E. Copeland-Rodriguez, Town Clerk



TOWN OF JUNO BEACH

Item #2.

PUBLIC COMMENT CARD

ANY CITIZEN WISHING TO SPEAK SHOULD COMPLETE THIS CARD AND GIVE IT TO THE TOWN CLERK PRIOR TO THE START OF THE MEETING.

AGENDA ITEM #: _____ DATE: 3/25

NAME: JEFF Yordy PHONE NO.: 561-762-0447

REPRESENTING (IF APPLICABLE): Oceanview United Methodist Church

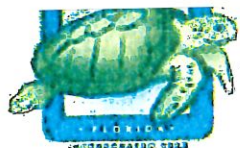
ADDRESS: 701 Ocean Dr.

CHECK WHAT MAY APPLY:

☐ SUPPORT

☐ OPPOSE

☒ I WISH TO SPEAK



Town of Juno Beach

Public Comment Card for Town Council and Planning & Zoning Board Meetings

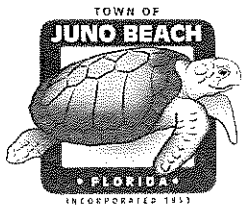
Any citizen wishing to speak should complete this card and give it to the Town Clerk prior to the start of the meeting.

AGENDA ITEM# _____ DATE 3/25/2026
Name: Cynthia Frasher Phone#: 631-603-8701
Representing: (if applicable) _____
Address: Floral Dr. Juno Beach

Check what may apply:

- ☒ Support
- ☐ Oppose
- ☐ I wish to speak
- ☐ I would like my comment read into the record

Comments: _____



TOWN OF JUNO BEACH

Item #2.

PUBLIC COMMENT CARD

ANY CITIZEN WISHING TO SPEAK SHOULD COMPLETE THIS CARD AND GIVE IT TO THE TOWN CLERK PRIOR TO THE START OF THE MEETING.

AGENDA ITEM #: _____ DATE: _____

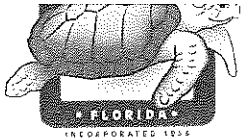
NAME: Baibel PHONE NO.: _____

REPRESENTING (IF APPLICABLE): _____

ADDRESS: _____

CHECK WHAT MAY APPLY:

☐ SUPPORT ☐ OPPOSE ☒ I WISH TO SPEAK



TOWN OF JUNO BEACH

PUBLIC COMMENT CARD

ANY CITIZEN WISHING TO SPEAK SHOULD COMPLETE THIS CARD AND GIVE IT TO THE TOWN CLERK PRIOR TO THE START OF THE MEETING.

AGENDA ITEM #: PC DATE: _____

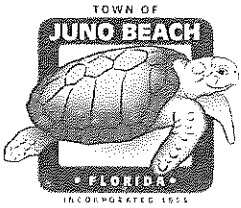
NAME: Jim Lyons PHONE NO.: _____

REPRESENTING (IF APPLICABLE): _____

ADDRESS: _____

CHECK WHAT MAY APPLY:

☐ SUPPORT ☐ OPPOSE ☐ I WISH TO SPEAK



TOWN OF JUNO BEACH

Item #2.

PUBLIC COMMENT CARD

ANY CITIZEN WISHING TO SPEAK SHOULD COMPLETE THIS CARD AND GIVE IT TO THE TOWN CLERK PRIOR TO THE START OF THE MEETING.

AGENDA ITEM #:

DATE:

NAME:

Erbel

PHONE NO.:

REPRESENTING (IF APPLICABLE):

Earth Day

ADDRESS:

CHECK WHAT MAY APPLY:

☐ SUPPORT ☐ OPPOSE ☒ I WISH TO SPEAK



TOWN OF JUNO BEACH

PUBLIC COMMENT CARD

ANY CITIZEN WISHING TO SPEAK SHOULD COMPLETE THIS CARD AND GIVE IT TO THE TOWN CLERK PRIOR TO THE START OF THE MEETING.

AGENDA ITEM #:

21 Audit Oversight

DATE:

March 25

NAME:

Andy Spilos

PHONE NO.:

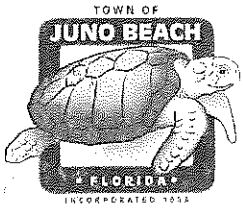
REPRESENTING (IF APPLICABLE):

ADDRESS:

140 Ocean Dr

CHECK WHAT MAY APPLY:

☐ SUPPORT ☐ OPPOSE ☒ I WISH TO SPEAK



TOWN OF JUNO BEACH

PUBLIC COMMENT CARD

ANY CITIZEN WISHING TO SPEAK SHOULD COMPLETE THIS CARD AND GIVE IT TO THE TOWN CLERK PRIOR TO THE START OF THE MEETING.

AGENDA ITEM #: 21 DATE: _____

NAME: ANDRO ROVERE PHONE NO.: 631-335-4147

REPRESENTING (IF APPLICABLE): _____

ADDRESS: 400 VINO LAGO DR.

CHECK WHAT MAY APPLY:

☐ SUPPORT ☐ OPPOSE ☒ I WISH TO SPEAK



Caitlin Copeland <ccopeland@juno-beach.fl.us>

Online Form Submittal: Public Comments

1 message

noreply@civicplus.com <noreply@civicplus.com>Mon, Mar 23, 2026 at 9:19 AM

Reply-To: noreply@civicplus.com

To: ccopeland@juno-beach.fl.us, rcole@juno-beach.fl.us, dhalpern@juno-beach.fl.us, ddavis@juno-beach.fl.us, service@tgjustice.com, dsantilli@juno-beach.fl.us, sshaw@juno-beach.fl.us, mfraser@juno-beach.fl.us

Public Comments

Public Comments for Town Council and Planning & Zoning Board Meetings

Please use the form below to submit comments for Town Council Planning and Zoning Board Meetings. All Public Comments must be submitted by Noon on the day of the scheduled meeting. All information you submit will become a permanent record of the Town, accessible to anyone who wants to see it. If you should have any questions, please contact the Town Clerk's Office at 561-656-0316.

First Name	Aldo
Last Name	Rovere
Address	400 Uno Lago
Email Address	aldoforjuno@gmail.com
Agenda Item Number (Ex: 1, 2, 3)	21
Public Comment / Question	March 22, 2026

Dear Mayor and Members of the Town Council, Staff, and Residents,

As the "Audit Oversight Committee" approaches its sunset, this moment should not mark the quiet loss of an avenue for citizen engagement, it should be used to reshape and strengthen it into something more effective, focused, and aligned with the Town's real needs.

Over time meaningful opportunities, to say the least for citizen input, have narrowed. Written comments are no longer read, unless delivered in person. The three minute speaking time is woefully insufficient and with regularity, questions raised go unanswered. Combine this with the absence of forums, such as

workshops, for thoughtful dialogue, means that too many issues reach the Council only after positions have hardened. At that point, decisions become more difficult, more divisive, and more time-consuming.

The misnamed audit committee did not fail because citizen involvement lacks value. It failed because its purpose and scope were never clearly defined. That is a correctable flaw.

I propose the formation of a Council-directed Citizen Advisory Group: small, qualified, and purpose-driven. Working alongside Staff in a structured, cooperative, fact-finding role before issues escalate.

This group would have no decision-making authority. Its role would be strictly limited to gathering facts, evaluating information in coordination with Town Staff, and providing informed input to the Council. It would not function as an auditor of the Town, nor as an "auditor of the auditor." Its purpose would be collaborative, not oversight in the formal or adversarial sense.

For this to succeed, we must agree however, that process matters. When preliminary conversation is forced into full public exposure before facts are developed, the result is often premature concern rather than informed problem-solving. It can unintentionally create the appearance of problems where none exist, while making real issues harder, not easier, to resolve.

At the same time, this approach must fully respect Florida's Sunshine Law. The goal is not to avoid transparency, but to structure early-stage, staff-supported fact-finding in a manner that remains lawful while still being practical and productive. With proper legal guidance, a balance can be achieved between transparency and effective problem-solving.

This is why I strongly encourage the Council to seek clear guidance from the Town Attorney on how such a group can operate fully within the law, while still allowing for practical, working-level collaboration. There are lawful ways to structure advisory efforts, under Council direction and with Staff participation, that support early evaluation of issues without prematurely triggering public contention over incomplete information.

Recent experiences: the Pelican Lake gazebo, landscaping contracts, playground selection, Town Center expansion, stormwater planning, and the Waterford expansion, demonstrate the cost of not having a bona fide, approved intermediary or "cooling-off" mechanism. Earlier collaboration between Staff and engaged residents could reduce delays, avoided uncertainty and result in a better-informed Council, on

issues before them.

A well-structured citizen working group can support that direction, not as a parallel authority, but as a disciplined resource to the Council and Staff.

Juno Beach is fortunate to have residents with deep professional experience and a willingness to serve. The question is not whether that resource exists, but whether it will be structured in a way that allows it to be used effectively.

I ask that you consider this step deliberately: define the scope, involve legal counsel early, and establish a framework that enables Staff and citizens to work together productively. Doing so will allow this Council to act with better information, greater confidence, and stronger community involvement.

Respectfully,

Aldo Rovere

Unsworn Member, Former "Audit Advisory Group" (currently in hiatus)

400 Uno Lago Drive

Email not displaying correctly? [View it in your browser.](#)



Caitlin Copeland <ccopeland@juno-beach.fl.us>

Online Form Submittal: Public Comments

1 message

noreply@civicplus.com <noreply@civicplus.com>

Wed, Mar 25, 2026 at 11:43 AM

Reply-To: noreply@civicplus.com

To: ccopeland@juno-beach.fl.us, rcole@juno-beach.fl.us, dhalpern@juno-beach.fl.us, ddavis@juno-beach.fl.us, service@tgjustice.com, dsantilli@juno-beach.fl.us, sshaw@juno-beach.fl.us, mfraser@juno-beach.fl.us

Public Comments

Public Comments for Town Council and Planning & Zoning Board Meetings

Please use the form below to submit comments for Town Council Planning and Zoning Board Meetings. All Public Comments must be submitted by Noon on the day of the scheduled meeting. All information you submit will become a permanent record of the Town, accessible to anyone who wants to see it. If you should have any questions, please contact the Town Clerk's Office at 561-656-0316.

First Name	Deli
Last Name	Torres
Address	311 Ocean Drive
Email Address	imdgt@aol.com
Agenda Item Number (Ex: 1, 2, 3)	1
Public Comment / Question	Good evening, I want to begin by acknowledging the clear and unmistakable message our residents delivered in this most recent election. The overwhelming majority spoke with conviction: they do not want unchecked overdevelopment in our town. They want thoughtful growth, preservation of our character, and leadership that reflects their priorities—not those of outside developers or special interests. Our responsibility is to listen—and to act. For too long, many in our community feel decisions have leaned toward a “money-first” approach—granting additional land, approving increased density, and allowing infrastructure burdens to fall not on developers, but on the very residents who call this town home. That must change. Growth should never come at the expense of the people who live here, nor should it compromise the natural beauty and charm that define our

community.

We must protect our dunes in perpetuity. These are not just environmental assets—they are part of our identity. At the same time, we must ensure that new construction respects the scale and feel of our town. We are not trying to become a sprawling suburban landscape. We can adapt to change, but we must do so carefully, preserving what makes this place special.

We have already seen examples that should give us pause.

The large development off Donald Ross Road stands as a stark reminder of what can happen when planning loses alignment with community sentiment. It has not delivered on its promises and raises serious concerns about long-term impact. Let it serve as a lesson—not a model.

Residents are also raising valid concerns about building heights, access, and structures that intrude on the privacy of neighboring homes. These are not minor issues. The variance and appeal process are being used to circumvent the codes. They directly affect quality of life and property values.

The questions now are: will our staff—code enforcement, planners, inspectors and administrators—be willing to adjust course? Will they realign their work with the will of the people who have now spoken so clearly? Will our council serve the town and its residents as they have promised?

We must also improve how we communicate. That means using multiple channels—mailers, media, community meetings, and transparent outreach—to ensure every resident feels heard and informed. At the same time, we must carefully evaluate the tools we use, including surveys and master plans that may be perceived as biased or leading. If they do not reflect the true sentiment of our community, we must reconsider their role in guiding decisions.

Finally, I urge this new council to take a close look at the last-minute changes made by those no longer in office. If those decisions do not reflect the will of the majority, we have a duty to revisit and, if necessary, repeal them.

This is a moment of accountability—and of opportunity. Let's commit to restoring trust, protecting our town, and ensuring that every decision moving forward reflects the voices of the people we serve.

Thank you for your service and your commitment to this community.

Email not displaying correctly? [View it in your browser.](#)

Place an x next to 5 candidates who you would like to be a P&Z board member.

The Top 5 will be selected as P&Z board members, the 6th person with the most votes will be selected as the alternate board member.

If a tie occurs, those in the tie will be in a runoff selection.

	Mayor Santilli	Councilmember Davis	Councilmember Fraser	Councilmember Halpern	Councilmember Shaw	Total	
Larry Barron			1		1	2	
Steve Bauch	1		1	1		3	
Jay Brandli	1	1	1			3	
Jim Ehret	1	1	1	1	1	5	*
Jim Ferguson							
Nancy Grabowski	1	1	1	1	1	5	*
Erica Herman							
William Huval		1		1	1	3	
Siobhan O'Donnell							
Robert Reimers	1	1	1		1	4	*
Carol Rudolph		1		1	1	3	
Fred Vestal	1			1		2	

Name

Signature

Place an x next to 5 candidates who you would like to be a P&Z board member.

The Top 5 will be selected as P&Z board members, the 6th person with the most votes will be selected as the alternate board member.

If a tie occurs, those in the tie will be in a runoff selection.

	Mayor Santilli	Councilmember Davis	Councilmember Fraser	Councilmember Halpern	Councilmember Shaw	Total
Larry Barron						
Steve Bauch	X					
Jay Brandli	X					
Jim Ehret	X					
Jim Ferguson						
Nancy Grabowski	X					
Erica Herman						
William Huval						
Siobhan O'Donnell						
Robert Reimers	X					
Carol Rudolph						
Fred Vestal	X					

Dave Santilli
Name

Dave Santilli
Signature

Place an x next to 5 candidates who you would like to be a P&Z board member.

The Top 5 will be selected as P&Z board members, the 6th person with the most votes will be selected as the alternate board member.

If a tie occurs, those in the tie will be in a runoff selection.

	Mayor Santilli	Councilmember Davis	Councilmember Fraser	Councilmember Halpern	Councilmember Shaw	Total
Larry Barron						
Steve Bauch						
Jay Brandli		X				
Jim Ehret		X				
Jim Ferguson						
Nancy Grabowski		X				
Erica Herman						
William Huval		X				
Siobhan O'Donnell						
Robert Reimers		X				
Carol Rudolph		X				
Fred Vestal						

Diana Davis
Name

DD
Signature

Place an x next to 5 candidates who you would like to be a P&Z board member.

The Top 5 will be selected as P&Z board members, the 6th person with the most votes will be selected as the alternate board member.

If a tie occurs, those in the tie will be in a runoff selection.

	Mayor Santilli	Councilmember Davis	Councilmember Fraser	Councilmember Halpern	Councilmember Shaw	Total
Larry Barron						
Steve Bauch				X		
Jay Brandli						
Jim Ehret				X		
Jim Ferguson						
Nancy Grabowski				X		
Erica Herman						
William Huval				X		
Siobhan O'Donnell						
Robert Reimers						
Carol Rudolph				X		
Fred Vestal				X		

DD Halpern
Name

[Signature]
Signature

3/25/20

Place an x next to 5 candidates who you would like to be a P&Z board member.

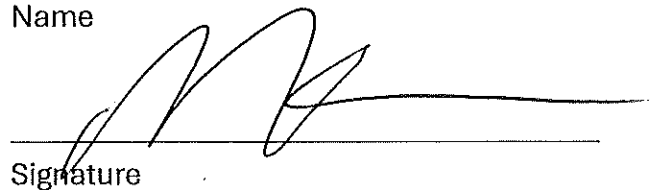
The Top 5 will be selected as P&Z board members, the 6th person with the most votes will be selected as the alternate board member.

If a tie occurs, those in the tie will be in a runoff selection.

	Mayor Santilli	Councilmember Davis	Councilmember Fraser	Councilmember Halpern	Councilmember Shaw	Total
Larry Barron			X			
Steve Bauch			X			
Jay Brandli			X			
Jim Ehret			X			
Jim Ferguson						
Nancy Grabowski			X			
Erica Herman						
William Huval						
Siobhan O'Donnell						
Robert Reimers			X			
Carol Rudolph						
Fred Vestal						

MAX FRASER

Name



Signature

Place an x next to 5 candidates who you would like to be a P&Z board member.

The Top 5 will be selected as P&Z board members, the 6th person with the most votes will be selected as the alternate board member.

If a tie occurs, those in the tie will be in a runoff selection.

	Mayor Santilli	Councilmember Davis	Councilmember Fraser	Councilmember Halpern	Councilmember Shaw	Total
Larry Barron					X	
Steve Bauch						
Jay Brandli						
Jim Ehret					X	
Jim Ferguson						
Nancy Grabowski					X	
Erica Herman						
William Huval					X	
Siobhan O'Donnell						
Robert Reimers					X	
Carol Rudolph					X	
Fred Vestal						

Scott Shaw

Name

Sam Shaw

Signature

Place an x next to 5 candidates who you would like to be a P&Z board member.

The Top 5 will be selected as P&Z board members, the 6th person with the most votes will be selected as the alternate board member.

If a tie occurs, those in the tie will be in a runoff selection.

	Mayor Santilli	Councilmember Davis	Councilmember Fraser	Councilmember Halpern	Councilmember Shaw	Total
Larry Barron						
Steve Bauch	1		1	1	1	4
Jay Brandli	1	1	1			3
Jim Bret						
Jim Ferguson						
Nancy Grabowski						
Erica Herman						
William Huval		1		1	1	3
Siobhan O'Donnell						
Robert Reimers						
Carol Rudolph	1	1	1	1	1	5
Fred Vestat						

Name

Signature

Place an x next to 5 candidates who you would like to be a P&Z board member.

The Top 5 will be selected as P&Z board members, the 6th person with the most votes will be selected as the alternate board member.

If a tie occurs, those in the tie will be in a runoff selection.

	Mayor Santilli	Councilmember Davis	Councilmember Fraser	Councilmember Halpern	Councilmember Shaw	Total
Larry Barton						
Steve Bauch	X					
Jay Brandli	X					
Jim Ehret						
Jim Ferguson						
Nancy Grabowski						
Erica Herman						
William Huval						
Stephen O'Donnell						
Robert Remmers						
Carol Rudolph	X					
Fred Vestal						

Steve Santilli
Name

[Signature]
Signature

Place an x next to 5 candidates who you would like to be a P&Z board member.

The Top 5 will be selected as P&Z board members, the 6th person with the most votes will be selected as the alternate board member.

If a tie occurs, those in the tie will be in a runoff selection.

	Mayor Santilli	Councilmember Davis	Councilmember Fraser	Councilmember Halpern	Councilmember Shaw	Total
Larry Barron						
Steve Bauch						
Jay Brandli		 X				
Jim Bret						
Jim Ferguson						
Nancy Grabowski						
Erica Herman						
William Huval		 X				
Siobhan O'Donnell						
Robert Reimers						
Carol Rudolph		 X				
Fred Vestal						

DIANA DAVIS

Name



Signature

Place an x next to 5 candidates who you would like to be a P&Z board member.

The Top 5 will be selected as P&Z board members, the 6th person with the most votes will be selected as the alternate board member.

If a tie occurs, those in the tie will be in a runoff selection.

	Mayor Santilli	Councilmember Davis	Councilmember Fraser	Councilmember Halpern	Councilmember Shaw	Total
Larry Barron						
Steve Bauch				X		
Jay Brandli						
Jim Harrel						
Jim Ferguson						
Nancy Grabowski						
Erica Herman						
William Huval				X		
Stephen O'Donnell						
Robert Raimers						
Carol Rudolph				X		
Fred Vestal						

DD Halpern
Name

DD Halpern
Signature

3/25/26

Place an x next to 5 candidates who you would like to be a P&Z board member.

The Top 5 will be selected as P&Z board members, the 6th person with the most votes will be selected as the alternate board member.

If a tie occurs, those in the tie will be in a runoff selection.

	Mayor Santilli	Councilmember Davis	Councilmember Fraser	Councilmember Halpern	Councilmember Shaw	Total
Samy						
Samson						
Steve Bauch			X			
Jay Brandli			X			
Sam						
Sam						
Sam						
Ferguson						
Nancy						
Orbanowski						
Linda						
Herman						
William Huval						
Orbanowski						
Orbanowski						
Robert						
Reimore						
Carol Rudolph			X			
Sam						
Sam						

MAX FRASER
Name


Signature

Place an x next to 5 candidates who you would like to be a P&Z board member.

The Top 5 will be selected as P&Z board members, the 6th person with the most votes will be selected as the alternate board member.

If a tie occurs, those in the tie will be in a runoff selection.

	Mayor Santilli	Councilmember Davis	Councilmember Fraser	Councilmember Halpern	Councilmember Shaw	Total
Larry Barron						
Steve Bauch					X	
Jay Brandli						
Jim Chret						
Jim Ferguson						
Nancy Grabowski						
Erica Herman						
William Huval					X	
Siobhan O'Donnell						
Robert Reimers						
Carol Rudolph					X	
Fred Vestal						

Scott Shaw

Name

Scott Shaw

Signature

Place an x next to 5 candidates who you would like to be a P&Z board member.

The Top 5 will be selected as P&Z board members, the 6th person with the most votes will be selected as the alternate board member.

If a tie occurs, those in the tie will be in a runoff selection.

	Mayor Santilli	Councilmember Davis	Councilmember Fraser	Councilmember Halpern	Councilmember Shaw	Total
Larry Barron						
Steve Bauch						
Jay Brandli	1		1			2
Jim Ehret						
Jim Ferguson						
Nancy Grabowski						
Erica Herman						
William Huval		1		1	1	3
Siobhan O'Donnell						
Robert Reimers						
Carol Rudolph						
Fred Vestal						

Mark #3
Name

Signature

Place an x next to 5 candidates who you would like to be a P&Z board member.

The Top 5 will be selected as P&Z board members, the 6th person with the most votes will be selected as the alternate board member.

If a tie occurs, those in the tie will be in a runoff selection.

	Mayor Santilli	Councilmember Davis	Councilmember Fraser	Councilmember Halpern	Councilmember Shaw	Total
Larry Baer						
Steve Baer						
Jay Brandli	X					
Jim Chick						
Jim Ferguson						
Nancy Grabowski						
Erica Horn						
William Huval						
Stephen O'Donnell						
Robert Rainers						
Carol Rudolph						
Fred Vesil						

David Santilli
Name

David Santilli
Signature

Place an x next to 5 candidates who you would like to be a P&Z board member.

The Top 5 will be selected as P&Z board members, the 6th person with the most votes will be selected as the alternate board member.

If a tie occurs, those in the tie will be in a runoff selection.

	Mayor Santilli	Councilmember Davis	Councilmember Fraser	Councilmember Halpern	Councilmember Shaw	Total
Larry Benton						
Steve Bauch						
Jay Brandli						
Jim Ennet						
Jim Anderson						
Nancy Grabowski						
Erica Hamm						
William Huval		X				
Stephen O'Donnell						
Robert Reimers						
Carol Rudolph						
Frank Vestal						

DIANA DAVIS

Name

DDavis

Signature

Place an x next to 5 candidates who you would like to be a P&Z board member.

The Top 5 will be selected as P&Z board members, the 6th person with the most votes will be selected as the alternate board member.

If a tie occurs, those in the tie will be in a runoff selection.

	Mayor Santilli	Councilmember Davis	Councilmember Fraser	Councilmember Halpern	Councilmember Shaw	Total
Leah Barron						
Steve Bauch						
Jay Brandli						
Jim Ennet						
Jeff Ferguson						
Nancy Grabowski						
Fred Herman						
William Huval				X		
Stephen O'Donnell						
Robert Reimers						
Carol Rudolph						
Fred Vestal						

Name

Signature

3/25/26

Place an x next to 5 candidates who you would like to be a P&Z board member.

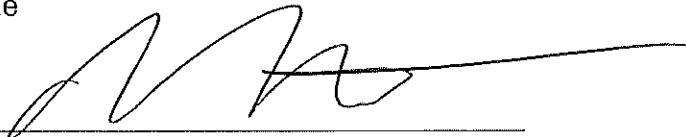
The Top 5 will be selected as P&Z board members, the 6th person with the most votes will be selected as the alternate board member.

If a tie occurs, those in the tie will be in a runoff selection.

	Mayor Santilli	Councilmember Davis	Councilmember Fraser	Councilmember Halpern	Councilmember Shaw	Total
Mark Wilson						
Steve Bauch						
Jay Brandli			X			
Tom Robert						
Jim Patterson						
Nancy Grubowski						
Erica Hughan						
William Huval						
Stephen O'Donnell						
Robert Ramers						
Carol Radolph						
Fred Vestal						

MAX FRASER

Name



Signature

Place an x next to 5 candidates who you would like to be a P&Z board member.

The Top 5 will be selected as P&Z board members, the 6th person with the most votes will be selected as the alternate board member.

If a tie occurs, those in the tie will be in a runoff selection.

	Mayor Santilli	Councilmember Davis	Councilmember Fraser	Councilmember Halpern	Councilmember Shaw	Total
Larry Barron						
Steve Bauch						
Jay Brandli						
Jim Ehret						
Jim Ferguson						
Nancy Grabowski						
Erica Herman						
William Huval					X	
Siobhan O'Donnell						
Robert Reimers						
Carol Rudolph						
Fred Vestal						

Scott Shaw

Name

Scott M Shaw

Signature

Town of Juno Beach of Palm Beach County, Florida

Proclamation

Earth Day 2026

WHEREAS, Earth Day was first celebrated on April 22, 1970, as a national effort to raise awareness about environmental protection and stewardship; and

WHEREAS, the Town of Juno Beach is committed to preserving its unique coastal environment, natural habitats, and quality of life for residents and visitors; and

WHEREAS, our beaches, dunes, waterways, and native ecosystems provide critical habitat for wildlife, including protected and endangered species; and

WHEREAS, responsible environmental practices such as conservation, recycling, reduction of waste, and sustainable development help protect our natural resources for future generations; and

WHEREAS, community involvement, education, and stewardship are essential to maintaining the ecological health and resilience of our coastal community; and

WHEREAS, Earth Day provides an opportunity for citizens to reflect on their role in protecting the environment and to take action to support a cleaner, healthier planet; and

NOW, THEREFORE, the Town of Juno Beach, Florida hereby proclaims Tuesday, April 22, 2026, as:

EARTH DAY

in the Town of Juno Beach, and urges all citizens to participate in activities that protect and preserve our environment; and

Further, urges all citizens to commit to sustainable practices that enhance the well-being of our community and the planet.

IN WITNESS WHEREOF, I, Mayor Santilli, have hereunto set my hand and caused the official seal of the Town of Juno Beach, Florida to be affixed this 25th day of March, 2026.

Dave Santilli, Mayor

Attest:

Caitlin E. Copeland-Rodriguez, MMC, Town Clerk

SS4A Action Plan – Required Scope Elements (Town of Juno Beach)

1. Guiding Standard (Non-Negotiable)

- Vision Zero framework, eliminate fatal and severe injury crashes
 - Prioritize safety, speed reduction, and context-sensitive design
 - No roadway widening as a primary solution
 - Explicit evaluation of alternatives to capacity expansion
-

2. Corridor & Location-Specific Analysis

- Donald Ross Road, US-1, Ocean Drive connections
 - Sea Oats ingress/egress (priority study location)
 - Peak season and weekend traffic conditions
 - Crash data, speed data, and conflict analysis
-

3. Regional Traffic Reduction

- Evaluate Marcinski Bridge (Jupiter) for traffic diversion benefits
 - Origin–destination and cut-through traffic analysis
 - Strategies to reduce non-local traffic on Town roadways
-

4. Traffic Calming & Streetscape

- Landscaping and vegetation as speed reduction tools (Donald Ross)
 - Lane narrowing, visual friction, and context-sensitive design
 - Median treatments and refuge islands
 - Avoid designs that increase speed or throughput
-

5. Bicycle & Pedestrian Infrastructure

- Protected or enhanced bike lanes east of US-1 to Ocean Drive

- Pedestrian-safe crosswalks:
 - Raised or signalized crossings
 - Refuge islands where feasible
 - ADA-compliant, age-friendly network
-

6. Smart Signals & Technology

- AI/adaptive signal timing for congestion and safety
 - Pedestrian priority timing
 - Real-time traffic detection and queue management
-

7. Sea Oats – Smart Ingress/Egress Pilot

- AI-based gap detection for safe turning
 - Smart warning systems (approaching traffic alerts)
 - Speed detection with dynamic feedback
 - Camera-based conflict monitoring (privacy compliant)
 - Evaluate turn lane, median, or access modifications
 - Emergency access prioritization
-

8. Bridge Opening Impacts

- Quantify delay, queuing, and safety impacts
 - Provide policy recommendations for coordination with Coast Guard
-

9. Donald Ross & US-1 Intersection

- Analyze impacts of proposed widening
- Provide safety-based alternatives to capacity expansion
- Document Town position within technical findings

10. Deliverables (Implementation-Focused)

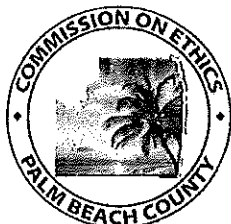
- Prioritized project list:
 - Quick-build, mid-term, long-term
 - Cost estimates and phasing
 - Grant-ready project sheets (SS4A compliant)
 - Engineering-level concepts, not just narrative
-

11. Data & Town Control

- Full ownership of data, models, and GIS files
 - Usable formats for Town staff
-

12. Intergovernmental Support

- Technical memos supporting Town positions with:
 - Palm Beach County
 - FDOT
 - Other agencies



Palm Beach County Commission on Ethics

Commis Item #2.

Michael S. Krieger, Chair
Peter L. Cruise, Vice Chair
Michael H. Kugler
Rodney G. Romano
Kristin A. Vara-Garcia

Executive Director
Christie Kelley

Honesty - Integrity - Character

January 27, 2026

Peggy Wheeler, Mayor
Town of Juno Beach
340 Ocean Drive
Juno Beach, FL 33408

Re: RQO 26-005
Voting conflict/Conflict of interest

Dear Mayor Wheeler,

Your request for an advisory opinion to the Palm Beach County Commission on Ethics (COE) has been received and reviewed. The opinion rendered is as follows:

QUESTION:

Does a conflict arise under the Palm Beach County Code of Ethics (Code) by your participation and vote on three proposed zoning ordinances, considering you are associated with several businesses registered with the State of Florida?

BRIEF ANSWER:

The Code does not prohibit you from voting on or participating in discussions on these zoning ordinances because neither you nor the business entities you are associated with would receive a special financial benefit as a result of your participation or vote.

FACTS:

You are the Mayor of the Town of Juno Beach (Town). Your residence is the only property you own within the Town. You are associated with a variety of business entities, all registered with the State of Florida. In an upcoming Town council meeting, there will be a discussion and vote on three ordinances, all related to property and zoning.¹

A citizen contacted the Council via email and raised a concern about the potential of a voting conflict based on the perceived nature of the ordinances and the potential benefits to your businesses. In response to this communication, you have disclosed the related activities and the general nature of each entity registered under your name. The entities are noted as follows:

¹ Agenda for January 28, 2026 Council meeting notes Ordinances 795, 796, and 797 each address site plan, the scope of review, the shifting of review and enforcement, and other property and zoning topics. The agenda packet can be found at [1/28 Agenda Packet](#) – ordinance outlines begin at page 257.

1. Ocean Properties Florida Inc., formed in March of 2017. Currently inactive and dissolved in 2021. The entity was used for estate planning and never conducted any business.
2. Oceanside Enterprises of Florida LLC formed in March of 2017. Currently inactive and dissolved in 2017. The entity was used for estate planning and never conducted any business.
3. Cambrian LLC formed in February of 2004. The entity is active but used only for estate planning. The entity does not conduct any business activities and files an annual report.
4. Exclusive Real Estate Consulting LLC formed in December of 2020. Currently inactive because it was converted from an LLC to an incorporation in May of 2024. While the entity was active, it has conducted no business and files an annual report solely to preserve the business name.
5. Ocean Side Inc. formed in May of 2025 (converted from Ocean Side LLC). Entity is active but the last related business activity was in 2021 and was related to the sale of a home (previously owned by Ms. Wheeler). Since then, it has conducted no business and files an annual report solely to preserve the business name.
6. Ocean Side LLC originally formed in 2004 and converted to Ocean Side Inc. in May of 2025. Entity is currently inactive, and the only business activity is noted above under Ocean Side Inc. There has been no business activity since the home sale in 2021.
7. Exclusive Real Estate Consulting Inc. formed in May of 2025 (converted from an LLC to an incorporation – see entity 4) and is currently active. The entity has never conducted any business and files an annual report solely to preserve the business name.

You have reported to the COE that none of the entities listed above are connected to Town business. Additionally, none of the entities own property within the Town, thus will not benefit, either directly or indirectly, from any matter before the Council. You have also indicated that three of the entities were formed decades ago and were used solely for personal estate-planning purposes and have either been administratively dissolved or are inactive and maintained solely for estate-planning reasons. You have stated that none of the entities listed currently engage in any business activity, and that only one entity has ever had a reportable business activity, which concluded five years ago with the sale of a home.

You do not believe a conflict exists and feel your participation and vote on these issues is allowed by the Code.

ANSWER:

The Code prohibits public officials from using their official position in any manner which would result in a special financial benefit, not shared with similarly situated members of the general public, to certain persons or entities, including themselves.² Similarly, the Code also prohibits public officials from voting on an issue or participating in any matter

² Section 2-443(a), *Misuse of official position or employment.*

coming before their board that would result in a special financial benefit to themselves or to their outside business.³

In the context of the Code, financial benefit constitutes economic gain or loss.⁴ In determining whether an action would result in a special financial benefit being given to a person or entity, the COE has held that any such financial benefit must be direct and immediate, rather than remote and speculative.⁵ Similarly, the Florida Commission on Ethics has also determined that where there is uncertainty at the time of a vote as to whether a measure directly affects a person or entity, any private gain or loss based on the vote is remote and speculative, thus the official will not be precluded from casting such vote.⁶

Here, based on the facts provided, because your registered business entities do not conduct any business within the Town, any economic gain or loss related to the proposed Town ordinances will have no greater impact on you than on any other Town resident. Thus, it is remote and speculative as to whether a vote related to the proposed zoning ordinances would result in you or your outside businesses receiving a special financial benefit.

Further, nothing in the provided factual scenario indicates that your specific property ownership within the Town provides a unique circumstance wherein your personal gain or loss related to these proposed ordinances would significantly exceed that of other residents. Additionally, because you have stated that neither you nor your registered entities conduct any business within the Town, there appears to be no risk of a prohibited entity receiving a special financial benefit. Applying the above facts, nothing in the Code would prohibit your participation and vote on the noted ordinances.

Additionally, as a general reminder, Sec. 2-443(b), *Corrupt misuse of official position* prohibits public officials from using their official position to corruptly secure or attempt to secure a special privilege, benefit or exemption for themselves or others. Corruptly means done with a wrongful intent and for the purpose of obtaining any benefit resulting from some act which is inconsistent with the proper performance of the official's duties. Therefore, you must ensure you do not use your position as an elected official to take an action that would corruptly secure a special privilege, benefit, or exemption for yourself or anyone else.

Finally, while the Code does not restrict your participation and vote as long as the guidance in this opinion is followed, you must be mindful that as a public official, no quid pro quo or other benefit may be given for an official act or the past, present, or future performance of a public duty.⁷ You are also reminded that if any of the relied upon facts were to change, you should contact the COE for an updated opinion.

³ Section 2-443(c), *Disclosure of voting conflicts*.

⁴ RQO 10-013

⁵ RQO 12-063

⁶ CEO 85-77; CEO 05-15; CEO 91-61; CEO 12-19

⁷ Section 2-444(e), *Gift law*.

LEGAL BASIS:

The legal basis for this opinion is found in Sec. 2-443(a) and Sec. 2-444(c) of the Code:

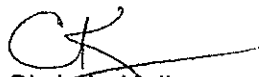
Sec. 2-443. Prohibited Conduct.

- (a) **Misuse of public office or employment.** An official or employee shall not use his or her official position or office, or take or fail to take any action, or influence others to take or fail to take any action, or attempt to do any of these things, in a manner which he or she knows or should know with the exercise of reasonable care will result in a special financial benefit, not shared with similarly situated members of the general public, for any of the following persons or entities:
- (1) Himself or herself;
 - (4) An outside employer or business of his or hers, or of his or her spouse or domestic partner, or someone who is known to such official or employee to work for such outside employer or business;
- (c) **Disclosure of voting conflicts.** County and municipal officials as applicable shall abstain from voting and not participate in any matter that will result in a special financial benefit as set forth in subsections (a)(1) through (7) above. The term "participate" as used in this section shall be defined as: "To take any action, or to influence others to take any action, or to attempt to do any of these things, in order to affect the passage or defeat of the specific matter before the voting body in which the official is required to abstain from voting."

This opinion construes the Palm Beach County Code of Ethics Ordinance and is based upon the facts and circumstances that you have submitted. The Palm Beach County Commission on Ethics does not investigate the facts and circumstances submitted but assumes they are true for purposes of this advisory opinion. It is not applicable to any conflict under state law. Inquiries regarding possible conflicts under state law should be directed to the State of Florida Commission on Ethics.

Please feel free to contact me at 561-355-1915 if you need further assistance in this matter.

Sincerely,


Christie Kelley,
Executive Director

RG/gl

Florida Statutes, 166.041, requires proper public notice before adopting an ordinance. Florida Statutes, 50.0311, allows website notice instead of newspaper notice.

As of 2024, Juno Beach began placing its required public notice advertisements on the County website instead of in a newspaper of general circulation.

Website notice is only allowed if all the requirements of website notice are followed, including publishing once a year within a newspaper of general circulation that it is the practice of the municipality to publish by website.

Juno Beach noticed the proposed ordinances 795, 796 and 797 with one notice all together, for first and second reading on the County website at the end of 2025. However, it appears that the Town of Juno Beach failed to advertise in a newspaper of general circulation in 2025 that we were using the County website for our ordinance notices as required by 50.0311, F.S.

Florida Statute, 166.041, requires a business impact estimate for new ordinances. The Town did not publish a business impact estimate statement for ordinances 795, 796, or 797.

To fix the procedural errors of failure to publish in a newspaper of general circulation in 2025 that we were using website notice, and for the procedural error that we did not publish a business impact estimate statement, we need to re-publish notice of ordinances 795, 796, and 797.

Make a motion to re-publish notice of ordinances 795, 796, and 797, and to bring these back to the Town Council at our next meeting to address the procedural errors described above with these ordinances public notice.



SPECIAL TOWN COUNCIL MEETING MINUTES

April 7, 2026 at 3:00 PM

Council Chambers – 340 Ocean Drive and YouTube

PRESENT: DAVE SANTILLI, MAYOR
 DIANA DAVIS, VICE MAYOR
 DD HALPERN, VICE MAYOR PRO TEM
 MAX FRASER, COUNCILMEMBER
 SCOTT SHAW, COUNCILMEMBER

ALSO PRESENT: CAITLIN COPELAND-RODRIGUEZ, ACTING TOWN MANAGER
 TG LAW PLLC, TOWN ATTORNEY
 EMILY ALVES, FINANCE/HR DIRECTOR
 ANDREA DOBBINS, PROJECT/RISK MANAGER
 IAN COMP, TOWN CLERK DESIGNEE

AUDIENCE: 11

CALL TO ORDER – 3:00PM

PLEDGE ALLEGIANCE TO THE FLAG

COMMENTS FROM THE TOWN MANAGER, THE TOWN ATTORNEY, AND STAFF

Town Attorney provided applications from individuals who are interested in serving as Interim Town Manager and explained (*see attached.*)

COMMENTS FROM THE PUBLIC

All Non-Agenda items are limited to three (3) minutes. Anyone wishing to speak is asked to complete a comment card with their name and address prior to the start of the meeting as well as state their name and address for the record when called upon to speak (prior to addressing the Town Council). Town Council will not discuss these items at this time.

Public Comments Opened at 3:03pm.

Public Comments Closed at 3:03pm.

COUNCIL ACTION/DISCUSSION ITEMS (A public comment period was provided for each item below.)

Council reviewed and discussed the items below collectively.

1. Appointment of Interim Town Manager

MOTION: Davis/Halpern made a motion to have Town Clerk Caitlin Copeland-Rodriguez act as Interim Town Manager and hire and acting town clerk service until the next Town Council Meeting on April 22.

AMENDED MOTION: Halpern/Davis made a motion to include Council further discussion on hiring an Interim Town Manager at the April 22 Town Council meeting.

Mayor Santilli, Vice Mayor Davis, Vice Mayor Pro Tem Halpern, and Councilmember Fraser gave consensus to have another Special meeting for the purpose of ironing out the question of the Interim Town Manager position.

ACTION: *Motions withdrawn.*

Mayor Santilli, Vice Mayor Davis, Councilmember Fraser, and Councilmember Shaw gave unanimous consensus have a Special Town Council Meeting on Wednesday, April 15 at 3pm.

2. Discussion and Direction Regarding the Hiring Process for a Town Manager

MOTION: *Halpern made a motion to have Colin Baenziger conduct virtual interviews with each of the Council members regarding the recruiting of the Town Manager.*

ACTION: *Motion fails for lack of a second.*

MOTION: *Davis made a motion to engage Colin Baenziger & Associates to provide recruitment services for the position of Town Manager, with initial meetings to be conducted virtually; and to authorize the Town Attorney to coordinate with Mr. Blackburn from the Florida City & County Managers Association Senior Advisors to assist with the recruitment process and to invite them to participate in the next Council meeting.*

Mayor Santilli passed the gavel and seconded the motion.

ACTION: *The motion passed unanimously.*

Council gave unanimous consensus to have Caitlin Copeland-Rodriguez serve as Acting Town Manager until after the Special Town Council meeting on April 15.

COMMENTS FROM THE COUNCIL

Mayor Santilli stated that the Town needs a leader as our Town Manager that we would like to convey to those interested.

Vice Mayor Davis provided handouts (*see attached.*)

Vice Mayor Davis discussed her list of desirable qualities in a Town Manager and went over them. She commented on strategic plan training and wanting to get a strategic plan in place. She also inquired about JB2 and to have staff come back with proposals to have the walkover back open.

Vice Mayor Pro Tem Halpern inquired about the sharing of information amongst Council.

Town Attorney explained that it is best to funnel information through the Town Manager. Vice Mayor Pro Tem Halpern inquired about JB2 and the possibility of applying for a FRDAP grant. Project/Risk Manager Dobbins addressed questions regarding upcoming beach work. She explained that the current turtle nesting season could prevent work from proceeding, and any activity would likely need to wait until November 1. She noted multiple factors must be considered and that it would be unprecedented to conduct such work during nesting season. She also recommended applying for FRDAP funding in August and provided an overview of the application process. She also noted that a beach renourishment project is scheduled for November and highlighted the impact of the natural ebb and flow of the dune system.

Vice Mayor Davis inquired about the engineering firm that did JB3.

Project/Risk Manager Dobbins stated that Isiminger & Associates have been the coastal engineers for all of the dune walkover projects.

Vice Mayor Pro Tem Halpern inquired about the terms Acting versus Interim and if they need to be updated in the personnel policy.

Finance/HR Director Alves explained that the Council did a different approach with the Acting Town Manager appointment with getting a different pay rate and the personnel policy could be updated in the future for clarification.

Mayor Santilli asked if they should cease the work with Polco for the Commercial Areas Vision Survey and not complete the evaluation of the results.

Council gave unanimous consensus to have Polco cease all work related to the survey process effective immediately, including any further evaluation or analysis of survey responses received to date.

Vice Mayor Halpern inquired about sending an email blast to the community for their awareness.

Mayor Santilli disagreed.

Vice Mayor Pro Tem Halpern inquired about Treasure Coast Regional Planning Council.

Acting Town Manager Copeland-Rodriguez stated that staff did reach out to Dana Little from Treasure Coast Regional Planning Council, and he is more that happy to start scheduling meetings with the Town Council members.

Mayor Santilli, Vice Mayor Davis, and Vice Mayor Pro Tem Halpern gave consensus to have staff to begin scheduling individual meetings with the Treasure Coast Regional Planning Council's Urban Design Director, Dana Little.

Vice Mayor Pro Tem Halpern inquired about the Polco contract end date.

Councilmember Shaw provided comments regarding the recent Planning & Zoning Board meeting and the participation of the new members.

ADJOURNMENT

Mayor Santilli adjourned the meeting at 5:15pm.

Dave Santilli, Mayor

Ian Comp, Town Clerk Designee



Caitlin Copeland <ccopeland@juno-beach.fl.us>

Online Form Submittal: Public Comments

1 message

noreply@civicplus.com <noreply@civicplus.com>

Tue, Apr 7, 2026 at 11:35 AM

Reply-To: noreply@civicplus.com

To: ccopeland@juno-beach.fl.us, dhalpern@juno-beach.fl.us, ddavis@juno-beach.fl.us, service@tgjustice.com, dsantilli@juno-beach.fl.us, sshaw@juno-beach.fl.us, mfraser@juno-beach.fl.us

Public Comments

Public Comments for Town Council and Planning & Zoning Board Meetings

Please use the form below to submit comments for Town Council Planning and Zoning Board Meetings. All Public Comments must be submitted by Noon on the day of the scheduled meeting. All information you submit will become a permanent record of the Town, accessible to anyone who wants to see it. If you should have any questions, please contact the Town Clerk's Office at 561-656-0316.

First Name	Cyndie
Last Name	Wolf
Address	440 STARLIGHT LN
Email Address	clwolf@rocketmail.com
Agenda Item Number (Ex: 1, 2, 3)	2
Public Comment / Question	With regard to the possible hiring of consultant to assist with the search for a new Town Manager, I would like to suggest that the Town does not use the previous consultant. He/his firm did not seem to have a sense of urgency or proper commitment to our town. Something seemed off about his level of energy and intensity. I got the sense that we were just another client and that he didn't really care one way or the other. Thank you for your time.

Email not displaying correctly? [View it in your browser.](#)



Caitlin Copeland <ccopeland@juno-beach.fl.us>

Online Form Submittal: Public Comments

1 message

noreply@civicplus.com <noreply@civicplus.com>

Mon, Apr 6, 2026 at 9:10 PM

Reply-To: noreply@civicplus.com

To: ccopeland@juno-beach.fl.us, dhalpern@juno-beach.fl.us, ddavis@juno-beach.fl.us, service@tgjustice.com, dsantilli@juno-beach.fl.us, sshaw@juno-beach.fl.us, mfraser@juno-beach.fl.us

Public Comments

Public Comments for Town Council and Planning & Zoning Board Meetings

Please use the form below to submit comments for Town Council Planning and Zoning Board Meetings. All Public Comments must be submitted by Noon on the day of the scheduled meeting. All information you submit will become a permanent record of the Town, accessible to anyone who wants to see it. If you should have any questions, please contact the Town Clerk's Office at 561-656-0316.

First Name	Debra
Last Name	Levulis
Address	401 Sunset Way Juno Beach FL
Email Address	johndeb642@gmail.com
Agenda Item Number (Ex: 1, 2, 3)	1
Public Comment / Question	The interim town manager should have some experience before being placed in this extremely important position. As our Juno Beach town clerk has not properly advertised Ordinances 795, 796, 797. These ordinances which have now been handed back to Juno Beach Planning Zoning and Building where it was voted out indicates improper handling of a group of town ordinances. This is a failure of our town clerk and the town council members responsible that continue on the dais.

Email not displaying correctly? View it in your browser.



Online Form Submittal: Public Comments

1 message

noreply@civicplus.com <noreply@civicplus.com>

Mon, Apr 6, 2026 at 12:35 PM

Reply-To: noreply@civicplus.com

To: ccopeland@juno-beach.fl.us, dhalpern@juno-beach.fl.us, ddavis@juno-beach.fl.us, service@tgjustice.com, dsantilli@juno-beach.fl.us, sshaw@juno-beach.fl.us, mfraser@juno-beach.fl.us

Public Comments

Public Comments for Town Council and Planning & Zoning Board Meetings

Please use the form below to submit comments for Town Council Planning and Zoning Board Meetings. All Public Comments must be submitted by Noon on the day of the scheduled meeting. All information you submit will become a permanent record of the Town, accessible to anyone who wants to see it. If you should have any questions, please contact the Town Clerk's Office at 561-656-0316.

First Name	Anita
Last Name	Bloom
Address	900 Ocean Drive
Email Address	anita-bloom@sbcglobal.net
Agenda Item Number (Ex: 1, 2, 3)	2

Public Comment / Question Mayor Santilli and Council Members –

I am heartened by the mandate of the recent election.
My congratulations to all of you on having the support of a significant majority.

Though this is a very busy time, I encourage Mayor Santilli and the council to disentangle from past practices on any matters relating to preserving our essential town character. Start fresh with a "clean slate" policy that reflects the values and priorities which delivered the mandate of the recent election.

Two areas come to mind at present:
(1) Search for Town Manager – with two successive failures in Town Manager recruiting and vetting, I would encourage the Council to adopt a fresh approach on this initiative. Refresh the

entire process. To the extent that the Council can be "hands on" in the vetting process, I'd encourage that. Town Manager is a make or break position.

(2) Polco "Commercial Area Vision" Survey – I received an email that the town would be mailing a survey on this topic. I have yet to receive it, but neighbors tell me the questions are based on the assumption that character-changing development in Juno Beach is unavoidable. Yet another biased "push poll" designed to support a point of view. (The fact that my household has not received the poll in the mail speaks to measurement bias, as well.)

While properly designed surveys can be very helpful, I would encourage the Council to only use surveys which are free of assumptions, leading questions, and which are available to all residents, not just a subset. I would definitely encourage the Council to cut the losses on this latest Polco survey. Residents are both wary and weary of the push polling tactic.

With sincere appreciation to you all for your service to our town,

Anita Bloom
900 Ocean Drive

Email not displaying correctly? [View it in your browser.](#)



Caitlin Copeland <ccopeland@juno-beach.fl.us>

Online Form Submittal: Public Comments1 message

noreply@civicplus.com <noreply@civicplus.com>

Mon, Apr 6, 2026 at 11:28 AM

Reply-To: noreply@civicplus.com

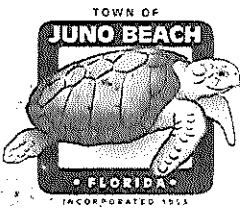
To: ccopeland@juno-beach.fl.us, dhalpern@juno-beach.fl.us, ddavis@juno-beach.fl.us, service@tgjustice.com, dsantilli@juno-beach.fl.us, sshaw@juno-beach.fl.us, mfraser@juno-beach.fl.us

Public Comments**Public Comments for Town Council and Planning & Zoning Board Meetings**

Please use the form below to submit comments for Town Council Planning and Zoning Board Meetings. All Public Comments must be submitted by Noon on the day of the scheduled meeting. All information you submit will become a permanent record of the Town, accessible to anyone who wants to see it. If you should have any questions, please contact the Town Clerk's Office at 561-656-0316.

First Name	Elaine
Last Name	Wedral
Address	290 Celestial Way
Email Address	Erw229@aol.com
Agenda Item Number (Ex: 1, 2, 3)	1, 2, 3
Public Comment / Question	Why was the town manager terminated.? Please give as many reasons as possible. I thought he had been recently (2-3 years) hired after an extensive search.

Email not displaying correctly? [View it in your browser.](#)



TOWN OF JUNO BEACH

Item #3.

PUBLIC COMMENT CARD

ANY CITIZEN WISHING TO SPEAK SHOULD COMPLETE THIS CARD AND GIVE IT TO THE TOWN CLERK PRIOR TO THE START OF THE MEETING.

AGENDA ITEM #:

1

DATE:

4/7/2026

NAME:

ALDO ROVERE

PHONE NO.:

631-335-4147

REPRESENTING (IF APPLICABLE):

ADDRESS:

400 UNO LAGO

CHECK WHAT MAY APPLY:

☐

SUPPORT

☐

OPPOSE

☒

I WISH TO SPEAK

April 7, 2026

Mayor, Town Council Members, Town Staff, and Residents,

The recent firing of Robert Cole, after less than a year, continues a troubling pattern. He followed David Dyess, whose tenure was also short and ended in resignation. Mr. Cole himself was selected only after two attempts to find a candidate acceptable to the Council.

When Joe Lo Bello retired after 30 years of service, the Town had an opportunity to ensure continuity and strength in leadership. One of the top candidates, Doc Dougherty—a seasoned professional with an exceptional record—was not selected. I supported him at the time, and I believe that decision has had lasting consequences. Today, he is serving successfully as Town Manager in Deltona. In my view, had he been chosen, we might have avoided multiple searches, including the one we now face.

After Mr. Dyess's resignation, Jay Boodheshwar was considered. Again, I spoke in support. Despite his strong credentials and respected standing in this community, he could not break a 2-2 Council split. Particularly troubling—to me and to the Baenziger search firm—was the handling of his candidacy. He was, in effect, vilified and then accused of not wanting the position. We must be mindful that what is said in these open meetings matters—it is recorded, and it follows both candidates and Council members.

Then came Robert Cole. Once again, somewhat surprisingly, we attracted a highly capable public servant. I described his interview as a “master class.” Still, despite his efforts to enhance staff performance and processes, his tenure was cut short, in part because he stepped into areas better left to the Council and the Town Attorney.

At this point, I've come to a difficult conclusion: this Town appears to prefer a weaker Town Manager, when what we truly need is a strong, experienced leader—someone who can elevate our governance to a

standard worthy of formal Town accreditation, much like our Police Department has achieved.

I also hope qualified candidates are not discouraged by our recent history. That risk is real.

That said, I am encouraged. The current Council brings a different composition, many from what I consider, quasi-governmental backgrounds, supported by experienced legal guidance and reinforced by strong community engagement—as demonstrated by the recent voter turnout in support of longstanding policies centered on harmony.

We now have a window of stability.

Let's use it wisely.

Thank you for committing yourselves to public service and to our community,

Aldo Rovere
400 Uno Lago Drive



TOWN OF JUNO BEACH

Item #3.

PUBLIC COMMENT CARD

ANY CITIZEN WISHING TO SPEAK SHOULD COMPLETE THIS CARD AND GIVE IT TO THE TOWN CLERK PRIOR TO THE START OF THE MEETING.

AGENDA ITEM #: _____ DATE: _____

NAME: Beverly Gibal PHONE NO.: _____

REPRESENTING (IF APPLICABLE): _____

ADDRESS: _____

CHECK WHAT MAY APPLY:

☐ SUPPORT

☐ OPPOSE

☐ I WISH TO SPEAK



TOWN OF JUNO BEACH

Item #3.

PUBLIC COMMENT CARD

ANY CITIZEN WISHING TO SPEAK SHOULD COMPLETE THIS CARD AND GIVE IT TO THE TOWN CLERK PRIOR TO THE START OF THE MEETING.

AGENDA ITEM #:

~~Item~~ #2

DATE:

3/7/2026

NAME:

John Callan

PHONE NO.:

REPRESENTING (IF APPLICABLE):

ADDRESS:

24 Grand Bay Circle, Juno Beach, FL

CHECK WHAT MAY APPLY:

☐

SUPPORT

☐

OPPOSE

☒

I WISH TO SPEAK



TOWN OF JUNO BEACH

Item #3.

PUBLIC COMMENT CARD

ANY CITIZEN WISHING TO SPEAK SHOULD COMPLETE THIS CARD AND GIVE IT TO THE TOWN CLERK PRIOR TO THE START OF THE MEETING.

AGENDA ITEM #: 2 DATE: 4/7/2026

NAME: ALDO ROVERE PHONE NO.: 631-335-4147

REPRESENTING (IF APPLICABLE): _____

ADDRESS: 400 UNO LAGO DR.

CHECK WHAT MAY APPLY:

☐ SUPPORT ☐ OPPOSE ☒ I WISH TO SPEAK

Provided by Vice Mayor Davis
on 4/7/2026

Item #3.

Option	Description	Candidate / Source	Start Date	Cost Structure	Estimated Salary / Cost	Notes	Data Needed
Option 1	In-house Interim Town Manager	Caitlin Copeland Rodriguez, Town Clerk	April 7- September	Salary (based on prior interim)	\$5,741. per month & \$22,963 four months or 6 mos \$34,445. Sept.	Use prior interim salary as benchmark; also costs for interim Town Clerk pay	\$34,445 + \$46,500 = \$80,945
Option 1 if temp clerk is required	Out source Town Clerk functions	In-house interim + Local Government Services (temp clerk support)	4 mos = \$31,000 or 6 mos. 46,500	\$15,500 month or \$7,750 part time interim clerk (are these rates negotiable for small municipality)	Can we use AI to fulfill these functions, agenda and minutes of meeting. Someone needs distribute and put packages together (maybe Ian?)		
Option 2	External Interim (Managers In Transition)	FCCMA Managers in Transition			Unknown who is available, may get less candidates to apply because they believe that the MIT will get the job		

Members-in-Transition List
February 27, 2026

Jerome Adams

District IV
 Former Manager of Oak Hill
 (772) 480-0662
jeromeadams@bellsouth.net

Howard Brown

District IV
 Former Manager of Indiantown
 (305) 788-9647
howardwbrownjr@gmail.com

Treasa Brown Stubbs

District V
 Former Manager of Lauderdale Lakes
 (954) 815-3362
Treasastubbs23@gmail.com

Rasha Cameau

District V
 Former Manager of North Miami
 (305) 915-2892
Racameau1@gmail.com

Peggy Castano

District V
 Former Assistant of Lauderdale Lakes
 (786) 261-7199
Peg111679@aol.com

Peter Cavalli

District VII
 Former Manager of Kenneth City
 (813) 420-5891
executive@tampabaytraining.com

Mario Diaz

District V
 Former Manager of North Miami Beach
 (786) 202-9343
Madiatz21@me.com

Kathleen Gunn

District V
 Former Deputy of Miami Shores Village
 (718) 753-5357
Kgunn96@gmail.com

Alphonso Jefferson

District IV
 Former Deputy of St. Lucie County
 (407) 376-2541
alphonsojefferson@msn.com

Lance Johnson

District I
 Former Manager of Destin
 (850) 333-3786
destinrecmgr@gmail.com

Lynne Ladner

District IV
 Former Manager of Ocean Ridge
 (785) 760-1714
elizabethlladner@gmail.com

Micah Maxwell

District VII
 Former CIO of Clearwater
 (727) 647-7486
Micahmaxwell31@gmail.com

Sharon Ragoonan

District V
 Former Assistant of Hallandale Beach
 (786) 489-5937
sagoonan@msn.com

Christopher Russo

District V
 Former Manager of Sunny Isles Beach
 (786) 202-1131
cjrsix@gmail.com

William F. Underwood II

District IV

Former Manager of Loxahatchee Groves

(772) 233-1511

umsg@att.net

Chandler Williamson

District IV

Former Manager of Pembroke Park

(561) 543-6612

cfwilliamson@hotmail.com

Option	Firm	Services		Cost Structure	Notes		
Option 1	Colin Baenziger & Associates	Full Service - Advertise & Background Check for candidates& short list & set up interviews		Still under Contract - expenses only	Strong Florida presence, Two town manager selections did not work out		
Option 2	MGT Recruiting Soutions	Full Service - Advertise & Background Check for candidates& short list & set up interviews		\$28,000 - \$30,000	Large firm, less attention for small municipality		
Option 3	External Interim (Senior Advisor)	FCCMA Senior Advisors (e.g., Russ Blackburn)		Expenses only	Advisory support, help with screening candiates, not a stand alone search firm		

Town of Juno Beach

Rblackburnd <rblackburnd@aol.com>

Mon, Apr 6, 2026 at 3:52 PM

To: Diana Davis <ddavis@juno-beach.fl.us>

Cc: George S Brown <georgesbrown@bellsouth.net>, Parker Ken <kparker031947@gmail.com>, "gtorcivia@tgjustice.com" <gtorcivia@tgjustice.com>

Vice Mayor,

From a 30,000 ft. Perspective, the service that the Senior Advisors provide is to assist the Governing body with your recruitment. We do not recruit, but we are a resource at every step of the process. the Recruitment Guide which you received lays out the process from City Council identifying the skills and characteristics of the ideal candidate, to where to post the most effective notices, to reviewing the applications and helping with interview questions. The City of Juno Beach would be responsible for all advertising costs and the costs of background checks on candidates. If City Council requests the assistance of the Senior Advisors one of the more important steps is that we would review the applicants and categorize the applicants into 3 groupings; 1) most closely matches the needs described by City Council, 2) Almost meets all needs of the Council, and 3) does not meet minimum qualifications. This grouping of candidates will be provided to Council saving the City Council from spending hours going over every application submitted. City Council will interview and select the preferred candidate with which to negotiate an employment agreement. There is no cost for Senior Advisor services, but the City will incur direct costs.

An alternative method for filling the position is to procure the services of a recruitment firm. A professional recruiter may have more contacts with candidates who have participated in recent recruitments.

International City/County Management Association (ICMA) Senior Advisors are retired City or County Managers. Although some Senior Advisors have served as Interim City Managers, our prime role is to assist the City Council to select a professional manager. I can help you develop a process which is likely to result in attracting qualified candidates. The Florida City/ County Management Association and ICMA maintain a list of managers who are in transition who may be interested in the Interim CM position. I shared that list with Gemma Torcivia.

Please contact me if I can assist in any manner. If requested, I will attend a City Council meeting to discuss the services offered by the FCCMA/ICMA Senior Advisors.

Thank you,

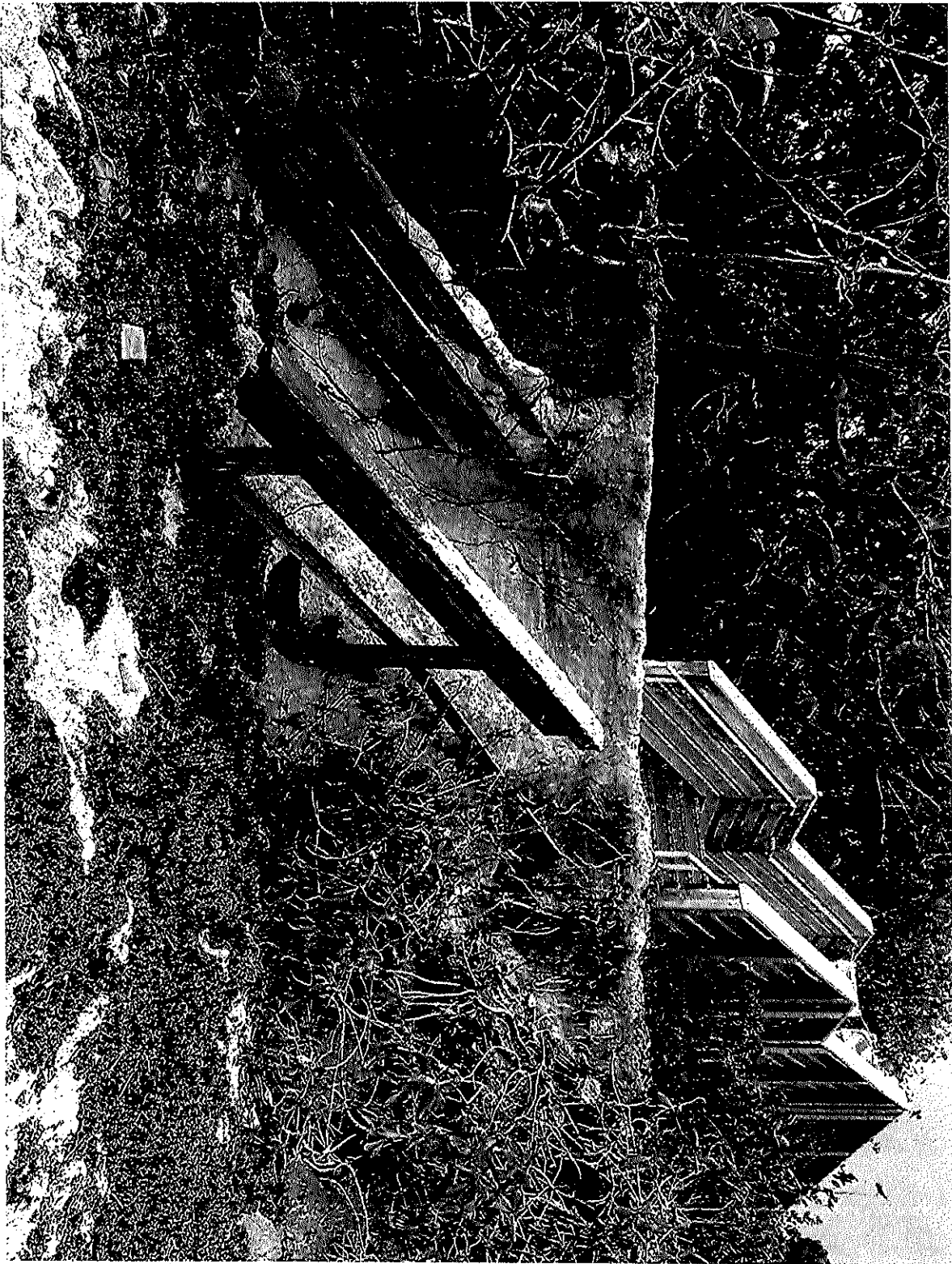
Russ Blackburn
FCCMA/ICMA Senior Advisor

[Quoted text hidden]

Provided by Vice Mayor Davis
on 4/7/20

Item #3.

	Desirable Qualities
1	Focus on Slow Growth with any Development to Enhance Quality of Life for those who already live in Town
2	Highest Personal Ethics
3	Ability to Preserve what is unique about Town
4	Environmental Preservation
5	Management Skills for Continuous Quality Improvement
6	Financial Acumen / Fiscally Conservative
7	Community Engagement
8	Long Term Strategic Planning Experience
9	Experienced in project management skills & ability to prioritize action items to meet strategic initiatives within budget
10	Ability to Manage Public Safety - Traffic Concerns
11	Experienced with Master Plan
12	Experience in Municipal Govt.
13	Florida Experience in Govt.
14	Florida Experience in govt in a coastal community
15	writing abilities
16	IT - tech experience. AI for efficiencies
17	longevity in current positions
	Score Totals



Town of Juno Beach Strategic Plan 2026-3-31

From Dr. Keith Clinkscales, PBC Director Operational Excellence and Ombudsman. He presented at the League of Cities Training February FCCM.

From Planning to Progress: How Cities Build Buy-In and Deliver Long-Term Strategic Success - Zoom

Your Vision and Mission statements are solid, and the core content is well thought out.

The challenge I'm seeing isn't the plan itself, it's that you're trying to develop the plan and execute it at the same time.

After reviewing the materials, I want to start by saying, you already have everything you need for a strong and comprehensive Strategic Plan. Your Vision and Mission statements are solid, and the core content is well thought out. The challenge I'm seeing isn't the plan itself, it's that you're trying to develop the plan and execute it at the same time.

For the Strategic Plan, you can simplify. At its core, all you need is:

- Vision
- Mission
- Core Values
- Four Strategic Goals: Administrative Excellence, Council Effectiveness, Healthier Environment, and Manage Growth

That becomes your **one-page strategic plan**.

From there, the real work shifts to **implementation**. I recommend forming Implementation Teams for each of the four Strategic Goals. Take the additional content from your documents and align it under the appropriate goal. Then empower each team to organize, prioritize, and execute within their respective pillar. (we only have 16 staff members and about 14 sworn police officers for our town. Dr. Clinkscales said that we could have community members participate on these teams, or from our citizen boards)

Right now, it appears you may be approaching analysis paralysis—you've done the thinking (and even a SWOT analysis), but the next step is structuring the work in a way that breaks down silos and brings cross-functional ownership to each strategic priority.

Focus on organization, alignment, and execution—and you'll be in a very strong position.

Strategic Plan

The Town of Juno Beach is committed to public participation and transparency, thoughtful planning and diligent execution, and sound fiscal and environmental stewardship. We strive for effective and efficient governance, maintaining and enhancing community quality life, and exceptional service delivery.

Vision

To be a seaside community where neighbors join together to share in our exceptional quality of life.

Mission

A partnership of residents, businesses, and Town staff creating a hometown atmosphere that emphasizes community involvement, cultural activities, and natural beauty.

Values

- Collaboration
- Excellence
- Integrity
- Respect
- Transparency

Four Strategic Goals:

- Administrative Excellence
- Council Effectiveness
- Healthier Environment and
- Manage Growth

This Strategic Plan serves to translate our Vision, Mission, and Values into near- and mid-term actions to advance organizational and community goals.

Developed through public processes, three principal documents define and support implementation of our organizational and community priorities.

While the Comprehensive Plan contemplates a vision of what our community looks like into the future with a planning period of up to 20+ years, the Strategic Plan as a business plan looks forward only two to five years, and the Annual Budget focuses sharply on the fiscal year.

Local Government Collaboration, LLC
118 Woodland Drive
Max Meadows, VA 24360
804-980-5549

Ms. Diana Davis, Vice Mayor
Town of Juno Beach
340 Ocean Drive
Juno Beach, FL 33408

Dear Ms. Davis:

Thank you for the opportunity to serve the Town of Juno Beach in a strategic plan project. As we discussed, please consider this letter as an engagement letter for the project with a timeline and costs.

The Town of Strategic Plan Project

Proposed Scope of Work

May

Finalize pre-activity packet
Pre retreat activity completed (Council)
Data compiled and analyzed

June

- Tentative June 3rd - Retreat for Town Council

The strategic planning retreat should be planned for 9 am – 5 pm. After the retreat, I will finalize the documents within 7 business days of the retreat. Council should consider adoption of the draft strategic plan at their subsequent Council meeting. In addition, I will provide the town with an electronic document that will track progress made towards the goals and strategies; the implementation plan.

Total cost for the project is \$4,500. Mileage and travel ARE included in the engagement cost. The project costs include the development of the pretreat activity, compilation of council responses, agenda and presentation preparation, strategic planning retreat, draft strategic plan and final progress tracking document.

If you agree and would like to proceed, please sign below and return with initial engagement payment of \$1,500 leaving a balance due after the final documentation is provided of \$3,000. I have included a copy of the w9 for your accounts payable process.

Name/Title

Date



Town of

Juno Beach

Florida

Town of Juno Beach Strategic Planning Retreat

Pre-Retreat Activity

Overview:

In preparation for our strategic planning retreat on June 5th, I am providing you with a pre-retreat activity to more efficiently utilize our time during the retreat. The goal at the end of the retreat is for the Town Council to develop a mission, vision, goals, and strategies and identify key values that guide Town Council in decision making. I have utilized the existing proposed mission, vision, values and goals in developing this packet.

This package will explain the various components and give you an opportunity to think about these key components of the strategic plan. Please develop your ideas and thoughts about each component, provide your input in written form and I will analyze and consolidate this information for review in October.

Instructions:

Each component has its own section in this document. The section provides a general overview, key questions to consider, and examples from other local governments. At the end of each section, there is an area titled Town Council input. Please use this space to add your input on each area – input can be in the form of key words or statements, full sentences, or a narrative of your perspective. Any type and form of input is appreciated. Feel free to use as much space as needed.

If you would prefer to discuss the form over the phone, I am happy to set up a one-hour meeting to gather your information. Please feel free to schedule a phone meeting with me.

This document is due back to me by May 15th, 2026.

My contact information is:

Stephanie Davis, PhD

sddavis@vt.edu

804-980-5549

Please feel free to contact me at any time with questions!

Brief overview of Strategic Plan Components:

Strategic Plan Component	Answer the Question	Description
Mission	What do we do today?	The mission states what the local government does now; it communicates to residents, businesses, nonprofits, and other key interest groups what you do on a day-to-day basis.
Vision	What do we want our community to look like in 10-15 years?	The vision states what you want your community to look like in 10-15 years; it communicates to the external environment what you want to achieve and how the governing body sees itself in the future.
Values	What values are important to the governing body when we make a decision?	The values (typically 4-5 values) communicate guiding principles that the governing body uses to make decisions for the community (ethics, efficiency, equity, etc.)
Goals	What are the goals to make progress towards our vision?	The goals are broad statements or affirmations the governing body agrees on to achieve the vision of the community.
Strategies	What do we need to do now to achieve those goals?	Strategies are action items that establish how you will achieve those goals.

Section 1: Developing the Mission

The mission statement is typically defined as the reason the local government exists. The mission statement communicates a purpose of the local government to residents, staff, and other key stakeholders. The mission statement clearly states what your local government does, why you provide those services and for whom. When you draft the mission statement consider if it answers the questions, “who we are, what do we do, for whom we do it and why it’s important.” The mission statement should be easily understandable, clear, and concise.

Key Questions: Mission Statement

1. What do you do?
2. Why do you do it?
3. Who do you serve?
4. Why is it important?
5. Is it clear, concise, and understandable?

Examples of Mission Statements
Village of Lindenhurst, Illinois <i>The Village of Lindenhurst, in partnership with our community, continuously strives to provide a safe, healthy, and vibrant environment through quality customer service, public safety, progressive leadership and financial responsibility.</i>
Town of Vinton, VA <i>The Town of Vinton provides valuable services to residents, visitors, and businesses through transparent, efficient, and responsible governance while protecting its unique character and values.</i>
Mariposa County, California <i>We improve the quality of life in Mariposa County through active community engagement and the efficient delivery of outstanding public services.</i>
Town of Crewe, VA <i>To provide quality services to residents, businesses, and visitors in an efficient, effective, and equitable manner.</i>
Town of Woodstock, VA

To encourage and facilitate economic growth, to provide a safe environment for a diverse community, and to provide high quality and efficient services to the public, while emphasizing the Town's unique character, planning for the future, and leading by example through the implementation of best practices.

Proposed Town of Juno Beach Mission Statement:

We consistently provide exceptional municipal services that enhance the quality of life our residents, promote the viability of local businesses, and strive to maintain long-term sustainable goals to protect our unique environment.

Town Councilmember input:

Section 2: Developing the Vision

The vision statement reflects the governing body's view of the ideal community in 10-15 years. This statement communicates the governing body's picture of success and serves as the "goal post" to be achieved. The vision statement should answer the question "where do you want to be in 20 years?". It should provide a clear picture of the organization's future.

Key Questions: Vision

1. It is inspiring for the residents and staff?
2. Is it believable?
3. Does it answer the question: Where do we want to be in 20 years?
4. Is it clear, concise, and understandable?

Examples of Vision Statements	
City of Williamsburg, VA	<i>One Williamsburg that is courageously leading, innovating a modern city, prioritizing safety and wellness, engaging our partners while connecting the world.</i>
Village of Lindenhurst, Illinois	<i>The Village of Lindenhurst endeavors to be the friendliest and most appealing community in Lake County, Illinois; enriched by small-town values and traditions, fostering an atmosphere where residents and businesses can thrive.</i>
York City, South Carolina	<i>York is an historic city with charming neighborhoods, caring residents, abundant opportunities, and an innovative and inclusive economy.</i>
Rolesville, North Carolina	<i>Genuine community thrives in Rolesville as we seek to build a place that is focused on walkability, with connections to parks, greenways, and gathering spaces.</i>

Proposed Town of Juno Beach Vision:

Juno Beach is a charming distinctive seaside community committed to preserving its unique character, natural resources, parks and open spaces, historic assets and small-town charm.

Town Councilmember input:

Section 3: Establishing Values

The adoption of core values as a part of the strategic plan reflects the foundational values underpinning policy decisions and actions taken by the governing body. The values or values statement is a foundational tool to build organizational culture and should communicate to the public what is important to the elected officials when they are making decisions. The values or values statement express the behavioral expectations in the day-to-day operations of the local government whereas the mission and vision provide focus on the day-to-day operations and the aspirations of the local government.

Key Questions: Values/Values Statement

1. What do the values say about the governing body?
2. What do the values say about your community?
3. What is important to the elected officials?
4. What is important to the community?
5. Are the values reflected in decision making?

Examples of Values
Ashland, Virginia <i>Sustainability, Community, Integrity, Equity and Excellence</i>
Mariposa County, California <i>Collaboration, Integrity, Sustainability, Transparency, Excellence</i>
Rolesville, North Carolina <i>Inclusive, Collaborative, Ethical, Transparent, Excellent</i>

Proposed Town of Juno Beach Values:

Collaboration

Excellence

Integrity

Respect

Transparency

Town Councilmember input:

Section 4: Developing Goals

Goals are developed and adopted by the governing body that communicate broad initiatives or activities to be achieved. The goals support the achievement of the community's vision. The goals are broad statements of priorities to achieve the vision of the elected officials. Goals should be a 2-4 year view of priorities that the local government establishes to achieve the vision of the community.

Key Questions: Goals

1. Do the goals support the mission and vision?
2. Are the goals realistic?
3. Are they easy to read and understand?

Examples of Goals	
South Boston, VA	• Reinvent Riverdale as a Gateway Park • Remove and redevelop blighted and derelict buildings • Revitalize Downtown/Redevelop Randolph Hotel • Improve Westside/Westend Services • Create a succession/contingency plan
Gambier Village, Ohio	• Support a vibrant mix of institutional and village-serving land uses which respect environmental restraints, promote a high quality of life and plan for long-term growth. • Preserve, enhance, and market Gambier's natural resources, parks, and trails as vital community assets. • Preserve existing neighborhoods while increasing opportunities for diverse housing options within the Village and conservation development on future residential land. • Promote an identity which encourages collaboration, fosters community spirit, and capitalizes on Gambier's historic and environmental strengths. • Strengthen the built environment to safely and efficiently move people, goods, and services within the village and to regional destinations.
Emporia, VA	• Pursue economic development opportunities through collaboration and partnerships to increase and improve employment for our residents. • Support a culture of educational achievement and lifelong learning in order to develop and sustain a productive workforce ready for the 21st century

employers • Develop cultural facilities while supporting our existing recreational providers • Vitalize the overall appearance of the City to create an atmosphere that is attractive and appealing to residents, businesses, and visitors • Upgrade infrastructure throughout the City
Town of Vinton, VA • Enhance the Town's infrastructure and livability • Maintain an efficient and high-performing government • Ensure the Town's continued financial viability by actively pursuing quality economic development
York City, South Carolina • Resilient Infrastructure • Economic Development • Dynamic Community • Efficient and Effective Government

Proposed Goals:

Administrative Excellence

Council Effectiveness

Healthier Environment

Manage Growth

Town Councilmember input:

Section 5: Developing Strategies

Strategies are the action steps needed or to be taken to achieve the broad goals of the community. The strategies are action items with a one-to-two-year completion time period that support the broad goals of the organization.

Key Questions: Strategies

1. Are the strategies realistic in terms of budget?
2. Do the strategies identify a time frame for completion?
3. Have key personnel responsible for those strategies been identified?
4. Can you, as the manager, report progress to the elected officials?

Examples of Strategies

York City, South Carolina

- Review and deploy advanced meter reading technology through City-wide implementation of a wireless meter reading system.
- Provide tools for customers to better understand utility usage.
- Develop programs to assist low to moderate income households with utility bills and infrastructure improvements.

Lindenhurst, Illinois

- Explore the possibility of implementing a TIF District to help with redeveloping Linden Plaza/Grand Avenue commercial corridor

Town of Woodstock, VA

- Conduct an economic base analysis
- Support an evaluation by a qualified firm or other professional to identify strategies that will help the Town strengthen economic development opportunities

Town of Vinton, VA

- Aggressively pursue economic development opportunities to enhance local retail and dining options
- Conduct thorough organizational efficiency review in municipal offices and implement changes based on results

City of Stevenson, Washington

- The city will continue working toward lifting the commercial sewer connection moratorium, building efficient, sustainable, and affordable wastewater system updates with added BOD capacity by the spring of 2023.
- The city will partner with Skamania County Fire District 2 and the Skamania County Department of Emergency Management to build a new fire hall that meets the needs of the agencies, is affordable to the community and is a valued asset of Rock Creek Drive

Town Councilmember input:

For this section, identify specific tasks or actions in each goal area that you would like to accomplish over the next 1 to years.

Proposed Goals:*Administrative Excellence**Strategies to Achieve the Goals:**Council Effectiveness**Strategies to Achieve the Goals:**Healthier Environment**Strategies to Achieve the Goals:**Manage Growth**Strategies to Achieve the Goals:*

Jerome Adams

Sebastian, FL 32958

jeromeadams@bellsouth.net

(772) 480-0662

EXECUTIVE PROFILE

Over sixteen years of management and administrative experience in strategic planning, project management, budgeting, and creating policies and procedures. Organized professional with excellent management skills and the ability to plan and oversee projects from concept to completion. Computer savvy and expert in Microsoft Office suite of products including Microsoft Word, Microsoft Excel and Microsoft PowerPoint.

Core Strengths & Capabilities

Strategic Planning, Budgeting, Policies and Procedures, Project Management, Evaluation, Research & Analysis, Supervision, Leadership, Administration, Shared Decision Making, Detail-Oriented, Customer Service, Team Player.

EDUCATION

Master of Public Administration, Barry University

B.S. Public Administration, Indian River State College

Associates in Arts, Indian River State College

A.S. Computer Studies, College of Arts, Science and Technology

PROFESSIONAL EXPERIENCE

City Administrator / City Clerk, City of Oak Hill, FL, 10/2023 – 11/2024.

- Chief Executive Officer for the City of Oak Hill FL.
- Responsible for the day-to-day operation of all City departments and activities. Includes, Administration, Human Resources, Information Technology, Planning and Zoning, Public Works and Code Enforcement.

Vice Mayor / Councilmember, City of Sebastian, FL 11/2012 – 11/2016

- Elected in 2012 as a member of the Sebastian City Council.
- Vice Mayor from 2014 – 2016.
- Drafted policies to ensure smooth running of the city.
- Participated in meetings, hearings, and quasi-judicial hearings.
- Reviewed and made recommendations regarding the City's \$25M budget.
- Oversaw the City's Charter officers – City Manager, City Clerk and City Attorney.
- Represented the City both locally and statewide.
- Met with citizens to hear and discuss matters of concern to them.
- Provided input, solutions, and direction at council meetings for staff.

Jerome Adamsjeromeadams@bellsouth.net (772) 480-0662

Page 2

WORK EXPERIENCE

***City of Oak Hill, FL
City Administrator / Clerk******10/2023 – 11/2024***

- Responsible for the management of City affairs.
- Perform Administration, Information Technology, Human Resources, Finance, Payroll and Purchasing duties.
- Direct and supervise the administration of all departments.
- Attend all Commission meetings.
- Integral part of Planning and Zoning.
- See that all laws, provisions, and acts of the City Commission are faithfully executed.
- Prepare and submit the annual budget and capital program to the City Commission, and implement the final budget approved by Commission to achieve the goals of the City.
- Submit to the City Commission and make available to the public a complete report on the finances and administrative activities to the Commission at the end of each fiscal year.
- Keep the City Commission fully advised on the financial condition and future needs of the City.
- Make recommendations to the City Commission concerning affairs of the City and facilitate the work of the City Commission in developing policy.
- Provide staff support services for the Mayor and Commission members.
- Assist the Commission to develop long term goals for the city and strategies to implement these.
- Encourage and provide staff support for regional and intergovernmental cooperation.
- Promote partnerships among Commission, staff and citizens in developing public policy and building a sense of community.

***St. Lucie County Board of County Commissioners, Ft. Pierce, FL
IT Helpdesk Supervisor******07/2021 – 08/2023***

- Oversee and manage all helpdesk operations with a focus on meeting or exceeding customer satisfaction.
- Supervise the Helpdesk and Desktop Support team of 9 technicians.
- Prioritize, plan, and coordinate daily and long-term staff activities and projects.
- Provide support to 70 sites Countywide including the Emergency Operations Center.
- Create and maintain equipment standards. Maintain inventory of computer equipment.
- Maintain technical support knowledgebase.
- Plan and implement installation of computers, peripherals, and software. Collaborate with Manager to set goals, plan strategies and review progress.
- Assist in preparation of annual budget for computer hardware and software.
- Conduct weekly team meetings and bi-weekly one-on-one meetings to monitor performance, check on work progress, discuss challenges and develop action plans.
- Maintain cross-training of staff in different functional areas.
- Create weekly reports on helpdesk productivity and trends. Provide monthly operational metrics to the Manager.
- Maintain on-call roster for technical support and Commission meeting support.
- Interview and recommend candidates for hire.
- Provide mentorship and coaching to develop technical staff. Conduct performance evaluations.

***US Census Bureau, Orlando, Florida
IT Manager******03/2020 – 01/2021***

- Supervise a staff of nine to ensure technical issues are resolved quickly.
- First line-of-contact for all hardware, software, and telecommunication problems; troubleshooting duties, evaluating, analyzing, and coordinating automation operations to efficiently support office functions.
- Responsible for the paper and automated tracking of property to include ensuring necessary forms are accurately filled out, property management systems are updated, regular audits are performed, and secured devices are stored.
- Conduct weekly meetings with IT staff. Meet daily with Department Manager to identify issues, offer input and plan accordingly.
- Maintain office security/access. Responsible for resolving maintenance issues with property management company.

***Steward Sebastian River Medical Center, Sebastian, FL
IT Supervisor******11/2017 – 01/2019***

- Managed a team of 4 technicians providing computer support at the hospital and 18 offsite clinics.
- Prepared weekly reports, sourced and purchased necessary supplies for ongoing support, provided leadership and guidance to team members, and coordinated and ensured 24-hr technical support coverage for the hospital.

***St. Lucie County Board of County Commissioners, Ft. Pierce, FL
Network and Operations Coordinator******03/2007 – 11/2017***

- Supervised four sections - Systems Administration, Customer Service, Desktop Support and Applications Support (17 staff total).
- Worked closely with CIO to develop and implement strategic plan and manage projects.
- Wrote/revised department policies and procedures.
- Prepared department budget.
- Ensured 24-hr availability of all network and computer systems and oversaw the operation of two datacenters (including the Emergency Operations Center) at different geographic locations in the county, ensuring that power, cooling, access restrictions and data security were in place and maintained.

CERTIFICATIONS AND AFFILIATIONS

- American Society for Public Administrators
- Pi Alpha Alpha Honor Society for Public Affairs & Administration
- Notary Public

HOWARD W. BROWN, JR., AICP, ICMA-CM

Howardwbrownjr@gmail.com

West Palm Beach, FL 33412 ☎ 305-788-9647 <https://www.linkedin.com/in/howardwbrownjr/>

CITY MANAGER / CONTRACT CITY EXECUTIVE

City Executive Leadership – Contract-City Operations – Fiscal Management – Strategic & Land Use Planning – Intergovernmental Relations – Outsourced Services Administration

Leadership ☐ *Departmental Budgeting Expertise* ☐
Relationship management ☐ *Community Builder* ☐ *Technical Expertise*

CEO and Founder of Local Government Consulting Group, LLC

October 1, 2018 – Present

Incorporated in October 1, 2018, Local Government Consulting Group is a local government consulting firm that specializes in providing specialized services in the Office of the City Manager, Community Development, and Community Redevelopment Agency (CRA)

Interim City Manager, City of Fort Meade, FL (July 2025 to December 2025)

- Provided Interim City Manager Services
- Oversaw and served as Chief Advisor to the Community Redevelopment Agency (CRA)

Interim Town Manager, Town of Century, FL (December 2023 to September 2025)

- Provided part-time Interim Town Manager Services
- Oversaw and served as Chief Advisor to the Community Redevelopment Agency (CRA)

Interim City Manager, City of East Point, GA (February 2024 to October 2024)

- Provided full-time City Manager Services as Sub Consultant for Sumter Consulting.
- Developed and implemented a structurally balanced budget that earned the GFOA Distinguished Budget Presentation Award, enhancing fiscus transparency and accountability.
- Completed Phase I of the Employee Compensation Plan, adopted by City Council and integrated the strategic plan and budget, improving internal equity and workforce retention.

Senior Advisor (Sub-Consultant), Miami Dade County, FL, (January 2024 to Present)

- Provide consulting services as a Sub Consultant for MHCP Colab. Serves as Senior Advisor to two (2) CRAS: NW 79th Street and NW 7th Avenue Community Redevelopment Agencies
- Provide Economic Development Advisory services to two of the largest redevelopment agencies in Florida

Planning Consultant: past experiences as a Planning Consultant on short term projects for the following cities: City of North Miami, City of Miami Gardens, and City of South Fulton, GA (January 2023 - December 2023)

Village Manager, Village of Indiantown, FL

January 2019 – January 2023

Incorporated December 31, 2017, the Village of Indiantown is unique, being the 413th municipality incorporated in South Florida.

- Negotiated a multimillion-dollar interlocal agreement with Martin County saving the residents of the Village ~ \$1.5MM throughout the interlocal agreement for Fire Rescue Services.
- Created and implemented a 5-year strategic action plan together with the initial Village Council; we hit the ground running, achieving it within 3-years.
- Negotiated and purchased a private water and sewer plant for \$8.5MM, subsequently satisfying 80% of the loan to purchase the asset forgiven; Negotiated a 0% interest rate over a 30-year term.

City Manager, City of Bell**January 2016 – October 2018**

The City of Bell, CA, is an incorporated city in Los Angeles County, California. Accountable for the day-to-day operations of all City departments, \$32MM in annual operating and capital budgets, and 150+ employees serving a daytime population of 50,000+.

- **Led the City through its first-ever recodification** of all city codes of ordinances, including retaining a consultant to conduct a charter review for Council Consideration.
- **Prepared a balanced budget**, successfully adopted by the Mayor and Council two years in a row despite declining property, sales taxes, and rising pension costs.
- **Organized several neighborhood groups, including Neighborhood Watch**, and met regularly with residents to sell the city's Strategic Plan and City Priorities approved by the Mayor and Council.

City Manager, City of Muskogee, Oklahoma**January 2014 – January 2016**

The City of Muskogee is an incorporated city located in the Tulsa, Oklahoma, metropolitan area.

- **Collaborated with the Mayor and City Council to develop** an employee compensation plan and labor relations strategy for three collective bargaining agreements: Police, Fire, and Non-uniformed employees.
- **Wrote the Muskogee 2020 Strategic Plan**, adopted by the Mayor and City Council.
- **Oversaw day-to-day operations of all city departments** while managing a \$61MM operating and capital budget and 600+ employees serving a daytime population of more than 50,000.

City of Opa-Locka, FL**January 2010– January 2014**

The City of Opa-Locka, FL, is an incorporated city in Miami-Dade County, FL.

ACTING ASSISTANT CITY MANAGER (2013-2014)

- **Led the reorganization of the Building Services Division** to reduce the budget deficit by 25% and created the city's first Certificate of Use program, generating ~ \$1MM per annum.
- **Executed the directives of the City Manager, Mayor, and City Council** while managing a municipal organization with a \$13MM annual operating budget and 190 employees, serving a population of 16,000.
- **Directly supervised and managed** Police, Human Resources, IT, Finance, Public Works, Parks and Recreation, Planning and Community Development, Code Enforcement, and Building and Licensing Departments.

DIRECTOR, PLANNING AND COMMUNITY DEVELOPMENT (2010- 2013)

- **Prepared the city's first Annexation Plan** based on the Miami-Dade County Code and the State of Florida Annexation law
- **Managed/directed all Community Development Block Grant (CDBG) funding**, including project management/grant proposal writing.
- **Received 1.2 Million Community Challenge Planning Grant** – from the United States Housing and Urban Development Department. Only two cities within the state of Florida was awarded.

Director, Planning and Development Services, City Of Albany, GA**October 2007– July 2010****Neighborhood Improvement Manager, City of Lilburn, GA****September 2002 – October 2007****Chief of Code Enforcement City of Lauderdale Lakes, FL****June 2000 – September 2002**

EDUCATION

Harvard University, Cambridge, MA (2022)
Certificate, Program for State and Local Government Executives

University of West Florida, Pensacola, Florida (1995)
Master of Public Administration

Florida State University, Tallahassee, Florida (1993)
Bachelor of Science in Criminology

CERTIFICATION & PROFESSIONAL DEVELOPMENT

Credentialed Manager, International City Manager's Association (ICMA)
Certified Urban Planner, American Institute of Certified Planners (AICP) - Certification No. 24680
National Incident Management Systems (NIMS) Certifications: ICS 100, 200, 300, 400, 700 & 800

BOARD APPOINTMENTS / MEMBERSHIPS

International City/County Management Association (ICMA), Full Member
Florida City and County Management Association (FCCMA), Full Member
American Institute of Certified Planners (AICP), Full Member
American Planning Association (APA), Full Member

VOLUNTEER ACTIVITIES & CIVIC CONTRIBUTIONS

Habitat for Humanity, Albany, GA
Boy Scouts of America, Tulsa, OK and Indiantown, FL
International Rotary Club of America, Rotarian, Tulsa, Ok, and Albany, GA

HONORS – AWARDS – PROFESSIONAL RECOGNITION

National Defense Service Medal – Persian Gulf War, United States Army
Humanitarian Service Medal - Hurricane Andrew Disaster Relief, United States Army
40 under 40 – most influential persons - Albany Herald, Albany, GA

KATHLEEN GUNN
910 Bay Drive #26
Miami Beach, FL 33141
718-753-5357 kgunn96@gmail.com

PROFILE

Results-driven leader with more than two decades of success in crafting and executing policy in cities in Florida and New York. Engaged and enthusiastic servant leader, skilled in team building, organization, employee development, and project management. Strategist who excels at collaboration on complex projects with diverse groups to reach consensus, ensuring equity and inclusiveness.

CAREER HIGHLIGHTS

- Lead economic development teams in three South Florida cities attracting more than \$150 million in capital investment and creating more than 950 jobs.
- Oversaw Fort Lauderdale Waterworks 2011, a \$500 million water and sewer capital improvement project, which was completed on time and within budget.
- Co-wrote and implemented the White Plains economic development plan, which resulted in \$600 million in private investment.

PROFESSIONAL EXPERIENCE

LUMINANCE LLC, Miami Beach, FL – Public Sector Consulting and Coaching provides customized consulting services across a myriad of issues, including economic development, organizational issues, team building, crisis management, leadership coaching and training, and executive wellness coaching.

Founder/Chief Executive Officer (March 2023 – current)

- Design and deliver customized public sector solutions, including training, leadership development, and interim services to fill executive positions.

Selective engagements have included Broward Sheriff's Office, City of Deerfield Beach, City of Oakland Park (interim Planning and Zoning Director), and Town of Lauderdale-by-the-Sea.

VILLAGE OF MIAMI SHORES, FL – a community in Miami-Dade County with a population of 12,000, \$46.9 million budget and more than 100 employees.

Deputy Village Manager (March 2024 – August 2025)

- Second in command of Village operations
- Created and delivered the first-ever Citizens Academy
- Oversaw zoning code rewrite to curb overbuilding
- Oversaw IT, Code Compliance, Planning and Zoning, Economic Development, Library, and Building functions

CITY OF TAMARAC, Tamarac, FL - a majority minority community located in west central Broward County in southeast Florida with a population of 72,000, \$242 million budget and more than 400 employees. The City of Tamarac has a bond rating of AA.

City Manager (September 2021 – March 2023)

- Chief Executive Officer of a high-performance organization empowering and cultivating employee leaders by aligning values, strategy, culture, and budget.
- Reduced millage rate for two consecutive years while staying within budget.
- Secured nearly \$2.5 million in new grant funding.
- Oversaw economic development efforts -5 of the largest commercial real estate transactions in Broward County including a brand-new business model Amazon facility.
- Completed Inspiration Way – *A museum without walls* public art installation.
- Invested in comprehensive technology, SMART city infrastructure, fiber optics, cloud computing, and cybersecurity.
- Won International Public Management Association for Human Resources Small Agency Award for Excellence, Cigna Culture of Well-Being Award, Center for Digital Government Digital Cities Award, Government Finance Officers Award, and ICMA Certificate of Excellence in Performance Management
- Implemented police community efforts that reduced crime by 20% in 2021.
- Administered \$10 Million in COVID-related funding.
- Maintained ranking as one of 85 Accredited and ISO Class 1-rated Fire Departments
- Increased revenue by 100% within 1st seven months of the fiscal year at the city's golf course

Assistant City Manager (September 2017 – August 2021)

- Secured more than \$800,000 in new grant funding.
- Architect and decision maker in the City's Strategic Plan, operating budget, capital improvement plan, emergency management, and major development projects.
- Oversaw Information Technology, City Clerk, Building Department, Public Information, Economic Development, Parks and Recreation.
- Co-created and directed messaging and branding across all media platforms.
- Conceived and lead economic development and redevelopment strategies.
- Developed and implemented equity initiatives in a minority majority community.

CITY OF MIRAMAR, Miramar, FL - a majority minority community located in southwest Broward County in southeast Florida with a population of 140,000, \$250 million budget and 1,000 employees.

Assistant City Manager (November 2014 – August 2017)

- Reorganized the Cultural Affairs department; reduced costs by \$1 Million per year.
- Secured more than \$350,000 in new grant funding for various City departments.
- Oversaw Community and Economic Development, Parks and Recreation, Social Services and Cultural Affairs departments.
- Spearheaded the Business First corporate outreach to cultivate small business development and the aviation industry.

CATHOLIC EXTENSION, NY, NY (May 2012 – November 2014)

Northeast Director of Development

- Exceeded major gifts fundraising goal for 2013 by 20%

CITY OF FORT LAUDERDALE, Fort Lauderdale, FL – county seat and largest city in Broward County with a population of 180,000, \$600 million budget and 2,600 employees.

Assistant City Manager (2004 –2009, 2011)

- Key Advisor, Decision Maker and Architect of executive team

- Negotiated historic pension reform saving the City in excess of \$100 million.
- Eliminated \$21 million insurance deficit in less than 5 years.
- Oversaw Planning and Zoning, Community Development, Economic Development, Parks and Recreation, Building Department, Code Enforcement, Grants and Legislative Affairs, Public Works departments and the Community Redevelopment Agency.
- Leveraged \$13 million in community redevelopment funds, resulting in \$358 million in private investments in the city's impoverished areas.
- Completed more than \$100 million in capital projects
- Directed and implemented development guidelines and master plans in the downtown, at the beach, and along the New River to ensure the right development in the right place.
- Assisted in growing the City's fund balance from \$875,000 to \$78 million over five years.
- Developed a customized grants management system for \$26M in grants.

Assistant to the City Manager (2009-2011)

- Developed and implemented a strategy for \$8 million in federal stimulus dollars.
- Realized more than \$300,000 in ad valorem taxes through annexation.

WHITE PLAINS BUSINESS IMPROVEMENT DISTRICT (BID), NY (2002 –2004)

Executive Director

CITY OF WHITE PLAINS, NY, Office of the Mayor (1999 –2002)

Policy Specialist

PROFESSIONAL ORGANIZATION MEMBERSHIPS

- Broward County City Managers Association, Vice President 2018-2021
- Florida City County Managers Association, Member
- International City Managers Association, Member

EDUCATION

Master of Public Administration, Bachelor of Arts in Political Science, MAGNA CUM LAUDE

Pace University

Master of Pastoral Ministry, SUMMA CUM LAUDE

St. Thomas University

Certificate in Spiritual Direction

Inner MBA Certificate –mindful leadership program

NYU Mindful Center

Certificate of Recognition for Essentials of Fire Chaplaincy

Federation of Fire

Chaplains

Certified Professional Coach

University of Miami

AWARDS

Broward County City Manager's Association – ***Excellence in Leadership***, 2022

Contextually Engaged Theological Education Foundation, ***Mercedes Iannone Legacy***, 2023

PUBLICATIONS

Career Pathways to Local Government Leadership: How to Navigate Up the Local Government Ladder
Keep Calm and Manage On: Dealing with the Personal and Professional Challenges of Disaster Recovery



PAM MAC'KIE WALKER
EXPERIENCED GOVERNMENT LEADER

EDUCATION

JURIS DOCTORATE

UNIVERSITY OF MISSISSIPPI
1984

BACHELOR OF SCIENCE

DELTA STATE UNIVERSITY
1978

KEY SKILLS

Experienced leader with strong interpersonal and communication skills; experienced negotiator and team builder who enjoys working collaboratively to achieve goals

Certified Circuit Civil Mediator
January 2016

Leadership Florida Alumnus
Class XVI

CONTACT

pamelasmackie@gmail.com

(239) 246-5939

7591 159th Ct. N.

Palm Beach Gardens, FL 34118

EXPERIENCE

TOWN MANAGER, SEWALL'S POINT, FLORIDA

JUNE 2013 – OCTOBER 2019

Served elected Town Commission as chief executive to implement policy and goals; drafted annual budgets and produced monthly reports; managed small staff including Town Clerk, Police Chief, and Building Official and oversaw all outside contractors including Town Engineer and Town Attorney; administered resiliency grants from State of Florida and federal agencies; coordinated Town's emergency management response with Martin County.

INTERGOVERNMENTAL REPRESENTATIVE, SOUTH FLORIDA WATER MANAGEMENT DISTRICT

DECEMBER 2010 – JANUARY 2013

DIRECTOR OF LEGAL & CORPORATE AFFAIRS, BONITA BAY GROUP (REAL ESTATE DEVELOPER)

2005 – 2008

DEPUTY EXECUTIVE DIRECTOR, SOUTH FLORIDA WATER MANAGEMENT DISTRICT

2000 – 2005

Deputy Executive Director of Florida's largest water management agency, successfully acquiring over 100,000 acres of land for ecosystem restoration programs, negotiating and closing transactions with a total value in excess of a billion dollars; created and implemented land acquisition strategy lauded in U.S. Congressional Report as "unprecedented in history." Managed over 1,000,000 acres of public land holdings; supervised staff of 100+.

COUNTY COMMISSIONER, COLLIER COUNTY, FL

1994 – 2001

Served two terms, re-elected without opposition; led criminal investigation that resulted in the conviction of unethical public officials in Collier County.

MAC'KIE LAW – PRIVATE REAL ESTATE PRACTICE

1985 – 1998

Naples, Florida real estate development and transactions.

Jason L. Yarborough

3670 Lakewood Blvd., North Port, FL 34287

321-305-1708

yarborough.jason@gmail.com

April 7, 2026

The Honorable Mayor Dave Santilli and Members of the Town Council

Town of Juno Beach

340 Ocean Drive

Juno Beach, FL 33408

Dear Mayor Santilli and Members of the Town Council:

I am writing to express my interest in serving as Interim Town Manager for the Town of Juno Beach. With more than 30 years of local government leadership experience, including service as City Manager and Deputy City Manager, I believe I can provide steady, professional leadership during a period of transition while respecting the Town Council's policy direction and the community character that is clearly important to Juno Beach.

A meaningful part of my career has involved serving communities that value thoughtful decision-making, preservation of community character, and measured change. As City Administrator for the City of Lake Helen, I worked in a small community with a distinctly slow-growth and rural orientation. That experience reinforced for me the importance of listening carefully to elected officials and residents, maintaining organizational stability, and ensuring that municipal operations are carried out professionally and consistently in a manner that reflects the priorities of the governing body.

My background also includes leading strategic planning efforts in organizations that benefited from a clearer long-term direction. As City Manager for the City of Groveland, I initiated the City's first strategic planning process, including visioning and goal-setting sessions with the City Council and community. In Palm Bay, I led the development of the Utilities Department's first comprehensive strategic plan, which helped align priorities, decision-making, and organizational focus. Those experiences taught me that even in an interim role, one of the most valuable contributions a manager can make is to provide continuity, sharpen focus, and help elected officials and staff stay aligned on priorities.

Throughout my career, I have worked closely with elected bodies in both small and larger organizations, prepared and presented budgets, supported policy implementation, managed senior staff, coordinated intergovernmental matters, and helped organizations navigate transition points with professionalism and discretion. In an interim capacity, my approach would be straightforward: provide calm and steady executive leadership,

maintain service quality, support the Town Council's direction, communicate openly, and help position the organization for long-term success.

Thank you for your time and consideration. I would welcome the opportunity to speak with you about how my experience could be of service to Juno Beach during this transition.

Respectfully,

Jason L. Yarborough

JASON L. YARBOROUGH**3670 Lakewood Blvd., North Port, FL 34287****Phone: (321) 305-1708****E-Mail: yarborough.jason@gmail.com****SUMMARY**

More than 30 years of local government experience with expertise in the following areas:

- Economic Development
- Customer Service
- Business Operations and Expansion
- Process Improvement
- Intergovernmental Coordination
- Innovation
- Leadership
- Strategic Planning and Operational Analysis
- Financial and Debt Management
- Planning

An ICMA Credentialed Manager with significant local government experience and demonstrated skills in leadership, capital finance and project management, revenue stabilization, operations optimization, and growth-related infrastructure expansion.

PROFESSIONAL EXPERIENCE***Assistant /Interim/ Deputy City Manager City of North Port, FL*****2018-Present**

North Port is located on the west coast of Florida between Tampa and Fort Myers, the City is one of the fastest growing cities in the U.S. and home to 95,000 residents with a build-out population of about 250,000. Covering 104 square miles, North Port is the largest city in Sarasota County and is accessible via I-75. It is a full-service city with over 965 employees and a budget of \$321M. As Deputy City Manager, I oversaw Utilities (Water, Wastewater and Reclaimed), Public Works (Road & Drainage, Facilities, Fleet and Solid Waste) and Development Services (Planning, Building, Code Enforcement, Natural Resources and Economic Development), which includes over 399 employees and combined budgets of \$182M.

Achievements:

- Served as Acting City Manager from July 2020 to September 2020; Appointed Interim City Manager from November 2020 to August 2021; Promoted to Deputy City Manager from December 2023 to April 22, 2026.
- Negotiated the developer agreement for a master-planned community encompassing the Atlanta Braves Spring Training Stadium, 21,000 homes, and over 900,000 square ft. of commercial, resulting in the developer constructing and dedicating to the City major parks, utilities including water and wastewater plants, fire stations, and a police substation as well as land for general government services.
- Coordinated the design of the Public Safety Complex with Police and Fire Rescue Departments to be constructed in a large, master-planned community.
- Proposed and developed a Special District to fund the infrastructure, including water and wastewater utilities, to activate over 3,000 acres of commercial and industrial area and bring the needed road improvements necessary to attract a third interchange on I-75.
- Served on the City's labor negotiating team for the PBA Union Contract, resulting in a quick union contract with minimal fiscal impact to the City.
- Represented the City on the interlocal government committee to pass the 1-cent surtax for city and county infrastructure projects.
- Negotiated development agreement with a large, master-planned community regarding the distribution of over \$100 Million in transportation impact fees
- Presented a balanced budget despite an unexpected \$4.5 million revenue shortfall due to COVID impacts on local and state economies.
- Implemented a new Thank You notice to residents that comply with code enforcement requirements.
- Initiated Economic Development Market Feasibility Study, which identified commercial properties to market to specific target industries for recruitment.
- Successfully championed for infrastructure improvements using American Rescue Plan funds to make key commercial properties more shovel ready with potential of adding over \$1B to City's tax base while creating 9,000+ jobs.

Jason L. Yarborough

Page 2

- Oversaw the development of a recyclable waste transfer station resulting in a recurring annual savings of \$550,000.

City Administrator, City of Lake Helen, FL

2014-2018

Lake Helen is a city with a population of approximately 3,000 and a projected buildout population of 6,000. The City has a "slow growth" and rural focus while surrounded by faster growing urban communities. It is in Volusia County (population 500,800), 35 miles north of Orlando.

Duties and Responsibilities as City Administrator:

- Direct and supervise the administration of all departments, offices and agencies of the City in accordance with Federal, State and City laws.
- Prepare and submit the annual budget, budget message and capital program to the Commission.
- Administer financial transactions of City, including investments, withdrawals and expenditures.

Achievements:

- Attracted and negotiated the annexation of a commercial project that will double City's tax base.
- Led City through recovery from two hurricanes within 11 months of each other including securing debris removal resource in a hyper competitive market environment significantly below market rates. Researched and coordinated use of innovative app to document monitoring activities for FEMA reimbursement purposes. Initiated and obtained burn and debris site permits from state agencies. Successfully obtained reimbursements from FEMA for debris removal and hurricane preparation costs.
- Implemented a fire assessment resulting in a sustainable funding source for City's fire service.
- Negotiated 5-year extension of solid waste contract with no rate increases first two years and annual CPI increases only for the remaining years.
- Secured grant for Downtown Master Plan that will result in enhanced economic development.
- Negotiated joint planning agreement with neighboring city, resulting in Lake Helen having access to wastewater utility services for commercial projects.
- Secured several years of Community Development Block Grant (CDBG) funding for road paving projects.
- Revised Land Development Code using mostly "in-house" resources, saving \$77,000 versus outsourcing.
- Worked with staff to reduce the number of audit comments from eighteen to two.
- Negotiated a 50% reduction in cost of service with the Volusia County Fire Department for City coverage.
- Oversaw the modernization and upgrading of City's computer and telephone networks.

Utilities Director, Port Orange, FL

2013-2014

The City of Port Orange is a community of 56,000 residents along the east coast of Florida located on the Halifax River adjacent to Daytona Beach. The Utility system is full service providing, water, wastewater and reuse services inside and outside of the City.

Achievements:

- Awarded the Florida Department of Environmental Protection 2013 Operations Excellence Award for Large Water Treatment Plants.
- Awarded the Most Improved Class A Water Treatment Plant Award by the American Water Works Association- Florida Section.

Jason L. Yarborough

Page 3

Community Manager, Special District Services, Inc.

2011-2013

Community Manager for Barefoot Bay Recreation District under contract with Special District Services. Barefoot Bay is an independent special district in Brevard County, Florida, which provides community services such as golf, pools, general maintenance, community centers, architectural review/code enforcement, and two dining and beverage facilities for over 9,000 residents through its 84 employees.

Duties and Responsibilities as Community Manager:

- Develop, implement and supervise overall policies and operating procedures for the special district.
- Responsible for all compliance and reporting requirements for the State of Florida by the district.
- Supervise, analyze and report on all staff, departments, activities and projects to the elected board.
- Oversee all accounting, financial and budgeting activities.

Achievements:

- Created progressive grant acquisition program resulting in 50% funding of all capital projects with grant funds.

Utilities Director, Palm Bay, FL

2005 – 2011

The City of Palm Bay has grown to approximately 107,000 residents, with a projected build-out population of 300,000. It is an east coast community located on the Indian River Lagoon about 70 miles southeast of Orlando, Florida. Palm Bay is the 7th largest city by land size (100 square miles) and 19th largest city by population in Florida. The City ranked 11th 'Most Innovative City in America' and 18th 'Best Bang for the Buck' city in the nation according to 2010 Forbes.com, due to its rich heritage in high-tech research and development along with manufacturing.

Duties and Responsibilities as Utilities Director:

- Planned, developed and implemented proposals and programs to administer revenues to maintain and expand services in accordance with needs of the service area as ascertained by surveying and conferring with residents and public officials.
- Responsible for all operations, engineering, construction and finance activities, and for direct and delegated supervision of all 119 employees of the water and wastewater treatment plants, distribution and collection systems and related facilities. Managed a budget of \$32M.
- Oversaw the performance of the annual debt tests and compliance with all utilities system bond covenants.

Achievements:

- Awarded the Association of Metropolitan Water Agencies 2010 Gold Award for Exceptional Utility Performance. The award recognizes outstanding achievement in implementing the nationally recognized U.S. Environmental Protection Agency's (EPA) Attributes of Effectively Managed Water Sector Utilities.
- Awarded Southeast Desalting Association 2010 Membrane Plant Operations Award for superior operations.
- Awarded Florida Department of Environmental Protection 2010 Domestic Wastewater Plant Operations Excellent Award (Large Community Category).
- Awarded Florida Department of Environmental Protection 2009 Water Plant Excellence Award (Large Community Category) in recognition for regulatory compliance, high level of maintenance, and continuous improvement.
- Awarded First Place for Outstanding Water Distribution System 2008 by the Florida Section of the AWWA.
- Orchestrated application with the Drinking Water State Revolving Fund resulting in No. 1 ranking over all other Florida water utilities for American Reinvestment and Recovery Act funds.
- Oversaw the installation of 497,212 linear feet of water line resulting in an additional 6,220 new water accounts.

Jason L. Yarborough

Page 4

- Initiated an optimization committee comprised of internal staff that made operational changes resulting in an overall reduction of electrical consumption for total water and wastewater treatment by over 31%.
- Started the department's environmental management system, which resulted in the department becoming the first utility in the nation to have all divisions and sections simultaneously ISO 14001 registered on the initial audit. This management system institutionalized the cultural value of continuous improvement within the department.
- Reduced operational budget by \$1.1M without diminishing level of service to customers.
- Negotiated with state regulatory agency to obtain a 20-year permit for water withdrawal and an increase of 22% of water withdrawal over the previous permit.
- Negotiated a 33% reduction in staffing hour requirements for two wastewater plants from the state regulatory agency.
- Oversaw the financing and construction management of over \$50M in capital projects.
- Managed the completion of a new utilities administration building and 4 MGD reverse osmosis water treatment plant while keeping project costs under budget.
- Headed completion of the department's first comprehensive strategic plan, resulting in unanimous support by the Utility Advisory Board and City Council.
- Worked with neighborhood groups desiring water service for over 2,000 lots resulting in the city's first, successful special assessment vote by a single-family neighborhood.
- Instituted the department's first computer maintenance management system to assist with better asset management.
- Created the department's permit review and inspection fees structure for cost recovery of services provided to the land development community.
- Carried out the impact fee study updating the water and wastewater impact fees and indexing the fees to a construction cost indicator to remain current with construction costs.
- Oversaw the development of water, wastewater, and reuse water master plans.
- Directed the implementation of an automated meter-reading program improving operational efficiency.
- Strengthened the department's operational efficiency through reorganization and creation of the Business Operations Division.

City Manager, Groveland, FL

1998-2005

Groveland is a city with a population of approximately 6,000 and a projected population of 30,000. It is located in South Lake County, Florida (population 241,000), 30 miles west of Orlando and 25 miles from Walt Disney World. Groveland was the 8th fastest growing city in Florida from 2000-2003.

Duties and Responsibilities as City Manager:

- Chief executive officer of a municipal government with 65 employees and an \$18M budget. Oversight responsibility for the following functions: water and wastewater utilities, police, fire, roads, stormwater, parks, recreation, planning & zoning, finance, general services and personnel.
- Executed policies adopted by City Council. Responsible for the city's day-to-day operations.
- Prepared and oversaw the city's operating and capital budgets.
- Negotiated developer and interlocal agreements with public and private sector organization on a range of issues from growth and utilities to fire and dispatch service contracts. Represented the city to the Media including appearances on television, interviews with the print media and preparation of press releases.

Achievements:

- Formed utility district to protect future growth areas for the city.

Jason L. Yarborough

Page 5

- Executed purchase of two private water systems and a private wastewater system (valued at \$3.0 million) in the Groveland Utility District and integrated them into the existing utility system.
- Improved internal controls in finance department resulting in a decrease in the number of negative audit comments by 50%.
- Secured USDA grant funding for new wastewater treatment plant.
- Initiated community and city council visioning and goal setting sessions.
- Renegotiated wastewater treatment plant purchase agreement with developer, reducing the city's purchase price by 16%.
- Installed over 23 miles of water and sewer force mains using \$2.1 million in state and federal grants along with developer impact fees.
- Resolved dispute with neighbor city over utility service districts, resulting in improved relationship with that city.
- Created a Tax Increment Finance (TIF) based community redevelopment area for revitalizing the downtown.
- Reviewed and negotiated over 40 site plans and development agreements for new commercial and residential developments.
- Coordinated the development of the city's first utility impact fees used to expand infrastructure affected by growth.
- Created planning overlay district that resulted in favorable settlement with state planning agency regarding two large residential/mixed-use developments.
- Worked with county and regional economic development agencies to bring businesses to industrial park serviced by city.

Assistant City Manager/ City Clerk, Mary Esther, FL

1996 – 1998

Mary Esther is a community of 4,500 with a daytime population of approximately 30,000. It is a seaside community in Northwest Florida with a major mall that functions as the retail and entertainment center for a three-county area.

Duties and Responsibilities:

- Assisted the city manager in directing the overall operation of the city departments: fire, police, water and sewer utility, finance, library, streets, stormwater, and parks.

Achievements:

- Coordinated a \$550,000 CDBG grant project for stormwater system retrofit.
- Created an aggressive grant acquisition program resulting in funding of \$2,665,000.

EDUCATION

Harvard University/ Kennedy School of Government

Senior Executives in State and Local Government Program

Florida Government Finance Officers Association

Completed courses in operating and capital budgeting, debt and cash management and governmental accounting practices. Became a Certified Government Finance Officer in 1997.

University of West Florida

MPA Degree

Loyola University

Bachelor of Arts



Meeting Name: Town Council Meeting
Meeting Date: April 22, 2026
Prepared By: C. Copeland-Rodriguez, MMC, Town Clerk
Item Title: Proclamation – Police Week and Peace Officers Memorial Day 2026

DISCUSSION:

National Police Week is a collaborative effort of many organizations dedicated to honoring America's law enforcement community.

National Police Week will be observed from May 10th – May 16th, 2026. National Police Week occurs in May. In 1962, President Kennedy proclaimed May 15 as National Peace Officers Memorial Day and the calendar week in which May 15 falls, as National Police Week.

National Police Week pays special recognition to those law enforcement officers who have lost their lives in the line of duty for the safety and protection of others.

RECOMMENDATION:

Town Staff recommends Town Council approve the Proclamation for National Police Week and Peace Officers Memorial Day.



Proclamation

Town of Juno Beach of Palm Beach County, Florida

Police Week & Peace Officers Memorial Day May 10 - May 16, 2026

WHEREAS, The Congress and President of the United States have designated May 15th as Peace Officers Memorial Day, and the week in which it falls as Police Week; and

WHEREAS, the members of the Florida law enforcement agencies play an essential role in safeguarding the rights and freedoms of our citizens; and

WHEREAS, it is important that all Florida citizens know and understand the problems, duties and responsibilities of their police department and that members of our police department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and

WHEREAS, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

WHEREAS, Florida police departments have grown to be modern and scientific law enforcement agencies which increasingly provides a vital public service;

NOW, THEREFORE BE IT RESOLVED, that we call upon all Florida Police Agencies and Municipalities and upon all patriotic, civil and educational organizations to observe the week of May 10th through May 17th, 2026 as Police Week with appropriate ceremonies in which all of our citizens may join in commemorating police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities and, in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

AND BE IT FURTHER RESOLVED, to call upon all Florida Police Agencies and Municipalities to observe Friday, May 15th, 2026 as Peace Officers Memorial Day in honor of those peace officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of duty.

PASSED AND DULY ADOPTED in regular session this 22nd day of April, 2026.

Town of Juno Beach, Florida

Attest:

Dave Santilli, Mayor

Caitlin E. Copeland-Rodriguez, MMC, Town Clerk



Meeting Name: Town Council Meeting
Meeting Date: April 22, 2026
Prepared By: C. Copeland-Rodriguez, Town Clerk
Item Title: Proclamation – Professional Municipal Clerks Week

BACKGROUND:

Professional Municipal Clerks Week is observed annually during the first full week of May and is sponsored by the International Institute of Municipal Clerks (IIMC). The observance recognizes the essential role municipal clerks play in local government and highlights their contributions to transparency, accountability, and effective public service.

DISCUSSION:

The Office of the Municipal Clerk serves as a cornerstone of open government and public trust. Municipal clerks support the legislative body, ensure compliance with state and local laws, preserve official records, and provide public access to information. Through education, certification, and professional development, IIMC promotes excellence in the municipal clerk profession and supports clerks in meeting the evolving demands of local governance.

Issuing a proclamation recognizing Professional Municipal Clerks Week provides the Town Council an opportunity to formally acknowledge the professionalism, dedication, and service of municipal clerks.

RECOMMENDATION:

It is recommended that the Town Council approve the proclamation recognizing Professional Municipal Clerks Week, as sponsored by the International Institute of Municipal Clerks (IIMC), in the Town of Juno Beach.



Proclamation

Town of Juno Beach of Palm Beach County, Florida

Professional Municipal Clerks Week May 3 - May 9, 2026

Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world; and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants; and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between citizens, the local governing bodies and agencies of government at other levels; and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

Now, Therefore, I, Dave Santilli, Mayor of the Town of Juno Beach, do recognize the week of May 3 through 9, 2026, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerk, Caitlin E. Copeland-Rodriguez, MMC, and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this 22nd day of April, 2026.

Town of Juno Beach, Florida

Dave Santilli, Mayor

Attest:

Caitlin E. Copeland-Rodriguez, MMC, Town Clerk



Meeting Name: Town Council Meeting
Meeting Date: April 22, 2026
Prepared By: C. Copeland-Rodriguez, MMC, Town Clerk
Item Title: Proclamation – Public Service Recognition Week 2026

DISCUSSION:

Celebrated the first full week in May since 1985, Public Service Recognition Week (PSRW) is a time set aside to honor those who serve our nation as federal, state, county, and local government employees. Throughout the nation and the world, public servants use this occasion to educate others about the work they do and why they have chosen public service careers, as well as the many ways government services make life better for all of us.

RECOMMENDATION:

Town Staff recommends Town Council approve the Proclamation for Public Service Recognition Week.



Proclamation

Town of Juno Beach of Palm Beach County, Florida

Public Service Recognition Week May 3 - May 9, 2026

Whereas, The Office of the Processional Municipal Clerk, a time honored and vital part of local government exists throughout the world; and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants; and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between citizens, the local governing bodies and agencies of government at other levels; and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

Now, Therefore, I, Dave Santilli, Mayor of the Town of Juno Beach, do recognize the week of May 3 through 9, 2026, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerk, Caitlin E. Copeland-Rodriguez, MMC, and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this 22nd day of April, 2026.

Town of Juno Beach, Florida

Dave Santilli, Mayor

Attest:

Caitlin E. Copeland-Rodriguez, MMC, Town Clerk



Meeting Name: Town Council Meeting
Meeting Date: April 22, 2026
Prepared By: C. Copeland-Rodriguez, MMC, Town Clerk
Item Title: Proclamation – National Public Works Week 2026

DISCUSSION:

National Public Works Week is a celebration of the tens of thousands of men and women in North America who provide and maintain infrastructure and services collectively known as Public Works. The week of May 17th through May 23rd is National Public Works Week. Public Works superheroes help keep communities strong by providing infrastructure of services, wastewater and stormwater treatment, public buildings and spaces, parks and grounds, and emergency management and first response. They are what make our communities great places to live and work.

RECOMMENDATION:

Town Staff recommends Town Council approve the Proclamation for National Public Works Week.



Proclamation

Town of Juno Beach of Palm Beach County, Florida

National Public Works Week
May 17 - May 23, 2026

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to public health, high quality of life, and well-being of the people of the Town of Juno Beach; and,

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in the Town of Juno Beach to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2026 marks the 66th annual National Public Works Week sponsored by the American Public Works Association be it now,

RESOLVED, I, Dave Santilli, Mayor, do hereby designate the week of May 17–23, 2026, as National Public Works Week. I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and advancing quality of life for all.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the State (to be affixed),

DONE at the Town of Juno Beach, Florida this _____ day of _____ 2026.

Town of Juno Beach, Florida

Dave Santilli, Mayor

Attest:

Caitlin E. Copeland-Rodriguez, MMC, Town Clerk



Meeting Name: Town Council Meeting
Meeting Date: April 22, 2026
Prepared By: C. Copeland-Rodriguez, Town Clerk
Item Title: Proclamation – Kids to Parks Day 2026

DISCUSSION:

Kids to Parks Day is a national day of outdoor play celebrated annually on the third Saturday of May. The day connects kids and families with their local, state, and national parks and public lands through thousands of park events that promote discovery and exploration in the great outdoors.

RECOMMENDATION:

The Town Staff recommends Town Council approve the Proclamation.



Proclamation

Town of Juno Beach of Palm Beach County, Florida

Kids to Parks Day 2026

WHEREAS, May 16, 2026 is the 16th Anniversary of Kids to Parks Day organized and launched by the National Park Trust, held annually on the third Saturday of May; and

WHEREAS, Kids to Parks Day empowers kids and encourages families to get outdoors and visit American's parks; and

WHEREAS, it is important to introduce a new generation to our nation's parks; and

WHEREAS, we should encourage children to lead a more active lifestyle to combat the issues of childhood obesity, diabetes mellitus, hypertension and hypercholesterolemia; and

WHEREAS, Kids to Parks Day is open to all children and adults across the country to encourage a large and diverse group of participants; and

WHEREAS, Kids to Parks Day will broaden children's appreciation for nature and outdoors; and

NOW, THEREFORE, the Town of Juno Beach, Florida does hereby proclaim to participate in Kids to Parks Day. The Town of Juno Beach, Florida urges residents to make time May 16, 2026 to take the children in their lives to a neighborhood, state, or national park.

KIDS TO PARKS DAY

PASSED AND DULY ADOPTED in regular session this 22nd day of April, 2026.

Attest:

Dave Santilli, Mayor

Caitlin E. Copeland-Rodriguez, MMC, Town Clerk



Meeting Name: Town Council Meeting
Meeting Date: March 25, 2026
Prepared By: C. Copeland-Rodriguez, MMC, Town Clerk
Item Title: Proclamation – Water Reuse Week 2026

DISCUSSION:

South Florida Water Management District has informed their local government and utility partners that Water Reuse Florida, the state section of the Water Reuse Association, has proclaimed the week of May 17-23, 2026, as Florida Water Reuse Week.

RECOMMENDATION:

Town Staff recommends Town Council approve the Proclamation for Water Reuse Week.



Proclamation

Town of Juno Beach of Palm Beach County, Florida

Water Reuse Week 2026

WHEREAS, safe, clean and sustainable water resources are essential to Florida's environment, economy, citizens, and visitors; and

WHEREAS, although Florida's water supplies are finite, the State's population and need for water resources continues to increase; and

WHEREAS, water reuse provides a means for conserving and augmenting Florida's precious water resources and is key to the State's sustainable water future; and

WHEREAS, Florida has established the encouragement and promotion of water reuse as state objectives in Chapters 373 and 403, Florida Statutes; and

WHEREAS, Florida's permitted reuse capacity is more than 1.8 billion gallons per day (approximately 70 percent of Florida's total permitted capacity for all domestic wastewater treatment facilities); and

WHEREAS, Florida has risen to be the national leader in water reuse - reusing nearly 820 million gallons of reclaimed water per day to conserve freshwater supplies and recharge our freshwater resources; and

WHEREAS, May, typically a dry month when water demands are high, is a good time to educate residents about how they can help save Florida's precious water resources through water reuse; and

WHEREAS, WaterReuse Florida, the state section of the WaterReuse Association, has proclaimed the week of May 17-23, 2026 as Florida Water Reuse Week; and

WHEREAS, The Town of Juno Beach has joined with WaterReuse Florida, the Florida Department of Environmental Protection, and the South Florida Water Management District in encouraging and promoting water reuse and conservation; and

WHEREAS, the Town of Juno Beach encourages efficient and effective use of reclaimed water; and

NOW, THEREFORE, be it resolved that by virtue of the authority vested in me as Mayor of the Town of Juno Beach do hereby proclaim the month May 17-23, 2026, as

WATER REUSE WEEK

in the State of Florida. The Town of Juno Beach, Florida is calling upon each citizen and business to help protect our precious water resources by practicing water conservation and efficient and effective use reclaimed water.

PASSED AND DULY ADOPTED in regular session this 22nd day of April, 2026.

Attest:

Dave Santilli, Mayor

Caitlin E. Copeland-Rodriguez, MMC, Town Clerk



Meeting Name: Town Council Meeting
Meeting Date: April 22, 2026
Prepared By: E. Alves, CPA, Finance/HR Director
Item Title: Year to Date (YTD) Financial Statements

Please find attached the YTD financial reports for your review. Figures are unaudited and subject to additional reconciliations and adjustments.

RECOMMENDATION:

This is an informational report to Town Council only and no action is required.

TOWN OF JUNO BEACH

BALANCE SHEET FOR 2026 5

FUND: 01 GENERAL FUND			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
01	10101	GENERAL FUND CHECKING	321,780.38	-24,135.26
01	10102	PAYROLL CHECKING	11,226.54	7,543.41
01	10106	CREDIT CARD ACCOUNT	51,389.43	2,132,735.27
01	10201	PETTY CASH	.00	850.00
01	10410	WELLS FARGO-MM SWEEP	-723,188.10	4,893,061.07
01	10412	MONEY MARKET	7,189.42	2,847,166.99
01	10420	POOLED CASH-STATE BD OF A	2,112.02	719,998.89
01	10421	FL PALM INVESTMENT	1.62	3,364,444.86
01	10424	FMIT-0-2 HQ BOND FUND	778.95	257,829.15
01	10425	FMIT-SHORT TERM BOND	2,714.31	494,688.91
01	10426	FMIT-INTERMEDIATE TERM BD	8,510.16	610,934.12
01	10435	CERTIFICATES OF DEPOSIT	.00	1,097,426.71
01	11510	ACCOUNTS RECEIVABLE	5,367.05	85,885.33
01	11590	AR-RETIREE INSURANCES	-1,251.47	-1,025.70
01	13310	DUE FROM OTHER GOV'T UNIT	.00	-7,398.58
01	13501	ACCRUED INTEREST RECEIVABLE	11,645.73	117,701.53
01	15500	PREPAID EXPENSES	.00	7,754.32
TOTAL ASSETS			-301,723.96	16,605,461.02
LIABILITIES				
01	20200	ACCOUNTS PAYABLE	.00	-49,500.70
01	20207	Security Deposits	-9,500.00	-9,500.00
01	20210	PENSION PAYABLE-FRS	33,213.47	-4,021.55
01	20211	RETIRE-GEN. EMP. PAYABLE	-7,949.02	-23,658.13
01	20220	DEFERRED COMPENSATION	-3,365.02	.00
01	20241	125-CAFE.HEALTH INSURANCE	469.49	7,925.36
01	20242	125-CAFE. MEDICAL FSA	-83.34	88,202.18
01	20245	ALLSTATE VOLUNTARY INSURANCE	211.78	-441.76
01	20247	PIC-VOLUNTARY INSURANCES	.00	66.46
01	20250	125-CAFE. VISION CARE	-4.72	105.82
01	20295	PD-TAKE HOME CAR	-930.00	-5,310.00
01	20810	DUE TO PALM BEACH COUNTY	-10,577.23	-41,672.97
01	20830	DUE TO STATE-BLDG PERMIT FEES	-1,167.77	-10,859.97
01	21700	WITHHOLDING TAXES	-657.50	-16,182.91
01	21720	SOCIAL SECURITY TAXES	343.36	-21,629.94
01	22300	UNEARNED REVENUE	.00	-5,500.00
TOTAL LIABILITIES			3.50	-91,978.11
FUND BALANCE				
01	17200	REVENUE CONTROL	-446,447.63	-6,250,508.40
01	24200	EXPENDITURE CONTROL	748,168.09	3,808,726.72
01	24300	ENCUMBRANCE CONTROL	225,979.26	404,526.68
01	24510	BUDGETARY FB RES FOR ENCUMB	-225,979.26	-404,526.68
01	28000	NON-SPENDABLE PREPAID ITEMS	.00	-92,968.00
01	28102	RESTRICTED-CAPITAL PROJECTS	.00	-1,626,858.00
01	28115	BUILDING CODE ENFORCEMENT	.00	-2,522,052.00
01	28120	RESTRICTED-LAW ENFORCEMENT	.00	-125,662.00
01	28300	ASSIGNED-SUBSEQUENT YEAR	.00	-1,565,360.00
01	28400	UNASSIGNED-FUND BALANCE	.00	-8,138,801.23

TOWN OF JUNO BEACH

BALANCE SHEET FOR 2026 5

FUND: 01 GENERAL FUND		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
FUND BALANCE			
	TOTAL FUND BALANCE	301,720.46	-16,513,482.91
	TOTAL LIABILITIES + FUND BALANCE	301,723.96	-16,605,461.02

** END OF REPORT - Generated by Emily Alves **

**TOWN OF JUNO BEACH
MONTH ENDING FEBRUARY 28, 2026**

GENERAL FUND

	Original FISCAL YEAR	Amended FISCAL YEAR	Actual		% To Amended Budget
<u>REVENUES</u>	<u>2025-2026</u>	<u>2025-2026</u>	<u>YTD 2/28/26</u>	<u>Difference</u>	
Ad Valorem Taxes	\$4,596,375	\$4,596,375	\$4,136,825	\$459,550	90%
Local Option, Use & Fuel Taxes	58,000	58,000	18,681	39,319	32%
One-Cent Discretionary Surtax	125,000	125,000	98,971	26,029	79%
Utility Services Taxes	1,019,000	1,019,000	431,445	587,555	42%
Local Business Tax	50,000	50,000	16,055	33,945	32%
Building Permits	1,000,000	1,000,000	894,087	105,913	89%
Franchise Fees	100,000	100,000	53,539	46,461	54%
Permits, Fees & Special Assessments	194,000	194,000	148,072	45,928	76%
Grants	337,499	337,499	2,161	335,338	1%
Intergovernmental Revenue	491,500	491,500	181,394	310,106	37%
Charges for Services	17,500	17,500	3,682	13,818	21%
Fines and Forfeitures	16,000	16,000	12,052	3,948	75%
Investment Earnings	500,000	500,000	219,391	280,609	44%
Miscellaneous	120,500	120,500	34,152	86,348	28%
From Contributions-Restricted	100,000	100,000	0	100,000	0%
From One-Cent Surtax-Restricted	569,134	569,134	0	569,134	0%
From Unassigned Fund Balance	<u>1,350,984</u>	<u>1,350,984</u>	<u>0</u>	<u>1,350,984</u>	0%
TOTAL REVENUES	<u>\$10,645,492</u>	<u>\$10,645,492</u>	<u>\$6,250,508</u>	<u>\$4,394,984</u>	59%
EXPENDITURES BY DEPARTMENT					
<u>LEGISLATIVE</u>					
Salaries	\$43,269	\$43,269	\$17,850	\$25,419	41%
Employee Benefits	3,310	3,310	1,366	1,945	41%
Operating Expenses	<u>217,150</u>	<u>217,150</u>	<u>44,831</u>	<u>172,319</u>	21%
TOTAL LEGISLATIVE	263,729	263,729	64,047	199,682	24%
<u>FINANCE & ADMINISTRATION</u>					
Salaries	\$960,438	\$960,438	\$314,222	\$646,216	33%
Employee Benefits	285,895	285,895	108,869	177,026	38%
Professional Fees	366,750	366,750	166,421	200,329	45%
Operating Expenses	266,400	266,400	112,524	153,876	42%
Capital Outlay	<u>610,000</u>	<u>610,000</u>	<u>285,309</u>	<u>324,691</u>	47%
TOTAL FINANCE & ADMINISTRATION	2,489,483	2,489,483	987,345	1,502,138	40%

**TOWN OF JUNO BEACH
MONTH ENDING FEBRUARY 28, 2026**

	FISCAL YEAR	FISCAL YEAR	Actual		% To Amended Budget
<u>COMPREHENSIVE PLANNING</u>	<u>2025-2026</u>	<u>2025-2026</u>	<u>YTD 2/28/26</u>	<u>Difference</u>	
Salaries	\$526,960	\$526,960	\$204,024	\$322,936	39%
Employee Benefits	192,236	192,236	65,908	126,328	34%
Professional Fees	929,000	929,000	210,191	718,809	23%
Operating Expenses	76,200	76,200	36,032	40,168	47%
Capital Outlay	<u>98,500</u>	<u>98,500</u>	<u>0</u>	98,500	0%
TOTAL COMPREHENSIVE PLANNING	1,822,896	1,822,896	516,154	1,306,742	28%
<u>LAW ENFORCEMENT</u>					
Salaries	\$2,144,204	\$2,144,204	\$826,104	\$1,318,100	39%
Employee Benefits	1,157,641	1,157,641	418,364	739,277	36%
Professional Fees	7,150	7,150	500	6,650	7%
Operating Expenses	425,170	425,170	179,466	245,704	42%
Capital Outlay	<u>196,634</u>	<u>196,634</u>	<u>136,517</u>	60,117	69%
TOTAL LAW ENFORCEMENT	3,930,799	3,930,799	1,560,952	2,369,847	40%
<u>PUBLIC WORKS</u>					
Salaries	\$384,476	\$384,476	\$130,889	\$253,587	34%
Employee Benefits	165,441	165,441	54,214	111,227	33%
Professional Fees	10,000	10,000	6,209	3,791	62%
Operating Expenses	705,854	705,854	191,649	514,205	27%
Capital Outlay	<u>305,814</u>	<u>305,814</u>	<u>28,087</u>	<u>277,727</u>	9%
TOTAL PUBLIC WORKS	1,571,585	1,571,585	411,047	1,160,538	26%
<u>GENERAL GOVERNMENT</u>					
Insurance	\$567,000	\$567,000	\$269,182	\$297,818	47%
Town Debt Service	0	0	0	0	0%
Contingency	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0%
TOTAL GENERAL GOVERNMENT	567,000	567,000	269,182	297,818	47%
TOTAL EXPENDITURES	<u>\$10,645,492</u>	<u>\$10,645,492</u>	<u>\$3,808,727</u>	<u>\$6,836,765</u>	<u>36%</u>
Net Income YTD	<u>\$0</u>	<u>\$0</u>	<u>\$2,441,782</u>		



Meeting Name: Town Council Meeting
Meeting Date: April 22, 2026
Prepared By: C. Copeland-Rodriguez, Acting Town Manager
Item Title: Interim Town Manager Contract

DISCUSSION:

Town Attorney presents for Council consideration the proposed options for Interim Town Manager services. The contracts outline the scope of services, compensation, and general terms.

The Interim Town Manager will be responsible for overseeing daily operations, providing administrative leadership, and ensuring continuity of services during the transition period.

RECOMMENDATION:

The agreement is presented for Town Council consideration.

INTERIM TOWN MANAGER SERVICES AGREEMENT

This Interim Town Manager Services Agreement (“Agreement”) is made as of April 22, 2026 (the “Effective Date”) between the Town of Juno Beach, Florida, a Florida municipal corporation, with its principal place of business located at 340 Ocean Drive Juno Beach, Florida 33408 (the “Town”) and, Kathleen Gunn, an individual (the “Consultant”), with each being referred to herein as a Party or collectively as the “Parties.”

WITNESSETH

WHEREAS, the Town is a Florida municipal corporation, having a responsibility to provide certain services to benefit the citizens of Juno Beach; and

WHEREAS, the Town, pursuant to its Charter and Code of Ordinances, operates under a council-manager form of government; and

WHEREAS, Consultant is an individual with education, training, knowledge, expertise, and personal abilities, which qualify her to act as Interim Town Manager of the Town of Juno Beach; and

WHEREAS, the Town desires to retain the services of Consultant as Interim Town Manager as authorized pursuant to Charter and Code (as each may be amended from time to time) and to provide for the terms and conditions of said engagement; and

WHEREAS, Consultant desires to serve as the Interim Town Manager under the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the premises and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Town and Consultant hereby agree as follows:

1. **SERVICES.** During the term of this Agreement, Consultant shall serve as an independent contractor to the Town and shall provide services as Interim Town Manager and faithfully discharge the duties of said office as described in the Town Charter and Town Code of Ordinances, which are both incorporated herein by reference (the “Services”). The Services shall be the only services provided by Consultant unless altered with the mutual written consent of both Parties to this Agreement.
2. **TERM.** This Agreement shall commence on April 23, 2026, and shall continue until terminated in accordance with the provisions of this Agreement.
3. **COMPENSATION.** In consideration of the Consultant’s actions on behalf of the Town and the Services rendered hereunder, the Town shall compensate Consultant \$4,000.00 for the period commencing April 23, 2026, through May 5, 2026, while Consultant is available on a part-time basis and conducting on-boarding activities, and at the rate of \$11,033.00 bi-weekly commencing on May 6, 2026, while Consultant is available on a full time, on-call basis. All Services performed shall be

invoiced to the Town and paid upon satisfactory completion of such Services. Consultant shall submit a biweekly invoice that will provide it was for: "Interim Town Manager Services". Invoice shall: include the period of time covered; include the date of invoice; and shall not be required to be itemized. Payment of all invoices to be made by the Town in accordance with the Local Government Prompt Payment Act in Chapter 218, Florida Statutes.

4. **TOWN EQUIPMENT.** In order to ensure compliance with the provisions of Chapter 119, Florida Statutes, the Town shall provide Consultant with a cell phone for Consultant's use. Consultant shall use such cell phone for Town business, and surrender it at the conclusion of Consultant's service to the Town.
5. **INDEPENDENT CONTRACTOR.** During the term of this Agreement, Consultant shall be an independent contractor and not an employee of the Town. Nothing set forth in this Agreement shall be construed to create the relationship of employer and employee or principal and agent between the Town and Consultant. Consultant further understands that Florida Worker's Compensation benefits available to employees of the Town are not available to Consultant. Consultant is responsible for the payment of all required payroll taxes, whether federal, state, or local in nature, including, but not limited to income taxes, Social Security taxes, Federal Unemployment Compensation taxes, and any other fees, charges, licenses, or payments required by law.
6. **CONSULTANT WARRANTIES.** Consultant represents and warrants that Consultant is free to enter into the terms of this Agreement and that Consultant has no obligation to any third party or otherwise that are inconsistent with any of the provisions of this Agreement. This Section shall survive termination of this Agreement.
7. **TERMINATION.** This Agreement may be terminated by either Party for convenience upon fifteen (15) calendar Days' written notice. In the event of termination by Town, Consultant shall be paid for all Services completed up to the date of such termination. In exchange for such payment, Consultant shall turn over to Town all work products which has been paid for by Town. Under no circumstances shall Town make payment for Services that have not been performed. Unless expressly provided for otherwise in this Agreement, in the event of a termination, no Party shall have any further duty or obligation hereunder except as otherwise set forth in this Agreement or the Exhibits.
8. **MISCELLANEOUS.**

8.1 Notices. All notices hereunder shall be given in writing by registered or certified mail, return receipt requested, postage prepaid, addressed to the Parties at the following respective addresses, or at such other address as may be designated in writing by either Party to the other, and shall be deemed delivered for all purposes hereunder upon deposit of same into the United States mail.

To Town: Honorable Mayor and Town Council, Town of Juno Beach, 340 Ocean Drive Juno Beach, Florida 33408

To Consultant: Kathleen Gunn, _____

8.2 Compliance with Laws. Consultant agrees to comply with all laws, ordinances, rules, and regulations that are now or may become applicable to the Services covered by this Agreement, regardless of the applicable jurisdiction. Consultant shall make its services available to the Town residents without regard to race, color, religion or sex, or as otherwise provided by law.

8.3 Severability. The Parties to this Agreement expressly agree that it is not their intention to violate any public policy, statutory or common law rules, regulations, or decisions of any governmental or regulatory body. If any provision of this Agreement is judicially or administratively interpreted or construed as being in violation of any such policy, rule, regulation, or decision, the provision, sections, sentence, word, clause, or combination thereof causing such violation will be inoperative (and in lieu thereof there will be inserted such provision, section, sentence, word, clause, or combination thereof as may be valid and consistent with the intent of the Parties under this Agreement) and the remainder of this Agreement, as amended, will remain binding upon the Parties, unless the inoperative provision would cause enforcement of the remainder of this Agreement to be inequitable under the circumstances.

8.4 Personal Nature of Agreement. The parties acknowledge that the Town places great reliance and emphasis upon the education, training, knowledge, expertise and personal abilities of Consultant. Accordingly, this Agreement is personal and Consultant not assign or delegate any rights

8.5 Headings. The sections headings used in this Agreement are for reference and convenience only and shall not enter into the interpretation hereof.

8.6 Survival of Terms. Termination or expiration of this Agreement for any reason shall not release either Party from any liabilities or obligations set forth in this Agreement which (a) the Parties have expressly agreed shall survive any such termination, or (b) remain to be performed and by their nature would be intended to be applicable following any such termination or expiration. Any liabilities which have accrued prior to termination pursuant to the insurance and/or indemnification obligations set forth below shall survive the termination of this Agreement.

8.7 Waiver. No delay or omission by either Party hereto, in the exercise of any right or remedy hereunder, shall impair such right or remedy or be construed to be a waiver thereof. Any waiver of any such right or remedy by any Party must be in writing and signed by the Party against which such waiver is sought. A waiver by either of the Parties hereto of any of the covenants to be performed by the other or any breach thereof shall not be construed to be a waiver of any succeeding breach thereof or any other covenant herein contained. All remedies

provided for in this Agreement shall be cumulative and in addition to and not in lieu of any other remedies available to either Party at law, in equity or otherwise.

8.8 Governing Laws. This Agreement shall be governed by and construed in accordance with, the laws of the State of Florida. The exclusive venue for any dispute arising from this Agreement shall be the Circuit Court of Palm Beach County, Florida. The Parties voluntarily waive any right to trial by jury in the event of litigation between the Parties, which in any way arises out of this Agreement or the Services.

8.9 Entire Agreement. This Agreement, including any Exhibits referenced herein, constitutes the entire agreement of the Parties with respect to the subject matter hereof and supersedes all previous written, and all previous or contemporaneous oral, negotiations, understandings, arrangements, and agreements. Unless expressly provided for otherwise in this Agreement, this Agreement may be amended only by a written amendment signed by both Parties hereto.

8.10 No Contingent Fees. The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this Agreement, and that it has not paid or agreed to pay any person(s), company, corporation, individual or firm, other than a bona fide employee working solely for the Consultant any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award or making of this Agreement.

8.11 Access to Records and Audit Clause. Consultant agrees to permit the Town to examine all records which are, in any way, related to the Services provided under this Agreement, and grants to the Town the right to audit any books, documents and papers of Consultant that were generated during the course of the administration of this Agreement. Consultant shall maintain the records, books, documents and papers associated with this Agreement in accordance with the "Public Records Act", and in accordance with the Florida Statutes, Chapter 119.

8.12 State Required Affidavits. By entering into this Agreement, the Consultant agrees to review and comply with the following state affidavit requirements and hereby warrants and affirms the Service Provider, as an individual, is exempt from these requirements: (i) Public Entity Crimes Affidavit, Section 287.133, Florida Statutes; (ii) Scrutinized Companies, Section 287.135, Florida Statutes; (iii) E-Verify Affidavit, Section 448.095, Florida Statutes; (iv) Noncoercive Conduct Affidavit, Section 787.06, Florida Statutes; (v) Prohibition on Contracting with Entities of Foreign Concern, Section 287.138, Florida Statutes.

8.13 Palm Beach County IG. In accordance with Palm Beach County ordinance number 2011-009, this Agreement may be subject to investigation and/or audit by the Palm Beach County Inspector General. Consultant should

review Palm Beach County ordinance number 2011-009 in order to be aware of its rights and/or obligations under such ordinance and as applicable.

9. PUBLIC RECORDS

Section 119.0701(2)(a), Florida Statutes

IF CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS IN THE OFFICE OF THE TOWN CLERK AT (561) 656-0316; CCOPELAND@JUNO-BEACH.FL.US; OR 340 OCEAN DRIVE, JUNO BEACH, FL 33408.

IN WITNESS WHEREOF, Consultant has signed and delivered this Agreement, and the Town has caused this Agreement to be signed and delivered by its duly authorized officer or representative, all as of the date first set forth above.

Town of Juno Beach

Consultant

By: _____
Dave Santilli
Mayor

By: _____
Kathleen Gunn

Attest: _____
Caitlin Copeland-Rodriguez, MMC
Town Clerk

Approved as to form and legal sufficiency for the use and reliance of the Town of Juno Beach only

By: _____
TG Law PLLC
Town Attorney

EMPLOYMENT AGREEMENT – INTERIM TOWN MANAGER

THIS AGREEMENT is made and entered between KATHLEEN GUNN (“EMPLOYEE” or “Interim TOWN Manager”) and the TOWN OF JUNO BEACH, a municipal corporation of the State of Florida (“TOWN”), collectively “the PARTIES”.

WITNESSETH

WHEREAS, the TOWN is a Florida municipal corporation, having a responsibility to provide certain services to benefit the citizens of Juno Beach; and

WHEREAS, the TOWN, pursuant to its Charter and Code of Ordinances, operates under a council-manager form of government; and

WHEREAS, EMPLOYEE is an individual with education, training, knowledge, expertise, and personal abilities, which qualify her to act as Interim Town Manager of the Town of Juno Beach; and

WHEREAS, the TOWN desires to retain EMPLOYEE as Interim Town Manager as authorized pursuant to Charter and Code (as each may be amended from time to time) and to provide for the terms and conditions of said employment; and

WHEREAS, EMPLOYEE desires to serve as the Interim Town Manager under the terms and conditions set forth herein.

- 1. EMPLOYMENT OF EMPLOYEE.** Subject to the terms and conditions set forth in this Agreement, TOWN hereby agrees to employ EMPLOYEE as its full-time, exempt Interim TOWN Manager and EMPLOYEE hereby accepts such employment.
- 2. DUTIES AND RESPONSIBILITIES.** The EMPLOYEE shall be responsible to the five-member Council and shall perform the functions and duties of the Interim TOWN Manager as provided in the Policies and Procedures of TOWN, as provided by Florida Law, the TOWN’s Charter and Code of Ordinances, the direction of the Council, and as mutually agreed to by the EMPLOYEE and TOWN from time to time. The EMPLOYEE shall devote whatever time is necessary to perform the duties of the position, which often exceeds forty (40) hours per week and is a minimum of forty (40) hours per week.
- 3. EXCLUSIVE EMPLOYMENT.** During the Term of this Agreement, EMPLOYEE shall remain in the exclusive employ of the TOWN and shall devote all such time, attention, knowledge and skills necessary to faithfully perform her duties under this Agreement. This paragraph shall not be deemed to prohibit EMPLOYEE from engaging in educational and professional activities to the extent that such activities do not have an adverse impact upon her services as Interim Town Manager.
- 4. TERM**
 - a. The Term of this Agreement for employment in the Interim TOWN Manager position shall

begin on April 23, 2026, and remain in effect until a new TOWN Manager is hired, unless earlier terminated as provided herein.

- b. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the TOWN to terminate the service of EMPLOYEE or remove her from the position of Interim TOWN Manager at any time, subject only to the provisions set forth herein below.
- c. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the EMPLOYEE to resign at any time, subject only to the provisions set forth herein below.

5. TERMINATION. This Agreement may be terminated by either Party for convenience upon fifteen (15) calendar days' written notice. In the event of termination by TOWN, EMPLOYEE shall be paid for all wages and other compensation earned up to the date of such termination. This Agreement and EMPLOYEE's employment shall terminate automatically upon the EMPLOYEE's death.

6. COMPENSATION

- a. Base Salary. TOWN agrees to pay EMPLOYEE for services rendered as the Interim TOWN Manager at the base salary hourly rate of \$119.00 per hour. The Base Salary shall be paid in installments at the same time as other employees of the TOWN are paid.
- b. Increases. Increases in annual base pay, and/or benefits of EMPLOYEE shall be in such amounts and to the same extent as the TOWN determines for all regular fulltime employees of the TOWN. This includes, but is not limited to, annual cost-of-living salary adjustments. Decreases in annual base pay, and/or benefits of EMPLOYEE shall be in such amounts and to the same extent as the TOWN determines for all regular full-time employees of the TOWN.
- c. Benefits.
 - i. Vacation Leave: EMPLOYEE shall accrue and use Vacation Leave in accordance with TOWN policies applicable to all other non-bargaining employees, as amended from time to time. However, during the Term EMPLOYEE shall not use vacation leave for more than five (5) consecutive business days. This provision shall not limit the total number of vacation days that may be used during the Term.
 - ii. Sick Leave: EMPLOYEE shall continue to accrue and use Sick Leave in accordance with TOWN policies applicable to all other non-bargaining employees, as amended from time to time.
 - iii. Additional Leave: In addition, EMPLOYEE shall be entitled to an annual leave bonus of 5 days (40 hours) of vacation leave ("bonus leave"), over and above the aforementioned accruals above. Such bonus leave shall be deemed to be earned and accrued, effective May 1st of each calendar year, beginning with May 1, 2026. Such bonus leave must be used no later than April 31st of each year, or it shall expire. Bonus leave may not be

carried over or added on to EMPLOYEE's normal leave balance. Accordingly, such bonus leave shall not be eligible for reimbursement for unused time.

- iv. Insurance: EMPLOYEE, her spouse and dependents, if any, shall be entitled to and enjoy inclusion in the TOWN's Dental Insurance Program, Health Insurance Program, Vision Care Program, and other insurance benefits that may be offered in the same manner and under the same provisions and benefits as other TOWN employees, as the same exists or may be amended from time to time by the TOWN.
 - v. Retirement: EMPLOYEE shall be entitled to participation in the Town's retirement plan in the same manner as other non-bargaining unit employees
 - vi. Vehicle Allowance: EMPLOYEE will receive a car allowance of \$500.00 per month.
 - vii. Cell Phone. The TOWN shall provide EMPLOYEE with the use of a cell phone for EMPLOYEE's use. EMPLOYEE shall use such cell phone for the exclusive business of the TOWN, and only in accordance with Town policy, as may from time to time be amended.
 - viii. Professional Development. The TOWN shall pay for the professional dues and subscriptions of EMPLOYEE as are reasonable and necessary for her participation in national, state and local professional organizations necessary and desirable for her continued professional participation and growth and for the good of the TOWN, as may be approved in the TOWN's annual budget.
 - ix. Travel. Subject to State law, the TOWN shall pay the travel, subsistence expenses, and registration fees of EMPLOYEE for professional and official travel, meetings, and occasions as are reasonable and necessary to continue the professional development of EMPLOYEE and to attend official functions of the TOWN, as may be approved in the TOWN's annual budget. The TOWN's prior approval shall be required for any out-of-state travel.
 - x. Additional Benefits: To the extent any Benefit is not specifically listed herein to which EMPLOYEE is presently eligible, EMPLOYEE shall remain eligible for such Benefit(s). Any further and additional benefits which are provided to other TOWN employees now or in the future shall be provided to the EMPLOYEE.
- 7. BONDING AND INDEMNIFICATION.** The TOWN agrees to bear the full cost of any fidelity or other bonds required of the EMPLOYEE under any policy, regulation, ordinance or law.

The TOWN shall defend, hold harmless, and indemnify EMPLOYEE against any tort, professional liability claim or demand, or other legal or administrative action, whether groundless or otherwise, arising out of an alleged act or omission occurring at any time during the

performance of EMPLOYEE's duties as Interim TOWN Manager unless it is determined that EMPLOYEE acted in bad faith or with malicious purpose or in a manner exhibiting wanton and willful disregard of human rights, safety or property. TOWN will compromise and settle any such claim or suit and pay the amount of any settlement or judgement rendered thereon. The TOWN shall not be liable for the acts or omissions of EMPLOYEE committed while acting outside the course and scope of his agreed duties or committed in bad faith or with malicious purpose or in a manner exhibiting wanton and willful disregard of human rights safety, or property. The TOWN shall pay the expenses for the travel, lodging, meals and lost time of the EMPLOYEE should the EMPLOYEE be subject to such suit and such suit be pending after EMPLOYEE is no longer employed by the TOWN. The provisions of any TOWN policy or ordinance regarding the indemnification of the TOWN's officials or employees shall apply to the indemnification of EMPLOYEE to the extent the policy or ordinance does not conflict with this section.

8. PAYMENT UPON SEPARATION; SEVERANCE PAY.

- a. Final Paycheck. If EMPLOYEE separates from employment for any reason, she shall be paid in full any unpaid balance of his Base Salary then earned and due through the final date of employment. EMPLOYEE shall also be paid any accrued an unused Vacation Leave up to a maximum established by TOWN policy, as amended from time to time. Administrative Leave and Sick Leave are not payable upon separation for any reason, except in accordance with the TOWN's Sick Leave Policy relating to retirement. Such payments shall be made on the next regularly scheduled pay date after separation.
- b. Severance Pay. EMPLOYEE shall not be eligible for Severance Pay under any circumstances.

9. PERFORMANCE EVALUATION. Due to the temporary nature of this appointment, EMPLOYEE as Interim TOWN Manager shall not be subject to a formal evaluation of his performance in that position.

10. OTHER TERMS AND CONDITIONS OF EMPLOYMENT. The Town Council shall fix any other such terms and conditions of employment as it may determine from time to time relating to the performance of EMPLOYEE, provided such terms and conditions are not inconsistent with or in conflict with the provision of this Agreement or any ordinance or law. All Town Ordinances, as they now exist or may be amended, shall apply to EMPLOYEE in addition to those items outlined in this Agreement. All provisions of the Town Employee Personnel Policy Handbook, as it may from time to time be amended, shall govern EMPLOYEE except as they may be in conflict with this Agreement.

11. GENERAL PROVISIONS

- a. The text herein shall constitute the entire Agreement between the parties.
- b. The rights and obligations herein granted are personal in nature and cannot be transferred by the EMPLOYEE except as provided in any benefit plans upon occurrence of a qualifying event.

- c. This Agreement may not be modified or changed in any way whatsoever except by mutual written consent of both PARTIES.
- d. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement or portion thereof shall be deemed severable, shall not be affected, and shall remain in full force and effect.
- e. Failure of the TOWN to enforce or exercise any right(s) under this Agreement shall not be deemed a waiver of TOWN's right to enforce or exercise said right(s) at any time thereafter.
- f. This Agreement shall not be construed more strongly against either party regardless of who was more responsible for its preparation.
- g. All the provisions contained in this Agreement are subject to and conditioned upon compliance with all special acts of the TOWN and applicable laws of the State of Florida, the TOWN Charter and TOWN ordinances. Such laws shall take precedent over any part or portion of provisions as contained herein.
- h. This Agreement shall be governed exclusively by Florida law and venue of any action or proceeding relating to this Agreement shall be in Palm Beach County, Florida, exclusively, with each party to bear its own attorneys' fees and costs, up through and including any appellate action. EMPLOYEE expressly consents to the personal jurisdiction of the courts of Palm Beach County, Florida.
- i. THE PARTIES HEREBY WAIVE, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, ANY RIGHT EACH OF THEM MAY HAVE TO A TRIAL BY JURY IN RESPECT OF ANY LITIGATION DIRECTLY OR INDIRECTLY ARISING OUT OF, UNDER OR IN CONNECTION WITH THIS AGREEMENT OR EMPLOYEE'S EMPLOYMENT.
- j. All notices hereunder shall be given in writing by registered or certified mail, return receipt requested, postage prepaid, addressed to the Parties at the following respective addresses, or at such other address as may be designated in writing by either Party to the other, and shall be deemed delivered for all purposes hereunder upon deposit of same into the United States mail.

To TOWN: Honorable Mayor and Town Council, Town of Juno Beach, 340 Ocean Drive
Juno Beach, Florida 33408

To EMPLOYEE: Kathleen Gunn, _____

IN WITNESS WHEREOF, EMPLOYEE has signed and delivered this Agreement, and the TOWN has caused this Agreement to be signed and delivered by its duly authorized officer or representative, all as of the date first set forth above.

Town of Juno Beach

Employee

By: _____
Dave Santilli
Mayor

By: _____
Kathleen Gunn

Attest: _____
Caitlin Copeland-Rodriguez, MMC
Town Clerk

Approved as to form and legal sufficiency for the use and reliance of the Town of Juno Beach only

By: _____
TG Law PLLC
Town Attorney



Meeting Name: Juno Beach Town Council Meeting
Meeting Date: April 22, 2026
Prepared By: Andrea L. Dobbins, Project/Risk Manager
Item Title: WGI Presentation for the Emergency Operations Center (EOC)

DISCUSSION:

The approved budget for FY25/26 has a line item for the Town's engineering firm, WGI Inc., to perform an Emergency Operations Center (EOC) Addition Feasibility study. The team from WGI has compiled a thorough analysis of the Town Center and Police Department campus. They have three proposed options to create an Emergency Operations Center. They are here to explain each of the options to the Town Council and answer questions about the proposal.

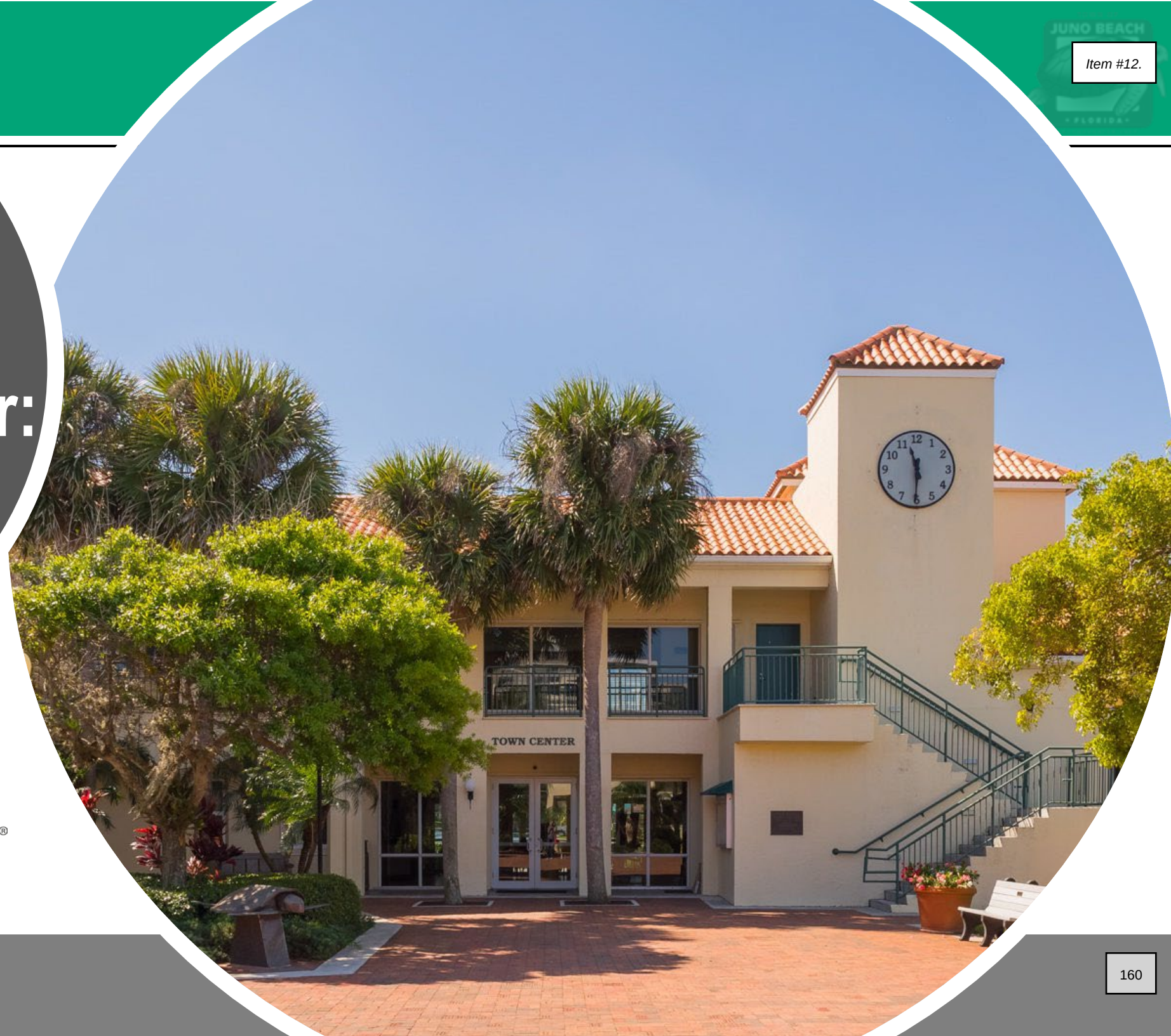
RECOMMENDATION:

Staff respectfully requests that the Town Council consider WGI's presentation and provide guidance on the next steps.

ATTACHMENT:

WGI Presentation

Juno Beach Emergency Operations Center: *Feasibility Study*



Juno Beach Town Center, Florida

Item #12.



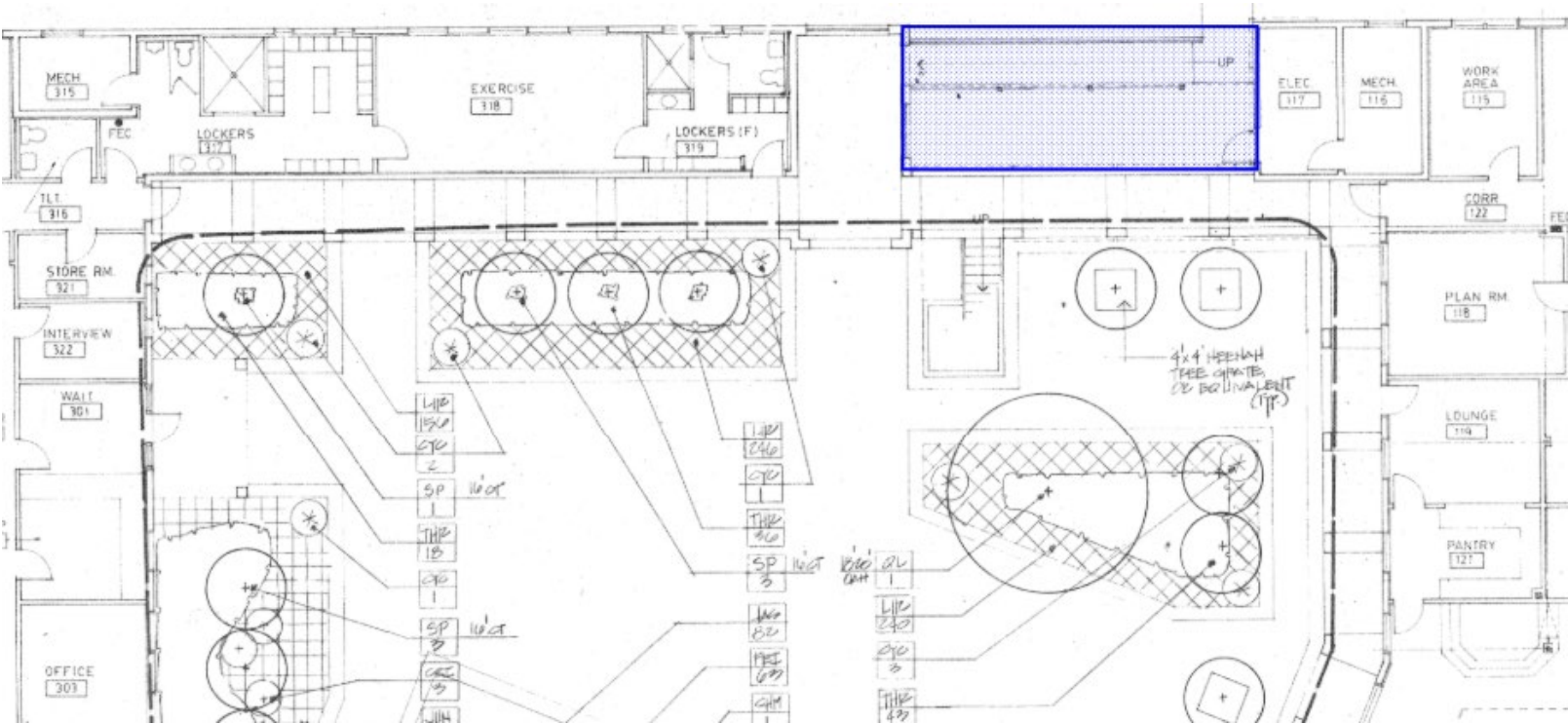
Emergency Operations Center (EOC) Goals and Objectives:

- Centrally located with direct connection to both the Administration Building and the Police Department
- Risk Category IV Storm Shelter for building occupants in the event of a hurricane
- Functional operations during an event

Codes Required:

- 2023 (8th Edition) Florida Building Codes (FBC) all volumes as listed below and Town of Juno Beach amendments
- 8th Edition of the Florida Fire Prevention Code (FFPC)
- 2023 ICC/NSSA Standard for the Design and Construction of Storm Shelters (ICC 500)
- Federal accessibility laws including the Architectural Barriers Act, and the Americans with Disability Act (ADA)
- All Other Project Specific Codes

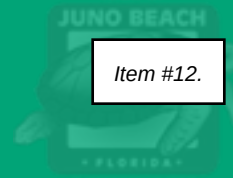
Option 1



Option 1 is located above the generator and mechanical equipment. The approximate available square footage is 476.

Occupant Load: (FBC Table 1004.5)	Egress Requirements: (FBC Tables 1006.2.1, 1006.3.2, and 1017.2)	Fire Separation: (FBC Table 508.4)	Storm Shelter: 2023 ICC 500 Section 502.3
476 SF/150 Gross = 4 occupants	One exit required, Max Travel 250 ft (to building exterior) Non-sprinkled, Maximum Common Path 75 ft (to egress)	Not required. (See Section 3 for Storm Shelter Requirements)	23 standing people Toilets required (1)

Option 1 (Cont.)



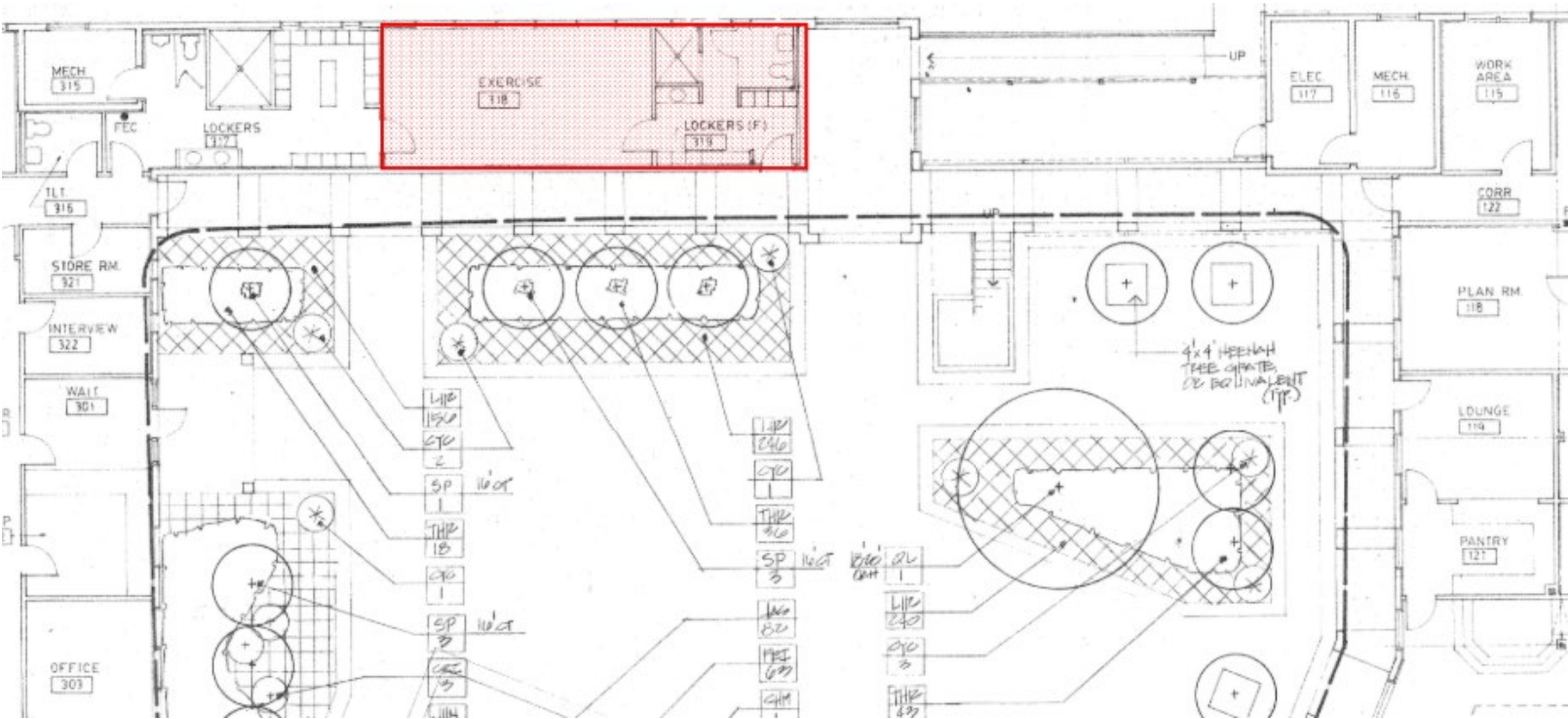
Item	Option 1
Base building (CMU, structure, interiors, MEP)	\$333,200
ICC 500 / P-361 hardening premium	\$59,500
Standing seam metal roof	\$30,000
Plumbing fixtures & sanitary capacity upgrades	\$50,000
ICC 500 tornado-rated door(s) & hardware (12,000 each)	\$12,000
Testing & special inspections allowance	\$12,000
Option 1 Specific	
Selective demo	\$50,000
Shelter hatch & access improvements	\$18,000
Temporary removal & re-install of generator	\$110,000
Relocate condensing units & extend linesets	\$100,000
Ramp adjustments (structural/ADA)	\$40,000
Subtotals	
Subtotal (direct construction + allowances)	\$814,700
Soft costs (A/E, permitting, 3rd-party)	\$75,021
Contractor Overhead and Profit	\$203,675
Planning reserve / contingency	\$105,029
Total	\$1,198,425

Considerations:

- Smallest square footage available for the EOC presents significant functional constraints.
- The existing walkway to remain may be compromised during a storm event, requiring an escape hatch in the roof.
- The generator and condensing units will need to be temporarily dismantled and removed for the full duration of construction.
- Although the generator can be reinstalled in its original location and vented externally along the new addition, the condensing units must be relocated due to airflow restrictions. The new location may also exceed the allowable pipe distance.
- Modifications to the ramp below may be necessary depending on the placement of structural columns.

***This is not a recommended option from safety and functionality standpoint due to limited space and expensive features, like fire rating the floor because of the equipment below or temporarily relocating the generator and mechanical equipment.

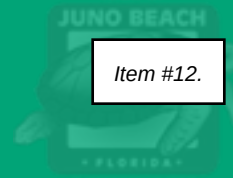
Option 2



Option 2 is located at the gym and locker rooms requiring a second story addition totaling to approximately 1,040 square feet.

Occupant Load: (FBC Table 1004.5)	Egress Requirements: (FBC Tables 1006.2.1, 1006.3.2, and 1017.2)	Fire Separation: (FBC Table 508.4)	Storm Shelter: 2023 ICC 500 Section 502.3
1,040 SF/150 Gross = 7 occupants	One exit required, Max Travel 250 ft (to building exterior) Non-sprinkled, Maximum Common Path 75 ft (to egress)	Not required. (See Section 3 for Storm Shelter Requirements)	52 standing people Toilets required (1)

Option 2 (Cont.)



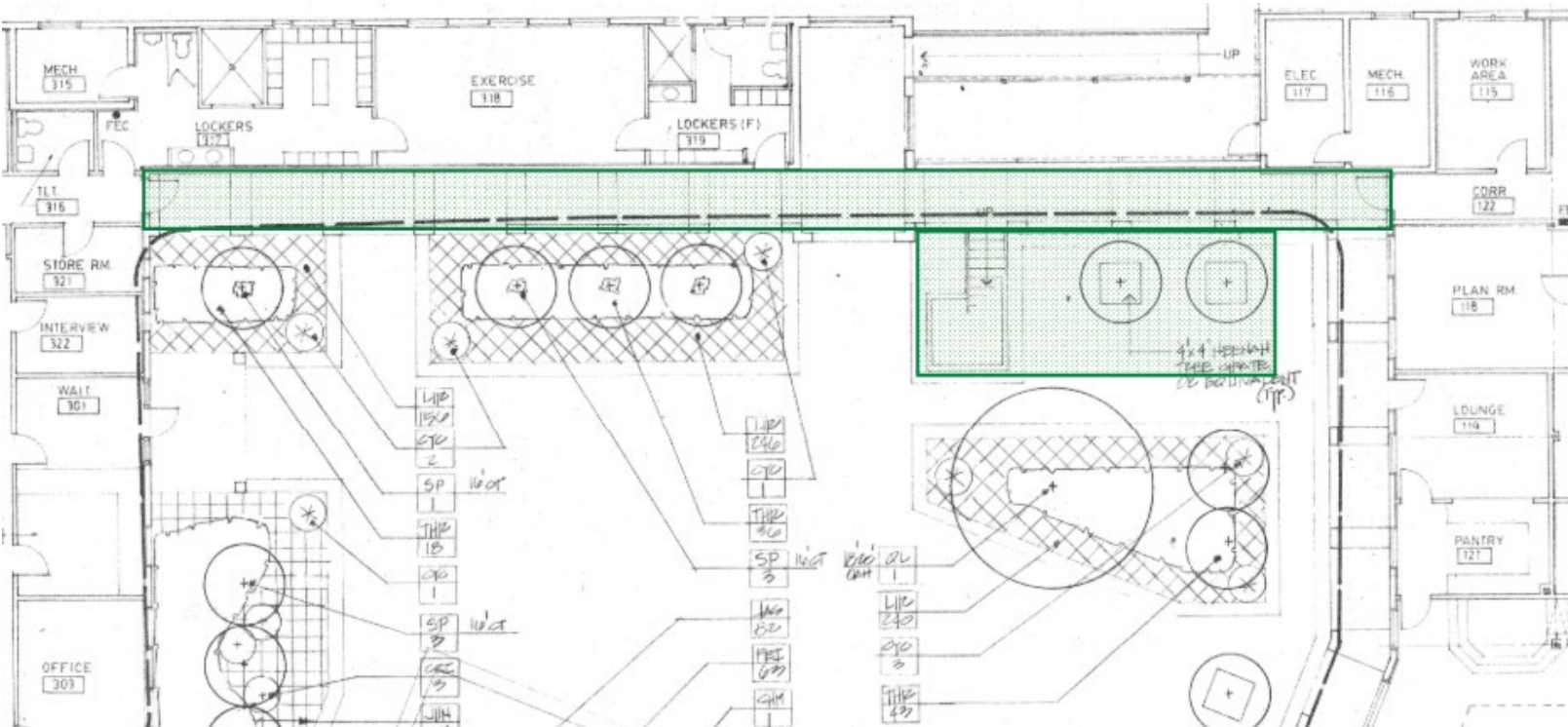
Item	Option 2
Base building (CMU, structure, interiors, MEP)	\$780,000
ICC 500 / P-361 hardening premium	\$130,000
Standing seam metal roof	\$50,000
Plumbing fixtures & sanitary capacity upgrades	\$50,000
ICC 500 tornado-rated door(s) & hardware (12,000 each)	\$36,000
Testing & special inspections allowance	\$18,000
Option 2 Specific	
Selective demo + hardening tie-in to existing (Cat 5)	\$620,000
Two hardened access points (stairs/landings mods)	\$90,000
MEP reconfiguration/controls integration	\$80,000
Subtotals	
Subtotal (direct construction + allowances)	\$1,854,000
Soft costs (A/E, permitting, 3rd-party)	\$161,146
Contractor Overhead and Profit	\$463,500
Planning reserve / contingency	\$400,000
Total	\$2,878,646

Considerations:

- Significantly challenging and costly from a structural standpoint, as a portion of the police station would need to be dismantled, hardened, and reconstructed to meet Category 5 hurricane requirements.
- From a functional perspective, this option provides adequate space for dormitories, bathrooms, and ample operational areas on the second floor with direct access from both parties.
- The existing generator and condensing units already have sufficient capacity for the EOC addition and would not require relocation.
- Multiple access points can be incorporated into the design and structurally integrated into the hardened addition to withstand storm conditions.

***This is not a recommended option because of the disruption to the existing buildings and the extensive structural work required of it.

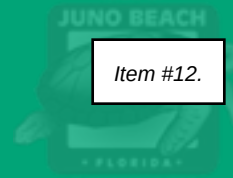
Option 3



Option 3 is a 1,200 square foot, two-story option located in the courtyard space and utilize a connected walkway between the two buildings as well as the existing stairs.

Occupant Load: (FBC Table 1004.5)	Egress Requirements: (FBC Tables 1006.2.1, 1006.3.2, and 1017.2)	Fire Separation: (FBC Table 508.4)	Storm Shelter: 2023 ICC 500 Section 502.3
1,200 SF/150 Gross = 8 occupants	One exit required, Max Travel 250 ft (to building exterior) Non-sprinkled, Maximum Common Path 75 ft (to egress)	Not required. (See Section 3 for Storm Shelter Requirements)	60 standing people Toilets required (2) Sinks required (1)

Option 3 (Cont.)



Item	Option 3
Base building (CMU, structure, interiors, MEP)	\$870,000
ICC 500 / P-361 hardening premium	\$150,000
Standing seam metal roof	\$30,000
Plumbing fixtures & sanitary capacity upgrades	\$60,000
ICC 500 tornado-rated door(s) & hardware (12,000 each)	\$36,000
Testing & special inspections allowance	\$18,000
Option 3 Specific	
Selective Demo	\$30,000
Enclose connecting walkway	\$80,000
Courtyard demo & hardscape/landscape restore	\$90,000
Enclose existing exterior stair	\$65,000
Subtotals	
Subtotal (direct construction + allowances)	\$1,429,000
Soft costs (A/E, permitting, 3rd-party)	\$168,744
Contractor Overhead and Profit	\$357,250
Planning reserve / contingency	\$236,242
Total	\$2,191,236

Considerations:

- Balanced solution between the two previous options.
- The primary drawback is that a portion of the courtyard, currently used for civic events, would need to be repurposed.
- The larger square footage accommodates a small dormitory area, conference/working space, and bathrooms, making this the most functional option.
- New stairs or egress components are not required, as the existing exterior stairs can be enclosed and integrated into the EOC.
- An added benefit is increased security for the building department side by preventing public access to the exterior walkway.

***This is the preferred option to satisfy all needs for a new EOC.

Emergency Operations Center

Item #12.

Minimum Requirements:

- Media/announcement room
- Conference room (serving 12 people)
- Bathrooms (as required by ICC 500)
- Dorms (6-8 beds available)
- Continuous Access
 - Water and sewage access
 - Generator
 - HVAC
 - Electrical
 - Network systems and data
- Storm Shelter Certified

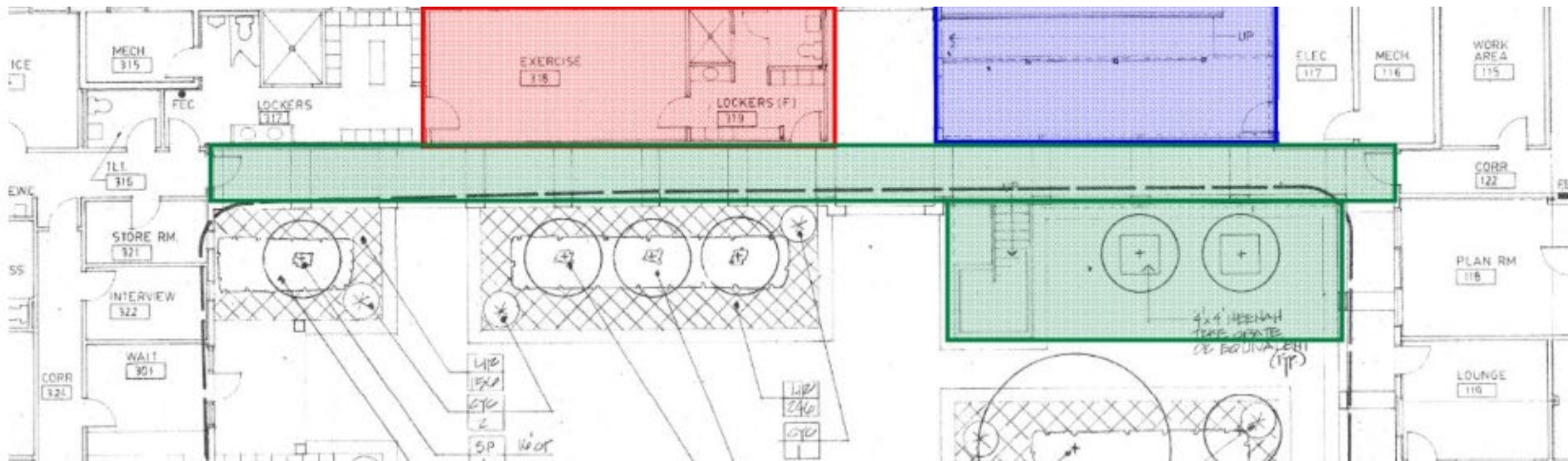


Comparisons and Q&A

Option 1: Lowest functionality and will cause disruption

Option 2: Highest cost and presents constructability concerns.

Option 3: Most functional, least disruptive, and simplest to achieve.



Civic, Business (B), Primary	Occupant Load: (FBC Table 1004.5)	Egress Requirements: (FBC Tables 1006.2.1, 1006.3.2, and 1017.2)	Fire Separation: (FBC Table 508.4)	Storm Shelter: 2023 ICC 500 Section 502.3	Estimate of Probable Costs:
Option 1 - Blue	476 SF/150 Gross = 4 occupants	One exit required, Max Travel 250 ft (to building exterior) Non-sprinkled, Maximum Common Path 75 ft (to egress)	Not required. (See Section 3 for Storm Shelter Requirements)	23 standing people	\$1,198,425
Option 2 - Red	1,040 SF/150 Gross = 7 occupants	One exit required, Max Travel 250 ft (to building exterior) Non-sprinkled, Maximum Common Path 75 ft (to egress)	Not required. (See Section 3 for Storm Shelter Requirements)	52 standing people	\$2,878,646
Option 3 - Green	1,200 SF/150 Gross = 8 occupants	One exit required, Max Travel 250 ft (to building exterior) Non-sprinkled, Maximum Common Path 75 ft (to egress)	Not required. (See Section 3 for Storm Shelter Requirements)	60 standing people	\$2,191,236



Town of
Juno Beach
Florida



Sierra Eades

Sierra.Eades@wginc.com





Meeting Name: Town Council Meeting
Meeting Date: April 22, 2026
Prepared By: Duncan Clark, Planning Technician
Item Title: Special Event Request: 2026 Nippers Surf Lifesaving Program

BACKGROUND:

Staff received a request for a special event by Kiara Herman, founder and director of Jupiter Surf Lifesaving, to hold a summer ocean awareness education program for existing club members on the beach area that is Southeast of Pelican Lake using JB-7. **This is the first time this applicant has made a request for such an event, and includes the use of public property.**

DISCUSSION:

The special event requested is a summer camp that focuses on building lifesaving skills, CPR/first aid fundamentals, and ocean safety knowledge in youth ages 5-14 through structured activities including rescue board paddling on small rescue boards, ocean swimming, and beach running. There are three separate weeks being requested for the following dates: June 15-19, July 20-24, and August 3-7, 2026. Each event will run Monday through Friday, from drop-off/check-in at 7:30 am through parent pick-up at 12:30 pm. Registration is limited to existing club members, and the anticipated attendance is between 15 to 20 participants with 3-5 employees. The public beach access (JB-7) is not requested to be closed during the event, as to not further disturb beach goers. Transportation to the event will be by privately owned vehicles of the attendees' parents; Kagan Park will be used for limited event staff parking and as an attendee drop-off lot with no parent parking permitted.

RECOMMENDATION:

Due to the event's proximity to residential properties, Staff recommends that the Town Council deny the request for the Special Event proposed in Juno Beach. Should the Town Council choose to approve the event, the applicant will be subject to all conditions and requirements of the application, including any additional agency reviews/approvals/fees.



TOWN OF JUNO BEACH
PLANNING AND ZONING DEPARTMENT
340 OCEAN DRIVE
JUNO BEACH, FL 33048
 PHONE 561.626.1122 • FAX 561.775.0812

For Official Use Only
 Date Stamp

Item #13.

Application for Off-Site Special Event

Note: The issuance of any Special Event permit from the Town of Juno Beach does not exempt the applicant from obtaining the appropriate Business Tax License (occupational license) and temporary liquor license from the State of Florida, Division of Alcoholic Beverages and Tobacco under Florida Statute, or, any other county or state required permits.

Fee Schedule:

<u>Event Type</u>	<u>Deadlines Application/ Obligations</u>	<u>Application Fee</u>	<u>Permit Fee*</u>	<u>Security Deposit</u>	<u>Deadline Late Fee</u>
Low-Impact (Up to 999 attendees)**	60/14 days prior to event	\$100	\$100/day	\$500	\$200
Medium-Impact (1000-4999 attendees)	120/45 days prior to event	\$200	\$500/day	\$1,000	\$400
High-Impact (5000+ attendees)	120/45 days prior to event	\$300	\$1,000/day	\$5,000	\$600

*Permit Fee will be determined by the Town Council for off-site events lasting 4 or more consecutive days.

**Low-Impact events consisting of 25 attendees or less will be approved administratively.

Notes: Please initial each item below to confirm your understanding:

KH _____ Application Fee is due at time of Application submittal and is not refundable. Deadline Late Fee (if applicable) is an additional charge and is not refundable.

KH _____ Applications are not approved, nor Permit granted, until applicant has received a "Letter of Approval" from the Planning and Zoning Department outlining obligations and fees.

KH _____ Permit Fees and Security Deposit are due 14/45 days prior to the event. These fees may be refunded if the event is canceled or postponed at least 7/14 days prior to the event date.

KH _____ After the event, Security Deposit, or a portion of, may be returned after an inspection is completed by Town Staff. The Town shall determine what portion of the Security Deposit may be returned.

KH _____ Failure to comply with restrictions imposed automatically forfeits the Security Deposit.

KH _____ Town Staff will determine if application will require additional conditions to be added or existing conditions modified, dependent upon each individual event.

KH _____ Failure to provide the required obligations, fees and deposits 14 or 45 days prior to the event date, as indicated above, will subject the applicant to the Late Fee and/or cancellation of event.

KH _____ Additional charges may apply for Police and/or Public Works services, Town Staff will determine what services are required. Please read Sections III and IV. Deadline for these fees are 14 or 45 days prior to the event date, as indicated above, subject to Late Fee and/or cancellation of event.

KH If it is determined that your event will require Police staff to be present, you must contact Extra Duty solutions in order to schedule the required Officers prior to your application being approved. Please note that the Extra Duty Solutions obligations shall be submitted 30 days prior to the event. Additional information on Extra Duty Solutions is provided in “Section III”.

KH If any road closures are proposed, attach maintenance of traffic (MOT) plan. The individual preparing the MOT must be certified by the Florida Department of Transportation (FDOT) or equivalent to prepare a MOT. The MOT plan is required 45 days prior to the event. Police Officers may be required to direct traffic, and if so, a fee will be assessed.

Section I Instructions for Applicant

1. Applicant shall complete Section II of this application. (Town Staff will review the Applicants submittal and complete other sections as required.)
2. Attach the following with this application:
 - a) Attach Application Fee, and Late Fee if applicable. (All fees are Payable to the Town of Juno Beach.)
 - b) Plot/Site Plan (drawing/sketch), showing the site upon which you are proposing your special event, identifying parking areas, adjacent roadways, existing structures, proposed (temporary) structures/items, road closures, barricades/fences, etc.;
 - c) Attach letter(s) of approval from all outside agencies: (i.e. Palm Beach County (PBC) Parks and Recreation, PBC-Traffic Division, PBC-Fire Rescue, Florida Department of Transportation, Department of Environmental Protection, Environmental Resources Management, Coast Guard, etc.)
 - d) Copy of current insurance certification(s) with the **Town of Juno Beach** listed as **“Additionally Insured” with a minimum amount of \$1,000,000.00 liability coverage**; (or state your ability to provide it with all other obligations).
 - e) Notarized Letter of approval from property owner(s).
 - f) Copy of Driver License.
3. Sign and date this application at the end of Section II.

Section II Required Information

▪ *Regarding the Applicant:*

Name of Applicant/Sponsor: Kiara Herman Phone: 2027051027

Email: kiaraherman4@gmail.com

Relationship to Organization Represented: Founder/Director

Address of Applicant/Sponsor: 19298 Gulfstream Drive Jupiter Florida 33469

Name, Address, Phone of Organization Represented: Jupiter Surf Lifesaving, Jupiter Beach park, 20270510
2027051027

Principal contact person on Event Day/Phone: Kiara - 2027051027

Alternate contact person on Event Day/Phone: _____
jamie- 443 306 6242

▪ ***Regarding the Subject Location (where the proposed special event is being requested):***

Address/Location: Any Beach access covered by your department

Name of Subdivision: _____

▪ ***Regarding the Special Event Specifics:***

Please describe the special event being requested: Jupiter Surf Life Saving (Nippers) is a water safety program
and ocean awareness education program for existing club members only. This is not a surf instruction camp — it focuses on building lifesaving skills, CPR/first aid fundamentals, and ocean safety knowledge in
youth ages 5–14 through structured activities including rescue board paddling on smaller rescue boards , ocean swimming, and beach running.
The program strengthens community preparedness by training the next generation of water-safe, fit young citizens. Registratio

Indicate roadway(s) to be closed: NA

Indicate if amusement rides (type/quantity) are part of the event: NA

Indicate if alcohol will be served at the event and who will serve: NA

Indicate types of equipment, tents, trailers or other temporary structures that will be part of the event: Boards, Shade Tent

Number of employees/volunteers working the event: 3-5

Number of anticipated attendees for the event: 15-20

Length of time proposed for the event to take place, including set-up and tear down, (dates/times): June 15–19, July 20–24, and August 3–7. Time 8am-1pm

■ ***Regarding other Town Services:***

If Police and/or Public Works services are being requested, please indicate your anticipated duties: *(Regardless of your anticipated need, Town staff may determine that Police and/or Public Works services are required for your event, refer to letter of approval):*

NA

■ ***Please initial each line to confirm attachments:***

KH Application Fee, and Late Fee, if applicable. (Payable to Town of Juno Beach)

Plot/Site Plan

KH Outside agency letter(s) of approval

KH Insurance Certificate

Notarized Letter from property owner

KH Copy of Driver License

Indicate items not submitted and reasons for non-submittal:Plot/Site plan not required for my program

Hold Harmless Agreement:

In accordance with the Town of Juno Beach Code of Ordinances, in permitting any special event, the applicant shall meet all requirements set forth in Chapter 34 and is subject to Town Council approval. In addition, Town Staff shall prescribe appropriate conditions and safeguards and obligations and fees as required.

By submittal of this application, the sponsor agrees to indemnify and hold harmless the Town of Juno Beach, its officers, employees and agents from and against all loss, costs, expenses, including attorney's fees, claims, suits and judgments, whatsoever in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by sponsor, its officers, employees, and agents under any of the terms of this Special Event Application.

If any unforeseen circumstance(s) occur and/or the sponsor fails to meet the requirements the Town has set forth, the Town Manager or Police Chief shall have the right to cancel or stop the event either before commencement of the event and/or during the event.

Applications are not approved, nor Permit granted, until applicant has received a “Letter of Approval” from the Planning and Zoning Director outlining obligations and fees.

Applicant/Sponsor Signature

30 March 2026

Date

KIARA HERMAN

Print Name**Office Use Only:**

Received By

Date (Please Date Stamp)

Section III Police Department-Special Event Requirements



The following are additional obligations your organization may have to meet.

To schedule the required Police Officers for your event please visit Extra Duty Solutions at <https://portal.extradutysolutions.com> to submit your request, if this is your first time using the Extra Duty Solutions customer portal please register as a new customer. You can also reach our Extra Duty Solutions account team at 561-437-4499 or JunoBeachFL@extradutysolutions.com. As part of the Special Event review process the Police Department may impose fees for services as deemed appropriate for the type and impact of the proposed event. The Police Department may schedule a meeting to review the event specifics and Police Operational or Action Plan as determined by the Town. Items reviewed in the Plan include, but are limited to, the following:

- Operations Command Post needs, Incident Management;
- Traffic Control Plan, Road Closures, Parking Plan, Event Route management;
- Staffing needs, Day and Night patrol, Coordination with other agencies;
- Vendor setup and security;
- Attendee/Pedestrian access, security, monitoring and control;
- Equipment needs motorized and non-motorized, Communications;
- Providing of adequate volunteers, Volunteer meeting(s) with Police representative prior to, or on event day(s);
- The Principal of the event shall remain accessible to the Police Supervisor at all times during the event to provide necessary event management and control.

The Police Department will attempt to place officers during the requested dates and hours. Because of unforeseen circumstances, this application may not be filled when requested. Juno Beach Police Officers will not work in the capacity of a “bouncer” at a bar or other establishment where alcohol is served.

Rates

Regular Staff - \$35.00

Officer - \$68.94

Supervisor (if required) - \$80.43

(Rates are subject to a \$15.00 an hour premium on Town designated Holidays.)

**An additional 10% scheduling fee will apply to all police department pay rates*

- ***THERE IS A THREE (3)-HOUR MINIMUM FOR ALL EXTRA-DUTY EMPLOYMENT.***
- ***IF MORE THAN THREE (3) OFFICERS ARE REQUIRED FOR THE EVENT, A SUPERVISOR IS REQUIRED.***
- ***ALL CANCELLATIONS OF POLICE SERVICES MUST BE MADE 48-HOURS IN ADVANCE OR A THREE (3)-HOUR, PER OFFICER CHARGE WILL BE FORFEITED.***

Office Use Only:

_____ Officers @ \$68.94/hour: total of _____ hours = \$ _____
 _____ Supervisors @ \$80.43/hour: total of _____ hours = \$ _____
 Additional Fee(s): _____ \$ _____

Payment Due Date: _____ Total Amount Due: \$ _____ Payment Received: Y / N

**** Payment shall be received no later than 14/45 days prior to event date, as indicated in Fee Schedule.***

Reviewed By: _____

Approved by Police Chief/Designee: _____

Section IV Public Works Department-Special Event Requirements

As part of the Special Event review process the Public Works Department may impose fees for services as deemed appropriate for the type and impact of the proposed event.

Public Works services include, but are not limited to, the following:

- Delivery, set-up and removal of traffic or parking control devices including portable message boards, barricades, signs, stakes, traffic cones and/or any other devices requested by the Town's Police Department.
- Random event site inspections to insure the Applicant removes trash/litter or debris from the event site as needed. Event usage area final inspection of public properties to insure adequate cleaning at event's end/closing and prior to release of security deposits, if applicable.
- Public Works staff time to clean, remove and dispose of any and all residual debris, trash or to repair damaged property incurred by the Applicant or Applicant's agents on the event site public property.

Rates

<i>Regular Staff</i>	<i>\$35.00</i>
<i>Supervisor (if required)</i>	<i>\$45.00</i>

- ***THERE IS A THREE (3)-HOUR MINIMUM FOR ALL EXTRA-DUTY EMPLOYMENT.***
- ***IF MORE THAN THREE (3) STAFF MEMBERS ARE REQUIRED FOR THE EVENT, A SUPERVISOR IS REQUIRED.***
- ***ALL CANCELLATIONS OF PUBLIC WORKS SERVICES MUST BE MADE 48-HOURS IN ADVANCED OR A THREE (3)-HOUR, PER STAFF MEMBER CHARGE WILL BE FORFEITED. PLEASE CONTACT FDAVILA@JUNO-BEACH.FL.US AND SHALLOCK@JUNO-BEACH.FL.US.***

Office Use Only:

_____ Regular Staff @ \$35.00/hour: total of _____ hours = \$ _____
 _____ Supervisors @ \$45.00/hour: total of _____ hours = \$ _____

Payment Due Date: _____ Total Amount Due: \$ _____ Payment Received: Y / N

**** Payment shall be received no later than 14/45 days prior to event date, as indicated in Fee Schedule.***

Reviewed By: _____

Approved by Director of Public Works/Designee: _____

Section V <u>Application Review</u>
--

Director of Planning & Zoning	Date
Police Chief	Date
Public Works Director	Date
Project/Risk Manager	Date
Finance Director	Date
Town Manager	Date

Section VI <u>Post Event Inspection and Security Deposit Status</u>
--

Post event Comments, Issues List and recommended Security Deposit withheld:

*		<i>Amount and Date Returned of the Security Deposit.</i>
	<i>Amount Date</i>	

Director of Planning & Zoning	Date
Police Chief	Date
Public Works Director	Date
Project/Risk Manager	Date
Finance Director	Date
Town Manager	Date

RUN OF EVENT

Junior Surf Life Saving Program (Nippers)

Summer 2026 — Juno Beach, Florida
Water Safety & Ocean Awareness Education Program

Exclusive to Current Year-Round Club Members

Ages 5 – 14

EVENT OVERVIEW

Event Name	Junior Surf Life Saving Program (Nippers)
Program Type	Water Safety & Ocean Awareness Education
Ages	5 – 14 years old
Eligibility	Current year-round club members ONLY (not open to general public)
Hours	7:30 AM – 12:30 PM (Half Day)
Location	Juno Beach, FL

PROGRAM DESCRIPTION

The Junior Surf Life Saving program, known internationally as "Nippers," is a structured water safety and ocean awareness education initiative designed for youth ages 5–14 who are existing year-round members of our surf lifesaving club. This program is not open to the general public and registration is restricted exclusively to current club members.

Rooted in the global Surf Life Saving movement — which originated in Australia over a century ago and now operates in more than 100 countries — the Nippers program is fundamentally an education and safety program, not a recreational surf camp. Its core mission is to develop ocean-competent, physically prepared, and safety-conscious young people who understand how to recognize and respond to aquatic hazards.

This program directly benefits the Juno Beach community by cultivating a generation of young people who are not only safer in and around the ocean themselves, but who are equipped with the awareness and foundational skills to assist others in aquatic emergencies. It strengthens our community's overall water safety culture and reduces preventable drowning risk among local youth.

PROGRAM DATES — SUMMER 2026

Session	Dates	Days	Window
Session 1	June 15 – 19, 2026	Monday – Friday	June (Low Beach Camp Competition)
Session 2	July 20 – 24, 2026	Monday – Friday	July (Moderate Gap – No Surf Camps Running)
Session 3	August 3 – 7, 2026	Monday – Friday	August (Lowest Competition All Summer)

Note: Each session runs for 5 consecutive days (Monday–Friday). Participants may register for one, two, or all three sessions.

CORE ACTIVITIES

Program activities are built around the three pillars of surf lifesaving:

1. Rescue Board Paddling

Teaches participants to navigate open water on a rescue board, developing balance, endurance, and the foundational skills used in real-world surf rescues. Participants learn how to paddle through breaking waves, maintain control in currents, and approach a distressed swimmer safely.

2. Ocean Swimming

Develops water confidence, breath control, and the ability to swim effectively in open-water conditions including surf, currents, and varying visibility. Participants learn to read ocean conditions, identify rip currents, and understand how to escape them.

3. Beach Running

Builds cardiovascular fitness, sprint speed, and the endurance required for emergency beach response. Participants practice soft-sand running techniques and simulated rescue sprint scenarios.

ADDITIONAL EDUCATION COMPONENTS

- Age-appropriate CPR and first aid fundamentals
- Ocean hazard identification and avoidance
- Sun and heat safety awareness
- Environmental stewardship of coastal ecosystems
- Rip current recognition and escape techniques
- Beach flags and situational awareness games

DAILY RUN OF EVENT — TYPICAL DAY SCHEDULE

Time	Activity	Details
7:30 AM – 8:00 AM	Check-in & Sunscreen Station	Parent drop-off, sign-in, sunscreen application, gear distribution
8:00 AM – 8:15 AM	Morning Muster & Safety Briefing	Roll call, ocean conditions report, daily safety briefing, group assignments
8:15 AM – 9:15 AM	Ocean Swimming Session	Warm-up, guided open-water swim drills, rip current identification & escape technique education, breath control exercises
9:15 AM – 9:30 AM	Water & Rest Break	Hydration, shade rotation
9:30 AM – 10:30 AM	Rescue Board Paddling	Board handling, paddling technique through surf, rescue approach drills, simulated victim pickup exercises
10:30 AM – 10:45 AM	Snack & Hydration Break	Provided snack station or personal snacks, shade rest
10:45 AM – 11:30 AM	Beach Running & Fitness	Soft-sand sprint drills, beach flags, endurance runs, simulated rescue sprint scenarios
11:30 AM – 12:00 PM	Water Safety Education	Age-appropriate CPR & first aid fundamentals, ocean hazard identification, sun & heat safety, environmental stewardship
12:00 PM – 12:15 PM	Cool-Down & Debrief	Group debrief, skill recap, recognition of daily achievements
12:15 PM – 12:30 PM	Parent Pick-Up	Supervised dismissal, parent sign-out

Note: Schedule may be adjusted based on ocean conditions, weather, and participant age group. Safety is the top priority at all times. In the event of lightning or unsafe ocean conditions, activities will be modified or moved to a shaded area for land-based safety education.

SAFETY & SUPERVISION

- All sessions led by certified surf lifesaving instructors with CPR & FIRST AID CERT
- Supported by trained club volunteers maintaining strong supervision ratios (1:5)
- Participants grouped by age and ability for developmentally appropriate instruction
- First aid kit and emergency action plan on-site at all times
- Daily ocean conditions assessment before any water activity
- Weather-dependent activity modifications as needed

REGISTRATION & ELIGIBILITY

Registration for the Summer 2026 Nippers program is open exclusively to current year-round club members. This program is not advertised to or open to the general public. Participants must hold an active club membership at the time of registration.

Families may register for one, two, or all three sessions based on availability. Spots are limited and filled on a first-come, first-served basis among eligible club members.

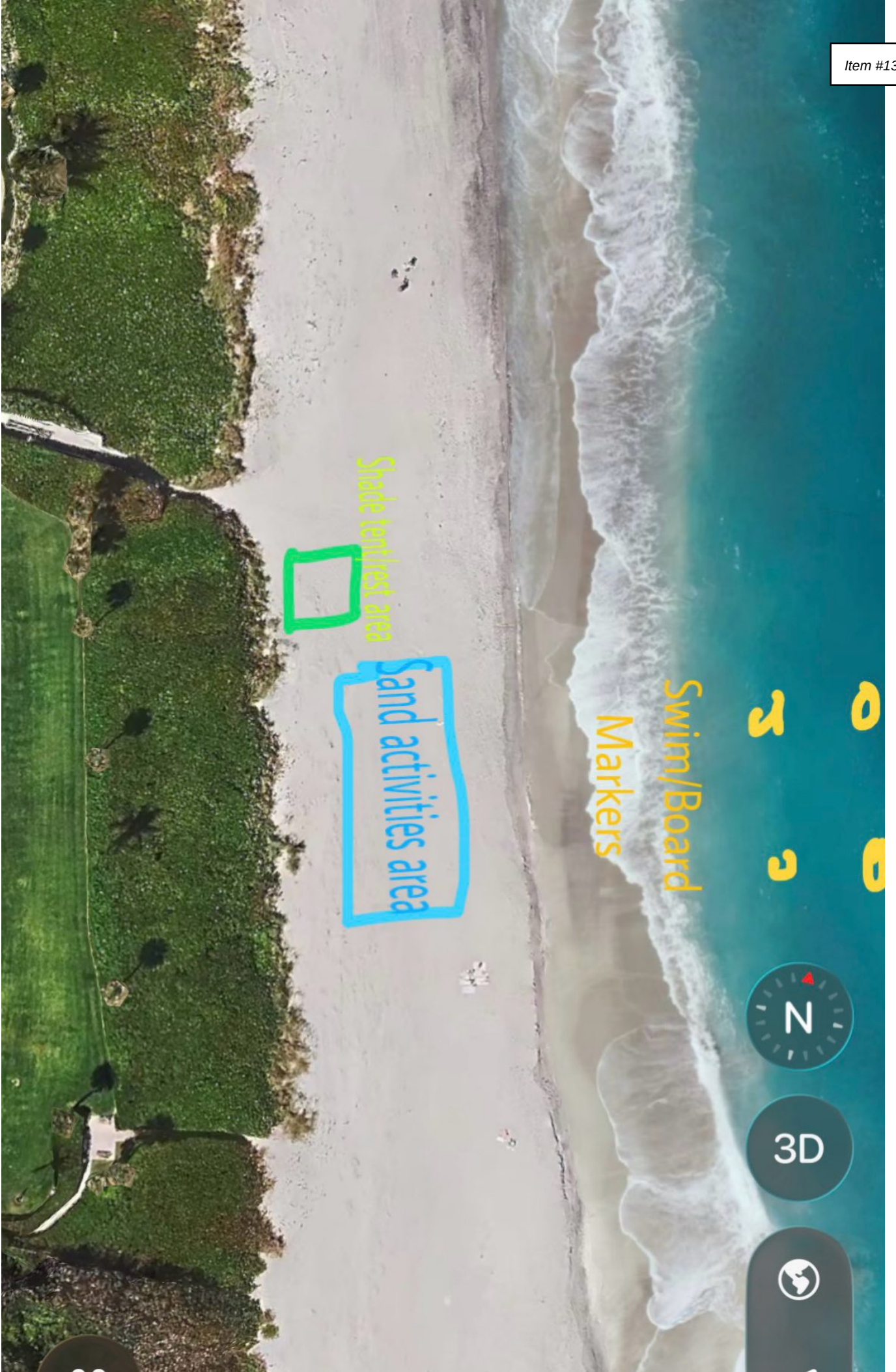
COMMUNITY BENEFIT STATEMENT

The Nippers program directly benefits the Juno Beach community by:

- Training water-safe, rescue-ready young citizens who can recognize and respond to ocean hazards
- Strengthening community preparedness and overall water safety culture
- Reducing preventable drowning risk among local youth through education
- Promoting environmental stewardship and respect for coastal ecosystems
- Building physical fitness, confidence, and teamwork in youth ages 5–14

This is not a recreational surf camp. This is a water safety education program.





Swim/Board
Markers

Shade tent/rest area

Sand activities area

Coaches parking - 3-4 cars
Meeting/drop off point



Kagan Park

3D



Parking & Traffic Management Plan

Celestial Way Beach Access – Juno Beach, FL

Program: Youth Surf Lifesaving Camp (Max 20 Participants)

1. Zero Street Parking Policy

No parents, participants, or staff associated with the program will park on Ocean Drive or any surrounding residential streets at any time. This policy applies during drop-off, pick-up, and throughout the duration of each session. The zero street parking policy will be communicated in writing to all families and staff prior to the first day of the program and reinforced verbally at the start of each session.

2. Controlled Drop-Off & Pick-Up System

Parents will utilize the Kagan Park parking lot as the drop-off and pick-up location. A designated coach will be stationed at the drop-off point to facilitate quick and orderly transitions. The same controlled loop procedure will be used for pick-up at the end of each session.

3. Coach Parking – Kagan Park, Celestial Way

All program coaches will park at the **Kagan Park parking lot, located at 10 Celestial Way, Juno Beach, FL 33408**. There will be a maximum of **3–4 coach vehicles** parked in the lot on any given session day. Kagan Park is a Town of Juno Beach public park situated directly adjacent to the Celestial Way beach access. The park features a dedicated free public parking lot and is open from sunrise to sunset. Coaches will walk from the Kagan Park lot to the beach access point — a distance of approximately one minute on foot. Coaches will arrive and park before participant drop-off begins to ensure their vehicles are in place before any families arrive. With only 3–4 vehicles, the program's use of the lot will have minimal impact on parking availability for other park visitors.

4. Overflow / Backup Parking – Loggerhead Park

In the event that the Kagan Park lot has limited availability due to other community use, coaches will utilize **Loggerhead Park, located at 14200 U.S. Highway 1, Juno Beach, FL 33408**, as a backup parking location. Loggerhead Park is a 17-acre Palm Beach County park with a large free public parking lot that services the Loggerhead Marinelife Center, beach access, playground, nature trails, and picnic areas. The lot offers significantly more capacity than needed for 3–4 coach vehicles and is located approximately 1 mile south of the Celestial Way beach access. Coaches using the Loggerhead Park lot will carpool to the beach access or arrange transportation in advance. Under no circumstances will coaches redirect to residential street parking if either lot is full — the program will reduce operations or postpone the session instead.

5. Program Size & Participant Limits

The program is strictly limited to a maximum of **20 participants** per session. This cap is designed to minimize traffic impact on the surrounding neighborhood, ensure efficient and rapid drop-off and pick-up, and maintain a safe, controlled environment at the beach access point.

6. Staggered Arrival & Departure Windows

Arrival and departure times will be staggered in small groups to prevent any traffic congestion on Celestial Way. Drop-off and pick-up windows will be structured so that no more than a few vehicles arrive or depart at the same time. Specific time slots will be assigned to families and communicated in advance.

7. Parent Guidelines & Pre-Program Communication

All families will receive a detailed information packet before the program begins. This packet will include the complete parking and traffic management plan, a map showing the drop-off loop and designated parking areas (Kagan Park for coaches and Loggerhead Park as backup), assigned arrival and departure time slots, and a signed acknowledgment form confirming that the family understands and agrees to comply with the zero street parking policy. Parents are instructed to drop off and leave immediately. No gathering, waiting, or socializing is permitted at the beach access point or anywhere on Celestial Way.

8. On-Site Monitoring & Enforcement

A designated coach will actively monitor the drop-off and pick-up zone and the surrounding streets during all arrival and departure windows. Any violations of the parking policy — by coaches, parents, or participants — will be addressed immediately. Repeat violations by a family will result in removal from the program.

9. Contingency Plan

If any traffic congestion or parking issues occur at any point during the program, adjustments will be made immediately. Contingency measures include: modifying drop-off and pick-up procedures, further staggering arrival and departure times, reducing the group size for subsequent sessions, redirecting all coach parking to Loggerhead Park, and adding additional staff to direct traffic. If issues cannot be resolved promptly, the session will be paused or cancelled to protect the neighborhood from any disruption.

10. Community Communication

The program will maintain open and responsive communication with the surrounding community. If any resident has a concern regarding traffic, parking, noise, or any other aspect of the program's operations, the program director will respond promptly and make any necessary adjustments. Contact information for the program director will be made available to the Town and to neighboring residents upon request.

Goal: This plan ensures zero impact on residential parking and minimal traffic disruption while maintaining a safe and organized program. Coach parking is limited to 3–4 vehicles at the Kagan Park lot on Celestial Way (primary) with Loggerhead Park available as a backup. No vehicles associated with the program will park on any residential street at any time.

Prepared for the Town of Juno Beach Permit Committee



Meeting Name: Town Council Meeting
Meeting Date: April 22, 2026
Prepared By: Gemma Torcivia, Esq., Town Attorney
Item Title: ORDINANCE NUMBER 795

ORDINANCE NO. 795 AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA, AMENDING DIVISION 4, "SITE PLAN AND APPEARANCE REVIEW," OF ARTICLE II, "ADMINISTRATION AND ENFORCEMENT," OF CHAPTER 34, "ZONING" OF THE TOWN CODE OF ORDINANCES TO PROVIDE FOR ADMINISTRATIVE REVIEW AND APPROVAL OF APPEARANCE FOR SINGLE FAMILY DWELLINGS; AND CLARIFYING COMPLIANCE OF APPEARANCE REVIEW WITH FLORIDA LAW; PROVIDING FOR CONFLICTS, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

REQUESTED ACTION:

Conduct a public hearing and consider approval or denial of Ordinance No. 795.

BACKGROUND:

As directed by Town Council at the March 25, 2026 Town Council meeting, Ordinance 795 is being re-noticed.

Florida Statutes, 166.041, requires proper public notice before adopting an ordinance. Florida Statutes, 50.0311, allows website notice instead of newspaper notice. In 2024, the Town of Juno Beach began placing some of its required public notices on the Palm Beach County website for public notices instead of in a newspaper of general circulation. Florida Statutes, 50.0311 requires an annual notice published in a newspaper of general circulation directing the public to the web location of the Town's public notices (in the case of the Town, on the Palm Beach County website for public notices). In 2025, the annual notice was inadvertently not run in a newspaper of general circulation in accordance with Florida Statutes, 50.0311. As the original public notice for Ordinance 795 was advertised in December 2025 on the Palm Beach County website for public notices, the ordinance is being re-noticed for public hearing.

PLANNING AND ZONING BOARD:

On April 6, 2026, the Planning and Zoning Board held a public hearing on Ordinance 795 and voted 5-0 to recommend the Town Council deny Ordinance No. 795.

RECOMMENDATION:

At this time, Staff recommends the Town Council hold a public hearing and consider approval or denial of Ordinance No. 795, at first reading.



Meeting Name: Town Council Meeting
Meeting Date: January 28, 2026
Prepared By: Zackery Good, Town Attorney
Item Title: ORDINANCE NO. 795

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA, AMENDING DIVISION 4, "SITE PLAN AND APPEARANCE REVIEW," OF ARTICLE II, "ADMINISTRATION AND ENFORCEMENT," OF CHAPTER 34, "ZONING" OF THE TOWN CODE OF ORDINANCES TO PROVIDE FOR ADMINISTRATIVE REVIEW AND APPROVAL OF APPEARANCE FOR SINGLE FAMILY DWELLINGS; AND CLARIFYING COMPLIANCE OF APPEARANCE REVIEW WITH FLORIDA LAW; PROVIDING FOR CONFLICTS, SEVERABILITY, CODIFICATION AND AN EFFECTIVE DATE.

REQUESTED ACTION:

Hold a public hearing (first reading) and consider adoption of Ordinance No. 795, amending Section 34-116, Town Code of Ordinances to:

1. Provide for administrative review and approval of single-family and two-family site plans and appearance.
2. Clarify compliance with Florida Statutes related to consideration of building design elements by administrative staff.
3. Remove size, mass, bulk, scale, and proportion from consideration as part of appearance review for single-family and two-family dwellings.

BACKGROUND AND LEGAL ANALYSIS:

At its May 28, 2025 meeting, the Town Council directed Staff to revise the Zoning Code to continue enforcement of harmony review for single-family dwellings while complying with state-law preemptions related to the regulation of building design elements. That direction included:

- Removing architectural review of single-family and two-family dwellings from the appearance review criteria;
- Creating a Zoning in Progress to allow time for comprehensive Code revisions;

- Removing appearance review for single-family dwellings;
- Returning review authority for single-family dwellings from the Planning and Zoning Board (acting as the Appearance Review Board) to administrative staff;
- Revising harmony comparison language; and
- Exploring additional base-zoning tools to promote harmony.

Subsequently and shortly thereafter, on June 26, 2025, the Governor of Florida signed Senate Bill 180 into law. Because Palm Beach County is included in a federal disaster declaration, the Town of Juno Beach is restricted until October 1, 2027, from adopting land development regulations or review procedures that are more restrictive or burdensome.

As a result, certain Council-directed zoning changes—such as increased setbacks, second-story floor area limitations, and expanded open-space requirements—are now legally constrained by Florida Statutes that preempt local government and could expose the Town to litigation risk as a result of the actions of Senate Bill 180.

However, Senate Bill 180 does not prohibit actions that are considered less restrictive, including:

- Removal of architectural and appearance review for single-family dwellings; and
- Assignment of such review to administrative staff.

The Town of Juno Beach has prior existing appearance review regulations in its Code of Ordinances.

The Town's existing appearance review regulations for single-family dwellings were adopted prior to August 1, 2024, dating as far back as 1984 according to historical Town records, and therefore are not invalidated by Senate Bill 180. Under current Code provisions, single-family dwellings are subject to Planning and Zoning Board review pursuant to Section 34-116, which includes harmony-based criteria.

To ensure consistency and transparency in applying these criteria, Staff developed internal analytical tools to evaluate bulk, mass, scale, and proportion. These tools are not codified but were implemented to reduce subjectivity and mitigate legal risk.

Prior legal counsel for the Town of Juno Beach provided the Town Council with a legal memorandum addressing potential challenges associated with the Town's harmony and appearance criteria. Key considerations included:

1. Whether Harmony and Appearance Review are Void for Vagueness

No. An ordinance is unconstitutionally vague only if it fails to provide a person of ordinary intelligence fair notice of what is prohibited or lacks definite standards applicable to similarly situated persons. *See Jones v. Williams Pawn & Gun, Inc.*, 800 So. 2d 267, 270 (Fla. 4th DCA 2001), *rev. denied*, 821 So. 2d 305 (Fla. 2002).

2. Whether Harmony and Appearance Review Violates Constitutional Equal Protection

No. Equal protection challenges in the zoning context are difficult to sustain and require proof that a facially neutral ordinance was applied unequally for a discriminatory purpose. *See Burns v. Town of Palm Beach*, 343 F.Supp.3d 1258, 1272 (S.D. Fla. 2018)

3. Whether Harmony and Appearance Review Provide Unbridled Discretion

No. Courts have held that zoning regulations are not impermissibly vague merely because they involve judgment or discretion, provided the ordinance includes sufficient criteria to guide decision-making and prevent arbitrary enforcement. Relevant case law has upheld similar appearance and architectural review standards where parameters constrain discretion and provide meaningful guidance.

In summary, while the Town's current harmony criteria are inherently subjective, courts have consistently recognized that subjectivity alone does not render a zoning ordinance unconstitutional where sufficient guiding standards exist.

The Town's existing appearance review regulations stand on relatively firm legal ground under the Town's home-rule police powers to regulate the health, safety, and welfare of the community in conjunction with existing Florida case law. However, adoption of more stringent or restrictive standards at this time may conflict with Senate Bill 180.

If the Town Council elects to continue enforcing appearance review criteria, options previously discussed include:

- Establishing a formal Design or Appearance Review Board with members experienced in architecture, planning, or real estate;
- Codifying review authority in a designated board or the Town Council, consistent with historical practice dating back to the Appearance Review Board created in 1984; and
- Continuing Staff analysis guided by the plain language of the Zoning Code.

Furthermore, if the Town were to continue enforcing its appearance review criteria, it could codify a provision specifically designating the Town Council or other constituted Town Board, such as the prior Appearance Review Board from 1984 which, as a practical matter, was absorbed into the Planning and Zoning Board upon its creation through recodification, but which has not been specifically repealed and is technically an active board legally, to review these decisions.

Absent the adoption of updated regulations by the Town Council, Town Staff could continue to analyze the square footage and floor area ratio of structures within the comparison area when formulating its recommendations as to bulk, mass, and scale, but should avoid the adoption of strict formulas in applying the harmony criteria. In accordance with the case law cited above, Staff recommendations should be guided by the application of the actual words used in the Town's Zoning Code.

TOWN COUNCIL DIRECTION:

At the November 12, 2025, Town Council Meeting, the Town Council approved a six-part motion to:

1. Create an ordinance that amends the Zoning Code to return appearance review for single family detached homes to the Town Planning & Zoning Department and removes it from the responsibilities of the Planning & Zoning Board;
2. Create an ordinance that adds clarifying language to our Zoning Code stating the original intent is to be followed when judging Harmony for single family homes, which is that the Harmony requirements adopted in 1992 restricted the Appearance of a proposed home (no castles or domes), but not the size, mass, bulk, scale, or proportion of the home;
3. Publicize the existing zoning code restrictions on house sizes by the height and lot coverage limits, and minimum setbacks listed for the various zoning districts;
4. Publicize that the existing harmony definition and statements in our code regarding aesthetically pleasing buildings, etc. are informational regarding the intent of town codes, but not enforceable requirements;
5. Create an ordinance that revises the architecture requirements in our zoning code to clarify that "building design elements" are not to be used in staff decision making as to whether a proposed single family detached home is acceptable; and
6. Continue with current plans to encourage voluntary compliance with the town's preferred architectural styles such as with the Pattern Book now being produced.

The Town Attorney's Office has subsequently worked with Town Staff to draft the attached Ordinance No. 795 amending Section 34-116, Town Code of Ordinances to:

1. Provide for administrative review and approval of single-family and two-family site plans and appearance.
2. Clarify compliance with Florida Statutes related to consideration of building design elements by administrative staff.
3. Remove size, mass, bulk, scale, and proportion from consideration as part of appearance review for single-family and two-family dwellings.

The foregoing amendments are pursuant to parts one, two, and five of the Town Council's November 12, 2025, motion.

PLANNING AND ZONING BOARD:

The Planning and Zoning Board held a public hearing on January 5, 2026, and have recommended that the Town Council approve Ordinance No. 795.

RECOMMENDATION:

At this time, Staff recommends the Town Council hold a public hearing and consider adoption of Ordinance No. 795, at first reading.

TOWN OF JUNO BEACH, FLORIDA

ORDINANCE NO. 795

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA, AMENDING DIVISION 4, "SITE PLAN AND APPEARANCE REVIEW," OF ARTICLE II, "ADMINISTRATION AND ENFORCEMENT," OF CHAPTER 34, "ZONING" OF THE TOWN CODE OF ORDINANCES TO PROVIDE FOR ADMINISTRATIVE REVIEW AND APPROVAL OF APPEARANCE FOR SINGLE FAMILY DWELLINGS; AND CLARIFYING COMPLIANCE OF APPEARANCE REVIEW WITH FLORIDA LAW; PROVIDING FOR CONFLICTS, SEVERABILITY, CODIFICATION AND AN EFFECTIVE DATE.

WHEREAS, Article VIII of the State Constitution and Chapter 166, Florida Statutes provide that municipalities shall have the governmental, corporate, and proprietary powers to enable them to conduct municipal government, perform municipal functions, and render municipal services, and may exercise any power for municipal purposes, except when expressly prohibited by law; and

WHEREAS, the Town Council of the Town of Juno Beach, Florida as the governing body, pursuant to the authority vested in Chapter 163 and Chapter 166, Florida Statutes, is authorized and empowered to consider changes to its land development regulations; and

WHEREAS, Section 163.3202(5)(a), Florida Statutes, prohibits a municipality from applying land development regulations relating to building design elements, as defined therein, to a single-family or two-family dwelling, subject to certain exceptions set forth therein; and

WHEREAS, the Town Council wishes to amend Division 4, "Site Plan and Appearance Review," of Article II, "Administration and Enforcement," of Chapter 34, "Zoning," of the Town Code of Ordinances by recognizing the existence of Section 163,3202(5)(a), Florida Statutes, and the preemption contained therein without exempting single-family and two-family dwellings from appearance, including architectural, review; and

WHEREAS, the Town Council wishes to further amend Division 4, "Site Plan and Appearance Review," of Article II, "Administration and Enforcement," or Chapter 34, "Zoning," of the Town Code of Ordinances by modifying appearance review of single-family dwellings to be subject to administrative review and approval by the Planning and Zoning Director or designee rather than requiring a public hearing before the Planning and Zoning Board; and

1 WHEREAS, the Town's Planning and Zoning Board, as the Local Planning
2 Agency, has conducted a public hearing on this Ordinance and provided its
3 recommendation to the Town Council; and
4

5 WHEREAS, the Town Council has determined that adoption of this Ordinance is
6 in the best interests of the general welfare of the Town of Juno Beach.
7

8 NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE
9 TOWN OF JUNO BEACH, FLORIDA as follows:
10

11 **Section 1.** The foregoing "Whereas" clauses are hereby ratified as true and
12 correct and are incorporated herein.
13

14 **Section 2.** The Town Council hereby amends Division 4, "Site Plan and
15 Appearance Review," of Article II, "Administration and Enforcement," or Chapter 34,
16 "Zoning," of the Town Code of Ordinances is hereby amended as set forth below. For
17 purposes of this Ordinance, underlined type shall constitute additions to the original text,
18 *** shall constitute ellipses to the original text and ~~striketrough~~ shall constitute
19 deletions to the original text.
20

21 **Sec. 34-116. Required; criteria.**
22

23 No construction or clearing of land may begin in any district prior to review and approval
24 of the site plan and appearance. The review shall consist of:
25

- 26 (1) Consideration of the application by the development review committee (DRC),
27 which may recommend approval, denial, or approval with modifications and/or
28 conditions;
29
- 30 (2) Consideration of the application by the town planning and zoning board, which
31 may recommend approval, denial, or approval with modifications and/or
32 conditions; and
33
- 34 (3) Final review and approval or denial, or approval with modifications by the town
35 council. Single-family detached dwellings not located within an approved
36 planned unit development shall be subject to appearance review and
37 approval or denial, or approval with modifications by the town planning and
38 zoning ~~board~~ director or designee, with site plan review by the town planning
39 and zoning department director or designee. Single-family dwellings within an
40 approved planned unit development shall be subject to site plan and
41 appearance review and approval only by the town planning and zoning
42 department director or designee in accordance with the established design
43 criteria. The criteria to be used in this review shall be to ascertain that the
44 proposed site plan for new development meets the following criteria:
45

46 ***

b. Appearance review criteria.

1. Is of an architectural style representative of or reflecting the vernacular of Old Florida style which is indigenous to the town and which is commonly known and identified by its late Victorian (Key West Cracker), Spanish revival (Mediterranean), Modern (early to mid-20th century), or combination thereof style of architecture. Summarized briefly, common features of the vernacular of Old Florida style that identify the Victorian (Key West Cracker), and Spanish revival (Mediterranean) architectural style include wood or concrete block with stucco siding; simple pitched roofs; tile, metal, or asphalt roofs; ornate details such as but not limited to exposed soffits, individualized vent and louver shapes, reliefs, and detailed window and door treatments; lush landscaping with private yards; and use of porches, balconies and patios. Common features of the vernacular of Old Florida Style that identify the Modern (early to mid-20th century) architectural style include clean geometric lines, often at right angles; an emphasis on function; materials such as glass, steel, iron, and concrete; and the use of natural light through large and expansive windows. The aforementioned architectural styles and building design elements shall be considered preferred, but not required when conducting review for approvals of single-family or two-family dwellings.

2. Is of a design and proportion which enhances and is in harmony with the area. The concept of harmony shall not imply that buildings must look alike or be of the same style. Harmony can be achieved through the proper consideration of setback, scale, mass, bulk, proportion, overall height, orientation, site planning, landscaping, materials, and architectural components including but not limited to porches, roof types, fenestration, entrances, and stylistic expression. For the purpose of this section, the comparison of harmony between buildings shall consider the preponderance of buildings or structures within 300 feet from the proposed site of the same zoning district. With respect to the review of single-family dwellings and two-family dwellings, size, mass, bulk, scale, and proportion of the structure is not to be considered in making a determination of whether the proposed dwelling is in harmony with the surrounding properties. The aforementioned architectural standards shall be considered preferred, but not required, when conducting review for approvals of single-family and two-family dwellings.

3. Elevator and stairwell shafts and other modern operations and features of a building shall be either completely concealed or

1 shall incorporate the elements of the architectural style of the
2 structure; rooftop equipment and elevator and mechanical
3 penthouse protrusions shall be concealed; and parking garages
4 and other accessory structures shall be designed with architectural
5 features and treatments so that they are well proportioned and
6 balanced and in keeping with the architectural style of the principal
7 structure. The aforementioned architectural styles shall be
8 considered preferred, but not required when conducting review for
9 approvals of single-family or two-family dwellings.

10
11 4. Shall have all on-site structures and accessory features
12 (such as but not limited to light fixtures, benches, litter containers,
13 including recycling bins, traffic and other signs, letter boxes, and
14 bike racks) compatible in design, materials, and color. The
15 aforementioned standards shall be considered preferred, but not
16 required when conducting review for approvals of single-family or
17 two-family dwellings.

18
19 5. Shall have a design in which buildings over 40 feet in height
20 shall appear more horizontal or nondirectional in proportion rather
21 than vertical, accomplished by the use of architectural treatments
22 as described in these criteria. The aforementioned standards shall
23 be considered preferred, but not required when conducting review
24 for approvals of single-family or two-family dwellings.

25
26 6. Shall locate and design mechanical equipment with
27 architectural treatments so that any noise or other negative impact
28 is minimized.

29
30 7. Complies with the town's community appearance standards
31 (see article IV, division 14 of this chapter).

32
33 **Section 3.** All ordinances or parts of ordinances of the Town of Juno Beach,
34 Florida, which are conflict with this Ordinance, are hereby repealed to extent of such
35 conflict.

36
37 **Section 4.** The provisions of this Ordinance shall become and be made a part
38 of the Zoning Code of the Town of Juno Beach, Florida. The sections of this Ordinance
39 may be renumbered or relettered to accomplish such, and the word "ordinance" may be
40 changed to "section," "article" or any other appropriate word.

41
42 **Section 5.** If any section, paragraph, sentence, clause, phrase, or word of this
43 Ordinance is for any reason held by a court of competent jurisdiction to be
44 unconstitutional, inoperative or void, such holding shall not affect the remainder of the
45 Ordinance.

1 **Section 6.** This Ordinance shall be effective immediately upon final adoption.
2
3

4 [Remainder of page intentionally blank]
5

FIRST READING this ____ day of _____, 2026.

SECOND, FINAL READING AND ADOPTION this ____ day of _____, 2026.

AYE

NAY

DAVE SANTILLI, MAYOR

AYE

NAY

DIANA DAVIS VICE MAYOR

AYE

NAY

DD HALPERN, VICE MAYOR PRO TEM

AYE

NAY

SCOTT SHAW, COUNCILMEMBER

AYE

NAY

MAX FRASER, COUNCILMEMBER

ATTEST:

APPROVED AS TO FORM AND LEGAL
SUFFICIENCY:

CAITLIN E. COPELAND-RODRIGUEZ, MMC
TOWN CLERK

TG LAW PLLC
TOWN ATTORNEY



To: Town Council
Date: February 18, 2026
Prepared By: Frank M. Davila, CFM, Director of Planning and Zoning
Item Title: Ordinance No. 795, 796, and 797 Master Timeline of Events.

BACKGROUND:

At the January 28, 2026, Town Council meeting, the Council discussed proposed language modifications for the appearance review of single-family homes. During this discussion, Council requested a document detailing previous deliberations, state preemptions, and other relevant factors that have shaped the current state of the appearance review process.

DISCUSSION:

In response, staff has prepared a master timeline encompassing all relevant Planning and Zoning Board discussions, Town Council meetings, ordinance adoptions, staff reviews, and State Legislature updates.

The timeline is color-coded into three sections for clarity:

- Blue: Discussions by the Town Council, Planning and Zoning Board, or staff.
- Tan: Proposed or adopted ordinances.
- Red: Senate or House Bill introductions and implementations.

Attachments:

Master Timeline

Master Timeline
Site Plan and Appearance Review Procedures

August 8, 1979	<u>Ordinance No. 207</u> Adoption of the Town’s Zoning Code of Ordinances. Did not include an appearance review requirement at this time.
January 4, 1984	<u>Ordinance No. 268</u> Created Article VI. Appearance Board—Providing for intent and purpose, creating appearance board term of office and qualifications, board appointments, establishing powers and duties, providing that the board shall prepare a proposed appearance plan within 6 months of their appointment, providing for the adoption of the appearance plan by the Town Commission, providing for preliminary consideration by the board, providing for final hearings by the board, etc. Note: there is no record of an Appearance Plan being reviewed or approved by the Town Commission within the 6 months of adoption of Ordinance No. 268.
February 19, 1992	<u>Ordinance No. 421</u> Creation of the RS-1, RS-2, RS-3 and RS-4 Zoning Districts, site plan and appearance review criteria and procedures for single-family dwellings, all subject to review by staff only.
December 10, 2014	<u>Ordinance No. 678</u> Added Modern (early to mid-20th century) as a permitted architectural style. This was based on the direction received by Council during a Zoning Board of Adjustment and Appeal (in September, 2014).
December 8, 2020	<u>Staff Discussion—Juno Beach Architectural Style of Old Florida</u> Staff provided Town Council and the Planning and Zoning Board with a memorandum describing each of the three styles of Architectural Style that reflect the vernacular of Old Florida. This was based on a request from the Planning and Zoning Board, and direction from Town Council to provide an educational tool to better identify the Town’s Architectural Styles.
July 1, 2021	<u>House Bill 401</u> Amended Section 163.3202 F.S. to limit the ability of local governments to regulate “building design elements” for single-family and two-family dwelling units unless the dwelling is located in a Planned Unit Development (PUD) or the municipality had an architectural review board or design review board.
October 27, 2021	<u>Ordinance No. 745</u> Added Site Plan and Appearance review of single-family homes to the Planning and Zoning Board duties. The intent of the code amendment was to have the Town continue to enforce the Old Florida architectural style to all single-family dwellings that are not located within an approved Planned Unit Development (provided in staff’s memorandum). The Town started to conduct Architectural Review (AR) of single family homes.
September 28, 2022	<u>Ordinance No. 753</u> Removed the Site Plan review of single-family homes from the Planning and Zoning Board and returned it to the Planning and Zoning Department. Appearance Review of single-family homes continued to be reviewed by the Board.
April 26, 2023	<u>Architectural Charrette</u> The Town held an Architectural Charrette to guide new development and redevelopment, specific to architectural styles. The Charrette was led by Mr. George Gentile, ZGHO, and Mr. Rick Gonzales, REG Architects.
May 24, 2023	<u>Proposed Ordinance No. 761</u> The amendment proposed to return the site plan review of single-family homes to the Planning & Zoning Board, this item failed on first reading. The review of site plan for single-family homes remained with staff.
May 24, 2023	<u>First Reading Ordinance No. 763</u> During the discussion of proposed ordinance No. 763 to create definitions for terms: Harmony, Bulk, Mass, Proportion and Scale, Town staff informed Council that Senate Bill 1604 was signed by Governor DeSantis on May 5, 2023 and had an effective date of July 1, 2023. Staff informed Town Council that the changes to state legislature would preempt the Architectural Review Board from reviewing building design elements for single-family homes thus preventing them from enforcing criterion one—review of architectural styles.
June 29, 2023	<u>Architectural Charrette</u> Council was provided with a report summarizing the charrette, the report included the following recommendations: Potential codification of architectural styles, creation of a Development Pattern Book, evaluation of the Zoning code to implement new direction, establish or restructure the Architectural Review Committee. <i>Note: Due to potential conflicts with SB 250 and SB 1604, the recommendations from the charrette did not move forward.</i>
July 1, 2023	<u>Senate Bill 250</u> Pre-emption of municipalities to adopt moratoriums, or more restrictive or burdensome amendments until October 1, 2024, due to Hurricane Ian and Nicole
July 1, 2023	<u>Senate Bill 1604</u> Amended HB 401 to include a date that an architectural review board or design review board shall be created, on or before January 1, 2020.
July 26, 2023	<u>Ordinance No. 763</u> Created definitions for terms: Harmony, Bulk, Mass, Proportion and Scale. Modified the second criterion of appearance review to include clarifying language that reads: “Is of design and proportion which enhances and is in harmony with the area. The concept of harmony shall not imply that building must look alike or be of the same style, Harmony can be achieved through the proper consideration of setback, scale, mass, bulk, proportion, overall height, orientation, site planning, landscaping, materials, and architectural components including but not limited to porches, roof types, fenestration, entrances, and stylistic expression.”
October 2, 2023	<u>P&Z Meeting Discussion— Discussion on Floor Area Ratio (FAR)</u> As a follow up to the Planning and Zoning Board’s discussion on “Defining the Term Harmony” from May 1, 2023, the Board discussed using FAR as a tool to regulate massing, other tools considered were cubic content ratio, and second floor setbacks. Town Attorney warned that any proposed changes to our code could not be moved forward due to Senate Bill 250. Furthermore, depending on the proposed FAR language, any incorporation of language that restricts how large a home could be that contradicts the current language of the code may be considered as a Bert Harris Act claim.
November 6, 2023	<u>P&Z Meeting Discussion—ARB 401 Zenith Lane</u> This was the first Appearance Review conducted by the Town after Senate Bill 1604 was effective. The staff memorandum does not include a review of criterion one—review of architectural styles.
November 14, 2023	<u>Senate Bill 2-C (amendment to SB 250)</u> The amendment narrowed the restriction of SB 250 where any local government within 100 miles of where Hurricane Ian or Nicole made landfall was prohibited from adopting more “restrictive or burdensome” amendments to their code to apply only to specific jurisdictions that were heavily impacted.
January 24, 2024	<u>Ordinance No. 780</u> Due to the amendment of Senate Bill 250, the Town further amended the second criterion of appearance review to read: “... and stylistic expression. For the purpose of this section, the comparison of harmony between buildings shall consider the preponderance of buildings or structures within 300 feet from the proposed site of the same zoning district.”
January 24, 2024	<u>TC Meeting Discussion—Council Comments</u> During comments from Council, the Council gave consensus for staff to create a list (5) items that would address and lessen the scale of new development.
July 24, 2024	<u>TC Meeting Discussion—Discussion on Regulating the Volume and Massing of Single-Family Dwellings</u> Council made a motion to direct staff to benchmark the regulations of other communities for mass, size, and scale; height; building area regulations; wall treatments; second floor area; and off-street parking for single-family homes. Council was informed that due to Staff’s workload this item would not be completed within the next few months. The Town budgeted \$75,000 (FY 2023-2024) for zoning code review that could be used for a consultant to do the benchmarking and propose new language.
July 24, 2024	<u>TC Meeting Discussion—Council Comments</u> Discussion on how site plan review was returned to staff. Town Council directed staff to draft new language for the Appearance Review of single family homes not located within a Planned Unit Development.
October 7, 2024	<u>P&Z Meeting Discussion</u> Staff proposed language to address appearance review criteria for single-family dwellings, the proposed language was a combination of the site plan criteria and appearance criteria and the creation of definitions. The board discussed the item and made recommendations to staff for certain changes in the text. For the Appearance Review for 491 North Lyra, the first ARB application since the adoption of Ordinance No. 780, Town staff started using tests for the quantifiable terms of harmony as part of staff’s recommendation to the P&Z Board.
November 13, 2024	<u>TC Meeting Discussion</u> The appearance review item was scheduled but was moved to the next month due to lack of time.
January 22, 2025	<u>TC Meeting Discussion</u> The appearance review item was scheduled but was moved to the next month due to lack of time.
February 18, 2025	<u>TC Discussion</u> Town Council discussed the proposed language recommended by the P&Z Board on October 7, 2024, and gave unanimous consensus to approve the definitions for the terms “substantial improvement” and “substantial damage”. Council did not move forward with the proposed language for a stand alone section to address Appearance Review for single family homes. Council gave consensus to have a workshop on Appearance Review and have the Town attorney conduct an analysis on whether the Town could continue to regulate architecture for single-family dwellings.
March 26, 2025	<u>TC Meeting Discussion—Council Comments</u> Council gave unanimous consensus to hold the ARB Criteria Workshop on Friday, May 2nd. They previously agreed to include the Planning and Zoning Board in the workshop.
April 21, 2025	<u>Legal Memorandum—Regulation of Architectural Styles for Single-Family detached dwellings</u> Town Attorney Len Rubin, provided a legal memorandum to address the Town’s ability to regulate architectural styles for detached single-family dwellings. Mr. Rubin’s conclusion was: “As fully discussed above, applying the rules of statutory construction does not lead to any definitive conclusion regarding the Town’s ability to regulate architectural styles for detached single-family (and two-family) dwellings. Neither the plain language of the statute nor the legislative history gives any clear indication as to whether the Planning and Zoning Board’s historical duties as an appearance review board satisfies the statutory criteria for the continued regulation of building design elements or architectural styles for detached single-family dwellings as set forth in Section 163.5202(5)(a), Florida Statutes. Consequently, the Town Council must assess the importance of architectural review of single-family (and two-family) dwellings and determine the appropriate course of action based on the potential risks and benefits of each approach.”
May 2, 2025	<u>Joint Workshop – Appearance Review</u> The Town Council gave consensus to: 1. Discontinue performing Architectural Review for single-family homes and amend the Code accordingly. 2. Continue the status quo in the methods used by staff in the application of harmony for single-family homes, pending staff review of best practices and associated recommendations. 3. For staff to conduct an analysis of the proposed language submitted by Vice Mayor Callaghan providing criteria for the assessment of Harmony (see attachment #1) and for staff to return with additional options that incorporate tools such as FAR, increased setbacks, and other mechanisms that could help clarify the code.
May 28, 2025	<u>TC Meeting Discussion—Appearance Review Criteria for Single-Family Homes</u> Staff provided updates on the direction from Council from the May 2nd workshop. 1) Staff will work on code text amendment to remove Architecture Review for single-family homes. 2) Staff’s approach for Appearance Review remains status quo (staff’s methodology using metrics). 3) The proposed language by Vice Mayor Callaghan recommended further use of metrics, which contradicted the Town Attorney’s recommendation. Staff proposed other controls to be implemented to regulate “super-sized” houses. Town staff recommendations included: a) Step-back / Setbacks for 2nd Stories, b) 2nd Stories Floor Area Limits, c) Increase minimum landscape open space percentage, d) Implementation of Design/Pattern book. Proposed Council Direction, recommended by staff: *Amend the code to remove the architectural review of single-family and two-family homes from the Appearance Review criteria as directed at the April 2nd, 2025, workshop. *Create a Zoning in Progress (ZIP) to provide staff with ample time to update the code as necessary, this will prevent applications for substantially improved and new single-family homes from going through the current Appearance Review and Building Permit process. *Amend the code to remove Appearance Review from single-family homes. Please note that the Appearance Review will still apply to other projects (two-family and above). For single-family homes, with the addition of the proposed tools (a-d), harmony would be further emphasized within base zoning. *Amend the code to revert the review and the approval/denial of single-family dwellings from the Planning and Zoning Board to staff. Please note that only staff review and approval would be required. *Amend the code to remove the comparison of harmony language that reads “consider the preponderance of buildings or structures within 300 feet from the proposed site of the same zoning district” and replace it with “comparison of the buildings or structures within the same contiguous zoning district”. *Amend the code to implement additional regulations (see options a through d above) to the Building Site Area Regulations (base zoning) for each zoning district with the “Single-family detached dwellings” use to promote Harmony through base zoning. On a 3-2 vote, with Mayor Wheeler and Vice Mayor Pro Tem Davis opposed, the motion to adopt the proposed Council direction as outlined in staff’s memorandum and including a, b, c, and d passed.
June 25, 2025	<u>TC Meeting Discussion—Council Comments</u> Councilmember Halpern made a motion to reconsider the harmony and appearance review decision made at the May 28th, 2025, Town Council meeting. After Council discussion, the motion was withdrawn.
June 26, 2025	<u>Senate Bill 180</u> Existing pre-emption of certain municipalities (includes Juno Beach) to adopt moratoriums, or more restrictive or burdensome amendments to the comprehensive plan and land development regulations until October 1, 2027, retroactive to August 1, 2024.
July 23, 2025	<u>Impacts of Senate Bill 180 on Appearance Review</u> Town Attorney Len Rubin provided a memorandum describing Senate Bill (SB) 180 and how it impacts the Town in regards to the ability of revising the Town’s Code. Due to SB 180, the town may not propose or adopt more restrictive or burdensome amendments to its comprehensive plan and land development regulations. Also, it may not propose or adopt more restrictive or burdensome procedures concerning review, approval, or issuance of a site plan, development permit, or development order. Senate Bill 180 prevents the town from continuing to move forward on increasing the yard setbacks for the second story, imposing a second-story Floor Area Limitation, and increasing the minimum landscaped open area space. Senate Bill 180 did not prevent the Town to move forward with removing architectural review for single-family and two-family dwellings, removing appearance review for single-family dwellings, and reverting to staff review of appearance review for single-family dwellings. Town Attorney Len Rubin provided Council with two options given the preemptive language of SB 180 on how to move forward as it relates to appearance/harmony review for single-family dwellings: 1) to continue with the direction provided in May to the extent not preempted by Senate Bill 180 and revert to base zoning for single-family dwellings; or (2) to continue to conduct appearance/harmony review consistent with the Zoning Code regulations currently in effect. If the Town Council chooses the latter option, it should create a Design or Appearance Review Board, consisting of persons trained in the fields of architecture, planning, real estate, and similar fields, to perform such review and authorize appeal of the Board’s decisions to the Town Council. Town Council gave direction to staff to come back with all available options and a recommendation for a course of action at the next meeting. Council gave direction to rescind the zoning in progress that anticipates moving forward with the May 28th memorandum due to SB 180.
August 26, 2025	<u>TC Meeting Discussion</u> The Appearance Review Single-Family Dwellings—Response to Town Council item was scheduled but was moved to the next month due to lack of time.
September 8, 2025	<u>TC Meeting Discussion</u> As directed by Council, staff provided a comprehensive “third solution” and provided a neutral assessment of Appearance Review with all potential solutions aimed to manage “Super-Sized” houses. Staff compiled a table with all potential concepts, and highlighted those that are feasible, based on low to no Bert Harris Act Claims concerns and SB 180 preemptions in green, cautionary in yellow, and those that are not in red. Council passed a motion to not consider the items in red on staff’s memorandum. Council gave the following consensus: • Not to proceed with the concept of modifying front, rear, and/or side yard setbacks; • For staff to provide more clarity on the voluntary overlay district concept and bring back additional information to the Town Council for review; • Proceed with the voluntary architecture pattern book with incentives as well as the concept of greater public involvement and Town-initiated notices for single-family home applications; • Proceed with the front façade softening concept; and • Not to proceed with the accessory apartments concept Council passed a motion to have staff cease using the Test 1 and Test 2 methodologies (metrics) for appearance review of single-family dwellings. Council passed a motion to approve Option #1 (of the Town Attorney’s July 21st, 2025 memorandum), continuing with the direction provided on May 28, 2025, to the extent not preempted by Senate Bill 180 and revert to base zoning, which includes removing architectural review, removing appearance review, and reverting approval of single-family dwellings back to Town Staff. This meeting was continued on September 24, 2025.
September 24, 2025	<u>TC Meeting Discussion—Continuation from September 8, 2025 meeting.</u> The Town Council continued the discussion from the previous meeting and made several attempts to pass motions such as joining the SB 180 lawsuit, to adopt Vice Mayor Callaghan’s language into the code, to have staff look into Vice Mayor Callaghan’s proposal and bring back proposed language to the Town Council, to continue with option #2 in tandem with having staff review Vice Mayor Callaghan’s proposal. All motions failed to pass. Notes: Staff was asked to review and provide recommendation of single-family dwellings (mass , bulk, scale, proportion) without the use of metrics. Staff stated if the Town was to proceed in this direction, the recommendations from staff would be subjective and would not accomplish the goal discussed at the May 2nd workshop. The goals were to have criteria that was consistent, clear, precise, transparent to the applicants and the Board. Staff’s recommendation would be based on base zoning criteria. The discussion was tabled to a future meeting, to have staff continue ARB reviews without using metrics and without staff’s recommendation on future ARB memorandums.
October 22, 2025	<u>TC Meeting Discussion—Comments from Council</u> Council gave consensus to have an agenda item to discuss harmony and the current process for reviewing single-family homes.
November 12, 2025	<u>TC Meeting Discussion</u> Vice Mayor Callaghan made a motion to create an ordinance that: 1. Amends the Zoning Code to return appearance review for single family detached homes to the Town Planning & Zoning Department and removes it from the responsibilities of the Planning & Zoning Board; 2. Create an ordinance that adds clarifying language to our Zoning Code stating the original intent is to be followed when judging Harmony for single family homes, which is that the Harmony requirements adopted in 1992 restricted the Appearance of a proposed home (no castles or domes), but not the size, mass, bulk, scale, or proportion of the home; 3. Publicize the existing zoning code restrictions on house sizes by the height and lot coverage limits, and minimum setbacks listed for the various zoning districts; 4. Publicize that the existing harmony definition and statements in our code regarding aesthetically pleasing buildings, etc. are informational regarding the intent of town codes, but not enforceable requirements; 5. Create an ordinance that revises the architecture requirements in our zoning code to clarify that “building design elements” are not to be used in staff decision making as to whether a proposed single family detached home is acceptable; and 6. Continue with current plans to encourage voluntary compliance with the town’s preferred architectural styles such as with the Pattern Book now being produced The motion passed along with consensus to have the Town Attorney provide a legal analysis on Vice Mayor Callaghan’s proposal.
January 05, 2026	<u>P&Z Meeting Discussion</u> The Town Attorney proposed Ordinance 795, 796, and 797 in response to Council’s direction from the November 12, 2025 Town Council meeting. <u>Ord. No. 795</u> 1. Provide for administrative review and approval of single-family and two-family site plans and appearance. 2. Clarify with administrative Florida Statutes related to consideration of building design elements by administrative staff. 3. Remove size, mass, bulk, scale, and proportion from consideration as part of appearance review for single-family and two-family dwellings. <u>Ord. No. 796</u> 1. Clarify the stated legislative intent of site plan and appearance reviews with respect to single-family and two-family dwellings. <u>Ord. No. 797</u> 1. Remove plat and replat review from the duties of the Planning and Zoning Board. 2. Remove review of single-family and two-family site plans and appearance, including architectural review, from the Planning and Zoning Board and assign such review to administrative Staff. The Board recommended approval of all three ordinances to Town Council.
January 28, 2026	<u>First Reading Ordinance No. 795, 796, and 797</u> During the meeting, there was a discussion by council to have staff to provide a document that clearly depicts the discussions held by council, State preemptions, and directions that led the Town Council to where the Town stands today on the matter of Appearance Review. The Town Council approved on first reading Ordinance No. 795, 796, and 797.



BUSINESS IMPACT ESTIMATE/EXEMPTION FORM

This Business Impact Estimate is provided in accordance with Florida Statute §166.041(4). This form should be included in agenda packet for the item under which the proposed Ordinance is to be considered, and must be posted on the Town's website by the time notice of the proposed Ordinance is published. This Business Impact Estimate may be revised following its initial posting.

Proposed Ordinance's title/reference:

ORDINANCE NO. 795

ORDINANCE NO. 795 AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA, AMENDING DIVISION 4, "SITE PLAN AND APPEARANCE REVIEW," OF ARTICLE II, "ADMINISTRATION AND ENFORCEMENT," OF CHAPTER 34, "ZONING" OF THE TOWN CODE OF ORDINANCES TO PROVIDE FOR ADMINISTRATIVE REVIEW AND APPROVAL OF APPEARANCE FOR SINGLE FAMILY DWELLINGS; AND CLARIFYING COMPLIANCE OF APPEARANCE REVIEW WITH FLORIDA LAW; PROVIDING FOR CONFLICTS, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

If one or more boxes are checked below, this means the TOWN OF JUNO BEACH is of the view that a business impact estimate is not required for the proposed Ordinance pursuant to Florida Statute §166.041(4)(c), but the TOWN OF JUNO BEACH is providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed Ordinance.

- ☐ The proposed Ordinance is required for compliance with federal or state law or regulation;
- ☐ The proposed Ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed Ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed Ordinance is required to implement a contract or an agreement, including, but not limited to, any federal, state, local, or private grant, or other financial assistance accepted by the municipal government.
- ☐ The proposed Ordinance is an emergency Ordinance;

- ☐ The proposed Ordinance relates to procurement; or
- ☐ The proposed Ordinance is enacted to implement the following:
 - a. A development order or development permit, as defined in s. 163.3164, F.S.; a development agreement as authorized by ss. 163.3220-163.3243, F.S.; or a comprehensive plan amendment or land development regulation amendment initiated by an application by a private party other than the municipality;
 - b. Sections 190.005 and 190.046, *Florida Statutes*, regarding community development districts;
 - c. Section 553.73, *Florida Statutes*, relating to the *Florida Building Code*; or
 - d. Section 633.202, *Florida Statutes*, relating to the *Florida Fire Prevention Code*.

In accordance with the provisions of controlling law, even notwithstanding the fact that although an exemption noted above may apply, the TOWN OF JUNO BEACH hereby publishes the following information:

1. Summary of the proposed Ordinance (must include statement of the public purpose, such as serving the public health, safety, morals, and welfare):

1. Provide for administrative review and approval of single-family and two-family site plans and appearance by deleting references to the planning and zoning board approval authority and replacing them with references to the planning and zoning director.

2. Clarify compliance with Florida Statutes related to consideration of building design elements by administrative staff by adding language stating references to architectural styles are to be considered as preferred, but not required as it relates to the review of single-family and two-family dwellings. This change is required once authority for approval is vested in the planning and zoning director because Section 163.3202(5)(a), Florida Statutes prohibits the consideration of certain building design elements unless the approval is granted by a design review board or architectural review board.

3. Remove size, mass, bulk, scale, and proportion from consideration as part of appearance review for single-family and two-family dwellings by adding language stating those foregoing factors are not to be considered in the review of single-family and two-family dwellings.

The Town Council has determined that adoption of this Ordinance is in the best interests of the general welfare of the Town of Juno Beach.

2. An estimate of the direct economic impact of the proposed Ordinance on private, for-profit businesses in the Town, if any:

(a) An estimate of direct compliance costs that businesses may reasonably incur: **NONE**.

(b) Any new charge or fee imposed by the proposed Ordinance, or for which businesses will be financially responsible; and **NONE**.

(c) An estimate of the Town's regulatory costs, including estimated revenues from any new charges or fees to cover such costs. **NONE**.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed Ordinance: **NONE.**

4. Additional information the governing body deems useful (if any):

THE PROPOSED ORDINANCE IS A GENERALLY APPLICABLE ORDINANCE THAT APPLIES TO ALL PERSONS SIMILARLY SITUATED (INDIVIDUALS AS WELL AS BUSINESSES) AND, THEREFORE, THE PROPOSED ORDINANCE DOES NOT AFFECT ONLY BUSINESSES.



Meeting Name: Town Council Meeting
Meeting Date: April 22, 2026
Prepared By: Gemma Torcivia, Esq., Town Attorney
Item Title: ORDINANCE NUMBER 796

ORDINANCE NO. 796 AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA, AMENDING SECTION 34-115, “INTENT AND PURPOSE,” OF ARTICLE II, “ADMINISTRATION AND ENFORCEMENT,” OF CHAPTER 34, “ZONING” OF THE TOWN OF JUNO BEACH’S CODE OF ORDINANCES TO CLARIFY THE STATED LEGISLATIVE INTENT OF SITE PLAN AND APPEARANCE, INCLUDING ARCHITECTURAL, REVIEWS WITH RESPECT TO SINGLE-FAMILY AND TWO-FAMILY DWELLINGS; PROVIDING FOR CONFLICTS, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

REQUESTED ACTION:

Conduct a public hearing and consider recommendation of approval or denial to City Council for Ordinance No. 796.

BACKGROUND:

As directed by Town Council at the March 25, 2026 Town Council meeting, Ordinance 796 is being re-noticed.

Florida Statutes, 166.041, requires proper public notice before adopting an ordinance. Florida Statutes, 50.0311, allows website notice instead of newspaper notice. In 2024, the Town of Juno Beach began placing some of its required public notices on the Palm Beach County website for public notices instead of in a newspaper of general circulation. Florida Statutes, 50.0311 requires an annual notice published in a newspaper of general circulation directing the public to the web location of the Town’s public notices (in the case of the Town, on the Palm Beach County website for public notices). In 2025, the annual notice was inadvertently not run in a newspaper of general circulation in accordance with Florida Statutes, 50.0311. As the original public notice for Ordinance 796 was advertised in December 2025 on the Palm Beach County website for public notices, the ordinance is being re-noticed for public hearing by the Planning and Zoning Board.

PLANNING AND ZONING BOARD:

On April 6, 2026, the Planning and Zoning Board held a public hearing on Ordinance 796 and voted 5-0 to recommend the Town Council deny Ordinance No. 796.

RECOMMENDATION:

At this time, Staff recommends the Town Council hold a public hearing and consider approval or denial of Ordinance No. 796, at first reading.



AGENDA ITEM

Meeting Name: Town Council Meeting
Meeting Date: January 28, 2026
Prepared By: Zackery Good, Town Attorney
Item Title: ORDINANCE NO. 796

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA, AMENDING SECTION 34-115, "INTENT AND PURPOSE," OF DIVISION 4, "SITE PLAN AND APPEARANCE REVIEW," OF ARTICLE II, "ADMINISTRATION AND ENFORCEMENT," OF CHAPTER 34, "ZONING" OF THE TOWN OF JUNO BEACH'S CODE OF ORDINANCES TO CLARIFY THE STATED LEGISLATIVE INTENT OF SITE PLAN AND APPEARANCE, INCLUDING ARCHITECTURAL, REVIEWS WITH RESPECT TO SINGLE-FAMILY AND TWO-FAMILY DWELLINGS; PROVIDING FOR CONFLICTS, SEVERABILITY, CODIFICATION AND AN EFFECTIVE DATE.

REQUESTED ACTION:

Hold a public hearing (first reading) and consider adoption of Ordinance No. 796, amending Section 34-115, Town Code of Ordinances to:

1. Clarify the stated legislative intent of site plan and appearance reviews with respect to single-family and two-family dwellings.

BACKGROUND AND LEGAL ANALYSIS:

At its May 28, 2025 meeting, the Town Council directed Staff to revise the Zoning Code to continue enforcement of harmony review for single-family dwellings while complying with state-law preemptions related to the regulation of building design elements. That direction included:

- Removing architectural review of single-family and two-family dwellings from the appearance review criteria;
- Creating a Zoning in Progress to allow time for comprehensive Code revisions;
- Removing appearance review for single-family dwellings;
- Returning review authority for single-family dwellings from the Planning and Zoning Board (acting as the Appearance Review Board) to administrative staff;
- Revising harmony comparison language; and

- Exploring additional base-zoning tools to promote harmony.

Subsequently and shortly thereafter, on June 26, 2025, the Governor of Florida signed Senate Bill 180 into law. Because Palm Beach County is included in a federal disaster declaration, the Town of Juno Beach is restricted until October 1, 2027, from adopting land development regulations or review procedures that are more restrictive or burdensome.

As a result, certain Council-directed zoning changes—such as increased setbacks, second-story floor area limitations, and expanded open-space requirements—are now legally constrained by Florida Statutes that preempt local government and could expose the Town to litigation risk as a result of the actions of Senate Bill 180.

However, Senate Bill 180 does not prohibit actions that are considered less restrictive, including:

- Removal of architectural and appearance review for single-family dwellings; and
- Assignment of such review to administrative staff.

The Town of Juno Beach has prior existing appearance review regulations in its Code of Ordinances.

The Town's existing appearance review regulations for single-family dwellings were adopted prior to August 1, 2024, dating as far back as 1984 according to historical Town records, and therefore are not invalidated by Senate Bill 180. Under current Code provisions, single-family dwellings are subject to Planning and Zoning Board review pursuant to Section 34-116, which includes harmony-based criteria.

To ensure consistency and transparency in applying these criteria, Staff developed internal analytical tools to evaluate bulk, mass, scale, and proportion. These tools are not codified but were implemented to reduce subjectivity and mitigate legal risk.

Prior legal counsel for the Town of Juno Beach provided the Town Council with a legal memorandum addressing potential challenges associated with the Town's harmony and appearance criteria. Key considerations included:

1. Whether Harmony and Appearance Review are Void for Vagueness

No. An ordinance is unconstitutionally vague only if it fails to provide a person of ordinary intelligence fair notice of what is prohibited or lacks definite standards applicable to similarly situated persons. *See Jones v. Williams Pawn & Gun, Inc.*, 800 So. 2d 267, 270 (Fla. 4th DCA 2001), *rev. denied*, 821 So. 2d 305 (Fla. 2002).

2. Whether Harmony and Appearance Review Violates Constitutional Equal Protection

No. Equal protection challenges in the zoning context are difficult to sustain and require proof that a facially neutral ordinance was applied unequally for a discriminatory purpose. *See Burns v. Town of Palm Beach*, 343 F.Supp.3d 1258, 1272 (S.D. Fla. 2018)

3. Whether Harmony and Appearance Review Provide Unbridled Discretion

No. Courts have held that zoning regulations are not impermissibly vague merely because they involve judgment or discretion, provided the ordinance includes sufficient criteria to guide decision-making and prevent arbitrary enforcement. Relevant case law has upheld similar appearance and architectural review standards where parameters constrain discretion and provide meaningful guidance.

In summary, while the Town's current harmony criteria are inherently subjective, courts have consistently recognized that subjectivity alone does not render a zoning ordinance unconstitutional where sufficient guiding standards exist.

The Town's existing appearance review regulations stand on relatively firm legal ground under the Town's home-rule police powers to regulate the health, safety, and welfare of the community in conjunction with existing Florida case law. However, adoption of more stringent or restrictive standards at this time may conflict with Senate Bill 180.

If the Town Council elects to continue enforcing appearance review criteria, options previously discussed include:

- Establishing a formal Design or Appearance Review Board with members experienced in architecture, planning, or real estate;
- Codifying review authority in a designated board or the Town Council, consistent with historical practice dating back to the Appearance Review Board created in 1984; and
- Continuing Staff analysis guided by the plain language of the Zoning Code.

Furthermore, if the Town were to continue enforcing its appearance review criteria, it could codify a provision specifically designating the Town Council or other constituted Town Board, such as the prior Appearance Review Board from 1984 which, as a practical matter, was absorbed into the Planning and Zoning Board upon its creation through recodification, but which has not been specifically repealed and is technically an active board legally, to review these decisions.

Absent the adoption of updated regulations by the Town Council, Town Staff could continue to analyze the square footage and floor area ratio of structures within the comparison area when formulating its recommendations as to bulk, mass, and scale, but should avoid the adoption of strict formulas in applying the harmony criteria. In accordance with the case law cited above, Staff recommendations should be guided by the application of the actual words used in the Town's Zoning Code.

TOWN COUNCIL DIRECTION:

At the November 12, 2025, Town Council Meeting, the Town Council approved a six-part motion to:

1. Create an ordinance that amends the Zoning Code to return appearance review for single family detached homes to the Town Planning & Zoning Department and removes it from the responsibilities of the Planning & Zoning Board;
2. Create an ordinance that adds clarifying language to our Zoning Code stating the original intent is to be followed when judging Harmony for single family homes, which is that the Harmony requirements adopted in 1992 restricted the Appearance of a proposed home (no castles or domes), but not the size, mass, bulk, scale, or proportion of the home;
3. Publicize the existing zoning code restrictions on house sizes by the height and lot coverage limits, and minimum setbacks listed for the various zoning districts;
4. Publicize that the existing harmony definition and statements in our code regarding aesthetically pleasing buildings, etc. are informational regarding the intent of town codes, but not enforceable requirements;
5. Create an ordinance that revises the architecture requirements in our zoning code to clarify that "building design elements" are not to be used in staff decision making as to whether a proposed single family detached home is acceptable; and
6. Continue with current plans to encourage voluntary compliance with the town's preferred architectural styles such as with the Pattern Book now being produced.

The Town Attorney's Office has subsequently worked with Town Staff to draft the attached Ordinance No. 796 amending Section 34-115, Town Code of Ordinances to:

1. Clarify the stated legislative intent of site plan and appearance reviews with respect to single-family and two-family dwellings.

The foregoing amendment is pursuant to part two of the Town Council's November 12, 2025, motion.

PLANNING AND ZONING BOARD:

The Planning and Zoning Board held a public hearing on January 5, 2026, and have recommended that the Town Council approve Ordinance No. 796.

RECOMMENDATION:

At this time, Staff recommends the Town Council hold a public hearing and consider adoption of Ordinance No. 796, at first reading.

TOWN OF JUNO BEACH, FLORIDA

ORDINANCE NO. 796

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA, AMENDING SECTION 34-115, "INTENT AND PURPOSE," OF DIVISION 4, "SITE PLAN AND APPEARANCE REVIEW," OF ARTICLE II, "ADMINISTRATION AND ENFORCEMENT," OF CHAPTER 34, "ZONING" OF THE TOWN OF JUNO BEACH'S CODE OF ORDINANCES TO CLARIFY THE STATED LEGISLATIVE INTENT OF SITE PLAN AND APPEARANCE, INCLUDING ARCHITECTURAL, REVIEWS WITH RESPECT TO SINGLE-FAMILY AND TWO-FAMILY DWELLINGS; PROVIDING FOR CONFLICTS, SEVERABILITY, CODIFICATION AND AN EFFECTIVE DATE.

WHEREAS, Article VIII of the State Constitution and Chapter 166, Florida Statutes provide that municipalities shall have the governmental, corporate, and proprietary powers to enable them to conduct municipal government, perform municipal functions, and render municipal services, and may exercise any power for municipal purposes, except when expressly prohibited by law; and

WHEREAS, the Town Council of the Town of Juno Beach, Florida, pursuant to its as authority vested in Chapter 163 and Chapter 166, Florida Statutes, is authorized and empowered to consider changes to its land development regulations; and

WHEREAS, the Town Council of the Town of Juno Beach, Florida adopted Ordinance 421 upon a second and final reading on February 19, 1992, establishing appearance and site plan review criteria for new developments and establishing criteria for said review within the Town of Juno Beach Code of Ordinances, Section 34-116(3)(b)(2) "Appearance Review Criteria" which reads as follows: "is of a design and proportion which enhances and is in harmony with the area;" and

WHEREAS, the Town Council of the Town of Juno Beach, Florida adopted Ordinance 763 upon a second and final reading on July 26, 2023, establishing a definition of the term harmony, under Section 34-4. "Definitions" of the Town of Juno Beach Code of Ordinances which reads as follows: "Harmony means a quality which produces an aesthetically pleasing whole as in an arrangement of varied architectural and landscape elements. Harmony can be achieved through the proper consideration of scale, mass, bulk, proportion, height, orientation, site planning, landscaping, materials and architectural components, including, but not limited to, porches, roof types, fenestration, entrances and stylistic expression;" and

WHEREAS, the Town Council of the Town of Juno Beach, Florida adopted Ordinance 780 upon a second and final reading on January 24, 2024, providing further clarification on the assessment of harmony during appearance reviews by amending Section 34-116(3)(b)(2) "Appearance Review Criteria" of the Town of Juno Beach Code

1 of Ordinances to add the following clarification: "the comparison of harmony between
2 buildings shall consider the preponderance of buildings or structures within 300 feet
3 from the proposed site of the same zoning district;" and
4

5 WHEREAS, the Town Council of the Town of Juno Beach, Florida now desires to
6 clarify its legislative intent for appearance reviews with respect to the determination of
7 whether harmony has been achieved does not require neighboring properties to be of
8 the same or similar overall square footage; and
9

10 WHEREAS, the Town Council of the Town of Juno Beach, Florida desires to
11 further clarify its legislative intent for appearance reviews and the determination of
12 whether harmony has been achieved must address adverse physical or visual impacts
13 as permitted by law under Florida Statutes, the Town Comprehensive Plan, and the
14 Town Code of Ordinances; and
15

16 WHEREAS, the Town Council of the Town of Juno Beach, Florida recognizes
17 that the Town's planning and zoning department may properly consider the plain
18 language of the Town of Juno Beach's Code of Ordinances to administer appearance
19 reviews and utilize any expert consultants as may be necessary in the review of
20 individual applications to determine whether harmony has been achieved as defined in
21 the Town Code of Ordinances and applicable law; and
22

23 WHEREAS, the Town Juno Beach, Florida's Planning and Zoning Board, as the
24 Local Planning Agency, has conducted a public hearing on this Ordinance and provided
25 its recommendation to the Town Council; and
26

27 WHEREAS, the Town Council has determined that adoption of this Ordinance is
28 in the best interests of the health, safety and general welfare of the Town of Juno
29 Beach, Florida, and its citizens.
30

31 NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE
32 TOWN OF JUNO BEACH, FLORIDA as follows:
33

34 **Section 1.** The foregoing "Whereas" clauses are hereby ratified as true and
35 correct legislative findings of the Town Council of the Town of Juno Beach and are
36 incorporated herein.
37

38 **Section 2.** The Town Council hereby amends Section 34-115, "Intent and
39 Purpose," of Division 4, "Site Plan and Appearance Review," of Article II, "Administration
40 and Enforcement," or Chapter 34, "Zoning," of the Town Code of Ordinances is hereby
41 amended as set forth below. For purposes of this Ordinance, underlined type shall
42 constitute additions to the original text, *** shall constitute ellipses to the original text
43 and ~~stricken through~~ shall constitute deletions to the original text.
44

45 **Sec. 34-115. - Intent and purpose.**
46

The intent of site plan and appearance review is:

- (1) To ensure the best use and the most appropriate development and improvement of each lot in the town;
- (2) To protect the owners of lots to ensure that the use of surrounding lots will maintain or improve property values;
- (3) To ensure the erection thereon of well-designed and proportioned structures built of appropriate materials;
- (4) To preserve, as far as practicable the natural features and beauty of said property;
- (5) To obtain harmonious architectural themes; to encourage and secure the erection of attractive structures thereon, with appropriate locations thereof on lots;
- (6) To secure and maintain proper setbacks from streets and adequate open spaces between structures; and
- (7) In general, to provide adequately for a high type and quality of improvement in said property, and thereby enhance the property values and the quality of life in the town.
- (8) With respect to the review of single-family dwellings and two-family dwellings, the intent of site plan and appearance, including architectural, review is to establish that size, mass, bulk, scale, and proportion of the structure is not to be considered in a determination of whether the proposed dwelling is in harmony with the surrounding properties.

Section 3. All ordinances or parts of ordinances of the Town of Juno Beach, Florida, which are conflict with this Ordinance, are hereby repealed to extent of such conflict.

Section 4. The provisions of this Ordinance shall become and be made a part of the Zoning Code of the Town of Juno Beach, Florida. The sections of this Ordinance may be renumbered or re-lettered to accomplish such, and the word "ordinance" may be changed to "section," "article" or any other appropriate word.

Section 5. If any section, paragraph, sentence, clause, phrase, or word of this Ordinance is for any reason held by a court of competent jurisdiction to be unconstitutional, inoperative or void, such holding shall not affect the remainder of the Ordinance.

Section 6. This Ordinance shall be effective immediately upon final adoption.

[Remainder of page intentionally blank]

FIRST READING this ____ day of _____, 2026

SECOND, FINAL READING AND ADOPTION this ____ day of _____, 2026.

AYE

NAY

DAVE SANTILLI, MAYOR

AYE

NAY

DIANA DAVIS VICE MAYOR

AYE

NAY

DD HALPERN, VICE MAYOR PRO TEM

AYE

NAY

SCOTT SHAW, COUNCILMEMBER

AYE

NAY

MAX FRASER, COUNCILMEMBER

ATTEST:

APPROVED AS TO FORM AND LEGAL
SUFFICIENCY:

CAITLIN E. COPELAND-RODRIGUEZ, MMC
TOWN CLERK

TG LAW PLLC
TOWN ATTORNEY



BUSINESS IMPACT ESTIMATE/EXEMPTION FORM

This Business Impact Estimate is provided in accordance with Florida Statute §166.041(4). This form should be included in agenda packet for the item under which the proposed Ordinance is to be considered, and must be posted on the Town's website by the time notice of the proposed Ordinance is published. This Business Impact Estimate may be revised following its initial posting.

Proposed Ordinance's title/reference:

ORDINANCE NO. 796

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA, AMENDING SECTION 34-115, "INTENT AND PURPOSE," OF DIVISION 4, "SITE PLAN AND APPEARANCE REVIEW," OF ARTICLE II, "ADMINISTRATION AND ENFORCEMENT," OF CHAPTER 34, "ZONING" OF THE TOWN OF JUNO BEACH'S CODE OF ORDINANCES TO CLARIFY THE STATED LEGISLATIVE INTENT OF SITE PLAN AND APPEARANCE, INCLUDING ARCHITECTURAL, REVIEWS WITH RESPECT TO SINGLE-FAMILY AND TWO-FAMILY DWELLINGS; PROVIDING FOR CONFLICTS, SEVERABILITY, CODIFICATION AND AN EFFECTIVE DATE.

If one or more boxes are checked below, this means the TOWN OF JUNO BEACH is of the view that a business impact estimate is not required for the proposed Ordinance pursuant to Florida Statute §166.041(4)(c), but the TOWN OF JUNO BEACH is providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed Ordinance.

- ☐ The proposed Ordinance is required for compliance with federal or state law or regulation;
- ☐ The proposed Ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed Ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed Ordinance is required to implement a contract or an agreement, including, but not limited to, any federal, state, local, or private grant, or other financial assistance accepted by the municipal government.
- ☐ The proposed Ordinance is an emergency Ordinance;

- ☐ The proposed Ordinance relates to procurement; or
- ☐ The proposed Ordinance is enacted to implement the following:
 - a. A development order or development permit, as defined in s. 163.3164, F.S.; a development agreement as authorized by ss. 163.3220-163.3243, F.S.; or a comprehensive plan amendment or land development regulation amendment initiated by an application by a private party other than the municipality;
 - b. Sections 190.005 and 190.046, *Florida Statutes*, regarding community development districts;
 - c. Section 553.73, *Florida Statutes*, relating to the *Florida Building Code*; or
 - d. Section 633.202, *Florida Statutes*, relating to the *Florida Fire Prevention Code*.

In accordance with the provisions of controlling law, even notwithstanding the fact that although an exemption noted above may apply, the TOWN OF JUNO BEACH hereby publishes the following information:

1. Summary of the proposed Ordinance (must include statement of the public purpose, such as serving the public health, safety, morals, and welfare):

Clarify the stated legislative intent of site plan and appearance reviews with respect to single-family and two-family dwellings by adding language stating the intent of site plan and appearance, review for single-family and two-family dwellings is to establish that size, mass, bulk, scale, and proportion of the structure is not to be considered in a determination of whether the proposed dwelling is in harmony with the surrounding properties.

The Town Council has determined that adoption of this Ordinance is in the best interests of the general welfare of the Town of Juno Beach.

2. An estimate of the direct economic impact of the proposed Ordinance on private, for-profit businesses in the Town, if any:

- (a) An estimate of direct compliance costs that businesses may reasonably incur: **NONE**.
- (b) Any new charge or fee imposed by the proposed Ordinance, or for which businesses will be financially responsible; and **NONE**.
- (c) An estimate of the Town's regulatory costs, including estimated revenues from any new charges or fees to cover such costs. **NONE**.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed Ordinance: **NONE**.

4. Additional information the governing body deems useful (if any):

THE PROPOSED ORDINANCE IS A GENERALLY APPLICABLE ORDINANCE THAT APPLIES TO ALL PERSONS SIMILARLY SITUATED (INDIVIDUALS AS WELL AS BUSINESSES) AND, THEREFORE, THE PROPOSED ORDINANCE DOES NOT AFFECT ONLY BUSINESSES.



Meeting Name: Planning and Zoning Meeting
Meeting Date: April 22, 2026
Prepared By: Gemma Torcivia, Esq., Town Attorney
Item Title: ORDINANCE NUMBER 797

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA, AMENDING DIVISION 1, “GENERALLY,” OF ARTICLE II, “ADMINISTRATION AND ENFORCEMENT,” OF CHAPTER 34, “ZONING,” OF THE TOWN CODE OF ORDINANCES BY AMENDING SECTION 34-28, “PLANNING AND ZONING BOARD DUTIES,” TO REMOVE REVIEW OF PLATS AND REMOVE REVIEW OF SINGLE FAMILY SITE PLANS AND APPEARANCE (INCLUDING ARCHITECTURAL) FROM THE PLANNING AND ZONING BOARD TO ADMINISTRATIVE STAFF; PROVIDING FOR ADOPTION OF RECITALS; CONFLICTS, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

REQUESTED ACTION:

Conduct a public hearing and consider recommendation of approval or denial to City Council for Ordinance No. 797.

BACKGROUND:

As directed by Town Council at the March 25, 2026 Town Council meeting, Ordinance 797 is being re-noticed.

Florida Statutes, 166.041, requires proper public notice before adopting an ordinance. Florida Statutes, 50.0311, allows website notice instead of newspaper notice. In 2024, the Town of Juno Beach began placing some of its required public notices on the Palm Beach County website for public notices instead of in a newspaper of general circulation. Florida Statutes, 50.0311 requires an annual notice published in a newspaper of general circulation directing the public to the web location of the Town’s public notices (in the case of the Town, on the Palm Beach County website for public notices). In 2025, the annual notice was inadvertently not run in a newspaper of general circulation in accordance with Florida Statutes, 50.0311. As the original public notice for Ordinance 797 was advertised in December 2025 on the Palm Beach County website for public notices, the ordinance is being re-noticed for public hearing by the Planning and Zoning Board.

PLANNING AND ZONING BOARD:

On April 6, 2026, the Planning and Zoning Board held a public hearing on Ordinance 797 and voted 5-0 to recommend the Town Council deny Ordinance No. 797.

RECOMMENDATION:

At this time, Staff recommends the Town Council hold a public hearing and consider approval or denial of Ordinance No. 797, at first reading.



Meeting Name: Town Council Meeting
Meeting Date: January 28, 2026
Prepared By: Zackery Good, Town Attorney
Item Title: ORDINANCE NO. 797

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA AMENDING DIVISION 1, “GENERALLY,” OF ARTICLE II, “ADMINISTRATION AND ENFORCEMENT,” OF CHAPTER 34, “ZONING,” OF THE TOWN CODE OF ORDINANCES BY AMENDING SECTION 34-28, “PLANNING AND ZONING BOARD DUTIES,” TO REMOVE REVIEW OF PLATS AND REMOVE REVIEW OF SINGLE FAMILY SITE PLANS AND APPEARANCE (INCLUDING ARCHITECTURAL) FROM THE PLANNING AND ZONING BOARD TO ADMINISTRATIVE STAFF; PROVIDING FOR ADOPTION OF RECITALS; CONFLICTS, CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE.

REQUESTED ACTION:

Hold a public hearing (first reading) and consider adoption of Ordinance No. 797, amending Section 34-28, Town Code of Ordinances to:

1. Remove plat and replat review from the duties of the Planning and Zoning Board; and
2. Remove review of single-family and two-family site plans and appearance, including architectural review, from the Planning and Zoning Board and assign such review to administrative Staff.

BACKGROUND AND LEGAL ANALYSIS:

At its May 28, 2025 meeting, the Town Council directed Staff to revise the Zoning Code to continue enforcement of harmony review for single-family dwellings while complying with state-law preemptions related to the regulation of building design elements. That direction included:

- Removing architectural review of single-family and two-family dwellings from the appearance review criteria;
- Creating a Zoning in Progress to allow time for comprehensive Code revisions;
- Removing appearance review for single-family dwellings;

- Returning review authority for single-family dwellings from the Planning and Zoning Board (acting as the Appearance Review Board) to administrative staff;
- Revising harmony comparison language; and
- Exploring additional base-zoning tools to promote harmony.

Subsequently and shortly thereafter, on June 26, 2025, the Governor of Florida signed Senate Bill 180 into law. Because Palm Beach County is included in a federal disaster declaration, the Town of Juno Beach is restricted until October 1, 2027, from adopting land development regulations or review procedures that are more restrictive or burdensome.

As a result, certain Council-directed zoning changes—such as increased setbacks, second-story floor area limitations, and expanded open-space requirements—are now legally constrained by Florida Statutes that preempt local government and could expose the Town to litigation risk as a result of the actions of Senate Bill 180.

However, Senate Bill 180 does not prohibit actions that are considered less restrictive, including:

- Removal of architectural and appearance review for single-family dwellings; and
- Assignment of such review to administrative staff.

The Town of Juno Beach has prior existing appearance review regulations in its Code of Ordinances.

The Town's existing appearance review regulations for single-family dwellings were adopted prior to August 1, 2024, dating as far back as 1984 according to historical Town records, and therefore are not invalidated by Senate Bill 180. Under current Code provisions, single-family dwellings are subject to Planning and Zoning Board review pursuant to Section 34-116, which includes harmony-based criteria.

To ensure consistency and transparency in applying these criteria, Staff developed internal analytical tools to evaluate bulk, mass, scale, and proportion. These tools are not codified but were implemented to reduce subjectivity and mitigate legal risk.

Prior legal counsel for the Town of Juno Beach provided the Town Council with a legal memorandum addressing potential challenges associated with the Town's harmony and appearance criteria. Key considerations included:

1. Whether Harmony and Appearance Review are Void for Vagueness

No. An ordinance is unconstitutionally vague only if it fails to provide a person of ordinary intelligence fair notice of what is prohibited or lacks definite standards applicable to similarly situated persons. *See Jones v. Williams Pawn & Gun, Inc.*, 800 So. 2d 267, 270 (Fla. 4th DCA 2001), *rev. denied*, 821 So. 2d 305 (Fla. 2002).

2. Whether Harmony and Appearance Review Violates Constitutional Equal Protection

No. Equal protection challenges in the zoning context are difficult to sustain and require proof that a facially neutral ordinance was applied unequally for a discriminatory purpose. *See Burns v. Town of Palm Beach*, 343 F.Supp.3d 1258, 1272 (S.D. Fla. 2018)

3. Whether Harmony and Appearance Review Provide Unbridled Discretion

No. Courts have held that zoning regulations are not impermissibly vague merely because they involve judgment or discretion, provided the ordinance includes sufficient criteria to guide decision-making and prevent arbitrary enforcement. Relevant case law has upheld similar appearance and architectural review standards where parameters constrain discretion and provide meaningful guidance.

In summary, while the Town's current harmony criteria are inherently subjective, courts have consistently recognized that subjectivity alone does not render a zoning ordinance unconstitutional where sufficient guiding standards exist.

The Town's existing appearance review regulations stand on relatively firm legal ground under the Town's home-rule police powers to regulate the health, safety, and welfare of the community in conjunction with existing Florida case law. However, adoption of more stringent or restrictive standards at this time may conflict with Senate Bill 180.

If the Town Council elects to continue enforcing appearance review criteria, options previously discussed include:

- Establishing a formal Design or Appearance Review Board with members experienced in architecture, planning, or real estate;
- Codifying review authority in a designated board or the Town Council, consistent with historical practice dating back to the Appearance Review Board created in 1984; and
- Continuing Staff analysis guided by the plain language of the Zoning Code.

Furthermore, if the Town were to continue enforcing its appearance review criteria, it could codify a provision specifically designating the Town Council or other constituted Town Board, such as the prior Appearance Review Board from 1984 which, as a practical matter, was absorbed into the Planning and Zoning Board upon its creation through recodification, but which has not been specifically repealed and is technically an active board legally, to review these decisions.

Absent the adoption of updated regulations by the Town Council, Town Staff could continue to analyze the square footage and floor area ratio of structures within the comparison area when formulating its recommendations as to bulk, mass, and scale, but should avoid the adoption of strict formulas in applying the harmony criteria. In accordance with the case law cited above, Staff recommendations should be guided by the application of the actual words used in the Town's Zoning Code.

TOWN COUNCIL DIRECTION:

At the November 12, 2025, Town Council Meeting, the Town Council approved a six-part motion to:

1. Create an ordinance that amends the Zoning Code to return appearance review for single family detached homes to the Town Planning & Zoning Department and removes it from the responsibilities of the Planning & Zoning Board;
2. Create an ordinance that adds clarifying language to our Zoning Code stating the original intent is to be followed when judging Harmony for single family homes, which is that the Harmony requirements adopted in 1992 restricted the Appearance of a proposed home (no castles or domes), but not the size, mass, bulk, scale, or proportion of the home;
3. Publicize the existing zoning code restrictions on house sizes by the height and lot coverage limits, and minimum setbacks listed for the various zoning districts;
4. Publicize that the existing harmony definition and statements in our code regarding aesthetically pleasing buildings, etc. are informational regarding the intent of town codes, but not enforceable requirements;
5. Create an ordinance that revises the architecture requirements in our zoning code to clarify that "building design elements" are not to be used in staff decision making as to whether a proposed single family detached home is acceptable; and
6. Continue with current plans to encourage voluntary compliance with the town's preferred architectural styles such as with the Pattern Book now being produced.

The Town Attorney's Office has subsequently worked with Town Staff to draft the attached Ordinance No. 797 amending Section 34-28, Town Code of Ordinances to:

1. Remove plat and replat review from the duties of the Planning and Zoning Board; and
2. Remove review of single-family and two-family site plans and appearance, including architectural review, from the Planning and Zoning Board and assign such review to administrative Staff.

The amendments to Section 34-28, Town Code of Ordinances related to plat and replat duties are changes recommended by the Town Attorney's Office for clarity and compliance with Section 177.071, Florida Statutes, that may be undertaken via this Ordinance already updating the duties of the Planning and Zoning Board.

The amendments to Section 34-28, Town Code of Ordinances related to the reassignment of site plan and appearance review for single-family and two-family dwellings are pursuant to part one of the Town Council's November 12, 2025, motion.

PLANNING AND ZONING BOARD:

The Planning and Zoning Board held a public hearing on January 5, 2026, and have recommended that the Town Council approve Ordinance No. 797.

RECOMMENDATION:

At this time, Staff recommends the Town Council hold a public hearing and consider adoption of Ordinance No. 797, at first reading.

TOWN OF JUNO BEACH, FLORIDA

ORDINANCE NO. 797

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA AMENDING DIVISION 1, "GENERALLY," OF ARTICLE II, "ADMINISTRATION AND ENFORCEMENT," OF CHAPTER 34, "ZONING," OF THE TOWN CODE OF ORDINANCES BY AMENDING SECTION 34-28, "PLANNING AND ZONING BOARD DUTIES," TO REMOVE REVIEW OF PLATS AND REMOVE REVIEW OF SINGLE FAMILY SITE PLANS AND APPEARANCE (INCLUDING ARCHITECTURAL) FROM THE PLANNING AND ZONING BOARD TO ADMINISTRATIVE STAFF; PROVIDING FOR ADOPTION OF RECITALS; CONFLICTS, CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, Article VIII of the Florida Constitution and Chapter 166, Florida Statutes, provide municipalities with governmental, corporate, and proprietary powers to conduct municipal government, perform municipal functions, and render municipal services, and to exercise any power for municipal purposes except as expressly prohibited by law; and

WHEREAS, the Town Council of the Town of Juno Beach, Florida, as the governing body of the Town, is authorized pursuant to Chapters 163 and 166, Florida Statutes, to adopt and amend land development regulations; and

WHEREAS, Section 177.071, Florida Statutes, provides that a local government may not require plat approval by the governing body and authorizes the delegation of plat review and approval to administrative officials in accordance with adopted regulations; and

WHEREAS, the Town Council of the Town of Juno Beach has expressly recognized and implemented the requirements of section 177.071, Florida Statutes, by adopting Resolution No. 2025-12 on August 26, 2025, which delegates authority for the administrative review and approval of plats and replats to Town staff, including designation of the Town Manager as the administrative official authorized to approve plats and replats; and

WHEREAS, the Town Council has expressed its intention to amend Division 4, "Site Plan and Appearance Review," of Article II, "Administration and Enforcement," of Chapter 34, "Zoning," of the Town Code of Ordinances to modify appearance, including architectural, review procedures for detached single-family dwellings so that such review is subject to administrative review and approval by the Planning and Zoning

1 Director or designee, rather than requiring a public hearing before the Planning and
2 Zoning Board; and
3

4 **WHEREAS**, the Town's Planning and Zoning Board, acting as the Local Planning
5 Agency, has conducted a duly noticed public hearing on this Ordinance and transmitted
6 its recommendation to the Town Council; and
7

8 **WHEREAS**, notwithstanding prior concerns regarding administrative review, the
9 Town Council has determined that site plan and appearance (including architectural)
10 review of detached single-family dwellings not located within an approved Planned Unit
11 Development should be returned to the Planning and Zoning Board for final action and
12 shall be authorized for review by administrative staff; and
13

14 **WHEREAS**, the Town Council finds that adoption of this Ordinance is in the best
15 interests of the public health, safety, and general welfare of the Town of Juno Beach.
16

17 **NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE**
18 **TOWN OF JUNO BEACH, FLORIDA, as follows:**
19

20 **Section 1. Adoption of Recitals.** The foregoing "Whereas" clauses are
21 hereby ratified as true and confirmed and are incorporated herein.
22

23 **Section 2. Amendments.** The Town Council hereby amends Division 1,
24 "Generally," of Article II, "Administration and Enforcement," of Chapter 34,
25 "Zoning," of the Town Code of Ordinances by amending Section 34-28, "Planning
26 and zoning board duties," to read as follows (additional language is underlined):
27

28 **Sec. 34-28. - Planning and zoning board duties.**
29

30 The planning and zoning board shall issue recommendations to the town
31 council and zoning board of adjustment and appeals, as applicable, on all
32 matters involving community planning, including, but not limited to, the
33 comprehensive plan, site plan and appearance reviews, ~~preliminary plat~~
34 ~~reviews~~, variances, administrative appeals, and special exception uses.
35 ~~The planning and zoning board shall have final decision-making authority~~
36 ~~on site plan and appearance review, specifically including architectural~~
37 ~~review, of detached single-family dwellings not located within an approved~~
38 ~~planned unit development.~~ It shall exercise its power as defined in this
39 chapter and as further established by F.S. ch. 163, part II. The planning
40 and zoning board shall be the local planning agency required to be
41 designated as such by F.S. § 163.3174.
42

43 **Section 3. Conflicts.** All ordinances or parts of ordinances of the Town of
44 Juno Beach, Florida, which are conflict with this Ordinance, are hereby repealed to
45 extent of such conflict.
46

[Remainder of page intentionally blank]

FIRST READING this ____ day of _____, 2026.

SECOND, FINAL READING AND ADOPTION this ____ day of _____, 2026.

AYE

NAY

DAVE SANTILLI, MAYOR

AYE

NAY

DIANA DAVIS VICE MAYOR

AYE

NAY

DD HALPERN, VICE MAYOR PRO TEM

AYE

NAY

SCOTT SHAW, COUNCILMEMBER

AYE

NAY

MAX FRASER, COUNCILMEMBER

ATTEST:

APPROVED AS TO FORM AND LEGAL
SUFFICIENCY:

CAITLIN E. COPELAND-RODRIGUEZ, MMC
TOWN CLERK

TG LAW PLLC
TOWN ATTORNEY



BUSINESS IMPACT ESTIMATE/EXEMPTION FORM

This Business Impact Estimate is provided in accordance with Florida Statute §166.041(4). This form should be included in agenda packet for the item under which the proposed Ordinance is to be considered, and must be posted on the Town’s website by the time notice of the proposed Ordinance is published. This Business Impact Estimate may be revised following its initial posting.

Proposed Ordinance’s title/reference:

ORDINANCE NO. 797

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA AMENDING DIVISION 1, “GENERALLY,” OF ARTICLE II, “ADMINISTRATION AND ENFORCEMENT,” OF CHAPTER 34, “ZONING,” OF THE TOWN CODE OF ORDINANCES BY AMENDING SECTION 34-28, “PLANNING AND ZONING BOARD DUTIES,” TO REMOVE REVIEW OF PLATS AND REMOVE REVIEW OF SINGLE FAMILY SITE PLANS AND APPEARANCE (INCLUDING ARCHITECTURAL) FROM THE PLANNING AND ZONING BOARD TO ADMINISTRATIVE STAFF; PROVIDING FOR ADOPTION OF RECITALS; CONFLICTS, CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE.

If one or more boxes are checked below, this means the TOWN OF JUNO BEACH is of the view that a business impact estimate is not required for the proposed Ordinance pursuant to Florida Statute §166.041(4)(c), but the TOWN OF JUNO BEACH is providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed Ordinance.

- ☐ The proposed Ordinance is required for compliance with federal or state law or regulation;
- ☐ The proposed Ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed Ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed Ordinance is required to implement a contract or an agreement, including, but not limited to, any federal, state, local, or private grant, or other financial assistance accepted by the municipal government.

- ☐ The proposed Ordinance is an emergency Ordinance;
- ☐ The proposed Ordinance relates to procurement; or
- ☐ The proposed Ordinance is enacted to implement the following:
 - a. A development order or development permit, as defined in s. 163.3164, F.S.; a development agreement as authorized by ss. 163.3220-163.3243, F.S.; or a comprehensive plan amendment or land development regulation amendment initiated by an application by a private party other than the municipality;
 - b. Sections 190.005 and 190.046, *Florida Statutes*, regarding community development districts;
 - c. Section 553.73, *Florida Statutes*, relating to the *Florida Building Code*; or
 - d. Section 633.202, *Florida Statutes*, relating to the *Florida Fire Prevention Code*.

In accordance with the provisions of controlling law, even notwithstanding the fact that although an exemption noted above may apply, the TOWN OF JUNO BEACH hereby publishes the following information:

1. Summary of the proposed Ordinance (must include statement of the public purpose, such as serving the public health, safety, morals, and welfare):

1. Remove plat and replat review from the duties of the planning and zoning board by deleting references to preliminary plat reviews in the duties of the planning and zoning board; and

2. Remove review of single-family and two-family site plans and appearance, including architectural review, from the planning and zoning board and assign such review to administrative staff by deleting references to the planning and zoning board decision-making authority of appearance and architectural review of single-family dwellings.

The Town Council has determined that adoption of this Ordinance is in the best interests of the general welfare of the Town of Juno Beach.

2. An estimate of the direct economic impact of the proposed Ordinance on private, for-profit businesses in the Town, if any:

(a) An estimate of direct compliance costs that businesses may reasonably incur: **NONE**.

(b) Any new charge or fee imposed by the proposed Ordinance, or for which businesses will be financially responsible; and **NONE**.

(c) An estimate of the Town's regulatory costs, including estimated revenues from any new charges or fees to cover such costs. **NONE**.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed Ordinance: **NONE**.

4. Additional information the governing body deems useful (if any):

THE PROPOSED ORDINANCE IS A GENERALLY APPLICABLE ORDINANCE THAT APPLIES TO ALL PERSONS SIMILARLY SITUATED (INDIVIDUALS AS WELL AS BUSINESSES) AND, THEREFORE, THE PROPOSED ORDINANCE DOES NOT AFFECT ONLY BUSINESSES.



MEMORANDUM

To: Town Council
Date: April 25, 2026
Prepared By: Frank M. Davila, CFM, Director of Planning and Zoning
Item Title: Ordinance 799 – Repeal Code Section 12-136. – Gasoline powered leaf blowers.

BACKGROUND:

Proposed Ordinance No. 799 seeks to amend the Town Code of Ordinances to comply with recently enacted state legislation (Senate Bill 290) regarding the regulation of landscaping equipment.

On August 23, 2023, the Town Council adopted Ordinance 768, which established Section 12-136 of the Town Code to prohibit the use of gasoline-powered leaf blowers within town limits.

During the most recent legislative session, Governor DeSantis signed Senate Bill 290 into law. This legislation prohibits local municipalities from enforcing bans on gasoline-powered landscaping equipment. Senate Bill 290 is scheduled to take effect on July 1, 2026.

DISCUSSION:

To ensure compliance with the new state mandate, Town Staff proposes Ordinance 799, which would repeal the prohibition currently found in Section 12-136.

- **Current Regulation:** The code currently prohibits the use of gasoline-powered leaf blowers on any property within the Town.
- **Proposed Revision:** Under Ordinance 799, the existing prohibitory language will be stricken, and the section will be marked as "Reserved". (See attached proposed Ordinance No. 799).
- **Effective Date:** Staff proposes that this ordinance become effective immediately following approval by the Town Council upon its second reading.

While Senate Bill 290 restricts the Town's ability to enforce a ban, it does not limit the Town from encouraging the use of alternative, battery-powered landscaping equipment. At the Council's direction, Town Staff is prepared to disseminate educational materials and informational facts via the Town's website and newsletters to promote these alternatives.

RECOMMENDATION:

Staff recommends that the Town Council review and approve Ordinance No. 799 on first reading.

ATTACHMENT(S):

- Proposed Ordinance No. 799.
- Senate Bill 290, pg. 13.

TOWN OF JUNO BEACH, FLORIDA

ORDINANCE NO. 799

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA, AMENDING SECTION 12-136, "GASOLINE POWERED LEAF BLOWERS," OF ARTICLE V, "NOISE," OF CHAPTER 12, "ENVIRONMENT" OF THE TOWN CODE OF ORDINANCES TO CONFORM WITH CHAPTER 2026-3, LAWS OF FLORIDA; PROVIDING FOR CONFLICTS, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE

WHEREAS, Article VIII of the State Constitution and Chapter 166, Florida Statutes provide that municipalities shall have the governmental, corporate, and proprietary powers to enable them to conduct municipal government, perform municipal functions, and render municipal services, and may exercise any power for municipal purposes, except when expressly prohibited by law; and

WHEREAS, the Town Council of the Town of Juno Beach, Florida as the governing body, pursuant to the authority vested in Chapter 163 and Chapter 166, Florida Statutes, is authorized and empowered to consider changes to its land development regulations; and

WHEREAS, SB 290 (2026), codified as Chapter 2026-3, Laws of Florida, prohibits local governments from enforcing bans on gasoline-powered landscaping equipment effective July 1, 2026; and

WHEREAS, the Town Council wishes to amend Section 12-136, "Gasoline powered leaf blowers," of Article V, "Noise," of Chapter 12, "Environment," of the Town Code of Ordinances to conform with Chapter 2026-3, Laws of Florida; and

WHEREAS, the Town Council has determined that adoption of this Ordinance is in the best interests of the general welfare of the Town of Juno Beach.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA as follows:

Section 1. The foregoing "Whereas" clauses are hereby ratified as true and correct and are incorporated herein.

Section 2. The Town Council hereby amends Section 12-136, "Gasoline powered leaf blowers," of Article V, "Noise," of Chapter 12, "Environment," of the Town Code of Ordinances as set forth below. For purposes of this Ordinance, underlined type shall constitute additions to the original text, *** shall constitute ellipses to the original text and ~~strike through~~ shall constitute deletions to the original text.

~~Effective October 1, 2024, the use of gasoline powered *leaf blowers* is prohibited on any property within the town.~~

Section 3. All ordinances or parts of ordinances of the Town of Juno Beach, Florida, which are conflict with this Ordinance, are hereby repealed to extent of such conflict.

Section 4. The provisions of this Ordinance shall become and be made a part of the Zoning Code of the Town of Juno Beach, Florida. The sections of this Ordinance may be renumbered or relettered to accomplish such, and the word “ordinance” may be changed to “section,” “article” or any other appropriate word.

Section 5. If any section, paragraph, sentence, clause, phrase, or word of this Ordinance is for any reason held by a court of competent jurisdiction to be unconstitutional, inoperative or void, such holding shall not affect the remainder of the Ordinance.

Section 6. This Ordinance shall be effective immediately upon final adoption.

[Remainder of page intentionally blank]

FIRST READING this ____ day of _____, 2026.

SECOND, FINAL READING AND ADOPTION this ____ day of _____, 2026.

AYE

NAY

DAVE SANTILLI, MAYOR

AYE

NAY

DIANA DAVIS VICE MAYOR

AYE

NAY

DD HALPERN, VICE MAYOR PRO TEM

AYE

NAY

SCOTT SHAW, COUNCILMEMBER

AYE

NAY

MAX FRASER, COUNCILMEMBER

ATTEST:

APPROVED AS TO FORM AND LEGAL
SUFFICIENCY:

CAITLIN E. COPELAND-RODRIGUEZ, MMC
TOWN CLERK

TG LAW PLLC
TOWN ATTORNEY

2026290er

(b) "Gasoline-powered landscape equipment" means any machine powered by an internal combustion engine or motor that uses gasoline, diesel, or a blend of gasoline and oil which is used to provide landscape management or maintenance or to move leaves, dirt, grass, or other debris off of sidewalks, driveways, lawns, or other surfaces.

(2) A municipality may not enact or enforce a resolution, an ordinance, a rule, a code, or a policy or take any action that restricts or prohibits the use of gasoline-powered farm equipment or gasoline-powered landscape equipment and may not create differing standards for such equipment or distinguish such equipment from any electric or similar equipment in a retail, manufacturer, or distributor setting.

(3) This section does not prohibit or limit a municipality from encouraging the use of alternative farm or landscape equipment, such as battery-powered farm or landscape equipment.

Section 5. Paragraph (d) of subsection (2) of section 212.055, Florida Statutes, is amended to read:

212.055 Discretionary sales surtaxes; legislative intent; authorization and use of proceeds.—It is the legislative intent that any authorization for imposition of a discretionary sales surtax shall be published in the Florida Statutes as a subsection of this section, irrespective of the duration of the levy. Each enactment shall specify the types of counties authorized to levy; the rate or rates which may be imposed; the maximum length of time the surtax may be imposed, if any; the procedure which must be followed to secure voter approval, if required; the purpose for which the proceeds may be expended; and such other requirements as the Legislature may provide.



To: Town Council
Date: April 22, 2026
Prepared By: Frank M. Davila, CFM, Director of Planning and Zoning
Item Title: Ordinance 800 – Amending Floodplain Regulation Definitions

BACKGROUND:

Proposed Ordinance No. 800 seeks to amend the Town Code of Ordinances to align with enacted state legislation (Senate Bill 180, which regulates how local governments calculate “substantial improvement” (SI) and “substantial damage” (SD)).

The Town of Juno Beach participates in the National Flood Insurance Program’s Community Rating System (CRS). Historically, to encourage the transition of nonconforming structures to modern safety standards and to discourage "phased" construction designed to bypass flood regulations, the Town elected to enforce a **10-year cumulative period** for SI/SD calculations.

However, during the 2025 Legislative Session, Senate Bill 180 was signed into law. This legislation expressly prohibits municipalities from adopting or enforcing any ordinance that includes a cumulative period for substantial improvements or repairs.

DISCUSSION:

To ensure compliance with the state mandate, Town Staff proposes Ordinance 800 to amend the definitions currently found in Section 7-12 of the Town Code.

- **Current Regulation:** The Code currently mandates a 10-year cumulative look-back period for both substantial damage and improvements.
- **Proposed Revision:** In accordance with SB 180, the existing language regarding the 10-year cumulative period will be stricken. (See attached Ordinance No. 800).
- **Effective Date:** Staff proposes that this ordinance become effective immediately following approval by the Town Council upon its second reading.

REGULATORY ENFORCEMENT POST-SB 180: It is important to clarify that while Senate Bill 180 eliminates the cumulative "look-back" period, it does not vacate the Town’s authority to enforce Substantial Improvement or Substantial Damage requirements for individual permits. The Town remains obligated to apply the 50% threshold to any single project or permit application. Furthermore, the Town retains the administrative authority to deny "phased" permit applications (permit splitting) in instances

where an applicant intentionally divides a single project into multiple components to circumvent the Florida Building Code or federal floodplain management requirements.

RECOMMENDATION:

Staff recommends that the Town Council review and approve Ordinance No. 800 on first reading.

ATTACHMENT(S):

- Proposed Ordinance No. 800.
- F.S. 163.31795 Participation in the National Flood Insurance Program.

TOWN OF JUNO BEACH, FLORIDA

ORDINANCE NO. 800

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA, AMENDING SECTION 7-12, "DEFINITIONS," OF ARTICLE II, "DEFINITIONS," OF CHAPTER 7, "FLOODPLAIN REGULATIONS" OF THE TOWN CODE OF ORDINANCES TO CONFORM WITH THE PROVISIONS OF CHAPTER 2025-190, LAWS OF FLORIDA RELATED TO SUBSTANTIAL IMPROVEMENT AND SUBSTANTIAL DAMAGE; PROVIDING FOR CONFLICTS, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE

WHEREAS, Article VIII of the State Constitution and Chapter 166, Florida Statutes provide that municipalities shall have the governmental, corporate, and proprietary powers to enable them to conduct municipal government, perform municipal functions, and render municipal services, and may exercise any power for municipal purposes, except when expressly prohibited by law; and

WHEREAS, SB 180 (2025), codified as Chapter 2025-190, Laws of Florida, regulates how local governments calculate "substantial improvement" and "substantial damage" to eliminate a cumulative "look-back" period; and

WHEREAS, the Town Council wishes to amend Section 7-12, "Definitions," of Article II, "Definitions," of Chapter 7, "Floodplain Regulations," of the Town Code of Ordinances to conform with Chapter 2025-190, Laws of Florida; and

WHEREAS, the Town Council has determined that adoption of this Ordinance is in the best interests of the general welfare of the Town of Juno Beach.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA as follows:

Section 1. The foregoing "Whereas" clauses are hereby ratified as true and correct and are incorporated herein.

Section 2. The Town Council hereby amends Section 7-12, "Definitions," of Article II, "Definitions," of Chapter 7, "Floodplain Regulations," of the Town Code of Ordinances as set forth below. For purposes of this Ordinance, underlined type shall constitute additions to the original text, *** shall constitute ellipses to the original text and ~~strike through~~ shall constitute deletions to the original text.

Sec. 7-12. - Definitions.

1 *Substantial damage.* Damage of any origin sustained by a building or structure
2 whereby the cost of restoring the building or structure to its before-damaged
3 condition would equal or exceed 50 percent of the market value of the building or
4 structure before the damage occurred. ~~The term also includes flood-related~~
5 ~~damage sustained by a structure on two separate occasions during a ten year~~
6 ~~period for which the cost of the repairs at the time of each such flood event, on~~
7 ~~average, equals or exceeds 25 percent of the market value of the structure~~
8 ~~before the damage occurred. [Also defined in FBC, B Section 1612.2.]~~

9
10 *Substantial improvement.* Any combination of repair, reconstruction,
11 rehabilitation, addition, or other improvement of a building or structure ~~taking~~
12 ~~place during a ten year period, the cumulative cost of which equals or exceeds~~
13 50 percent of the market value of the building or structure before
14 the improvement or repair is started. ~~For each building or structure, the ten year~~
15 ~~period begins on the date of the first permit issued for improvement or repair of~~
16 ~~that building or structure subsequent to June 1, 1993. If the structure has~~
17 incurred "substantial damage," any repairs are
18 considered substantial improvement regardless of the actual repair work
19 performed. The term does not, however, include either: ~~[Also defined in FBC, B,~~
20 ~~Section 1612.2.]~~

21 (1) Any project for improvement of a building required to correct existing
22 health, sanitary, or safety code violations identified by the building official
23 and that are the minimum necessary to assure safe living conditions.

24 (2) Any alteration of a historic structure provided the alteration will not
25 preclude the structure's continued designation as a historic structure.

26
27 **Section 3.** All ordinances or parts of ordinances of the Town of Juno Beach,
28 Florida, which are conflict with this Ordinance, are hereby repealed to extent of such
29 conflict.

30
31 **Section 4.** The provisions of this Ordinance shall become and be made a part
32 of the Zoning Code of the Town of Juno Beach, Florida. The sections of this Ordinance
33 may be renumbered or relettered to accomplish such, and the word "ordinance" may be
34 changed to "section," "article" or any other appropriate word.

35
36 **Section 5.** If any section, paragraph, sentence, clause, phrase, or word of this
37 Ordinance is for any reason held by a court of competent jurisdiction to be
38 unconstitutional, inoperative or void, such holding shall not affect the remainder of the
39 Ordinance.

40
41 **Section 6.** This Ordinance shall be effective immediately upon final adoption.

42
43
44 [Remainder of page intentionally blank]
45

FIRST READING this ____ day of _____, 2026.

SECOND, FINAL READING AND ADOPTION this ____ day of _____, 2026.

_____ AYE	_____ NAY	_____ DAVE SANTILLI, MAYOR
--------------	--------------	-------------------------------

_____ AYE	_____ NAY	_____ DIANA DAVIS VICE MAYOR
--------------	--------------	---------------------------------

_____ AYE	_____ NAY	_____ DD HALPERN, VICE MAYOR PRO TEM
--------------	--------------	---

_____ AYE	_____ NAY	_____ SCOTT SHAW, COUNCILMEMBER
--------------	--------------	------------------------------------

_____ AYE	_____ NAY	_____ MAX FRASER, COUNCILMEMBER
--------------	--------------	------------------------------------

ATTEST:	APPROVED AS TO FORM AND LEGAL SUFFICIENCY:
---------	---

_____ CAITLIN E. COPELAND-RODRIGUEZ, MMC TOWN CLERK	_____ TG LAW PLLC TOWN ATTORNEY
---	---------------------------------------

Select Year: 2025 ▼ Go

The 2025 Florida Statutes

[Title XI](#)
COUNTY ORGANIZATION AND INTERGOVERNMENTAL
RELATIONS

[Chapter 163](#)
INTERGOVERNMENTAL
PROGRAMS

[View Entire
Chapter](#)

163.31795 Participation in the National Flood Insurance Program.—

(1) For purposes of this section, the term:

(a) “Cumulative substantial improvement period” means the period during which an aggregate of improvements or repairs are considered for purposes of determining substantial improvement as defined in s. [161.54](#)(12).

(b) “Local government” has the same meaning as in s. [163.2514](#).

(2) A local government that is participating in the National Flood Insurance Program may not adopt or enforce an ordinance for substantial improvements or repairs to a structure which includes a cumulative substantial improvement period.

History.—s. 2, ch. 2025-190.

Copyright © 1995-2026 The Florida Legislature • [Privacy Statement](#) • [Contact Us](#)



Meeting Name: Town Council Meeting
Meeting Date: April 22, 2026
Prepared By: E. Alves, CPA, Finance/HR Director
Item Title: FY 2026-2027 Budget Calendar

DISCUSSION:

Enclosed for your consideration is the proposed Budget Calendar for Fiscal Year 2026–2027.

As part of the budget development process, staff are proposing the scheduling of two Budget Workshops to review departmental submissions, discuss policy considerations, and receive direction from the Town Council. The proposed dates for the Budget Workshops are as follows:

- Budget Workshop #1: Wednesday July 15, 2026, 3pm-5pm
- Budget Workshop #2: Wednesday August 19, 2026, 3pm-5pm

Please advise if these proposed dates are acceptable or if modifications are necessary.

In addition, to facilitate more detailed discussions and ensure each Council Member can communicate individual priorities and concerns, each individual Council Member will have a one-on-one meeting with Staff at a mutually convenient time during the budget preparation period. Those meetings will be scheduled soon.

RECOMMENDATION:

Staff recommend that the Town Council approve the two Budget Workshop dates.



Proposed 2026-2027 Ad Valorem Budget Calendar

- | | | |
|------------------------|---|---|
| April 1, 2026 | - | Official Start of “Budget Season,” <u>one month earlier than last year</u> |
| April 2026 | - | Department Directors compile department budgets with assistance from Finance |
| May 6-8, 2026 | - | Individual Department draft Budget meetings with Finance/Town Manager – Operating, Capital and any Position Changes, (tentative meetings are on department head calendars) |
| May 20, 2026 | - | Town Council Budget Kickoff Presentation by Finance/HR Director |
| May 26-29, 2026 | - | Meetings with Town Manager, Finance/HR Director and each Town Council member to go over individual FY27 budget priorities, (placeholder meetings are on calendar, will schedule with town council after election) |
| May 29, 2026 | - | Property Appraiser provides preliminary Tax Roll (estimate of total assessed values) |
| June 1-June 5, 2026 | - | Individual Department Tentative Budget meetings With Finance/HR Director & Town Manager – Operating, Capital and any Position Changes, (tentative meetings are on department head calendars) |
| June 9, 2026 | - | Senior Staff Meeting review of final Capital Improvement Plan |
| June 11, 2026 | - | Tentative Budget - First draft is available |
| June 18- June 23, 2026 | - | Town Manager & Finance/HR Director individually |

meets with Town Council members to go over the Tentative Budget, (placeholder meetings are on calendar, will schedule with town council after election)

- | | | |
|--------------------|---|--|
| June 24, 2026 | - | Town Council Meeting, review of Tentative Budget, department directors will present their budgets |
| July 1, 2026 | - | Property Appraiser provides certification of taxable values |
| July 15, 2026 | - | Tentative Budget Workshop #1, 2pm |
| July 22, 2026 | - | Town Council Meeting, Setting of proposed millage rate and confirms dates for public hearings |
| July 24, 2026 | - | Finance provides proposed ad valorem rates to Property Appraiser |
| August 19, 2026 | - | Tentative Budget Workshop #2, 2pm |
| August 26, 2026 | - | Town Council Meeting |
| September 9, 2026 | - | Town Council Meeting, First reading of adopting Tentative Budget, FY 26 Budget amendment, if Required, Re-compute Proposed Millage, if amended |
| September 23, 2026 | - | Town Council Meeting
Second reading of adopting Tentative Budget |
| September 25, 2026 | - | Finance to provide final millage rate to Property Appraiser, Tax Collector and Dept of Revenue and budget and approval of budget resolution |
| | - | Certification of "TRIM" compliance, signed by Town Manager and submitted to Property Appraiser |
| October 1, 2026 | - | Start new budget year |
| | - | Adopted budget posted on website and distributed to departments |

The public hearing dates above must be coordinated with Palm Beach County and the School Board so as not to conflict with their public hearing meetings. As the budget process and reporting requirements are met, the Town Council and Staff will adjust dates, as necessary.



Meeting Name: Town Council Meeting
Meeting Date: April 22, 2026
Prepared By: E. Alves, CPA, Finance/HR Director
Item Title: Resolution #2026-08 Approving 2025-2026 Budget Amendment

DISCUSSION:

At the Budget Public Hearing on September 24, 2025, the Council voted to approve the 2025-2026 Budget in the amount of \$ 10,645,492.

The attached Resolution of proposed amendment is for your consideration. This amendment accounts for the purchase of a police department volunteer vehicle that was paid for with funds donated by Frenchman's Creek Charities Foundation, Inc in June 2025. This donation was previously approved by Town Council, however the vehicle was not received and paid for until the next fiscal year. Donation Receipt form is also included.

RECOMMENDATION:

Staff recommends the Town Council consider a motion to approve Resolution 2026-08 Amending the Fiscal Year 2025-2026 Annual Budget.

2025-2026 Budget Amendment Items

Expenditures

Department	Budget Category	Amendment	Description
Law Enforcement	Capital Outlay	\$ 27,000.00	Purchase of police volunteer vehicle

Total Expenditures \$ 27,000.00

Revenues

Budget Category	Amendment	Description
From Contributions - Restricted	\$ 27,000.00	Using donated funds from Frenchman's Creek Charities Foundation received in prior fiscal year

Total Revenues \$ 27,000.00

SCHEDULE A **TOWN OF JUNO BEACH** **AMENDED ANNUAL BUDGET** **FOR FISCAL YEAR ENDING SEPTEMBER 30, 2026**

GENERAL FUND

	ADOPTED		AMENDED
	FISCAL YEAR	BUDGET	FISCAL YEAR
<u>REVENUES</u>	<u>2025-2026</u>	<u>CHANGES</u>	<u>2025-2026</u>
Ad Valorem Taxes	\$4,596,375		\$4,596,375
Local Option, Use & Fuel Taxes	58,000		58,000
One-Cent Discretionary Surtax	125,000		125,000
Utility Services Taxes	1,019,000		1,019,000
Local Business Tax	50,000		50,000
Building Permits	1,000,000		1,000,000
Franchise Fees	100,000		100,000
Permits, Fees & Special Assessments	194,000		194,000
Grants	337,499		337,499
Intergovernmental Revenue	491,500		491,500
Charges for Services	17,500		17,500
Fines and Forfeitures	16,000		16,000
Investment Earnings	500,000		500,000
Miscellaneous	120,500		120,500
From Impact Fees-Restricted	0		0
From Forfeiture Fund-Restricted	0		0
From Contributions-Restricted	100,000	27,000	127,000
From One-Cent Surtax-Restricted	569,134		569,134
<u>From Assigned/Unassigned Fund Balance</u>	<u>1,350,984</u>		<u>1,350,984</u>
TOTAL REVENUES	<u>\$10,645,492</u>	<u>\$27,000</u>	<u>\$10,672,492</u>

EXPENDITURES BY DEPARTMENT

	FISCAL YEAR		FISCAL YEAR
<u>LEGISLATIVE</u>	<u>2025-2026</u>		<u>2025-2026</u>
Salaries	\$43,269		\$43,269
Employee Benefits	3,310		3,310
Operating Expenses	<u>217,150</u>		<u>217,150</u>
TOTAL LEGISLATIVE	263,729	0	263,729
<u>FINANCE & ADMINISTRATION</u>			
Salaries	960,438		960,438
Employee Benefits	285,895		285,895
Professional Fees	366,750		366,750
Operating Expenses	266,400		266,400
Capital Outlay	<u>610,000</u>		<u>610,000</u>
TOTAL FINANCE & ADMINISTRATION	2,489,483	0	2,489,483

TOWN OF JUNO BEACH AMENDED ANNUAL BUDGET FOR FISCAL YEAR ENDING SEPTEMBER 30, 2026

<u>COMPREHENSIVE PLANNING</u>	FISCAL YEAR <u>2025-2026</u>		FISCAL YEAR <u>2025-2026</u>
Salaries	\$526,960		\$526,960
Employee Benefits	192,236		192,236
Professional Fees	929,000		929,000
Operating Expenses	76,200		76,200
Capital Outlay	<u>98,500</u>		<u>98,500</u>
TOTAL COMPREHENSIVE PLANNING	1,822,896	0	1,822,896
<u>LAW ENFORCEMENT</u>			
Salaries	2,144,204		2,144,204
Employee Benefits	1,157,641		1,157,641
Professional Fees	7,150		7,150
Operating Expenses	425,170		425,170
Capital Outlay	<u>196,634</u>	<u>27,000</u>	<u>223,634</u>
TOTAL LAW ENFORCEMENT	3,930,799	27,000	3,957,799
<u>PUBLIC WORKS</u>			
Salaries	\$384,476		\$384,476
Employee Benefits	165,441		165,441
Professional Fees	10,000		10,000
Operating Expenses	705,854		705,854
Capital Outlay	<u>305,814</u>		<u>305,814</u>
TOTAL PUBLIC WORKS	1,571,585	0	1,571,585
<u>GENERAL GOVERNMENT</u>			
Insurance	567,000		567,000
Town Debt Service	0		0
Contingency	<u>0</u>		<u>0</u>
TOTAL GENERAL GOVERNMENT	<u>567,000</u>	<u>0</u>	<u>567,000</u>
TOTAL EXPENDITURES	<u>\$10,645,492</u>	<u>\$27,000</u>	<u>\$10,672,492</u>

Town of Juno Beach Donation Receipt Form

Date: JUNE 20, 2025

Donor's Name: FRENCHMAN'S CREEK CHARITIES FOUNDATION, INC.

Donor's Address: 13495 TOURNAMENT DR, PALM BEACH GARDENS, FL 33410

Donor's Phone: _____

Donation Amount: \$27,000.00

If land, goods, or services, describe land, goods or services donated:

N/A

Please check where appropriate:

☐ This donation is unrestricted in its use.

☒ This donation is restricted for the following purpose

PURCHASE OF A VEHICLE FOR USE BY COMMUNITY VOLUNTEERS

☐ Please respect my privacy, I do not wish to be recognized for my contribution.

Person completing this form: NILES CITRIN

Signature of Donor: Niles L. Citrin

Signature of Town Employee receiving donation: [Signature]

Note: Donation is tax deductible to the extent allowable by law. It is the responsibility of the donor to determine fair market value of this donation.

No goods or services were provided in exchange, in whole or in part, for the donation.

Approved By: _____
Town Manager/Council

(One copy to Finance Department, one copy for Clerk, and one copy for donor)

RESOLUTION 2026-08

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA, AMENDING THE BUDGET FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2025 AND ENDING SEPTEMBER 30, 2026; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Town Staff has determined that in accordance with applicable accounting principles, and as required by state law, the Town must amend the annual budget for the fiscal year commencing October 1, 2025 and ending September 30, 2026 ("Fiscal Year 2025-2026"); and

WHEREAS, the Town Council wishes to amend the Fiscal Year 2025-2026 budget to provide for certain adjustments and amendments thereto.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA as follows:

Section 1. The foregoing recitals are ratified as true and incorporated herein.

Section 2. The Town Council hereby approves the following budget adjustments as an official amendment to the original budget for Fiscal Year 2025-2026, as adopted on September 24, 2025:

LAW ENFORCEMENT FUNDING INCREASE:	FUNDING DECREASE:
--------------------------------------	-------------------

Vehicles Expense \$ 27,000.00 Contributions Restricted \$ 27,000.00
(Cost to purchase vehicle to be used by police volunteers with donated funds.)

Section 3. All resolutions or parts of resolutions of the Town of Juno Beach, Florida, which are in conflict with this Resolution, are hereby repealed to the extent of such conflict. To the extent not modified herein, all other provisions of the Annual Budget for Fiscal Year 2025-2026 remain in full force and effect.

Section 4. If any section, paragraph, sentence, clause, phrase, or word of this Resolution is for any reason held by a court of competent jurisdiction to be unconstitutional, inoperative or void, such holding shall not affect the remainder of the Resolution.

Section 5. This Resolution shall be effective immediately upon adoption.

RESOLVED AND ADOPTED this 22nd day of April, 2026.

Resolution 2026-08
Page 2 of 2

Dave Santilli, Mayor

ATTEST:

Caitlin E. Copeland-Rodriguez, MMC, Town Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

TG Law PLLC, Town Attorney



AGENDA ITEM

Meeting Name: Town Council Meeting
Meeting Date: March 25, 2026
Prepared By: C. Copeland-Rodriguez, MMC, Town Clerk
Item Title: Approval of Council Cell Phone Purchases with Records Archiving Software

DISCUSSION:

Dues to the increase in public records requests for all forms of electronic communication, staff would like to provide the following information regarding the potential purchase of Town-issued cell phones for each Town Councilmember, along with the implementation of software designed to archive text messages and call records.

Establishing Town-issued devices dedicated to official business will assist the Town in maintaining compliance with the Florida Public Records Law and improve the efficiency of responding to public records requests.

When Town-related communications occur on personal devices, identifying and retrieving records can be more complex and time-consuming. Providing Town-issued phones would allow communications related to Town business to be maintained on a centralized device and platform, ensuring better record retention and accessibility.

To further support records management and transparency, staff recommend implementing message archiving software that automatically captures and securely stores text messages and call logs. This software creates a searchable archive of communications that can be retrieved when responding to public records requests, audits, or legal inquiries.

The estimated monthly cost per Councilmember phone is as follows:

- Unlimited Cell Phone Plan: \$36.99
- IBM License: \$2.25
- 3rd Eye Message Archiving License: \$4.35

Total Estimated Monthly Cost per Councilmember phone: \$43.59

The implementation of Town-issued devices and message archiving software would provide several benefits, including:

- Improved compliance with public records requirements
- Automatic archiving of text messages and call records
- Increased efficiency in responding to public records requests

- Clear separation between personal and official communications
- Enhanced transparency and accountability

Please note that the cost of the phones and associated services can be absorbed within the current Fiscal Year 2025–2026 Legislative Department budget.

RECOMMENDATION:

Staff recommends approval to proceed with the procurement of the necessary devices and software licenses and coordinate implementation.



Meeting Name: Town Council Meeting
Meeting Date: March 25, 2026
Prepared By: Councilmember DD Halpern
Item Title: Discussion on Temporary Sign Code and Sign Code Review

BACKGROUND:

The purpose of this agenda item is to open Council discussion of the Town's Sign Codes and specifically, the code for *Temporary Signs/Banners for Commercial Use*. This agenda item generally seeks to modify our current code for *Temporary Signs/Banners for Commercial Use* and add reasonable flexibility. The goal is to benefit our businesses and business owners, some of whom have expressed that the current Code is too restrictive in frequency and duration of posing signs for things like grand openings and seasonal specials at restaurants.

Town of Juno Beach Code > Division 6 - Signs

Sec. 34-1048. - Purpose and intent.

The intent of this division is to:

- (1) Establish rules and regulations to control and regulate all signs in the town.
- (2) Maintain a high degree of excellence in the quality of all signs, both aesthetically and structurally.
- (3) Prevent the proliferation of signs which cause visual clutter and disharmony; and
- (4) Encourage a rational pattern of signs with regard to the area where such signs are located.

The Town Code > Division 6 > Temporary Sign Code (see attached) specifies the use, location, timing, size, and other aspects of temporary signage for commercial use. Examples of this are restaurant grand opening signs, festival banners, signs advertising seasonal menus/specials, and real estate open house signs.

HISTORY:

2021: In speaking with business owners (particularly restaurant owners), about how our town can help them succeed, they expressed dissatisfaction with our Town's sign codes for Temporary Signs and Banners. The general consensus I heard was that the code is too restrictive, making it challenging to advertise for grand openings, special events, and special seasonal promotions, to name a few. Business owners said they would like added flexibility in the Town's temporary sign codes allowing signs to be posted for a longer duration and for greater frequency throughout the year.

March 2023: I created an agenda item titled, "Discussion on Review of Town of Juno Beach Sign Codes for Temporary Signs and Banners." The item was discussed by the Planning & Zoning Board.

Summer 2025: Town Council hired Chen Moore and Associates to review the Town's sign codes which, according to Town Staff, have not been reviewed since 2006. Due to SB180, All contracted code review was suspended because certain aspects of signage cannot be made more restrictive.

November 2025: I spoke with the owner of Mr. Jingles Christmas Trees (the business that occupied the Christmas Tree lot). He mentioned his disappointment and frustration at not being allowed to hang a temporary "We've Moved" banner on the fence at the Christmas Tree Lot to alert people to the new location of his business.

DISCUSSION:

Council to discussion the Code for Temporary Signs/Banners for Commercial and next steps for addressing the following requests I've heard from business owners:

1) Allow temporary signs to be posted more often throughout the year.

Example: For Fixed Banner Signs for Commercial Buildings or centers, our current code states, *"Banners may be displayed for a maximum period of 45 days at a time, two times per year."*

2) Add amount of time that signs are allowed to be posted.

Example: For Grand Opening Signs, our current code states, *"Signs shall not be displayed for more than 30 days."*

3) Allow the use of temporary "feather signs."

These signs may appear as a flag or pennant and are already used by some businesses for special events, although prohibited in Code Sec. 34-1050. - Prohibited signs.

4) Allow temporary Off-Premises Signs.

The purpose is to allow former business owners to alert customers to a new business location and/or convey a message to customers. Off-Premises signs are defined as signs unrelated to the property upon which it is being displayed. At Town Council's December 3 pre-meeting workshop, I received consensus to have Town Staff work with our Town Attorney to find a solution that would allow businesses that move out of Juno Beach or to another location within the Town, to post a temporary "We've Moved" sign/banner at their former location within our town.

5) Create flexibility in location and duration of placement for Realtor Open House Signs.

Realtors have said our temporary sign code too restrictive, as it sets limits on the number of signs, location, and hours that Open House signs are allowed.

Example: The current Code states, "Open house signs are limited to Saturdays, Sundays and legal holidays between the hours of 10:00 a.m. and 4:00 p.m. which are generally in use for just a few hours." As such, Realtors cannot place Open House Signs Monday through Friday, and cannot place signs before 10:00, which is restrictive.

RECOMMENDATION:

Council consensus to have Town Staff and/or the code review consultant, Chen Moore & Associates (CMA), review our Temporary Sign Code and propose suggestions for more flexible common-sense codes to help our businesses successfully advertise and communicate with customers. This will economically support our businesses. Many businesses are family-owned and sole-proprietorships, and I believe we can find a way to better meet their advertising needs while maintaining an appropriate aesthetic standard for Juno Beach.

NOTE: This agenda item is not to suggest creating a carnival atmosphere or "sign-pollution."

The purpose is to support Juno Beach business owners, particularly with signage for grand openings and special promotions needed to attract customers. The goal is to help existing and new businesses be successful in our town.

Sec. 34-1050. Prohibited signs.

The following signs shall be prohibited:

- (1) Any sign, other than an official sign, within the right-of-way lines of any street or public way.
- (2) Flashing, animated, emitting, reflectorized, glowing, radiating, moving signs (e.g., revolving signs).
- (3) Banner signs in all zoning districts, except the CG commercial general, medical commercial (MC) and CO commercial office zoning districts (see section 34-1051(12) for restrictions). Ornamental signs are regulated separately (see section 34-1055 for restrictions).
- (4) Off-premises signs (signs unrelated to the property upon which it is being displayed). Such signs do not further the town's goal for an aesthetically valuable environment, nor do they contribute to a safe environment. They may visually clutter highly traveled areas for vehicular, pedestrian and bicycle traffic and can contribute to unsafe travel conditions. They are, therefore, prohibited within the town.
- (5) Searchlights.
- (6) Changeable copy signs, except:
 - a. Public, charitable, and religious signs;
 - b. Fuel service station price signs;
 - c. Theater signs;
 - d. Permanent special event signs; and
 - e. Temporary special event message area on a freestanding identification sign (as provided for herein).
- (7) Portable, folding, and similar movable signs (e.g., A-frame or sandwich board signs).
- (8) Flags (other than corporate flags for commercial uses and properly flown governmental flags for all uses, provided such flags do not exceed three per property), streamers, balloons, other air or gas-filled feature, pennants, streamers, wind-driven whirligigs, propellers or other devices.
- (9) Bench signs and bench shelter signs, except for those provided by the town for public use in public areas.
- (10) Any sign not provided for in this section, including, but not limited to, the background area such as an awning, canopy, or fixed ornamental banner, which becomes unsightly, unsafe, faded in color, or in need of repair.
- (11) Roof signs.
- (12) Painted wall signs.
- (13) Vehicles used for advertising purposes.
 - a. Any sign displayed on an automobile, truck, or other motorized vehicle when that vehicle is used primarily for the purpose of such advertising display. Motor vehicles used solely for sign purposes or advertising purposes are prohibited. No person shall park any motor vehicle in a location visible from a public right-of-way, which has attached thereto or located thereon any sign, for the basic purpose of advertising products or directing people to a business or activity located on the same or nearby property or any other premises. This section is not intended to prohibit any form of informational vehicular signage which is limited to the name of a business, address, phone number, and products offered; provided that such sign is either painted on or attached by magnetic strips or bolts or other form of adhesive to the side of the vehicle. Such signage,

however, shall not protrude from or above the exterior surface (front, back, side, roof, trunk, or truck bed) of the vehicle greater than one-half inch nor have a directional arrow as part of the message.

- b. This provision shall not apply to licensed taxicabs, the shortterm use of political campaign signs, nor temporary signs placed on vehicles when making a delivery and removed when parked at business location. This provision shall also not apply to any vehicle owned or operated by an individual, business, or other entity residing outside of the town, which is just passing through or temporarily serving or visiting any individual, business, or place in town.
 - c. Nonmotorized vehicular signs or sign structures attached or affixed in any manner on or to any nonmotorized wheeled vehicle are expressly prohibited in any zoning district.
- (14) Billboard/off-premises signs.
 - (15) Signs painted on, attached to or supported by a tree, utility pole, or other similar object.
 - (16) Representational signs, permanent or temporary, such as beer cans or bottles, oil cans, soft drink cans or bottles, animals, or other similar device indicating a product.
 - (17) Translucent awnings.
 - (18) Permanent or temporary nuisance signs which utilize or incorporate such words as "stop," "look," "danger," etc.
 - (19) Flashing or moving neon signs; however, nonmoving, nonflashing neon signs are permitted.
 - (20) Signs made with fluorescent materials or paint, including both temporary and permanent signs.
 - (21) Any abandoned signs or supporting structures, and signs displayed on property containing a discontinued or abandoned project. Such signs may include those which represent approved developments or projects where work associated with an approved permit has discontinued for a period of at least 60 days; or is deemed abandoned or discontinued by the town.

(Ord. No. 207, § 5.63, 8-8-1979; Ord. No. 309, 10-8-1986; Ord. No. 377, 10-18-1989; Ord. No. 389, 5-16-1990; Ord. No. 416, 9-25-1991; Ord. No. 421, 2-19-1992; Ord. No. 450, 5-11-1994; Ord. No. 454, 11-16-1994; Ord. No. 469, 5-10-1995; Ord. No. 476, 12-13-1995; Ord. No. 489, 12-11-1996; Ord. No. 491, 2-12-1997; Ord. No. 512, 7-28-1999; Ord. No. 538, 4-25-2001; Ord. No. 668, § 5, 5-28-2014)

Sec. 34-4. Definitions.

Sign, off-premises, means a sign used to advertise a business conducted, services available or rendered, or goods produced, which are not located on the site where the sign has been erected and/or displayed.

Sec. 34-1055. Signs permitted by use.

(b) *Temporary signs for commercial uses.* The following temporary signs for commercial uses are permitted:

(1) *Grand opening sign.*

- a. Number: one sign per street frontage, not to exceed two per property.
- b. Maximum sign area: 20 square feet per sign face.
- c. Maximum height: eight feet.
- d. Minimum setbacks: ten feet from all property lines.
- e. Sign copy limits: Sign shall be displayed in accordance with article IV, division 9 of this chapter.
- f. Other limitations: signs shall not be displayed for more than 30 days.

(2) *Construction and real estate signs.*

- a. Number: one sign per street frontage, not to exceed two signs per property.
- b. Maximum sign area: 20 square feet per sign face.
- c. Maximum height: eight feet.
- d. Minimum setbacks: ten feet from all property lines.
- e. Sign copy limits:
 - 1. Construction signs, name of development, picture or rendering of completed project, name of project, developer, contractor, architect and contractor for construction project proposed or underway on the site;
 - 2. Real estate signs, name, logo and phone number of realtor, owner, or developer, property description, price, and whether the property is for sale or lease.
- f. Other limitations:
 - 1. Construction signs shall not be erected until a valid building permit for the work has been issued by the town, and shall be removed within 15 days of receiving a certificate of occupancy or abandonment of project;
 - 2. Real estate signs may be erected upon the availability of a property for sale or lease and shall be removed upon the sale or lease of the premises. For existing retail centers with freestanding identification signs used in part for special events, the leasing or sale message must be placed in the 30 percent area of the sign permitted for special events.

(3) *Fixed banner signs for commercial building or center.*

- a. Number: one sign per business or center.
- b. Maximum sign area: 20 square feet.
- c. Maximum height: 24 feet.
- d. Minimum setbacks: See subsection (b)(3)e of this section.
- e. Sign copy limits: Banners must be hung vertically and at a maximum dimension of 31 inches wide and 94 inches high. Banner must be a minimum eight feet above surface of a walkway. No more than 50 percent of the banner may contain a message or logo. The message may only display the name and logo of the building or retail center and/or a special event.

- f. Other limitations: Banners may be displayed for a maximum period of 45 days at a time, two times per year.

(Ord. No. 207, §§ 5.68—5.68.6, 8-8-1979; Ord. No. 258, 10-13-1982; Ord. No. 309, 10-8-1986; Ord. No. 389, 5-16-1990; Ord. No. 421, 2-19-1992; Ord. No. 426, 8-12-1992; Ord. No. 450, 5-11-1994; Ord. No. 454, 11-16-1994; Ord. No. 469, 5-10-1995; Ord. No. 476, 12-13-1995; Ord. No. 489, 12-11-1996; Ord. No. 491, 2-12-1997; Ord. No. 512, 7-28-1999; Ord. No. 538, 4-25-2001; Ord. No. 593, § 5.68.4, 6-14-2006)

MEMORANDUM

TO: Town Council; and Joseph F. Lo Bello, Town Manager

FROM: Mayor DD Halpern

DATE: March 15, 2023

SUBJECT: Discussion on Review of Town of Juno Beach Sign Codes for Temporary Signs and Banners

BACKGROUND

Several business owners have expressed to me their dissatisfaction with the Town's sign codes regarding temporary signs, saying the code is too restrictive which makes it challenging to advertise their business and be financially stable in Juno Beach.

Businesses with storefronts that are set back and not visible from the road and businesses whose name isn't listed on a plaza's marquis are in need of ways to let the public know they are in the plaza.

Business owners would like some added flexibility regarding the Town's temporary sign codes, including more frequency and duration for the use of signs, and to allow the use of "feather signs," which are currently prohibited.

Additionally, Realtors have found our temporary sign code restrictive, as it sets limits on the number and location of Open House signs. Open House signs are generally in use for less than four hours in a day. Open House signs are needed to provide driving direction and help guide home-shoppers to the house location. While many people rely on GPS to locate an address, Open House signs also inform passers-by who may be interested in seeing the property. Several signs are needed to accomplish this. I trust the professionalism of Realtors and their ability to remove their open house signs at the end of the open house. These signs are not cheap, and Realtors are generally diligent in removing signs because they need to re-use them.

While I **do not** support creating a carnival atmosphere or "sign-pollution," I believe it's important to support our small businesses and help them be successful in our town.

Lack of support for our businesses would hurt their ability to do business here, resulting in plaza vacancies which would not only cause a loss of revenue for our town, but a loss in the goods and services we provide as a Town.

A common-sense approach to sign codes can assist our businesses in being more economically sustainable. Many of our businesses are family-owned and sole-proprietorships, and I believe we can find a way to meet their signage needs while maintaining an appropriate aesthetic standard for our Town.



RECOMMENDATION

I would like to get Council consensus to:

- 1) Ease the codes regarding temporary signs and banners for businesses.
- 2) Ease the codes regarding real estate open house signs.
- 3) Allow “feather signs,” which are currently restricted.



AGENDA ITEM

Meeting Name: Town Council Meeting
Meeting Date: April 22, 2026
Prepared By: DD Halpern, Vice Mayor Pro Tem
Item Title: Discussion on Reopening the Charter Review

DISCUSSION:

At the March 25 Town Council meeting, Vice Mayor Pro Tem Halpern requested consensus to reopen the review of the Town Charter. Mayor Santilli, Vice Mayor Davis, Vice Mayor Pro Tem Halpern, and Councilmember Fraser gave consensus to include this as a discussion item on the next agenda.

1. Charter Review Timeline:

- Month 1: Council establishes the Charter Review Committee and the Committee Member selection process.
- Month 1–2: Staff, Committee members, and the Town Attorney review the current Charter and draft proposed amendments.
- Month 2–3: Committee finalizes recommended changes and submits ordinances to the Council for consideration.

2. Ordinance Preparation and First Reading

- Month 3–4: Town Attorney prepares the ordinance(s) incorporating the proposed Charter amendments.
- Council Meeting 1: Conduct first reading of the ordinance(s). (Public notice required per Florida Statutes, usually 15–30 days before second reading).

3. Second Reading / Adoption

- Council Meeting 2: Conduct second reading of the ordinance(s) and adopt the final version. (Public notice required per Florida Statutes, usually 15–30 days before second reading).

4. Submission of Ballot Language

- Immediately following adoption: Town Attorney Prepares the final ballot language.
- Deadline: Submit the ballot language to the Supervisor of Elections by their statutory deadline (often 90 days before the election in Florida, which would be Wednesday, December 9, 2026, unless otherwise stated by the Supervisor of Elections).

RECOMMENDATION:

Each Council member is invited to submit proposed Charter amendments to be discussed and considered by the Town Council and the Charter Review Committee.

ATTACHMENTS:

- 1) Town of Juno Beach Charter;
- 2) Proposed Charter sections for review; and
- 3) Town Attorney's Memorandum: Commencement of term and Assumption of Office Following Elections.

PART I - CHARTER

Item #23.

Footnotes:

--- (1) ---

Editor's note— Part I contains the Charter of the Town as proposed by Ordinance No. 474, enacted November 29, 1995, and as approved at referendum held March 12, 1996. Formerly, Part I contained the Charter of the Town as enacted by Ord. No. 280, enacted March 6, 1985, and approved at referendum on March 12, 1985, as amended by Ord. No. 430, enacted October 28, 1992. Subsequent amendments will be worked into their proper places and amended or repealed provisions deleted. Subsequent amendments will be reflected by history notes enclosed in parentheses following the sections affected. The absence of such a history note indicates that the provision has not been amended, and is as originally enacted in 1996. The editors have added words and phrases in brackets where desirable to clarify meaning or facilitate use. Any bracketed catchlines or material included by the editor for clarity were not part of the Charter as approved.

State Law reference— Municipal Home Rule Powers Act, F.S. ch. 166.

ARTICLE I. - CORPORATE NAME

[Sec. 1. - Name of municipality.]

The municipality hereby established shall be known as the "Town of Juno Beach."

ARTICLE II. - TERRITORIAL BOUNDARIES

Footnotes:

--- (2) ---

State Law reference— Municipal annexation and contraction, F.S. ch. 171.

[Sec. 1. - Established.]

The corporate boundaries of the town shall remain fixed and established as they exist on the date this Charter takes effect, provided that the town shall have the power to change its boundaries in the manner prescribed by law. The official legal description of the town shall be maintained by the town clerk.

ARTICLE III. - LEGISLATIVE

Sec. 1. - Form of government; town council; power and composition; qualification; residency.

(a) The town shall operate under the council-manager form of government, as provided herein.

There shall be a town council vested with all legislative powers. The town council shall consist of five (5) members; one of whom shall be the mayor and four of whom shall be councilmembers

- (b) Only electors of the town who have been continuous residents for at least one (1) year immediately preceding the date of filing of their notice of candidacy shall be eligible to hold the office of mayor or councilmember. All candidates for mayor or councilmember shall submit an affidavit prior to qualification for office demonstrating that they meet the residency requirement. As used in this section and for the purpose of completing the affidavit, "residency" shall require: a place of abode within the town where the prospective candidate actually lives. Additionally, the affidavit shall state that the candidate is registered to vote at the candidate's place of abode at the time of qualification. No elector shall qualify for the office of mayor or councilmember if he or she has been convicted or pled nolo contendere to any felony or has been convicted or pled nolo contendere to any crime of fraud or dishonesty including, by way of example, larceny, theft, burglary, forgery, perjury, or embezzlement.
- (c) The town council adopts policies and appropriates town funds through its budgetary responsibilities, and its members have fiduciary responsibilities as trustees of public funds.

(Ord. No. 635, § 2, 5-12-2010; Res. No. 2023-03, election of 3-14-23; Charter Amend. of 03-22-2023; Ord. No. 773, § 2, 11-15-2023; Ord. No. 777, § 2, 11-15-2023)

Sec. 2. - Election and terms.

On a date established by ordinance of the town, a general election shall be held in each year to elect members of the town council. The selection of members of the town council shall be by seats to be known as seats 1, 2, 3, 4 and 5. Commencing with the 2011 general election and continuing thereafter, the councilmembers in seats 1 and 3 shall serve a term of three (3) years. The councilmember in seat 5 shall continue to serve a term of two (2) years. Commencing with the 2012 general election and continuing thereafter, the councilmembers in seats 2 and 4 shall serve a term of three (3) years. Commencing with the 2013 general election and continuing thereafter, the councilmember in seat 5 shall serve a term of three (3) years. Commencing with the 2024 general election and continuing thereafter, councilmember seat 2 shall be redesignated as the seat of "mayor" which shall then and thereafter be an elected office with a two (2) year term. The term of office of the mayor and of a councilmember shall commence upon election and qualification and shall continue until a successor is elected and qualified.

(Ord. No. 637, § 2, 5-12-2010; Res. No. 2023-03, election of 3-14-2023; Charter Amend. of 03-22-2023)

Sec. 3. - Mayor.

The mayor shall preside at meetings of the council, shall be recognized as head of town government for all ceremonial purposes, by the governor for purposes of military law, for service of process, execution of deeds and as the town official designated to represent the town in all agreements with other governmental entities or certifications to other governmental entities. The mayor shall have no administrative duties except as required to carry out the responsibilities herein.

(Res. No. 2023-03, election of 3-14-2023; Charter Amend. of 03-22-2023)

Item #23.

Sec. 4. - Annual council officer appointments.

The council shall elect from among its members a vice mayor, and a vice mayor pro tem to serve at the pleasure of the council, Election of the vice mayor and vice mayor pro tem shall be done annually at the first council meeting after the town election. The vice mayor shall act as mayor during the absence or disability of the mayor. The vice mayor pro tem shall preside over council meetings in the absence of the mayor and the vice mayor.

(Res. No. 2023-03, election of 3-14-2023; Charter Amend. of 03-22-2023)

Sec. 5. - Compensation and expenses.

The council may determine the annual salary of the mayor and of council members by ordinance, but no ordinance increasing such salary shall become effective until the date of commencement of the terms of the mayor or councilmembers elected at the next regular election.

(Res. No. 2023-03, election of 3-14-2023; Charter Amend. of 03-22-2023)

Sec. 6. - Vacancies; forfeiture of office; filling of vacancies.

- (a) *Vacancies.* The office of mayor or of a councilmember shall become vacant upon death, resignation, or removal from office in any manner authorized by law of such mayor or councilmember or if such mayor or councilmember ceases to be an elector of the town or ceases to meet the requirements for candidacy set forth in section 1(b) of this article as determined by the remaining members of the council.
- (b) *Filling of vacancies.* If there is a vacancy on the council, including both the office of mayor or any councilmember seat, the council by a majority vote of the remaining members may choose a successor mayor or councilmember as applicable, to serve until the next regular town election at which time an election shall be held regardless of whether an election of the seats in which the vacancy occurred is scheduled. If the election for the seats in which the vacancy occurred is not scheduled, the election for those seats shall be for the remainder of the term of the seat or seats in which the vacancy occurred. Any elector seeking appointment to the council including both the office of mayor or any councilmember seat, shall meet all of the requirements for election set forth in section 1(b) above and shall complete and submit the required affidavit and ethics commission form 1. The council shall consider such documentation when choosing a successor.
- (c) *Extraordinary vacancies.* In the event that there is a vacancy in all five (5) seats of the council, the governor is authorized to appoint an interim council, such interim council to serve until the next regularly scheduled election. If the governor does not appoint an interim council within sixty (60)

days, the town manager shall schedule a special election at the earliest practicable date.

(Ord. No. 731, § 2, 11-17-2020; Res. No. 2023-03, election of 3-14-2023; Charter Amend. of 03-22-2023; Ord. No. 777, § 2, 11-15-2023)

State Law reference—Mandate for establishing procedure for filling vacancies, F.S. § 166.031(6).

Sec. 7. - Council appointed officials.

The council shall appoint a town attorney. The council shall have the power to employ and retain other professional advisors and consultants.

(Ord. No. 732, § 2, 11-17-2020; Res. No. 2023-03, election of 3-14-2023; Charter Amend. of 03-22-2023)

Sec. 8. - Procedure.

- (a) *Meetings.* The council shall meet regularly at least once in every month at such times and places as the council may prescribe. Special meetings may be held on the call of the mayor or of a majority of the members and in the absence of a state of emergency, upon no less than twenty-four (24) hours' notice to each member and the public.
- (b) *Rules.* The council shall determine its own rules and order of business.
- (c) *Voting.* Voting on ordinances and resolutions shall be recorded. A majority of the council shall constitute a quorum; a smaller number may adjourn from time to time and may compel the attendance of absent members in the manner and subject to penalties prescribed by rules of the council. No action of the council, except as otherwise provided in this charter, shall be valid or binding unless adopted by the affirmative vote of the majority of the quorum present. Notwithstanding the foregoing, no ordinance shall be adopted unless by the affirmative vote of at least three (3) councilmembers. In all matters coming before the council for a vote, the mayor shall have the same authority, powers and privileges as all other councilmembers.
- (d) *Environmentally sensitive land.* No change to the land use classification or zoning designation of environmentally sensitive land shall be adopted unless by the unanimous vote of all five (5) councilmembers.
- (e) *Police department.* No contract or interlocal agreement shall be entered into between the town and a third-party whereby that party assumes the management of or performs the duties and responsibilities of the police department unless the proposed agreement is approved by the affirmative vote of four (4) councilmembers and by a majority of the town electors who vote in a referendum election conducted in accordance with all legal requirements.
- (f) *Land development regulations.* Any amendment to the town's land development regulations that increases the permitted height or density within any zoning district shall require an affirmative vote of all five (5) councilmembers.

(g) *Variances*. Any order granting a variance to the permitted height within any zoning district require an affirmative vote of all five (5) councilmembers.

(Ord. No. 578, § 2, 12-29-2004; Ord. No. 732, § 2, 11-17-2020; Ord. No. 733, § 2, 11-17-2020; Ord. No. 734, § 2, 11-17-2020; Res. No. 2023-03, election of 3-14-2023; Charter Amend. of 03-22-2023; Ord. No. 774, § 2, 11-15-2023; Ord. No. 775, § 2, 11-15-2023)

State Law reference— Procedures for adoption of ordinances and resolutions, F.S. § 166.041; public meetings and records, F.S. § 286.011.

ARTICLE IV. - ADMINISTRATIVE

Sec. 1. - Town manager.

There shall be a town manager who shall be the chief executive officer of the municipal corporation. The manager shall be responsible to the council for the administration of all town affairs placed in their charge by or under this charter.

Sec. 2. - Appointment; removal; compensation.

(a) *Appointment*. The council shall appoint a town manager by a majority vote of the mayor and all the council members.

(b) *Removal*. The council may remove the manager by a majority vote of the mayor and all the councilmembers and the manager shall hold office at the pleasure of the council.

(c) *Compensation*. The compensation of the manager shall be fixed by the council.

(Res. No. 2023-03, election of 3-14-2023; Charter Amend. of 03-22-2023)

Sec. 3. - Acting town manager.

By written notification to the town council, the manager shall designate a qualified town executive officer to exercise the powers and perform the duties of manager during his or her temporary absence or disability. During absence or disability, the council may revoke such designation at any time and appoint another officer of the town to serve until the manager shall return or such disability shall cease.

(Ord. No. 735, § 2, 11-17-2020)

Sec. 5 [4]. - Powers and duties of the town manager.

The town manager shall:

(a)

Appoint, suspend or remove all town employees. The town manager may authorize any administrative officer who is subject to his or her direction and supervision to exercise these powers with respect to subordinates in that officer's department, or office;

- (b) Establish and supervise the administration of all departments and offices of the town, except as otherwise provided by this charter or by law;
- (c) Attend all council meetings and shall have the right to take part in discussion, but may not vote;
- (d) See that all laws, provisions of this charter and acts of the council, subject to enforcement by the town manager or by officers subject to the town manager's direction and supervision are faithfully executed;
- (e) Prepare and submit the annual budget, budget message and capital improvements program to the council;
- (f) Submit to the council and make available to the public a complete report on the finances of the town as of the end of each fiscal year.
- (g) Make such other reports as the council may require concerning the operations of town departments and offices;
- (h) Keep the council fully advised as to the financial condition and future needs of the town and make such recommendation to the council concerning the affairs of the town as is deemed advisable;
- (i) Sign contracts on behalf of the town;
- (j) Perform such other duties as are specified in this charter or may be required by the council.

Sec. 7 [5]. - Town clerk.

There shall be a town clerk appointed by the town manager who shall be responsible to the council for the proper administration of all affairs of the town coming under his or her control and to that end the powers and duties of the town clerk are and shall be:

- (a) To attend all official meetings of the council in person or by deputy and keep minutes of its proceedings which, after being approved, shall be recorded in a well bound book and signed by the town clerk.
- (b) To be the custodian of the town seal and of all records and papers of a general or permanent character pertaining to the affairs of the municipality.
- (c) To attest all executory contracts made on behalf of the town as evidence of the authorization of such contracts by the council or town manager; and no executory contracts made on behalf of the town or to which the town is a party shall be valid unless attested by the town clerk or his or her designee.

(d) To preserve, file and index all contracts to which the town is a party.

(Ord. No. 579, § 2, 12-29-2004; Ord. No. 735, § 2, 11-17-2020)

Sec. 7 [6]. - Prohibitions.

- (a) *Appointment and removals.* Neither the council nor any of its members shall in any manner dictate the appointment or removal of any town administrative officers or employees whom the manager or any subordinates are empowered to appoint, but the council may express its views and fully and freely discuss with the manager anything pertaining to appointment and removal of such officers and employees.
- (b) *Interference with administration.* Except for the purpose of inquiries and investigations, the council or its members shall deal with town officers and employees who are subject to the direction and supervision of the manager solely through the manager, and neither the council nor its members shall give orders to any such officer or employee either publicly or privately. Nothing in the foregoing is to be construed to prohibit individual members of the council from closely scrutinizing all aspects of town government operations so as to obtain independent information. It is the express intent of this charter, however, that recommendations for improvement in town government operations by individual council members be made to and through the town manager, so that the manager may coordinate efforts of all town departments to achieve the greatest possible savings through the most efficient and sound means available.

ARTICLE V. - QUALIFICATION AND ELECTIONS

Footnotes:

--- (3) ---

State Law reference— *Florida Election Code, F.S. ch. 97 et seq.*

Sec. 1. - Non-partisan election.

All qualifications and elections for the office of mayor and town council member shall be conducted on a non-partisan basis without regard for or designation of political party affiliation of any nominee on any nomination petition or ballot.

(Res. No. 2023-03, election of 3-14-2023; Charter Amend. of 03-22-2023)

Sec. 2. - Qualifications.

Candidates for the office of mayor and town council member shall qualify for such office by the filing of a written notice of candidacy with the town clerk at such time and in such manner as may be provided by law.

Sec. 3. - Form of ballots.

- (a) *Candidates.* The council by resolution shall prescribe the form of ballot including the method for listing candidates for town council elections and any other town election unless the form of a ballot is prescribed by state law.
- (b) *Charter amendments.* Whenever a charter amendment is to be voted on by the town, the amendment shall be placed on that portion of the ballot following the candidates for town council, if any. The substance of such amendment shall be printed in clear and unambiguous language on the ballot and followed by the word "yes" and also by the word "no." The proposed amendment shall be styled in such a manner that a "yes" vote will indicate approval of the proposal and a "no" vote will indicate rejection. The wording of the substance of the amendment and the ballot title to appear on the ballot shall be embodied in the town ordinance approving such amendment to be placed before the voters. In accordance with Florida law, the substance of the amendment shall be an explanatory statement of the chief purpose of the measure. The ballot title shall consist of a caption by which the measure is commonly referred to or spoken of.

(Ord. No. 580, § 2, 1-12-2005)

Sec. 4. - General and run-off election.

Whenever a general or a special election is held to fill any elective office in the town, the candidate receiving a majority of the votes cast at such election to fill such office shall be declared to be duly elected; provided that in the event no candidate for a particular elective office shall receive a majority of the votes cast at such election to fill such office, then a run-off election shall be held on such date as is provided by ordinance of the town; provided further that in such event only the names of the two (2) candidates having received the greatest number of votes in the election for such office shall be submitted to the voters and the one receiving the majority number of votes in such run-off election shall be declared to be duly elected to such office; provided further, that should two (2) or more candidates receive an equal number of votes to any such office, so that it cannot be determined which two (2) had received the greatest and the next greatest number of votes, then the names of all such candidates shall be submitted at the run-off election and the candidate receiving the greatest number of votes at such election shall be declared elected to such office, regardless of whether such candidate received a majority of the votes cast to fill such office at such run-off election.

Sec. 5. - Unopposed candidate: vacancies in candidacy.

- (a) In the event only one person qualifies as a candidate for a designated seat on the town council to be filled at an election, that seat shall not be listed on the regular town election ballot. In the event a vacancy in candidacy caused by death, withdrawal or removal from the ballot leaves only one remaining qualified candidate, that candidate shall be treated in the same manner as an unopposed candidate. Each unopposed candidate shall be deemed to have voted for him or herself and thereafter declared to be duly elected to such office.
- (b) If the death, withdrawal or removal from the ballot of a qualified candidate occurs after the close of the qualification period leaving no candidates for an open seat with at least twenty (20) days remaining before the election, the qualifying period for that seat shall be reopened for a period of five (5) business days following the date the vacancy occurs and all qualified candidates registering during that period shall be placed on the ballot. The town clerk shall advertise the reopening of the qualification period.
- (c) If the death, withdrawal or removal from the ballot of a qualified candidate occurs after the close of the qualification leaving no candidates for an open seat with less than twenty (20) days remaining before the election, the election for such office shall be delayed for at least thirty (30) and no more than forty-five (45) days at which time the general election for that office shall take place. The town clerk shall advertise notice of the rescheduling of the election and the reopening of the qualifying period. Qualifying shall be reopened for a period of at least ten (10) business days.

(Ord. No. 580, § 2, 1-12-2005)

State Law reference— Mandate for establishing procedure for filling vacancies in candidacy, F.S. § 166.031(6).

Sec. 6. - Recall.

The qualified voters of the town shall have the power to recall and remove from office any elected official of the town as provided by general law.

State Law reference— Recall of members of governing body, F.S. § 100.361.

ARTICLE VI. - INITIATIVE AND REFERENDUM

[Sec. 1. - Procedures for initiative and referendum.]

(a) *General provisions.*

(1)

Initiative. Electors of the town shall have power to propose ordinances to the council and, if the council fails to adopt an ordinance so proposed without any change in substance, to adopt or reject it at a town election, provided that such power shall not extend to the budget or capital improvements program or any ordinance relating to appropriation of money, levy of taxes, salaries of town officers or employees, annexation of property, the rezoning of property, or the town's adopted comprehensive plan.

(2) *Referendum.* Electors of the town shall have power to require reconsideration by the council of any adopted ordinance and if the council fails to repeal an ordinance so reconsidered, to approve or reject it at a town election, provided that such power shall not extend to the budget or capital improvements program or any emergency ordinance or ordinance relating to the appropriation of money, levy of taxes, salaries of town officers or employees, annexation of property, the rezoning of property, or the town's adopted comprehensive plan.

(b) *Commencement of proceedings.* Any five (5) electors of the town may commence initiative or referendum proceedings by filing with the town clerk an affidavit stating they will constitute the petitioners committee and be responsible for circulating the petition and filing it in proper form, stating their names and addresses and specifying the address to which all notices to the committee are to be sent, and setting out in full the proposed initiative ordinance or citing the ordinance sought [to] be reconsidered.

Promptly after the affidavit of the petitioners committee is filed, the town clerk shall, at the committee's request, issue the appropriate petition blanks to the petitioners committee at the committee's expense.

(c) *Petitions.*

(1) *Number of signatures.* Initiative and referendum petitions must be signed by electors of the town equal in number to at least fifteen (15) percent of the total number of electors registered to vote at the last regular town election.

(2) *Form and content.* All papers of a petition shall be uniform in size and style and shall be assembled as one instrument for filing. Each signature shall be executed in ink or indelible pencil and shall be followed by the address of the person signing. Petitions shall contain or have attached thereto throughout their circulation the full text of the ordinance proposed or sought to be reconsidered.

(3) *Affidavit of circulator.* Each paper of a petition shall have attached to it when filed an affidavit executed by the circulator thereof stating that the circulator personally circulated the paper, the number of signatures thereon, that all the signatures were affixed in the circulator's presence, and that the circulator believes them to be the genuine signature of the persons whose names they purport to be and that each signer had an opportunity before signing to read the full text of the ordinance proposed or sought to be reconsidered.

(4) *Time for filing referendum petitions.* Referendum petitions must be filed within thirty (30) days after adoption by the council of the ordinance sought to be reconsidered.

(d) *Procedure for filing.*

- (1) *Certificate of clerk; amendment.* Within twenty (20) days after the initiative or referendum petition is filed the town clerk shall complete a certificate as to its sufficiency, specify if it is insufficient, the particulars wherein it is defective and shall promptly send a copy of the certificate to the petitioners committee by registered mail. Grounds for insufficiency are only those specified in subsection (c). If the petitioners committee does not request council review under subsection (2) of this section within the time required, the clerk's certificate shall be a final determination as to the sufficiency of the petition.
- (2) *Council review.* If a petition has been certified insufficient the committee may, within two (2) days after receiving the copy of such certificate, file a request that it be reviewed by the council. The council shall review the certificate within thirty (30) days of the filing of such request and approve or disapprove it, and the council's determination shall then be a final determination as to the sufficiency of the petition.

(e) *Referendum petitions.* When a referendum petition is filed with the town clerk the ordinance sought to be reconsidered shall remain in effect until:

- (1) The council repeals the ordinance, or;
- (2) A vote of the town's qualified electors repealing the ordinance has been certified.

(f) *Action on petitions.*

- (1) *Action by council.* When an initiative or referendum petition has finally been determined sufficient, the council shall consider the proposed initiative ordinance or reconsider the referred ordinance by voting its repeal. If the council fails to adopt a proposed initiative ordinance without any change in substance or fails to repeal the referred ordinance within sixty (60) days, a vote of the town's qualified electors on a proposed or referred ordinance shall be held.
- (2) *Submission to voters.* The election shall be held not less than ninety (90) days and not later than one hundred twenty (120) days from the date that the petition was determined sufficient. If no regular town election is scheduled to be held within the period described in this subsection, the council shall provide for a special election, within the described period. Copies of the proposed or referred ordinance shall be made available at the polls.
- (3) *Withdrawals of petitions.* An initiative or referendum petition may be withdrawn at any time prior to the fifteenth day preceding the day scheduled for a vote of the town by filing with the town clerk or other official designated by the council a request for withdrawal signed by at least four (4) members of the petitioners committee. Upon the filing of such request the petition shall have no further force or effect and all proceedings thereon shall be terminated.

(g) *Results of election.*

- (1)

Initiative. If a majority of the qualified electors voting on a proposed initiative ordinance vote in its favor, the ordinance shall be considered adopted upon certification of the election results and shall be treated in all respects in the same manner as ordinances of the same kind adopted by the council; provided, however that the council may amend or repeal an ordinance enacted by initiative only upon the affirmative vote of at least four (4) councilmembers.

(Ord. No. 776, § 2, 11-15-2023)

ARTICLE VII. - TRANSITION SCHEDULE

Sec. 1. - Ordinances preserved.

All ordinances in effect upon the adoption of this Charter to the extent not inconsistent with it, shall remain in force until repealed or changed as provided herein.

Sec. 2. - Pending matters.

All rights, claims, actions, orders, contracts and legal or administrative proceedings involving the town shall continue except as modified pursuant to the provisions of this Charter.

Sec. 3. - Miscellaneous provisions.

- (a) In case any one or more of the sections or provisions of this Charter or the application of such sections or provisions to any situation shall for any reason be held to be unconstitutional, such unconstitutionality shall not affect any other sections or provisions of this Charter or the application of such sections or provisions as to any other situation and it is intended that this charter shall be construed and applied as if such unconstitutional section or provision had not been included herein.
- (b) As often as the council may deem necessary, but in any event, at least every five (5) years, the terms and provisions of this charter shall be reviewed.

ARTICLE III - LEGISLATIVE - Sec. 2. - Election and terms.

On a date established by ordinance of the town, a general election shall be held in each year to elect members of the town council. The selection of members of the town council shall be by seats to be known as seats 1, 2, 3, 4 and 5. Commencing with the 2011 general election and continuing thereafter, the councilmembers in seats 1 and 3 shall serve a term of three (3) years. The councilmember in seat 5 shall continue to serve a term of two (2) years. Commencing with the 2012 general election and continuing thereafter, the councilmembers in seats 2 and 4 shall serve a term of three (3) years. Commencing with the 2013 general election and continuing thereafter, the councilmember in seat 5 shall serve a term of three (3) years. Commencing with the 2024 general election and continuing thereafter, councilmember seat 2 shall be redesignated as the seat of "mayor" which shall then and thereafter be an elected office with a two (2) year term. The term of office of the mayor and of a councilmember shall commence upon election and qualification and shall continue until a successor is elected and qualified.

BACKGROUND:

During the 2026 Regular Municipal Election cycle, there was a question regarding the order of the wording, "election and qualification" in Sec. 2. - Election and terms, as well as Town Code Chapter 8 (Elections), Sec. 8-10. - Assumption of office, particularly as these Code sections relate to the transitional roles of outgoing/former and newly elected Councilmembers.

The Town Attorney, TG Law, provided the attached memorandum, "Commencement of Term and Assumption of Office Following Election" to Town Staff containing definitions of "qualification and election" and the order in which qualification and election take place in the election process. Based on this information it appears that the Town Charter wording does not reflect the actual order of process required by the Supervisor of Elections and State Statute, thereby adding to the confusion as to implementation of Sec. 8-10. - Assumption of office.

RECOMMENDATION:

Regarding Sec. 2. - Election and terms, my suggestion is to transpose the words "election and qualification" to read "qualification and election," to accurately reflect the order of the actions of both qualifying to be placed on an election ballot and the election event.

CODE CHAPTER 8 - Sec. 8-10. - Assumption of office.

All newly elected officials of the town shall take office at the next scheduled town council meeting immediately following receipt of the certified results for such election, except, however, if a runoff election is held, all newly elected officials shall take office at the next scheduled town council meeting immediately following the receipt of the certified results of the runoff election.

BACKGROUND:

During the 2026 Regular Municipal Election cycle, there was a question regarding the duration of the term of a departing Councilmember and whether a newly elected Councilmember is considered "elected" even if the "oath of office" has not yet taken place.

Town Attorney TG Law provided the attached memorandum, "Commencement of Term and Assumption of Office Following Election" to Town Staff clarifying this process.

Item #23.

RECOMMENDATION:

Regarding Sec. 8-10. - Assumption of office, my suggestion is to add wording stating: the oath of office of a newly elected Councilmember *shall* be administered (*within a specific timeframe?*) once the election is certified by the Palm Beach County Supervisor of Elections and prior to the next scheduled Town Council meeting.

Advantages of administering the oath of office upon certification of the election results, rather than waiting until the next scheduled Town Council meeting:

- Allows an incoming Mayor or Councilmember to begin performing their duties right away.
- Avoids ambiguity about when the newly elected Councilmember terms officially begin.
- Eliminates the potential for former Councilmembers to retaining leadership duties past the election certification date.
- Reduces risk if an urgent issue arises (e.g., emergency decisions, votes, or time-sensitive matters).

Article IV - Administrative. Sec. 3. - Acting town manager.

By written notification to the town council, the manager shall designate a qualified town executive officer to exercise the powers and perform the duties of manager during his or her temporary absence or disability. During absence or disability, the council may revoke such designation at any time and appoint another officer of the town to serve until the manager shall return or such disability shall cease.

BACKGROUND:

The Charter as written doesn't make mention of a process for appointing or hiring an Interim Town Manager. When it becomes necessary for the Town Council or a current Town Manager to designate an Acting or Interim Town Manager, there should be clear guidelines that distinguish the titles, roles, and compensation.

RECOMMENDATIONS:

1. Add a section that defines Interim Town Manager (potentially including decision-making authority, method of appointment, and the conditions under which an Interim may be designated.)
2. Add a section that distinguishes an Acting Town Manager from and Interim Town Manager.
3. Add a Compensation section that distinguishes between compensation for each role: Acting and Interim Town Manager.

ARTICLE III - LEGISLATIVE - Sec. 6. - Vacancies; forfeiture of office; filling of vacancies.

(a) Vacancies. The office of mayor or of a councilmember shall become vacant upon death, resignation, or removal from office in any manner authorized by law of such mayor or councilmember or if such mayor or councilmember ceases to be an elector of the town or ceases to meet the requirements for candidacy set forth in section 1(b) of this article as determined by the remaining members of the council.

(b) Filling of vacancies. If there is a vacancy on the council, including both the office of mayor or any councilmember seat, the council by a majority vote of the remaining members **may choose a successor mayor or councilmember as applicable, to serve until the next regular town election** at which time an election shall be held regardless of whether an election of the seats in which the vacancy occurred is scheduled. If the election for the seats in which the vacancy occurred is not scheduled, the election for those seats shall be for the remainder of the term of the seat or seats in which the vacancy occurred. Any elector seeking appointment to the council including both the office of mayor or any councilmember seat, shall meet all of the requirements for election set forth in section 1(b) above and shall complete and submit the required affidavit and ethics commission form 1. The council shall consider such documentation when choosing a successor.

BACKGROUND:

- On November 20, 2024, Councilmember Jacob Rosengarten resigned.
- The Town Clerk contacted the Palm Beach County Supervisor of Elections (SOE) which provided the Town with an option to re-open a brief Candidate Qualifying Period to accommodate the sudden vacancy and thereby hold a Regular Municipal Election in March 2025.
- Election Budget: The Town had already budgeted for a Regular Municipal Election, as Seat 2 was up for election. Because Seat 2 was unopposed, the Town didn't require an election for that seat.
- The Town Charter states that the remaining members of Council **"may choose a successor mayor or councilmember as applicable, to serve until the next regular town election"** (which in this case was March 2025).
- At the December 6, 2024, Special Council meeting Davis/Halpern made a motion to conduct an election for the vacant position. The motion failed 2-2.
- At the December 12 Special Council Meeting, Council voted 3 to 1 (Halpern opposed) to appoint an individual to fill the vacant seat for approximately 15 months until the Regular Municipal Election in March 2026.

Appointing a Councilmember when a Regular Election was scheduled, authorized by the SOE and budgeted, ignored the language, intent, and spirit of the Charter:

"May choose a successor mayor or councilmember as applicable, to serve until the *next regular town election*."

Recommendation:

Review and amend this Charter section to clarify, emphasize, and require that Council vacancies be filled at the "next regular town election, and consider creating a time limit on how long a non-elected/appointed Councilmember may serve.

MEMORANDUM

Item #23.

TO: Town Manager
FROM: Gemma Torcivia, Esq., Town Attorney
DATE: March 17, 2026
RE: Commencement of Term and Assumption of Office Following Election

In response to your inquiry, and in accordance with the guidance that we have previously provided to your staff, the term of office of the previous elected officials, specifically, former Mayor Wheeler, former Vice Mayor Callaghan and former Council Member Hosta ended when their successors were elected and qualified. Please note that the newly elected officials had to be qualified by the Town Clerk to appear on the ballot. As the Supervisor of Elections certified the 2026 Juno Beach election on March 16, 2026, their successors are elected and the term of the previous elected officials has ended.

Qualification is governed by Articles III, IV, and V of the Charter; Chapter 8 of the Code of Ordinances; and applicable Florida law. Florida Statutes Section 99.092 (2) requires that the supervisor of elections “shall, immediately after the last day for qualifying, submit to the Department of State a list containing the names, party affiliations, and addresses of all candidates and the offices for which they qualified.” All candidates must be duly qualified before being placed on the ballot. All of the Town of Juno Beach candidates were qualified by the Town Clerk before they were permitted on the ballot.

Election is governed by Articles III, IV, and V of the Charter; Chapter 8 of the Code of Ordinances; and applicable Florida law. Article III, Section 2 of the Town Charter provides that a term of office “shall commence upon election and qualification and shall continue until a successor is elected and qualified.” Once the Town of Juno Beach March 10, 2026 election was certified by the Supervisor of Elections on Monday, March 16, 2026, the term of the previous elected officials ended as their successors were then elected and qualified.

Section 8-10 of the Code provides that newly elected officials “shall take office at the next scheduled town council meeting immediately following receipt of the certified results.” The oath of office should be administered to the newly elected Council members at the next scheduled town council meeting, which is currently scheduled for March 25, 2026. Once the oath is taken by the newly elected officials, then the meeting will be called to order and roll call should be taken. Thereafter, the Town Council constitutes the lawful governing body at that meeting and is authorized to call the meeting to order and conduct Town business.

MEMORANDUM

Item #23.

The Town Council meetings remains public meetings under Florida's Sunshine Law. As the term of office of the previous elected officials referenced in this memorandum ended on March 16, 2026, they are now private citizens and may attend public meetings like other members of the public.